



2024-2025  
**CATALOG**

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# GENERAL INFORMATION

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## A Message from the President



Furthermore, COM is looking to help students balance their educational and life commitments through its new 8-week session format beginning Fall 2024. The 8-Week Advantage offers huge benefits to students including increased focus on fewer subjects, boosted momentum to keep students motivated, more balance and flexibility, and the ability to more easily attain full-time status.

In a unique distinction, COM has been awarded more than \$9 million in Title V funding to further propel the College's ongoing commitment to serving its diverse student population through a variety of innovative strategies to improve success rates, increase persistence and provide better overall outcomes for COM students.

I encourage you to explore the possibilities and learn more about what makes us remarkably COM. College of the Mainland is making room for the future, and that starts with you.

Dr. Warren Nichols  
President

Welcome and thank you for considering College of the Mainland.

As you prepare to enter this exciting new phase in your life, we welcome you to learn more about starting your college journey at COM.

You will notice very quickly that COM is like a family. Here, our faculty will help nurture your individual strengths and talents. With caring instructors, flexible classes and limitless opportunities for student success, the COM experience is an experience like no other.

That experience will truly be heightened with the recent passing of the 2023 bond as we now create endless new opportunities to further expand and grow our facilities and programming to better serve the growing needs of our students. Several new programs have recently launched or are on the horizon. Most notably, COM will soon be launching its culinary arts program at the Mainland City Centre. The College will also be expanding its allied health offerings to include Radiology and Dental Hygiene programs. Additionally, we are excited to be launching our new Mitchell Chuoke Jr. Plumbing Program to ensure that COM students are ready to fulfill jobs in this fast-growing industry.

With the top strategic goal of College of the Mainland being student success, we are taking steps to further enhance students' experience in new and innovative ways. COM has merged the Instructional and Student Services divisions into the newly formed Division of Academic and Student Affairs (DASA). By merging the two divisions, COM sees an opportunity to take a holistic approach to ensuring student success by connecting every student touchpoint from academics and support services.



## Academic Calendar

### Fall 2024 16-Week Session

August 3	Saturday Registration
August 3	Last day of Saturday Summer 2024 Classes
August 9	Last day of Monday-Friday Summer 2024 Classes
August 10	Saturday Registration
August 12	Summer 2024 Grades due in Admissions by noon
August 16	Last Day to Register in Person for Fall 2024
August 18	Last Day to Register Online for Fall 2024 by Midnight
August 19	Fall 2024 Monday-Friday Classes Begin
August 24	Fall 2024 Saturday Classes Begin
September 2	College Closed, Labor Day Holiday
September 4	Census Date for Fall 2024, 16-Week Classes
October 31	Deadline to Submit Fall Graduation Application
November 1	Priority Deadline for Spring 2025 FAFSA
November 5	Spring 2025 Registration Begins <sup>2</sup>
November 15	"W" Day for Fall 2024, 16-Week Classes
November 23	Last Day of Saturday Classes, Fall 2024
Nov. 28-Dec. 1	College Closed, Thanksgiving Holidays
December 2	Classes Resume
December 5	Last Day of Monday-Friday Classes, Fall 2024
December 6	All Fall 2024 Grades Due by 11 a.m.
December 7	Commencement Ceremony
Dec. 12-Jan. 1	College Closed, Winter Holidays

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

### Fall 2024 1st 8-Week Session

August 16	Last Day to Register in Person for Fall 2024, 1st 8-Week Session
August 18	Last Day to Register Online for Fall 2024, 1st 8-Week Session by Midnight
August 19	Fall 2024, 1st 8-Week Session Classes Begin
August 26	Census Date for Fall 2024, 1st 8-Week Session
October 2	"W" Day for Fall 2024, 1st 8-Week Session
October 10	Last Class Day for Fall 2024, 1st 8-Week Session
October 11	Fall 2024, 1st 8-Week Session Grades Due by 11 a.m.

### Fall 2024 2nd 8-Week Session

October 11	Last Day to Register in Person for Fall 2024, 2nd 8-Week Session
October 13	Last Day to Register Online for Fall 2024, 2nd 8-Week Session by Midnight
October 14	Fall 2024, 2nd 8-Week Session Classes Begin
October 21	Census Date for Fall 2024, 2nd 8-Week Session
November 26	"W" Day for Fall 2024, 2nd 8-Week Session
December 5	Last Class Day for Fall 2024, 2nd 8-Week Session
December 6	Fall 2024, 2nd Week Session Grades Due by 11 a.m.

### December 2024 Mini Session

December 6	Last Day to Register for December 2024 Mini Session
December 9	December 2024 Mini Session Classes Begin
December 10	Census Day for December 2024 Mini Session
December 24	"W" Day for December 2024 Mini Session
December 25	College Closed - Holiday
December 27	Last Class Day for December 2024 Mini Session
December 27	December 2024 Mini Session Grades Due by 5 p.m.

### Spring 2025 16-Week Session

January 2	College Reopens, Campus Registration Resumes
January 4	Saturday Registration
January 10	Last Day to Register in Person for Spring 2025
January 12	Last Day to Register Online for Spring 2025 by Midnight
January 13	Spring 2025 Monday-Friday Classes Begin
January 18	Spring 2025 Saturday Classes Begin
January 20	College Closed, Martin Luther King Day Observed
January 29	Census Date for Spring 2025, 16-Week Classes
March 17-23	College Closed, Spring Break
March 24	Classes Resume
March 31	Deadline to Submit Spring Graduation Application
April 8	Summer and Fall 2025 Registration Begin <sup>1</sup>
April 18-20	College Closed, Spring Holiday
April 21	"W" Day for Spring 2025, 16-Week Classes
May 1	Priority Deadline for Summer 2025 FAFSA
May 3	Last Day of Saturday Classes, Spring 2025
May 8	Last Day of Monday-Friday Classes, Spring 2025
May 9	All Spring 2025 Grades Due by 11 a.m.
May 10	Spring Commencement Ceremony
May 26	College Closed, Memorial Day Holiday

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

### Spring 2025 1st 8-Week Session

January 10	Last Day to Register in Person for Spring 2025, 1st 8-Week Session
January 12	Last Day to Register Online for Spring 2025, 1st 8-Week Session by Midnight
January 13	Spring 2025, 1st 8-Week Session Classes Begin
January 21	Census Date for Spring 2025, 1st 8-Week Session
February 26	"W" Day for Spring 2025, 1st 8-Week Session
March 6	Last Class Day for Spring 2025, 1st 8-Week Session
March 7	Spring 2025, 1st 8-Week Session Grades Due by 11 a.m.

### Spring 2025 2nd 8-Week Session

March 7	Last Day to Register in Person for Spring 2025, 2nd 8-Week Session
March 9	Last Day to Register Online for Spring 2025, 2nd 8-Week Session by Midnight

March 10	Spring 2025, 2nd 8-Week Session Classes Begin
March 24	Census Date for Spring 2025, 2nd 8-Week Session
April 30	"W" Day for Spring 2025, 2nd 8-Week Session
May 8	Last Class Day for Spring 2025, 2nd 8-Week Session
May 9	Spring 2025, 2nd 8-Week Session Grades Due by 11 a.m.

June 10	Census Date for Summer 2025, 10-Week Session
June 19	College Closed, Juneteenth
July 4	College Closed, Independence Day
July 29	"W" Day for Summer 2025, 10-Week Session
August 2	Last Day of Summer 2025 Saturday Classes
August 8	Last Class Day of Summer 2025, 10-Week Session
August 11	Summer 2025, 10-Week Session Grades Due in Admissions by 8 a.m.

## May 2025 Mini Session

May 9	Last Day to Register for May 2025 Mini Session
May 12	May 2025 Mini Session Classes Begin
May 13	Census Date for May 2025 Mini Session
May 28	"W" Day for May 2025 Mini Session
May 30	Last Day of Class for May 2025 Mini Session
May 30	May 2025 Mini Session Grades Due in Admissions by 5 p.m.

## Summer 2025 1st 5-Week Session

May 30	Last Day to Register in Person for Summer 2025, 1st 5-Week Session
June 1	Last Day to Register Online for Summer 2025, 1st 5-Week Session by Midnight
June 2	Summer 2025, 1st 5-Week Session Classes Begin
June 5	Census Date for Summer 2025, 1st 5-Week Session
June 7	First Day of Summer 2025 Saturday Classes
June 30	"W" Day Summer 2025, 1st 5-Week Session
July 3	Last Class Day for Summer 2025, 1st 5-Week Session
July 7	Summer 2025, 1st 5-Week Session Grades Due in Admissions by 8 a.m.

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

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

## Summer 2025 2nd 5-Week Session

July 3	Last Day to Register in Person for Summer 2025, 2nd 5-Week Session
July 6	Last Day to Register Online for Summer 2025, 2nd 5-Week Session by Midnight
July 7	Summer 2025, 2nd 5-Week Session Classes Begin
July 10	Census Date for Summer 2025, 2nd 5-Week Session
August 1	"W" Day for Summer 2025, 2nd 5-Week Session
August 8	Last Class Day for Summer 2025, 2nd 5-Week Session
August 11	Summer 2025, 2nd 5-Week Session Grades Due in Admissions by 8 a.m.

## Summer 2025 10-Week Session

May 30	Last Day to Register in Person for Summer 2025 10-Week Session
June 1	Priority Deadline for Fall 2025 FAFSA
June 1	Saturday Registration
June 1	Last Day to Register Online for Summer 2025, 10-Week Session by Midnight
June 2	Summer 2025, 10-Week Session Monday-Friday Classes Begin



# College of the Mainland District

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

## Accreditation

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

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

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

# Memberships

## Member of

- American Association of Colleges Registrars and Officers (AACRAO)
- American Association of Community Colleges (AACC)
- American Society of Composers, Authors and Publishers (ASCAP)
- Association for HR professionals in Higher Education (CUPA-HR)
- Association of Community College Trustees (ACCT)
- Bay Area Houston Economic Partnership (BAHEP)
- Broadcast Music, Inc.
- Community College Baccalaureate
- Council for Advancement & Support of Educators - Institute (CASE)
- Hispanic Association of Colleges and Universities (HACU)
- League for Innovation
- National Alliance of Concurrent Enrollment Partnerships (NACEP)
- National Association of College and University Attorneys
- National Association of Student Financial Aid Administrators (NASFAA)
- National Institute for Staff and Organizational Development (NISOD)
- Society of European Stage Authors and Composers (SESAC)
- Southern Association of Colleges with Associates Degrees (SACAD)
- Texas Association of Chicanos in Higher Education (TACHE)
- Texas Association of Continuing Education (TACE)
- Texas Association of College Technical Educators (TACTE)
- Texas Association of Community College Business Officers (TACCBO)
- Texas Association of Community Colleges (TACC)
- Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)
- Texas Association of School Boards (TASB)
- Texas Association of School Business Officials (TASBO)
- Texas Association of Music Schools (TAMS)
- Texas Association of Student Financial Aid Administrators (TASFAA)
- Texas Community College Teachers Association (TCCTA)

## Nondiscrimination Statement

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

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

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

For information about student rights and responsibilities or grievance procedures, contact the Dean of Students, 1200 Amburn Road, Texas City, Texas 77591, 409-933-8957.

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## Applicability of Catalog Regulations

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

# Statement of Vision and Purpose

## Mission

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

## Vision

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

## Values

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

## Institutional Goals

### Goal I: Students Success

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

### Goal II: Employee Success

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

### Goal III: Facility Improvement

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

## History of the College

Since 1967, College of the Mainland has constructed pathways for student success by providing two-year associate degrees, four-year bachelor degrees, transfer credits and certificates. Steadfast in its support to the mainland community, COM has also become a critical hub for leaders and organizations to envision and plan for future growth. Further developing these collaborative efforts is central to COM's strategic plan.

## Pipelines for Student Success

Meta-majors and Guided Pathways offer clearly defined and intentional educational avenues so that students can quickly and purposefully complete their academic journey. COM has also expanded its Opening Doors Promise Scholarship initiative to now serve all of its taxing district. The program offers local high school graduates an opportunity to obtain a high-quality education at COM tuition and fees free.

## Laying the Foundation for the Future

The College has expanded geographically and now operates multiple learning centers – COM Main Campus and COM League City. COM's newest educational facility, Mainland City Centre, has allowed the College to expand our Lifelong Learning and Cosmetology programs to a new 35,000+ sq. ft. facility in Texas City.

Over the past year, COM opened its new Industrial Careers Building and expanded Fine Arts Building. These openings mark the completion of all 2018 bond projects, which were completed on time and under budget. With the recent passing of the 2023 bond, this will allow for further expansion and growth of facilities and programs to better serve the growing needs of our students and community. Currently catering two high demand industry sectors, COM is looking to begin expansion into the three other high demand sectors of hospitality/tourism, transportation/logistics and aerospace/aviation.

## New Programs on the Horizon

Several new programs have recently launched or are on the horizon. The College will also be expanding its allied health offerings to include Radiology and Dental Hygiene programs.

## Board of Trustees

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

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

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

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

## Public Information Statement

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

### Declaración de información pública

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

## The Guarantee Plan

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

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

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

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

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

## Contact Information

**409-938-1211 • 1-888-258-8859**

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

## Administrative Offices

President	8271
Executive Vice President for the Division of Academic and Student Affairs	8619
Vice President for Academic Affairs	8268
Vice President for Fiscal Affairs	8351
Vice President for Institutional Advancement	8675
Vice President for Student Affairs	8619
Human Resources	8269
Information Technology Services	8302
Marketing and Public Affairs	8437
Office of Planning, Effectiveness, Analytics and Research	8335

## Deans

Business and Industry; Health, Human and Consumer Science; and Public Safety	8968
STEM, Arts and Humanities	8263
Students	8957

## Academic Departments

Allied Health	8926
Business	8311
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## College Support Services

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# GETTING STARTED AT COM

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

- Getting Started (p. 15)
- Admissions (p. 30)
- Earning Credit Through Prior Learning Experiences (p. 33)
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- Tuition and Fee Schedule (p. 44)
- Payments and Refunds (p. 48)
- Steps to Follow to Apply for Financial Aid (p. 50)

## Getting Started

All persons who have at least one of the qualifications listed below are welcome to enroll.

- Current High School Students-Collegiate High School (p. 17)
- Current High School Students-Dual Credit (p. 18)
- High School/GED Graduate (p. 22)
- Former Student (p. 20)
- Adult Education Student Enrolled in Career Pathway (p. 15)
- College or University Transfer (p. 28)
- International Student (p. 26)
- Individual Approval (p. 24)

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

## Adult Education Student Enrolled in a Career Pathway

To be admitted as an Adult Education (AE) Student Enrolled in a Career Pathway, students must be enrolled in an AE class such as General Education Development (GED) prep, College Success Academy, English as a Second Language (ESL), or ESL for Professionals:

### Step 1 - Apply to COM

Apply for admission (online) to at the ApplyTexas website (<https://www.applytexas.org/>).

### Step 2 - Apply for Financial Aid

Apply for financial aid (online) at the Free Application for Federal Student Aid (FAFSA) website (English (<https://studentaid.gov/h/apply-for-aid/fafsa/>) or Spanish (<https://studentaid.gov/h/apply-for-aid/fafsa/>)) or Texas Application for State Financial Aid (TASFA) (English (<https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/texas-application-for-state-financial-aid-2023-24/>) or Spanish (<https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/la-solicitud-de-ayuda-financiera-estatal-de-texas-tasfa-2023-24-spanish/>)). Learn more about financial aid here (<https://www.com.edu/financial-aid/>).

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### Step 3 - Submit Supporting Documents

- Submit proof of Bacterial Meningitis Vaccination (required of students 21 yrs. old and younger). Learn more about meningitis vaccinations here (<https://www.com.edu/admissions/meningitis-vaccinations.html>).
- Submit supplemental financial aid documents, if applicable.

### Step 4 - Meet with an Advisor

- Meet with a Career Navigator to confirm career pathway.
- Students who have completed the steps to enrollment are eligible to meet with their assigned Advisor for academic planning. (First time in college students are required to meet with an advisor to confirm their academic plans.) Schedule an appointment using Navigate here (<https://www.com.edu/navigate/>).

## Step 5 - Accept Student Financial Responsibility Agreement

(Applicable to students enrolled in credit classes.)

- Log in to COM SelfServe (<https://selfserve.com.edu/Student/Account/Login/?ReturnUrl=%2fStudent%2fPlanning>).
- Click on your user profile and select "Required Agreements."
- Click on "Student Financial Responsibility Agreement" for each term reflected.
- View and accept the agreement.

## Step 6 - Register for Classes

- Register for classes using Navigate here (<https://www.com.edu/navigate/>).

## Step 7 - Pay Tuition Balance

- Pay tuition balance (after adult education scholarships are applied). Learn more about payment options here (<https://www.com.edu/payments/>).

## Step 8 - Obtain Student ID

The college offers current COM students and employees the COM ID card. The COM ID card is not only the official identification card of the college, but also the means to access facilities and services such as the library, tutoring center, computer labs, gym facility, and bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Doyle Family Administration Building - Student Help Center during normal operating hours.

**To obtain a COM ID Card:**

1. Provide an official government-issued photo ID.
2. Student status must be verified using Web Advisor – Registration – Fee Statement and Receipt.

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

## Step 9 - Obtain Parking Permit

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

Vehicles with temporary license plates (paper) or those regarded as rental vehicles should display a temporary parking permit. Learn more about the temporary parking permit here (<https://www.com.edu/campus-police/temporary-parking-permit.html>). Vehicles with permanent license plates (metal) should display a traditional parking permit. Follow the instructions below to obtain a traditional parking permit:

1. Log in to WebAdvisor (<https://webadvisor.com.edu/WebAdvisor/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1833789733>).
2. Click on the Student tab.
3. Click on "Register a Vehicle" (beneath User Account).

4. Complete and submit the online form with vehicle information.
5. After submission, visit the Doyle Family Administration Building – Student Help Center.
6. Place the sticker on the outside lower, left-hand corner of the rear window.

COM parking permits are free and issued for as many vehicles as needed when requested via WebAdvisor. An official government issued photo ID must be presented in order to obtain a COM parking permit. The parking permit number will be cataloged using your name and vehicle information.

## **Step 10 - Establish COM Email**

- Establish an official COM email account at <https://www.com.edu/its/email.html>. Official communication from the College to the student is sent through the COM Email account.

## **Step 11 - Purchase Textbooks**

- Purchase required course textbooks. Required textbooks are available in the COM Bookstore. However, students are not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbooks may also be available from independent retailers, including online retailers.

## **Step 12 - Attend Class**

- Attend class as attendance is required for all classes. Students unable to attend class should contact their instructors of record. (Instructor contact information is available in the course syllabus.)

## **Step 13 - Connect with Others**

- Build academic and social connections on campus. Learn more about Student Life here (<https://www.com.edu/student-life/>).

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

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

Learn more about the ATB alternatives by contacting Student Financial Services here (<https://www.com.edu/financial-aid/>).

## **Need Assistance?**

Contact the Student Help Center at 409-933-8663 or go to the Doyle Family Administration Building (1st floor).

## Current High School Student - Collegiate High School Student

Collegiate High School (CHS) is a program for high school students who want to begin earning college credits early, but still want to be involved in clubs and activities at their home high schools. Students attend a full school day at COM, but are still enrolled at their regular high school campuses. CHS's mission is to help high school students in their transition to college and/or to prepare them for exciting careers. Supported by COM, public school districts, and local business and industry, students utilize college classes to satisfy their high school graduation requirements resulting in a head start on their college degrees.

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

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

### Step 1 - HS Counselor

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

### Step 2 - Apply to COM

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

### Step 3 - Pre-Assessment

Complete a pre-assessment activity to be eligible to take the TSIA2 exam. Print the pre-assessment certificate and submit to the Testing Center. <https://www.com.edu/testing-center/tsi-assessment.html>

### Step 4 - Academic Testing

Take and pass the TSIA2 or submit other qualifying scores.

**Minimum Math Score** - TSIA2 Math 950 or Diagnostic 61

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

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

ACT scores<sup>2</sup>: Prior to Feb. 15, 2023: English score of 19 or higher. A mathematics score of 19 or higher is required to enroll in college level math, Composite score of 23. After Feb. 15, 2023: a combined score of 40 on the English and Reading and a score of 22 on the mathematics, no composite score needed.

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

PSAT Evidence Based Reading Writing (EBRW) score 460

\*Math scores required for college level math; not required for CHS acceptance.

\*Standardized test scores must be provided to the Admissions Office directly from the testing company or must be identified on the official high school transcript.

### Step 5 - CHS Application

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

### Step 6 - Recommendations

Obtain recommendations from their high schools.

### Step 7 - Essay

Write an essay addressing why acceptance to the CHS program should be granted.

### Step 8 - Bacterial Meningitis Vaccination

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

### Step 9-Interview

Participate in an interview with the CHS Director.

### Step 10 - Student Financial Responsibility Agreement

- Log in to COM SelfServe (<https://selfserve.com.edu/Student/Account/Login/?ReturnUrl=%2fStudent%2fPlanning>).
- Click on your user profile and select "Required Agreements."
- Click on "Student Financial Responsibility Agreement" for each term reflected.
- View and accept the agreement.

### Step 11 - Register

Meet with the CHS Program Coordinator or CHS Director for registration.

### Step 12 - Payment

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

### Step 13 - Orientation

CHS students are required to attend CHS orientation. Orientation includes, but is not limited to, CHS Policy and Procedures, Student ID's , Emails, Textbooks, Parking Permits, Student Life, Library Services, Helpdesk, D2L, Academic Departments, Judicial Services, etc.

### Need Assistance?

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

## Current High School Student - Dual Credit

The Dual Credit program is designed to provide high school students the opportunity to earn college credit while still in high school. Students enrolled in local high schools or students who are home-schooled may be eligible to earn credit toward high school graduation by completing certain college-level courses. Courses are taught at the high school campuses, League City site, online, and at the main COM campus. For more information about Dual Credit, students should contact the Dual Credit Department at 409-933-8679.

To be eligible for dual credit enrollment at College of the Mainland, students must:

- be classified as a high school student,
- meet all requirements for standard admission to COM as outlined in this catalog,
- meet prerequisite requirements for coursework, including demonstration of college readiness by achieving the minimum passing standards under the Texas Success Initiative (TSI) requirements as outlined in the Testing section of this catalog, and
- meet any high school requirements.

### Step 1 - Meet with High School Counselor

- Meet with your high school counselor to discuss the Dual Credit Program and to determine if Dual Credit is the appropriate pathway for you.

### Step 2 - Complete an Interest Form

- Let us know you are interested in Dual Credit by clicking on the "Ready to Join Dual Credit?" button here (<https://www.com.edu/dual-credit/>).

### Step 3 - Submit Supporting Documents

- Submit minimum passing standard scores under the TSI requirements or take the TSIA exam as outlined in the Testing (<https://www.com.edu/dual-credit/testing-information-for-high-school-students.html>) section of this catalog. To upload qualifying scores to the Admissions and Records Office, click Upload Documents for Admissions (<https://www.com.edu/admissions/academic-records.html>).
- Submit proof of bacterial meningitis vaccination to the Admissions and Records Office if enrolling in a face-to-face class taught at a College of the Mainland facility. Learn more about meningitis vaccinations here (<https://www.com.edu/admissions/meningitis-vaccinations.html>). You can upload vaccination records to the Admissions and Records Office here. (<https://www.com.edu/admissions/academic-records.html>)

### Step 4 - Apply to COM

- Apply for admission online at the ApplyTexas (<https://www.applytexas.org/>) website (<https://www.applytexas.org/>).

### Step 5 - COM Email

- Establish an official COM email account at <https://www.com.edu/its/email.html>. Official communication from the College to the student is sent through the COM Email account.

### Step 6 - Accept Student Financial Responsibility Agreement

- Log in to COM SelfServe (<https://selfserve.com.edu/Student/Account/Login/?ReturnUrl=%2fStudent%2fPlanning>).
- Click on your user profile and select "Required Agreements."
- Click on "Student Financial Responsibility Agreement" for each term reflected.
- View and accept the agreement.

### Step 7 - Register

Students eligible to enroll in dual credit courses will be registered for approved courses as indicated on their submitted Dual Credit Enrollment Form. For questions regarding registration, contact the Dual Credit Office at [dualcredit@com.edu](mailto:dualcredit@com.edu) or 409-933-8679.

### Step 8 - Tuition Balance

- Submit payment for Dual Credit courses prior to the payment deadline as outlined in this catalog. Payment options include:
  - a. Payment Installment Plan
  - b. Online (via WebAdvisor)
  - c. On-Campus by visiting the Cashier's Office in the Doyle Family Administration Building during operation hours
  - d. Over the phone by calling the Cashier's Office at 409-933-8377 to pay in full with a debit card or credit card

For assistance, contact the Cashier's Office at 409-933-8377.

### Step 9 - Secure Textbooks

Secure required course textbooks. Required textbooks are available in the COM Bookstore; however, students may purchase textbooks from other preferred vendors.

A student attending COM is not under any obligation to purchase a textbook from the official college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Students may wish to contact their high school counselor to determine if the school district will provide required textbooks.

### Step 10 - Complete Orientation

Dual Credit students are required to complete Dual Credit Orientation. For questions, contact the Dual Credit Department at [dualcredit@com.edu](mailto:dualcredit@com.edu) or 409-933-8679.

### Step 11 - Student ID

The college offers current COM students and employees the COM ID card. The COM ID card is not only the official identification card of the college, but also the means to access facilities and services such as the library, tutoring center, computer labs, gym facility, and bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Doyle Family

Administration Building - Student Help Center during normal operating hours.

**To obtain a COM ID Card:**

1. Go to <https://bit.ly/COMStudentIDForm> (<https://bit.ly/COMStudentIDForm/>) and log in to your COM account.
2. Select your student type and press "Continue" to complete the form.
3. Upload your photo. Be sure to review the photo criteria.
4. Your ID will be ready on the next business day. You will be notified by email and phone call.
5. Visit the Welcome Desk in the Doyle Family Administration Building to obtain your COM ID Card.

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

## Step 12 - Parking Permit

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

Vehicles with temporary license plates (paper) or those regarded as rental vehicles should display a temporary parking permit. Learn more about the temporary parking permit here (<https://www.com.edu/campus-police/temporary-parking-permit.html>). Vehicles with permanent license plates (metal) should display a traditional parking permit. Follow the instructions below to obtain a traditional parking permit:

1. Log in to WebAdvisor (<https://webadvisor.com.edu/WebAdvisor/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1833789733>).
2. Click on the Student tab.
3. Click on "Register a Vehicle" (beneath User Account).
4. Complete and submit the online form with vehicle information.
5. After submission, visit the Doyle Family Administration Building – Student Help Center.
6. Place the sticker on the outside lower, left-hand corner of the rear window.

COM parking permits are free and issued for as many vehicles as needed when requested via WebAdvisor. An official government issued photo ID must be presented in order to obtain a COM parking permit. The parking permit number will be cataloged using your name and vehicle information.

## Step 13 - Attend

Attendance is required for all classes. Students unable to attend class should contact their instructors of record. (Instructor contact information is available in the course syllabus.)

## Need Assistance?

For assistance, please contact the Dual Credit Office at [dualcredit@com.edu](mailto:dualcredit@com.edu) or 409-933-8679.



## Former Student

Former students are students who have previously attended COM, but have not attended COM during the past 12 months. Students who have **not attended COM during the past 12 months** must reapply for admission.

To be admitted as a former student, students must:

### Step 1 - Apply to COM

- Schedule an appointment with an Enrollment Coach for enrollment assistance here (<https://outlook.office365.com/owa/calendar/CollegeConnectionsAdvisors1@com0.onmicrosoft.com/bookings/>) or
- Apply for admission online at the ApplyTexas website (<https://www.applytexas.org/>).

Veterans ONLY - Visit the Veterans Center if intending to utilize VA benefits.

International Students ONLY - Contact the Admissions and Records Office to obtain an International Student Application packet.

### Step 2 - Apply for Financial Aid

- Apply for financial aid (online) at the Free Application for Federal Student Aid (FAFSA) website (English (<https://studentaid.gov/h/apply-for-aid/fafsa/>) or Spanish (<https://studentaid.gov/h/apply-for-aid/fafsa/>)) or Texas Application for State Financial Aid (TASFA) (English (<https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/texas-application-for-state-financial-aid-2023-24/>) or Spanish (<https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/la-solicitud-de-ayuda-financiera-estatal-de-texas-tasfa-2023-24-spanish/>)).

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- Learn more about financial aid here (<https://www.com.edu/financial-aid/>). Learn more about scholarships here (<http://www.com.edu/scholarships/>).

### Step 3 - Submit Supporting Documents

- Contact Admissions and Records to assess additional testing requirements. Learn more about TSI exemptions and assessment here (<https://www.com.edu/testing-center/tsi-assessment.html>).
- Submit college/university transcripts from any other institutions attended.
- Submit proof of Bacterial Meningitis Vaccination (required of students 21 yrs. old and younger). Learn more about meningitis vaccinations here (<https://www.com.edu/admissions/meningitis-vaccinations.html>).
- Submit supplemental financial aid documents, if applicable.

### Step 4 - Meet with an Advisor

- Students who have completed the steps to enrollment are eligible to meet with their assigned Advisor for academic planning. (Former students are encouraged to meet with their advisor to confirm career goals and review academic plan.) Schedule an appointment using Navigate here (<https://www.com.edu/navigate/>).

### Step 5 - Accept Student Financial Responsibility Agreement

- Log in to COM SelfServe (<https://selfserve.com.edu/Student/Account/Login/?ReturnUrl=%2fStudent%2fPlanning>).
- Click on your user profile and select "Required Agreements."
- Click on "Student Financial Responsibility Agreement" for each term reflected.
- View and accept the agreement.

### Step 6 - Register for Classes

- Register for classes using Navigate here (<https://www.com.edu/navigate/>).

### Step 7 - Pay Tuition Balance

- Pay tuition balance. Learn more about payment deadlines and options here (<https://www.com.edu/payments/>).

To verify your financial aid status:

- Visit the Financial Aid Office.
- Log in to your WebAdvisor account.
- Call 409-933-8274.

### Step 8 - Obtain Student ID

The college offers current COM students and employees the COM ID card. The COM ID card is not only the official identification card of the college, but also the means to access facilities and services such as the library, tutoring center, computer labs, gym facility, and bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Doyle Family Administration Building - Student Help Center during normal operating hours.

To obtain a COM ID Card:

1. Go to <https://bit.ly/COMStudentIDForm> ([https://bit.ly/COMStudentIDForm/](https://bit.ly/COMStudentIDForm)) and log in to your COM account.
2. Select your student type and press "Continue" to complete the form.
3. Upload your photo. Be sure to review the photo criteria.
4. Your ID will be ready on the next business day. You will be notified by email and phone call.
5. Visit the Welcome Desk in the Doyle Family Administration Building to obtain your COM ID Card.

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

### Step 9 - Obtain Parking Permit

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

Vehicles with temporary license plates (paper) or those regarded as rental vehicles should display a temporary parking permit. Learn more about the temporary parking permit here (<https://www.com.edu/campus-police/temporary-parking-permit.html>). Vehicles with permanent license

plates (metal) should display a traditional parking permit. Follow the instructions below to obtain a traditional parking permit:

1. Log in to WebAdvisor (<https://webadvisor.com.edu/WebAdvisor/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1833789733>).
2. Click on the Student tab.
3. Click on "Register a Vehicle" (beneath User Account).
4. Complete and submit the online form with vehicle information.
5. After submission, visit the Doyle Family Administration Building – Student Help Center.
6. Place the sticker on the outside lower, left-hand corner of the rear window.

COM parking permits are free and issued for as many vehicles as needed when requested via WebAdvisor. An official government issued photo ID must be presented in order to obtain a COM parking permit. The parking permit number will be cataloged using your name and vehicle information.

## Step 10 - Establish COM Email

- Verify official COM email account at <https://www.com.edu/its/email.html>. Official communication from the College to the student is sent through the COM Email account.

## Step 11 - Purchase Textbooks

- Purchase required course textbooks. Required textbooks are available in the COM Bookstore. However, students are not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbooks may also be available from independent retailers, including online retailers.

## Step 12 - Attend Class

- Attend class (required). Students unable to attend class should contact their instructors of record. (Instructor contact information is available in the course syllabus.)

## Step 13 - Connect with Others

- Build academic and social connections on campus. Learn more about Student Life here (<https://www.com.edu/student-life/>).

## Need Assistance?

Contact the Student Help Center at 409-933-8663 or go to the Doyle Family Administration Building (1st floor).

## High School/GED Graduate

Students who have graduated from an accredited high school recognized by the Texas Education Agency (TEA) or recognized regional accrediting agencies for out-of-state high schools may apply to COM (verified with a copy of a high school transcript). Students who have demonstrated high school-level academic skills by taking the General Educational Development (GED) exam may also apply to COM (verified with a copy of the GED transcript).

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

### Step 1 - Apply to COM

- Schedule an appointment with an Enrollment Coach for enrollment assistance here (<https://outlook.office365.com/owa/calendar/CollegeConnectionsAdvisors1@com0.onmicrosoft.com/bookings/>) or
- Apply for admission online at the ApplyTexas website (<https://www.applytexas.org/>).
- Veterans ONLY - Visit the Veterans Center if intending to utilize VA benefits.

### Step 2 - Apply for Financial Aid

- Apply for financial aid (online) at the Free Application for Federal Student Aid (FAFSA) website (English (<https://studentaid.gov/h/apply-for-aid/fafsa/>) or Spanish (<https://studentaid.gov/h/apply-for-aid/fafsa/>)) or Texas Application for State Financial Aid (TASFA) (English (<https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/texas-application-for-state-financial-aid-2023-24/>) or Spanish (<https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/la-solicitud-de-ayuda-financiera-estatal-de-texas-tasfa-2023-24-spanish/>)).

(COM School Code: 007096)

- Learn more about financial aid here (<https://www.com.edu/financial-aid/>). Learn more about scholarships here (<http://www.com.edu/scholarships/>).

### Step 3 - Submit Supporting Documents

- Submit SAT/ACT scores or take the TSI Assessment. Learn more about TSI Exemptions and Assessment here (<https://www.com.edu/testing-center/tsi-assessment.html>).
- Submit high school and college transcripts to the Admissions and Records Office.
- GED Graduates: Verify Texas GED completion with the Admissions and Records Office. Students with out-of-state GED transcripts must obtain transcripts from the state of origin.
- Home-Schooled Graduates: COM defines a home school as a school in which a parent or guardian has been directly involved in the delivery of instruction. Official transcripts (notarized) signed by the parent or person administering the home school curriculum must be provided to the Admissions and Records Office. Transcripts must include the name of the home school curriculum followed, grade levels, dates, and grades.
- Non-Accredited High School Graduates: Students graduating from a non-accredited high school may not be eligible for financial aid. Please contact the Admissions and Records Office for accreditation information.

- Submit proof of Bacterial Meningitis Vaccination (required of students 21 yrs. old and younger). Learn more about meningitis vaccinations here (<https://www.com.edu/admissions/meningitis-vaccinations.html>).
- Submit supplemental financial aid documents, if applicable.

Note: Students must provide documentation to support Texas Success Initiative (TSI) exemption or compliance prior to registration. This can be achieved by testing on campus, providing official test scores, or providing documentation of exemption (see section titled TSI Exemptions).

### Step 4 - Meet with an Advisor

- Students who have completed the steps to enrollment are eligible to meet with their assigned Advisor for academic planning. First time in college students are required to meet with an advisor to confirm their academic plans. Schedule an appointment using Navigate here (<https://www.com.edu/navigate/>).

### Step 5 - Accept Student Financial Responsibility Agreement

- Log in to COM SelfServe (<https://selfserve.com.edu/Student/Account/Login/?ReturnUrl=%2fStudent%2fPlanning>).
- Click on your user profile and select "Required Agreements."
- Click on "Student Financial Responsibility Agreement" for each term reflected.
- View and accept the agreement.

### Step 6 - Register for Classes

- Register for classes using Navigate here (<https://www.com.edu/navigate/>).

### Step 7 - Pay Tuition Balance

- Pay tuition balance. Learn more about payment deadlines and options here (<https://www.com.edu/payments/>).

To verify financial aid status:

- Visit the Financial Aid Office.
- Log in to your WebAdvisor account.
- Call (409) 933-8274.

### Step 8 - Obtain Student ID

The college offers current COM students and employees the COM ID card. The COM ID card is not only the official identification card of the college, but also the means to access facilities and services such as the library, tutoring center, computer labs, gym facility, and bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Doyle Family Administration Building - Student Help Center during normal operating hours.

To obtain a COM ID Card:

1. Go to <https://bit.ly/COMStudentIDForm> (<https://bit.ly/COMStudentIDForm/>) and log in to your COM account.
2. Select your student type and press "Continue" to complete the form.
3. Upload your photo. Be sure to review the photo criteria.

4. Your ID will be ready on the next business day. You will be notified by email and phone call.
5. Visit the Welcome Desk in the Doyle Family Administration Building to obtain your COM ID Card.

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

## Step 9 - Obtain Parking Permit

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

Vehicles with temporary license plates (paper) or those regarded as rental vehicles should display a temporary parking permit. Learn more about the temporary parking permit here (<https://www.com.edu/campus-police/temporary-parking-permit.html>). Vehicles with permanent license plates (metal) should display a traditional parking permit. Follow the instructions below to obtain a traditional parking permit:

1. Log in to WebAdvisor (<https://webadvisor.com.edu/WebAdvisor/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1833789733>).
2. Click on the Student tab.
3. Click on “Register a Vehicle” (beneath User Account).
4. Complete and submit the online form with vehicle information.
5. After submission, visit the Doyle Family Administration Building – Student Help Center.
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- Establish an official COM email account at <https://www.com.edu/its/email.html>. Official communication from the College to the student is sent through the COM Email account.

## Step 11 - Purchase Textbooks

- Purchase required course textbooks. Required textbooks are available in the COM Bookstore. However, students are not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbooks may also be available from independent retailers, including online retailers.

## Step 12 - Attend Class

- Attend class (required). Students unable to attend class should contact their instructors of record. (Instructor contact information is available in the course syllabus.)

## Step 13 - Connect with Others

- Build academic and social connections on campus. Learn more about Student Life here (<https://www.com.edu/student-life/>).

## Need Assistance?

Contact the Student Help Center at 409-933-8663 or go to the Doyle Family Administration Building (1st floor).

## Individual Approval

Non-high school graduates whose high school class has graduated and who, in the judgment of admission officials, are prepared to pursue post-secondary education or college-level coursework may be admitted on the basis of individual approval.

To be admitted on the basis of individual approval, students must:

### Step 1 - Apply to COM

- Schedule an appointment with an Enrollment Coach for enrollment assistance here (<https://outlook.office365.com/owa/calendar/CollegeConnectionsAdvisors1@com0.onmicrosoft.com/bookings/>) or
- Apply for admission online at the ApplyTexas website (<https://www.applytexas.org/>).

### Step 2 - Apply for Financial Aid

- Apply for financial aid (online) at the Free Application for Federal Student Aid (FAFSA) website (English (<https://studentaid.gov/h/apply-for-aid/fafsa/>) or Spanish (<https://studentaid.gov/h/apply-for-aid/fafsa/>)) or Texas Application for State Financial Aid (TASFA) (English (<https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/texas-application-for-state-financial-aid-2023-24/>) or Spanish (<https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/la-solicitud-de-ayuda-financiera-estatal-de-texas-tasfa-2023-24-spanish/>)).
- COM School Code: 007096)
- Learn more about financial aid here (<https://www.com.edu/financial-aid/>). Learn more about scholarships here (<http://www.com.edu/scholarships/>).

### Step 3 - Submit Supporting Documents

- Submit SAT/ACT scores or take the TSI Assessment. Learn more about TSI Exemptions and Assessment here (<https://www.com.edu/testing-center/tsi-assessment.html>).
- Submit proof of Bacterial Meningitis Vaccination (required of students 21 yrs. old and younger). Learn more about meningitis vaccinations here (<https://www.com.edu/admissions/meningitis-vaccinations.html>).
- Submit supplemental financial aid documents, if applicable.

Note: Students must provide documentation to support Texas Success Initiative (TSI) exemption or compliance prior to registration. This can be achieved by testing on campus, providing official test scores, or providing documentation of exemption (see section titled TSI Exemptions).

### Step 4 - Meet with an Advisor

- Students who have completed the steps to enrollment are eligible to meet with their assigned Advisor for academic planning. Schedule an appointment using Navigate here (<https://www.com.edu/navigate/>).

### Step 5 - Accept Student Financial Responsibility Agreement

- Log in to COM SelfServe (<https://selfserve.com.edu/Student/Account/Login/?ReturnUrl=%2fStudent%2fPlanning>).
- Click on your user profile and select "Required Agreements."

- Click on "Student Financial Responsibility Agreement" for each term reflected.
- View and accept the agreement.

### Step 6 - Register for Classes

- Register for classes using Navigate here (<https://www.com.edu/navigate/>).

### Step 7 - Pay Tuition Balance

- Pay tuition balance. Learn more about payment deadlines and options here (<https://www.com.edu/payments/>).

To verify financial aid status:

- Visit the Financial Aid Office.
- Log in to your WebAdvisor account.
- Call (409) 933-8274.

### Step 8 - Obtain Student ID

The college offers current COM students and employees the COM ID card. The COM ID card is not only the official identification card of the college, but also the means to access facilities and services such as the library, tutoring center, computer labs, gym facility, and bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Doyle Family Administration Building - Student Help Center during normal operating hours.

To obtain a COM ID Card:

1. Go to <https://bit.ly/COMStudentIDForm> (<https://bit.ly/COMStudentIDForm>) and log in to your COM account.
2. Select your student type and press "Continue" to complete the form.
3. Upload your photo. Be sure to review the photo criteria.
4. Your ID will be ready on the next business day. You will be notified by email and phone call.
5. Visit the Welcome Desk in the Doyle Family Administration Building to obtain your COM ID Card.

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

### Step 9 - Obtain Parking Permit

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

Vehicles with temporary license plates (paper) or those regarded as rental vehicles should display a temporary parking permit. Learn more about the temporary parking permit here (<https://www.com.edu/campus-police/temporary-parking-permit.html>). Vehicles with permanent license plates (metal) should display a traditional parking permit. Follow the instructions below to obtain a traditional parking permit:

1. Log in to WebAdvisor (<https://webadvisor.com.edu/WebAdvisor/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1833789733>).
2. Click on the Student tab.

3. Click on “Register a Vehicle” (beneath User Account).
4. Complete and submit the online form with vehicle information.
5. After submission, visit the Doyle Family Administration Building – Student Help Center.
6. Place the sticker on the outside lower, left-hand corner of the rear window.

COM parking permits are free and issued for as many vehicles as needed when requested via WebAdvisor. An official government issued photo ID must be presented in order to obtain a COM parking permit. The parking permit number will be cataloged using your name and vehicle information.

## **Step 10 - Establish COM Email**

- Establish an official COM email account at <https://www.com.edu/its/email.html>. Official communication from the College to the student is sent through the COM Email account.

## **Step 11 - Purchase Textbooks**

- Purchase required course textbooks. Required textbooks are available in the COM Bookstore. However, students are not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbooks may also be available from independent retailers, including online retailers.

## **Step 12 - Attend Class**

- Attend class (required). Students unable to attend class should contact their instructors of record. (Instructor contact information is available in the course syllabus.)

## **Step 13 - Connect with Others**

- Build academic and social connections on campus. Learn more about Student Life here (<https://www.com.edu/student-life/>).

## **Need Assistance?**

- Contact the Student Help Center at 409-933-8663 or go to the Doyle Family Administration Building (1st floor).



## International Student

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

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

To be admitted as an international student, students must:

### Step 1 - Apply to COM

- Apply for admission online at the ApplyTexas website (<https://www.applytexas.org/>).

### Step 2 - Submit Supporting Documents

- Submit documents listed on the International Student (<https://www.com.edu/international/>) page.
- Submit SAT/ACT scores or take the TSI Assessment (remote vouchers can be issues to students out of country). Learn more about TSI Exemptions and Assessment here (<https://www.com.edu/testing-center/tsi-assessment.html>).
- Submit translated and evaluated high school and college transcripts from country of origin to the Admissions and Records Office.
- Submit proof of Bacterial Meningitis Vaccination (required of students 21 yrs. old and younger). Learn more about meningitis vaccinations here (<https://www.com.edu/admissions/meningitis-vaccinations.html>).

### Step 3 - Accept Student Financial Responsibility Agreement

- Log in to COM SelfServe (<https://selfserve.com.edu/Student/Account/Login/?ReturnUrl=%2fStudent%2fPlanning>).
- Click on your user profile and select "Required Agreements."
- Click on "Student Financial Responsibility Agreement" for each term reflected.
- View and accept the agreement.

### Step 4 - Register for Classes

- Meet with International Student Academic Advisor in the Doyle Family Administration Building for advising and registration assistance. Learn more about Academic Advising here (<https://www.com.edu/student-services/academic-advising.html>).

### Step 5 - Pay Tuition Balance

- Pay tuition balance. Learn more about payment deadlines and options here (<https://www.com.edu/payments/>).

### Step 6 - Obtain Student ID

The college offers current COM students and employees the COM ID card. The COM ID card is not only the official identification card of the

college, but also the means to access facilities and services such as the library, tutoring center, computer labs, gym facility, and bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Doyle Family Administration Building - Student Help Center during normal operating hours.

#### To obtain a COM ID Card:

1. Go to <https://bit.ly/COMStudentIDForm> (<https://bit.ly/COMStudentIDForm/>) and log in to your COM account.
2. Select your student type and press "Continue" to complete the form.
3. Upload your photo. Be sure to review the photo criteria.
4. Your ID will be ready on the next business day. You will be notified by email and phone call.
5. Visit the Welcome Desk in the Doyle Family Administration Building to obtain your COM ID Card.

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

### Step 7 - Obtain Parking Permit

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

Vehicles with temporary license plates (paper) or those regarded as rental vehicles should display a temporary parking permit. Learn more about the temporary parking permit here (<https://www.com.edu/campus-police/temporary-parking-permit.html>). Vehicles with permanent license plates (metal) should display a traditional parking permit. Follow the instructions below to obtain a traditional parking permit:

1. Log in to WebAdvisor (<https://webadvisor.com.edu/WebAdvisor/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1833789733>).
2. Click on the Student tab.
3. Click on "Register a Vehicle" (beneath User Account).
4. Complete and submit the online form with vehicle information.
5. After submission, visit the Doyle Family Administration Building – Student Help Center.
6. Place the sticker on the outside lower, left-hand corner of the rear window.

COM parking permits are free and issued for as many vehicles as needed when requested via WebAdvisor. An official government issued photo ID must be presented in order to obtain a COM parking permit. The parking permit number will be cataloged using your name and vehicle information.

### Step 8 - Establish COM Email

- Establish an official COM email account at <https://www.com.edu/its/email.html>. Official communication from the College to the student is sent through the COM Email account.

### Step 9 - Purchase Textbooks

- Purchase required course textbooks. Required textbooks are available in the COM Bookstore. However, students are not under any obligation to purchase a textbook from the college-affiliated

bookstore. The same textbooks may also be available from independent retailers, including online retailers.

## **Step 10 - Attend Class**

- Attend class (required). Students unable to attend class should contact their instructors of record. (Instructor contact information is available in the course syllabus.)

## **Step 11 - Connect with Others**

- Build academic and social connections on campus. Learn more about Student Life here (<https://www.com.edu/student-life/>).

## **Need Assistance?**

- Contact the Office of International Affairs located in the Admissions and Records Office or the Student Help Center at 409-933-8663. Learn more about admission for International Students here (<https://www.com.edu/international/>).

## Transfer Student

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

To be admitted as a transfer student, students must:

### Step 1 - Apply to COM

- Schedule an appointment with an Enrollment Coach for enrollment assistance here (<https://outlook.office365.com/owa/calendar/CollegeConnectionsAdvisors1@com0.onmicrosoft.com/bookings/>) or
- Apply for admission online at the ApplyTexas website (<https://www.applytexas.org/>).

Veterans ONLY - Visit the Veterans Center if intending to utilize VA benefits.

International Students ONLY - Contact the Admissions and Records Office to obtain an International Student Application packet.

### Step 2 - Apply for Financial Aid

- Apply for financial aid (online) at the Free Application for Federal Student Aid (FAFSA) website (English (<https://studentaid.gov/h/apply-for-aid/fafsa/>) or Spanish (<https://studentaid.gov/h/apply-for-aid/fafsa/>)) or Texas Application for State Financial Aid (TASFA) (English (<https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/texas-application-for-state-financial-aid-2023-24/>) or Spanish (<https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/la-solicitud-de-ayuda-financiera-estatal-de-texas-tasfa-2023-24-spanish/>)).
- (COM School Code: 007096)
- Learn more about financial aid here (<https://www.com.edu/financial-aid/>). Learn more about scholarships here (<http://www.com.edu/scholarships/>).

### Step 3 - Submit Supporting Documents

- Submit SAT/ACT scores or take the TSI Assessment. Learn more about TSI Exemptions and Assessment here (<https://www.com.edu/testing-center/tsi-assessment.html>).
- Submit high school and college transcripts to the Admissions and Records Office.
- Submit proof of Bacterial Meningitis Vaccination (required of students 21 yrs. old and younger). Learn more about meningitis vaccinations here (<https://www.com.edu/admissions/meningitis-vaccinations.html>).
- Submit supplemental financial aid documents, if applicable.

Note: Students must provide documentation to support Texas Success Initiative (TSI) exemption or compliance prior to registration. This can be

achieved by testing on campus, providing official test scores, or providing documentation of exemption (see section titled TSI Exemptions).

### Step 4 - Meet with an Advisor

- Students who have completed the steps to enrollment are eligible to meet with their assigned Advisor for academic planning. (Transfer students are encouraged to meet with their advisor to confirm career goals and review academic plan.) Schedule an appointment using Navigate here (<https://www.com.edu/navigate/>).

### Step 5 - Accept Student Financial Responsibility Agreement

- Log in to COM SelfServe (<https://selfserve.com.edu/Student/Account/Login/?ReturnUrl=%2fStudent%2fPlanning>).
- Click on your user profile and select "Required Agreements."
- Click on "Student Financial Responsibility Agreement" for each term reflected.
- View and accept the agreement.

### Step 6 - Register for Classes

- Register for classes using Navigate here (<https://www.com.edu/navigate/>).

### Step 7 - Pay Tuition Balance

- Pay tuition balance. Learn more about payment deadlines and options here (<https://www.com.edu/payments/>).

To verify your financial aid status:

- Visit the Financial Aid Office.
- Log in to your WebAdvisor account.
- Call 409-933-8274.

### Step 8 - Obtain Student ID

The college offers current COM students and employees the COM ID card. The COM ID card is not only the official identification card of the college, but also the means to access facilities and services such as the library, tutoring center, computer labs, gym facility, and bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Doyle Family Administration Building - Student Help Center during normal operating hours.

To obtain a COM ID Card:

1. Go to <https://bit.ly/COMStudentIDForm> (<https://bit.ly/COMStudentIDForm/>) and log in to your COM account.
2. Select your student type and press "Continue" to complete the form.
3. Upload your photo. Be sure to review the photo criteria.
4. Your ID will be ready on the next business day. You will be notified by email and phone call.
5. Visit the Welcome Desk in the Doyle Family Administration Building to obtain your COM ID Card.

The COM ID card is non-transferable. Misuse of the card may result in disciplinary action by the college. Lost, stolen or damaged cards should

be reported to the Doyle Family Administration Building – Student Help Center immediately.

## Step 9 - Obtain Parking Permit

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

Vehicles with temporary license plates (paper) or those regarded as rental vehicles should display a temporary parking permit. Learn more about the temporary parking permit here (<https://www.com.edu/campus-police/temporary-parking-permit.html>). Vehicles with permanent license plates (metal) should display a traditional parking permit. Follow the instructions below to obtain a traditional parking permit:

1. Log in to WebAdvisor (<https://webadvisor.com.edu/WebAdvisor/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1833789733>).
2. Click on the Student tab.
3. Click on “Register a Vehicle” (beneath User Account).
4. Complete and submit the online form with vehicle information.
5. After submission, visit the Doyle Family Administration Building – Student Help Center.
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COM parking permits are free and issued for as many vehicles as needed when requested via WebAdvisor. An official government issued photo ID must be presented in order to obtain a COM parking permit. The parking permit number will be cataloged using your name and vehicle information.

## Step 10 - Establish COM Email

- Establish an official COM email account at <https://www.com.edu/its/email.html>. Official communication from the College to the student is sent through the COM Email account.

## Step 11 - Purchase Textbooks

- Purchase required course textbooks. Required textbooks are available in the COM Bookstore. However, students are not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbooks may also be available from independent retailers, including online retailers.

## Step 12 - Attend Class

- Attend class (required). Students unable to attend class should contact their instructors of record. (Instructor contact information is available in the course syllabus.)

## Step 13 - Connect with Others

- Build academic and social connections on campus. Learn more about Student Life here (<https://www.com.edu/student-life/>).

## Need Assistance?

- Contact the Student Help Center at 409-933-8663 or go to the Doyle Family Administration Building (1st floor).

## Admissions

- Academic Fresh Start (p. 30)
- Completing the Online Application for Admission (p. 30)
- General Regulations Governing Transfer of College Credit (p. 30)
- Grounds for Denial of Admission (p. 30)
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- Transferring COM Course Credit (p. 33)

## Academic Fresh Start

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

Under the provisions of TEC §51.931, an applicant for readmission may elect an Academic Fresh Start at the time of admission. An applicant who applies under this section and is admitted as a student may not receive any course credit for courses taken 10 or more years prior to enrollment under this section. Academic Fresh Start must be requested upon entry into the college, currently enrolled students will not be considered. If approved, Academic Fresh Start will not be applied to the student's academic record until after the Census date for the term. Students wishing to establish this program must submit a request in writing to the Admissions and Records Office.

Academic Fresh Start does not apply to Financial Aid requirements.

## Completing the Online Application for Admission

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

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

## General Regulations Governing Transfer of College Credit

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

## Grounds for Denial of Admission

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

## Reverse Transfer

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

## Joint Admission Agreement - Sam Houston State University

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

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

- the ability to attend both schools simultaneously or alternately;
- the ability to receive cooperative advising from the university;
- reduced application fee to SHSU;
- access to school facilities and sporting events.

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

## Student Information Changes

### Student Information Changes

Students who, after registration, change their home or local address, or their name must complete the Student Information Change Form and submit to the Admissions and Records Office. Students changing their residency status must provide additional documentation as specified in the Residence Requirements (p. 43) of this catalog. Any communication from the College that is mailed to the name and address on record is considered to have been properly delivered. Changes can be submitted online at <https://www.com.edu/admissions/academic-records>. (<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://com.onbio-key.com&SpSessionAuthnAdapterId=comDF&TargetResource=https://dynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f6ce45799-e998-4d7b-8745-b550971a30d5>)

## Transcripts for Admission

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

## Evaluation of Transcripts for Transfer Students

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

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

## Evaluation of Transcripts from Other Countries

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

## Evaluation of Military Transcripts

Military transcripts are required if the service member is using any VA or Hazlewood benefits. All service members will have a military transcript. VA requires that this official transcript be on file with the College to verify due diligence to apply credit for prior experience. Below are the links to obtain the transcript. Please have all official transcripts directed to: ATTN: Admissions and Records, 1200 N. Amburn Road, Texas City, Texas 77591.

### U.S. Air Force

Airmen may request Air University (AU) and Community College of the Air Force (CCAF) transcripts here: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/> (<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.airuniversity.af.edu%2FBarnes%2FCCAF%2FDisplay%2FArticle%2F803247%2Fcommunity-college-of-the-air-force-transcripts%2F&data=05%7C02%7Ctgarcia457%40com.edu%7C1b0ca0c708b846436b3008dc275d9c86%7Cdeac870e5c5c4ce68f6c73ef01d45%7CTWFpbGZsb3d8eyJWljoimC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiil6lk1haWwiLC%7C0%7C%7C> &data=cYIMLj72Pdyp5k5VK4Qmm7uGxngqG9GTsheetx15Jcs%3D&reserved=0).

### All other service branches:

All other branches of the U.S. Armed Forces may request transcripts here: <https://jst.doded.mil/jst/> (<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fjst.doded.mil%2Fjst%2F&data=05%7C02%7Ctgarcia457%40com.edu%7C1b0ca0c708b846436b3008dc275d9c86%7Cdeac870e5c5c4ce68f6c73ef01d45%7CTWFpbGZsb3d8eyJWljoimC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiil6lk1haWwiLC%7C0%7C%7C&sdata=U%2F2qzWtDHHO9sbuPjB8YzGkli6NOXGJCzbG0IGOKED8%3D&reserved=0>).

## Transfer Criteria

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

- I. Criteria for Lower-Division Course Credit Baccalaureate/Associate Degree Courses - Courses offered in the first two years of college study are those which:
  - A. Are identified by a majority of public four year undergraduate institutions in the state as courses intended to comprise the first two years of collegiate study, and
  - B. Stress development of disciplinary knowledge and skill at an introductory level; or
  - C. Include basic principles and verbal, mathematical, and scientific concepts associated with an academic discipline.
- II. Criteria for Upper-Division Course Credit Upper-Division (Baccalaureate) Courses - Courses offered only in the third or fourth years of a baccalaureate program are those which:
  - A. Are identified by a majority of public four year undergraduate institutions in the state as courses intended to comprise the third and fourth years of post-secondary study, AND



- B. Involve theoretical or analytical specialization beyond the introductory level, OR
- C. Require knowledge and skills provided by previous courses for successful performance by students.

## Transfer Curricula

1. A community college or university shall evaluate course credits presented by admissible transfer students on the same basis as if the credits had been earned at the receiving institution.
2. The content of a course as reflected in its description, not its source of funding, shall determine its transferability and applicability to a degree program.
3. No university shall be required to accept by transfer or toward a degree more than 66 semester hours, or half of the degree requirements if these constitute fewer than 66 hours of credits earned by a student in a community college. In addition to the courses listed in the appropriately approved transfer curriculum, the university may count additional lower division courses in the student's major to give the total of 66 hours. No university is required by this policy to accept more than 66 hours; however, the university may accept additional hours.
4. Any student transferring from a community college to a university shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college.
5. Each Texas public community college or university shall accept course credits earned by any student transferring from another accredited Texas public community college or university, provided such credits are within the approved transfer curriculum of the student's declared major field at the receiving institution. Each Texas public community college or university shall grant full value for transfer curriculum course credits toward degree requirements as they apply to the student's declared major. Additional course credits may be accepted in transfer at the discretion of the receiving institution.
6. Since courses included in each transfer curriculum vary according to the major subject areas represented, a student should be advised to:
  - Declare a major prior to attaining sophomore standing at a community college
  - Declare a major at the time a request is made for admission to a degree program at a university
  - Be aware that a change of major may result in loss of credits earned in the previous program
7. A student shall not be required to complete an entire transfer curriculum for credit in individual courses to be transferable and applicable to a degree program.
8. The Registrar will serve as articulation officer and be responsible for the dissemination of information relating to the transfer of credit and transfer curricula, and for coordinating the evaluation of transfer credit by advisors within the various academic units on campus to ensure consistency.
9. Lower-division courses included in the Academic Course Guide Manual and specified in the definition of "Lower-Division Course Credit" shall be freely transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time. For Texas community colleges, these freely transferable courses are identified in the latest revised edition of Coordinating Board publication, *Community College General Academic Course Guide Manual: A Manual of Approved General Academic Transfer Courses for State Appropriations to Texas Public Community Colleges* (revised 2005). Specifically excluded are courses designated as vocational, ESL/ESOL, technical, developmental or remedial, and courses listed as "basic skills." For senior four-year institutions, lower-division courses that have the same course content and CIP codes as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL/ESOL, technical and developmental/remedial courses. Within the spirit of the law, it is realized that differences in interpretation of "same course content" may generate disputes.
10. When approved by the Coordinating Board, the transfer curriculum for each subject area shall be published individually and disseminated with these general provisions by the Coordinating Board to the chief academic officer, articulation officer, registrar, and other appropriate administrators of higher education in Texas.
11. Institutions are encouraged to assist the Coordinating Board staff in developing course tables for each transfer curriculum. Articulation officers at the universities will be the contacts for the Coordinating Board staff in obtaining the numbers of equivalent courses for each transfer curriculum and periodically updating these tables.
12. Each transfer curriculum shall include a general description of every course in that curriculum. The Coordinating Board shall provide for the review and revision of each curriculum as needed or at least every five years.
13. Any community college or university choosing to grant credit for courses taken by non-traditional modes shall evaluate and validate the learning according to policy established at the receiving institution. Examples of non-traditional modes include:
  - National examination
  - Institutional examination taken in lieu of course enrollment
  - Course taken at non-degree granting institution (e.g., military)
  - Work experience
  - Life experience

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

## Transfer Dispute Resolution

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



sending institution must challenge the receiving institution's denial of credit.

## Transfer of Credit to COM

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

- received through the mail,
- hand delivered in a sealed envelope, signed by the Registrar and bearing the seal of the school from which they are issued,
- received electronically through SPEEDE, and TREX, or
- PDF version is sent from companies such as the National Student Clearinghouse, Parchment, e-script, etc.

Transcripts received become the property of COM. To expedite the transcript evaluation process, submit a Transcript Evaluation form online at <https://www.com.edu/admissions/transcript-evaluations.html> or visit the Admissions and Records Office in the Doyle Family Administration Building.

## Transferring COM Course Credit

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

## Earning Credit Through Prior Learning Experiences

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

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

## Traditional Transfer

A student may transfer up to 75% of the credit hours needed toward any degree at COM; however, students seeking an Associate of Applied Science degree must take at least half of the required specialized courses at COM. Transfer credit must be from a college or university accredited

by a nationally recognized accrediting agency. See the Transfer of Credit to COM section of this catalog for policy on receiving credit through traditional transfer.

## Credit by Examination

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

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

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

## Portfolio Assessment

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

## Petition for Credit for Non-Credit Courses

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

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

## **Petition for Credit for Professional Certifications**

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

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

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

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

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

# Testing

## Placement through Testing

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

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

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

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

## Texas Success Initiative Assessment 2.0 (TSIA2)

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

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

## Testing Services

COM's Testing Center offers the following testing services:

- High School Equivalency Exams: COM currently offers the GED exam for High School Equivalency. After successfully completing the GED exam, the test taker will be issued a Texas Certificate of High School Equivalency. COM only provides computer-based testing for the GED. High School Equivalency exam details are available on COM's High School Equivalency webpage at <https://www.com.edu/testing-center/ged.html>.
- Pearson VUE Testing: COM is a certified Pearson VUE Testing Center. Pearson VUE delivers many tests, including the CompTIA, for clients

in the licensure, certification, academic admissions, regulatory and government testing service markets. For a complete list of tests and to register, visit <http://pearsonvue.com/programs> (<http://pearsonvue.com/programs/>).

- Distance Education: Testing/proctoring services are provided for students enrolled in courses for which there are alternative delivery modes, such as online. Students should refer to the course syllabus for testing procedures.
- Departmental Makeup Exams: Under agreement with some departments, the Testing Center proctors a variety of makeup exams.
- CLEP: The College-Level Examination Program® (CLEP) gives students the opportunity to receive college credit for prior learning experiences by earning qualifying scores on any of 34 examinations. For more information, see COM's CLEP webpage at <https://www.com.edu/testing-center/clep.html>.
- TCEQ Certification Exams: The Texas Commission on Environmental Quality (TCEQ) strives to protect our state's public health and natural resources consistent with sustainable economic development. COM offers TCEQ certification exams through computer-based testing. For more information, visit <https://www.com.edu/testing-center/tceq-exams.html>.
- TExES: COM is an official testing center for the computerized TExES (CAT) exam. Contact Pearson Vue, <http://www.tx.nesinc.com/> to register or for any questions concerning the TExES exam.
- TCFP Online Exams: Texas Commission on Fire Protection (TCFP) online exams are available at College of the Mainland. For more information, visit <https://www.com.edu/testing-center/tcfp-exams.html>.

To view the Testing Center hours, testing schedule, and testing policies, visit the Testing Center website at <http://www.com.edu/testing-center/>.

## TSI Exemptions and Waivers

### TSIA2 Exemptions

The following provisions shall exempt a student from TSIA2:

- For TSIA2 exemption purposes, ACT/SAT/STAAR/GED tests are valid for exactly five years from the qualifying test date. ACT/SAT/STAAR/GED exemption standards are as follows:
  - ACT administered on or after February 15, 2023: a combined score of 40 on the English and Reading (E+R) tests shall be exempt for both reading and writing (ELAR) sections of the TSIA2. A score of 22 on the mathematics test shall be exempt for the mathematics section of the TSIA2. There is no composite score.
  - ACT administered prior to February 15, 2023: Composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding section(s) of the TSIA2. Partial exemptions are granted.
  - SAT scores on or after March 5, 2016: a minimum score of 480 on the Evidence-Based Reading and Writing test shall be exempt for both reading and writing (ELAR) sections of the TSIA2. A minimum score of 530 on the mathematics test shall be exempt for the math section of TSIA2.
  - STAAR – End of course (EOC) minimum score of 4000 on Level 2 of English III shall be exempt for both reading and writing (ELAR) sections of the TSIA2. Minimum score of 4000 on Level 2 of Algebra II shall be exempt for the math section of TSIA2.

- GED - minimum score of 165 on the Mathematical Reasoning subject test shall be exempt for the mathematics section of the TSIA2. A minimum score of 165 on the Reasoning Through Language Arts (RLA) subject test shall be exempt for the English Language Arts Reading (ELAR) section of the TSIA2.
- Graduate – Students who have graduated with an associate degree or higher from an accredited institution of higher education.
- Military – While it is possible for many servicemembers and veterans to claim an exemption from taking the TSIA2 placement exam, this could result in placement in classes for which they are not academically prepared. Please consult with an Academic Advisor before claiming the exemption. The student must submit a copy of the DD214 (Member 4 or Service 2 or 7) to either the Admissions Office or the Office for Veteran Success to claim this exemption.
  - A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
  - A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- Transfer Student – Students transferring from a regionally accredited private or public institution having satisfactorily completed college-level coursework with a C or better in the related area(s). Students transferring from another Texas public institution of higher education identified on the incoming transcripts as “complete” for all or parts of TSIA2.
- PSAT/NMSQT: An Evidence Based Reading and Writing (EBRW) score of 460 will waive the student from the reading and writing (ELAR) sections of TSIA2. A Math score of 510 will waive the student from the math section of TSIA2.
- End of Course (STAAR EOC) minimum score of 4000 on Level II of English II will waive the student from the reading and writing (ELAR) sections of TSIA2.
- End of Course (STAAR EOC) minimum score of 4000 on Level II the Algebra I STAAR EOC and passing grade in the Algebra II course will waive the student from the math section of TSIA2.

## TSI Met Methods to Meet TSI Obligation

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

- TSIA2 Math 950 or Diagnostic 6
- A grade of C or better in MATH 0315 or MATH 0320
- A grade of C or better in MATH 0306 or MATH 0308
- According to the major, students may choose one of several math pathways. For the non-algebra intensive pathway (MATH 1332/MATH 1342) the TSI obligation is met with a grade C or better in MATH 0306 or MATH 0308. MATH 0306 or MATH 0308 does not meet the TSI obligation for the STEM pathway. MATH 0315 or MATH 0320 meet the TSI obligation for the STEM pathway.
- Students having a test score from an alternative testing instrument (e.g., SAT or ACT) should see an advisor.
- Classified as college ready in math according to a college prep course completed at a high school district partnered with COM
  - College prep courses are valid for a period of twenty-four (24) months from the date of high school graduation.

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

- TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay
- A grade of C or better in IRW 0320
- A grade of C or better in ENGL 0360 (taken prior to fall 2014) or equivalent
- Students having a test score from an alternative testing instrument (e.g., SAT or ACT) should see an advisor.
- Student is classified as college ready in writing and reading according to a college prep course completed at a high school district partnered with COM
  - College prep courses are valid for a period of twenty-four (24) months from the date of high school graduation.
- Students having passing scores from older developmental courses such as READ 0370 should see an advisor.

## TSIA2 Waivers

- Occupational Skills Award – An Occupational Skills Award is designed to be completed in two semesters or less and consists of 9-14 semester credit hours. Students enrolled in an Occupational Skills Award are waived from the TSIA2 requirement while enrolled in the Occupational Skills Award and are restricted to the Occupational Skills Award courses.
- Level-One Certificate (L1C) – An L1C is designed to be completed in one year or less and consists of 15-42 semester credit hours. Students enrolled in an L1C are waived from the TSIA2 requirement while enrolled in their waived program and are restricted to the courses within the waived program.
- Transient students – Students from a private or an out-of-state institution are waived from TSIA2 requirements for one semester. Students must apply for the temporary waiver in the Admissions and Records Office by providing an official transcript from the private or out-of-state institution. The waiver is valid for one semester.
- Non-degree-seeking or non-certificate seeking students – Students declaring that they are non-degree-seeking or non-certificate-seeking students are waived from the requirements of TSIA2 for one semester. Students must meet with an advisor to declare the status of non-degree seeking or non-certificate seeking status. Students who are non-degree-seeking or non-certificate-seeking students are not eligible for federal financial aid. Students who accumulate more than nine credit hours must meet TSIA2 requirements.
- Dual Credit Waiver (this waiver can only be used to take dual credit or collegiate high school classes):

## Designated Courses Demonstrating College Readiness

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

developmental courses that are the prerequisites for the college course. The college level courses for each area are listed below:

### Reading/Writing Intensive Course at COM

- ENGL 1301 Composition I
- ENGL 1302 Composition II
- ENGL 2311 Technical Writing
- ENGL 2322 British Literature I
- ENGL 2323 British Literature II
- ENGL 2327 American Literature I
- ENGL 2328 American Literature II
- ENGL 2332 World Literature I
- ENGL 2333 World Literature II
- ENGL 2341 Forms of Literature
- HIST 1301 U S History I
- HIST 1302 U S History II

### Math Intensive Courses

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

## TSI Not Met

### Co-requisite Plan

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

### Information for Those Not Meeting TSI

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

During fall and spring semesters, all students who are not TSI eligible are required to enroll in college co-requisite courses until the TSI standards are met. Beginning in 2018, summer will be one 10-week semester.

- Before a student can withdraw from a co-requisite course, the student must meet with an advisor. Withdrawing from a co-requisite course

will automatically withdraw the student from the higher level college credit course.

- Students receiving a grade of "D," "F," "FN," "W" or "WX" in a co-requisite course will be required to meet with an advisor before registering for the next semester.



## Registration

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

## Schedule Disclaimer

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

## Guaranteed Schedule

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

## Student Course Load

The standard course load for a student (not employed full-time) during a regular 16-week semester is five college courses, or a course load not to exceed 18 credit hours. The maximum course load for an 8-week session is 11 credit hours. However, this varies with each student, and an advisor should be consulted to make this choice. The maximum course load for a student during the summer is 16 credit hours for the 10-week session and 8 credit hours for the 5-week session. Only under exceptional circumstances will a student be permitted to register for more than the standard course load. Students wishing to take a course load above 18 hours must get approval from the Vice President for Academic Affairs or the Vice President for Student Affairs on a case-by-case basis.

## Course Prerequisites and Co-requisites

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

## Classification of Students

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

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

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

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

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

## Course Numbers

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

## Changes in Student Schedule

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

## Withdrawal from All Classes

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

## Withdrawal from a Class

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

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

## Instructor-Initiated Drop

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

## Six Drop Rule

By State law, all students enrolling for the first time at any Texas public college or university after Fall 2007 will be limited to six course withdrawals (drops) during their academic career. Drops include those initiated by students or faculty and withdrawals from courses at other Texas public institutions. This policy does not apply to courses dropped prior to census day or complete withdrawals from the college. Students should fully understand this drop limit before dropping any courses. Once the six course drop limit has been reached, students will not be allowed to drop. A student's drop count will be recorded on their Academic Transcript. Exemptions may be granted due to extenuating circumstances. Students with questions regarding the Six Drop Rule should reach out to their Academic Advisor.

## Class Attendance

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

**NOTE:** Students in online classes **must** participate (as defined in the syllabus) during the first week of classes or they will be dropped from the class for non-attendance. Students who have **not** attended their in-person or hybrid class by Census Day will automatically be dropped from their class for non-attendance. Census dates for each semester can be found under the Academic Calendar section of the catalog.

## Audit

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

## Records Placed on Hold

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

## Retention of Records

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

## Welcome to the Flock - New Student Orientation (NSO)

**Welcome to the Flock!** College of the Mainland extends a warm welcome all first time to COM students to join the flock at our Saturday experience.

This is an excellent engagement opportunity for you to familiarize yourself with the college campus, connect with current student leaders and other FIGHTING DUCKS!

Once registered, you will receive communication how to RSVP for the Saturday experience.

To get more information, please contact [studentact@com.edu](mailto:studentact@com.edu)



## Grades

### Grade Reports

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

### System of Grading

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

### Grade Point Average (GPA) Calculation

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

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

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

### The "I" Grade

The Incomplete Grade ("I") is a temporary grade given when a student has experienced unforeseen circumstances beyond the student's control which results in the student being unable to successfully complete the course within the timeframe of the semester.

An "I" may be assigned if, in the judgment of the instructor, the student can complete the course outcomes with minimal instructional assistance and without attending additional class sessions.

An "I" may be assigned only when the following circumstances are met:

1. No more than 25% of the points possible in the class are still outstanding.
2. Passing the course with a 70% or better.

Exceptions to these circumstances can be made at the discretion of the appropriate instructional dean.

In cases where an instructor agrees to assign an "I", the instructor must complete the electronic "I" Contract form and submit to the appropriate Dean for approval. The student will receive an "I" as the course grade on the grade roster. The "I" contract will specify the course requirements that must be completed and the due date for the work to be submitted (no later than the last day of the following semester from when the "I" grade was assigned). The contract will be signed by the student, instructor, department chair and dean, and a copy of the "I" contract will be provided to the student, instructor and department.

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

### The "W" Grade

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

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

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

### Grades in Developmental Courses

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

## Grades in Repeated Courses

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

## Grade Appeal

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

## Transcripts

Official transcripts of all course work taken at COM are available from the Admissions and Records Office. Transcript requests may be completed by going to <https://www.com.edu/admissions/academic-records.html>. Transcript requests are processed within 24 hours. Transcripts are withheld from students who have any outstanding obligations to the College.

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

## Release of Transcripts and Academic Records

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

# Family Educational Rights and Privacy Act of 1974

## Directory Information

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

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

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

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

A student may complete a Student Consent for Access to Education Records (FERPA) consent form or set up Proxy Access through Student Self-Service (<https://selfserve.com.edu/Student/Account/Login/?ReturnUrl=%2fStudent%2fPlanning>) that will allow certain information to be shared with identified parties. A student must have this form on file in the Admissions and Records Office to release any information.

## Disclosure of Educational Records

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

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

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

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

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

## Residence Requirements

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

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

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

## Residents

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

## Non-residents

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

## Non-residents of Texas

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

## International Students

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

## Residency Status

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

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

## Military-Affiliated Students

COM will charge in-state tuition and fee amounts to the following "covered individuals," as defined by the Veterans Choice Act, 38 U.S.C. Sec. 3679(c):

- duty service of 90 days or more, or any active duty servicemember officially stationed in the state.
- A spouse or child using transferred benefits who lives in the state in which the IHL is located (regardless of his/her formal state of residence) and
  - enrolls after the transferor's discharge from a period of active-duty service of 90 days or more OR
  - is currently living in the state because the servicemember is stationed in the state OR
  - graduated from high school or received a high school equivalency certificate in Texas and maintained a domicile in Texas for at least one year before the member was assigned duty outside of the state.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the IHL is located (regardless of his/her formal state of residence) and enrolls in the school after Servicemember's death in the line of duty following a period of active-duty service of 90 days or more.

- A Veteran who lives in the state in which the IHL is located (regardless of his/her formal state of residence) and enrolls in the school after being discharged or released from a period of active-

# Tuition and Fee Schedule

## 2024-2025 Schedule of Tuition and Fees

- Tuition (p. 44)
- Tuition - Collegiate High School (p. 45)
- Tuition - Dual Credit (p. 46)
- Itemization of Standard Registration Charges (p. 47)

## Tuition

### 2024-2025 Tuition

Description of Charges	Per Credit Hour
In District	\$77.00
Out of District	\$115.00
Out of State/Country	\$138.00

### 2024-2025 Schedule of Tuition

Credit Hours	IN District Tuition	OUT OF District Tuition	Out of State/ Country Tuition
1	\$77.00	\$115.00	\$138.00
2	\$154.00	\$230.00	\$276.00
3	\$231.00	\$345.00	\$414.00
4	\$308.00	\$460.00	\$552.00
5	\$385.00	\$575.00	\$690.00
6	\$462.00	\$690.00	\$828.00
7	\$539.00	\$805.00	\$966.00
8	\$616.00	\$920.00	\$1,104.00
9	\$693.00	\$1,035.00	\$1,242.00
10	\$770.00	\$1,150.00	\$1,380.00
11	\$847.00	\$1,265.00	\$1,518.00
12	\$924.00	\$1,380.00	\$1,656.00
13	\$1,001.00	\$1,495.00	\$1,794.00
14	\$1,078.00	\$1,610.00	\$1,932.00
15	\$1,155.00	\$1,725.00	\$2,070.00
16	\$1,232.00	\$1,840.00	\$2,208.00
17	\$1,309.00	\$1,955.00	\$2,346.00
18	\$1,386.00	\$2,070.00	\$2,484.00
19	\$1,463.00	\$2,185.00	\$2,622.00
20	\$1,540.00	\$2,300.00	\$2,760.00
21	\$1,617.00	\$2,415.00	\$2,898.00

# Tuition - Collegiate High School

## 2024-2025 Tuition - Collegiate High School

Description of Charges	Per Credit Hour
All Collegiate High School	\$31.00

## 2024-2025 Schedule of Tuition - Collegiate High School

Credit Hours	All CHS Students
1	\$31.00
2	\$62.00
3	\$93.00
4	\$124.00
5	\$155.00
6	\$186.00
7	\$217.00
8	\$248.00
9	\$279.00
10	\$310.00
11	\$341.00
12	\$372.00
13	\$403.00
14	\$434.00
15	\$465.00
16	\$496.00
17	\$527.00
18	\$558.00
19	\$589.00
20	\$620.00
21	\$651.00

## Tuition - Dual Credit

### 2024-2025 Tuition - Dual Credit

Description of Charges	Per Credit Hour
In District	\$33.00
Out of District	\$45.00

### 2024-2025 Schedule of Tuition

Credit Hours	IN District Tuition	OUT OF District Tuition
1	\$33.00	\$45.00
2	\$66.00	\$90.00
3	\$99.00	\$135.00
4	\$132.00	\$180.00
5	\$165.00	\$225.00
6	\$198.00	\$270.00
7	\$231.00	\$315.00
8	\$264.00	\$360.00
9	\$297.00	\$405.00
10	\$330.00	\$450.00
11	\$363.00	\$495.00
12	\$396.00	\$540.00
13	\$429.00	\$585.00
14	\$462.00	\$630.00
15	\$495.00	\$675.00
16	\$528.00	\$720.00
17	\$561.00	\$765.00
18	\$594.00	\$810.00
19	\$627.00	\$855.00
20	\$660.00	\$900.00
21	\$693.00	\$945.00



## Itemization of Standard Registration Charges

### Itemization of Standard Registration Charges

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

- Testing Fees (p. 47)
- Record Fees (p. 47)
- Course/Program Fees (p. 47)
- Pre-Licensure Associate Degree of Nursing Program Fees (p. 47)
- LVN-RN Transition Associate Degree of Nursing Program Fees (p. 47)
- Vocational Nursing Program Fees (p. 47)

## Credit Student Fees

### Testing Fees

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

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

### Record Fees

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

### Course/Program Fees

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

AWS Advanced Level Welding Exam \$15.00  
Fee for WLDG 2413

Welding Lab Fee	\$200.00/course
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## Pre-Licensure Associate Degree Nursing Program Fees

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

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

## LVN-RN Transition Associate Degree Nursing Fees

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

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

## Vocational Nursing Program Fees

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

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

## Payments and Refunds

### Installment Plan Option

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

### Refunding of Tuition

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

COM shall refund tuition collected for courses from which the students drop or withdraw, according to the schedules that follow. The indicated percentages are to be applied to the tuition collected for each course from which the student is withdrawing. Students withdrawing from only a portion of their course load shall receive the appropriate percentage of refund for the withdrawn course.

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

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

#### Refund Table for Semester Credit Hours

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

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

If a student withdraws because the student is called into active military service or training or is required by the government to move to a new location that prohibits completion of the course work, 100 percent of applicable tuition paid by the student for the semester will be refunded at the student's request. For other available options, please refer to Veterans Education Benefits. Appropriate documentation will be required.

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

### Regulations Concerning Checks

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

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

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

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

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

### Concurrent College Enrollment Tuition Adjustments

Section 54.011 of the Texas Education Code permits an adjustment in the minimum tuition charge when students are concurrently registered at more than one public institution of higher education. When a student registers at more than one public institution of higher education at the same time, the student's tuition charges shall be determined in the following manner:

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

## **Student Financial Responsibility Agreement**

Each semester, students will acknowledge and submit the Student Financial Responsibility Agreement before enrolling in courses.

The link provided will direct you to the form on Self Service. <https://selfserve.com.edu/Student/Agreements> (<https://selfserve.com.edu/Student/Agreements/>)

# Steps to Follow to Apply for Financial Aid

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

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

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

# FINANCIAL SUPPORT

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

- Applying for Veterans Benefits (p. 51)
- Child Care Assistance (p. 52)
- COM Foundation Scholarships (p. 52)
- Financial Aid (p. 53)
- Veterans Educational Benefits (p. 57)

## Applying for Veterans Benefits

College of the Mainland is proud to offer an Office for Veteran Success to assist our servicemembers, veterans, and their families as they work towards their goals. Benefits are available from both the VA and the Texas Veterans Commission to help cover the cost of furthering their education and skills through benefits for tuition, housing, training, and other education related expenses.

All students are strongly encouraged to submit a free application for federal student aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa> (<https://studentaid.gov/h/apply-for-aid/fafsa/>). If eligible, Federal Financial Aid can be used in addition to VA Education Benefits and/or the Texas Hazlewood Exemption. The application also helps to qualify students for many scholarship opportunities, even if not qualified for the Pell Grant.

## Applying for VA Educational Benefits

To determine eligibility for VA Educational Benefits please visit <https://www.va.gov/education> (<https://www.va.gov/education/>). A Certificate of Eligibility will be required to use the benefits at COM.

## Applying for the Hazlewood Exemption

To determine eligibility for the Texas Hazlewood Exemption please visit <https://www.tvc.texas.gov/education/hazlewood/>. Students will complete the application for Hazlewood in the Office for Veteran Success at COM.

## Applying for Tuition Assistance

Active-duty service members and reservists may be eligible for military Tuition Assistance. This is a benefit paid to eligible members of all branches of the U.S. military, however each service has its own criteria for eligibility, obligated service, application process and restrictions. Please speak directly to the Educational Officer for your assigned unit before enrolling and beginning classes at College of the Mainland. You can access any branch of service by visiting [www.military.com/education/](http://www.military.com/education/).

## Applying for Tutoring Assistance

Free tutoring for many courses is available through COM; however, tutorial assistance to engage a private tutor is available through the VA to help veterans using the Post 9/11 G. I Bill ® to pay for tutoring necessary to advance their education. For more information, see <https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/tutor-assistance/>.

## Submitting a Request for Certification

COM may only invoice for benefits on behalf of a student with the student's express permission. Therefore, students must submit a Request for Certification Packet each semester they wish to use VA or TVC educational benefits. Students may request a copy of the packet from [comvets@com.edu](mailto:comvets@com.edu) or in person from the Office for Veteran Success. Completed packets and all required documentation can be returned to [comvets@com.edu](mailto:comvets@com.edu) or in person to the Office for Veteran Success. Timely submission is a minimum of 10 business days prior to payment deadline.

## GI Bill® Resident Rate Requirements

COM will charge in-state tuition and fee amounts to the following "covered individuals," as defined by the Veterans Choice Act, 38 U.S.C. Sec. 3679(c):

- A Veteran who lives in the state in which the IHL is located (regardless of his/her formal state of residence) and enrolls in the school after being discharged or released from a period of active-duty service of 90 days or more, or any active duty servicemember officially stationed in the state.
- A spouse or child using transferred benefits who lives in the state in which the IHL is located (regardless of his/her formal state of residence) and
  - enrolls after the transferor's discharge from a period of active-duty service of 90 days or more OR
  - is currently living in the state because the servicemember is stationed in the state OR
  - graduated from high school or received a high school equivalency certificate in Texas and maintained a domicile in Texas for at least one year before the member was assigned duty outside of the state.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the IHL is located (regardless of his/her formal state of residence) and enrolls in the school after Servicemember's death in the line of duty following a period of active-duty service of 90 days or more.

## TSI Exemptions

While it is possible for many servicemembers and veterans to claim an exemption from taking the TSI placement exam, this could result in placement in classes for which they are not academically prepared. Please consult with an Academic Advisor before claiming the exemption.

By law, the following students "shall be exempt and shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course... (19 TAC Rule 4.54(a) (8-9):

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

To claim this exemption, the student must submit a copy of the DD214 (Member 4 or Service 2 or 7) to either the Admissions Office or the Office for Veteran Success.

## Tuition Deferment Request

A deferred payment of tuition and fees can be offered if the receipt of military related financial assistance awarded to the student is delayed by less than 60 days. A Request for Certification Packet with required documents used to determine eligibility requirements, along with the Request for Deferment, must be received by the Office for Veteran Success (OVS) prior to the payment deadline date for the semester student is applying.

## Awarding College Credit for Military Experience

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

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

\*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.va.gov/education/about-gi-bill-benefits/>.

## Child Care Assistance

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

## COM Foundation Scholarships

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

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

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



## Financial Aid

### Paying for College

The Financial Aid Office can help make your education affordable. Aid is available through grants, scholarships, loans, work-study programs, and/or childcare assistance.

## Federal Grants

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

## Financial Aid and Developmental Courses

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

## Financial Aid Debts

When a student owes a debt to the Department of Education, the eligibility to receive federal financial aid at any school may be on hold until the debt is repaid or acceptable repayment arrangements are made with the Department of Education. Additionally, a hold may be placed on the student's record for transcripts and registration until the debt is paid or satisfactory payment arrangements are made by the student.

## Financial Aid Eligibility

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

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

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

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

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

1. Maintain a minimum cumulative GPA of 2.0.
  - a. The grades of F and FN are included in the GPA.
  - b. The student's financial aid GPA can be different from the school's GPA due to transfer and/or developmental courses.
2. Successfully complete a minimum of 67 percent of all hours attempted at COM.
3. Must complete COM educational objective or course of study within 150 percent of the credit hours needed to complete the program, including developmental and all attempted hours whether taken at COM or another college.
  - a. Grades of F, FN, I, W, WX, developmental courses and repeated courses are counted in the total number of hours attempted.

## Financial Aid Pathways

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

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

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

## Financial Aid Review Procedures

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



completed and the GPA. Financial aid will not be provided for courses taken by audit, credit hours earned by placement tests, or for any non-credit course work not leading to a certificate or degree.

## Financial Aid Warning and Probation

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

## Financial Aid Appeals Procedures

A student who loses financial aid eligibility may appeal to the Student Financial Aid Appeals Committee for consideration of mitigating circumstances. Financial Aid Appeal Request forms are available online and must provide supporting documentation regarding circumstances.

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

## Loans

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

need; however, the amount of federal aid for which students are eligible for depends on the student's assigned cost of attendance. Students may borrow an amount up to the school's cost of attendance less other financial aid.

## Return of Title IV Funds

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

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

## Return of Federal Financial Aid Funds Calculations

### Withdrawals and Unofficial Withdrawals

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

The withdrawal date is the date the student began the school's official withdrawal process or officially notified the school of intent to withdraw. "Officially notifies" means the student contacts and notifies the Admissions and Records Office of their intent to withdraw or leave school. Student's official notification can be written or oral. If the student drops out, unofficially withdraws without notifying the school, the withdrawal date is the midpoint of the payment period or period of enrollment.

For students awarded a non-passing grade of "F" or "FN" at the end of the semester are considered to have unofficially withdrawn and the midpoint of the semester will be used to calculate the return of funds. Additionally, if a student is reported as "never attended" class, 100% of federal aid that was credited or disbursed to the student will be reversed from student's account and returned to U.S. Department of Education. The reversal may create a balance owed to College of the Mainland.

If a student earned less aid than was disbursed, the College would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student may owe a debit balance to the College. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. If the student or the parent PLUS borrower is eligible for and due a post-withdrawal disbursement, the school must make or offer to make the post-withdrawal disbursement.

### Modules

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

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

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

\*Successful completion means earning a passing grade.

## Scholarships

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

## State Grants

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

## Transfer Students

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

## Tuition and Fee Exemptions and Waivers

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

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

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

Types of tuition waivers:

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

## WebAdvisor Online Inquiry

### Accepting Financial Aid Awards

The Financial Aid Office will send students an email notification of financial awards and will request that students log into Student Selfserve to accept their financial aid award. The Pell grant award is automatically accepted, but Students **MUST** accept other type of awards in order to use the funds to pay for tuition/fees as well as for charging books and supplies at the college bookstore. Students are able to charge books and supplies two weeks prior to the start date of classes and through the census date.

Students awarded financial aid prior to payment deadlines will have their tuition and fees deducted from their financial aid award. Students

will be responsible for any balances due after all financial aid has been exhausted. Any unused balances from financial aid funds will be credited to the student's selected refund preference with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. All financial aid credit balances will be disbursed within 14 days from the census date of each enrollment period. Students receiving any type of state aid are required to complete a Statement of Eligibility for State Aid before aid can be disbursed and refunded to students. The Financial Aid Office will contact students required to complete the Statement of Eligibility for State Aid.

## **Work Study**

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

## Veterans Educational Benefits

COM is an approved facility for Veterans Administration (VA) educational training. COM's Office for Veteran Success assists Veteran students and their eligible dependents in securing VA educational benefits by processing GI Bill® and Hazelwood applications, monitoring academic progress, and providing referrals to other agencies. The office also provides advising and counseling to Veterans and their dependents. Students may contact the Office for Veteran Success at 409-933-8455 or email [comvets@com.edu](mailto:comvets@com.edu). Additional information and resources related to Veterans' benefits is available at <https://www.com.edu/veterans/resources.html>.

## Veterans Standards of Academic Progress

VA Education Benefits and the Texas Hazlewood Exemption require students to show progress towards completion of their selected credential. Satisfactory progress toward completion will follow the same guidelines as set forth by the Financial Aid Department for College of the Mainland. [Standards of Progress, CFR 21.4253 (d) (1)(ii)]

Students are certified for educational benefits according to the classes on their approved academic degree plan. Education benefits may be interrupted if any of the following should occur:

- The student registers for classes that are not specified as necessary for the declared program of study. Depending on circumstances, deficiency or remedial courses may be certified for benefits, but must be taken in residence.
- The student registers for a repeated course already completed with a passing grade. The student is responsible for all tuition and fees associated with that course.
- The student fails to submit all previous college transcripts, including military transcripts, for evaluation.
- The student fails to maintain Satisfactory Academic Progress as defined by the college.

## Appeals for Unsatisfactory Academic Progress

If VA or Hazlewood benefits are suspended due to Unsatisfactory Academic Performance, an appeal option is available. For students using VA benefits, the appeal will be handled by the Financial Aid Department. For students using the Hazlewood Exemption, the appeal will be handled by the Office of Veteran Success. Students will be notified when they submit a Request for Certification packet whether their benefits have been suspended, and if so, the steps needed to submit an appeal.

## Requesting Military Transcripts

All service members will have a military transcript. VA requires that this official transcript be on file with the College to verify due diligence to apply credit for prior experience. Below are the links to obtain the transcript. Please have all official transcripts directed to: ATTN: Admissions, 1200 N. Amburn Road, Texas City, Texas 77591.

### *U.S. Air Force*

Airmen may request Air University (AU) and Community College of the Air Force (CCAF) transcripts here: <https://www.airuniversity.af.edu/>

[Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/](https://www.com.edu/veterans/resources.html).

*All other service branches:*

All other branches of the U.S. Armed Forces may request transcripts here: <https://jst.doded.mil/jst/>.

## Payments and Refunds

Students utilizing the Hazlewood Exemption, the Post-9/11 G.I. Bill®, or VR&E:

Tuition for covered classes and most fees will be covered by the benefit. If the student has submitted a complete Request for Certification Packet and submitted it to the Office for Veterans Success in a timely manner, then the student will not need to establish a payment plan. EXCEPTION: Inclusive book charges are only covered by VR&E. Students not using VR&E will need to pay for those charges out of pocket or with another benefit (such as the Pell Grant or a scholarship).

Students using all other VA benefits:

These benefits pay directly to the student. The student will need to establish a payment plan for their classes.

Any refunds due to a student will be processed according to regular College policy.

## Avoiding Overpayment Difficulties

Students must meet with their Veteran Advisor before withdrawing from any course to minimize an overpayment from the VA. A grade of "W" or "FN" must be reported to the VA Regional Office and may result in repayment of benefits received for the course(s). Repeated courses where a punitive grade of "F" was received must also be reported to the VA Regional Office and may result in a repayment of benefits received for the course(s).

If the College must send payments received from VA back to VA, this may create a student debt to the College. Similarly, a student who has received any stipends from VA will have a debt to the VA.

If a student receiving VA benefits withdraws from a course(s) or receives notification that a course(s) has been canceled, the student must report this information to COM's Office for Veteran Success immediately. Veterans, spouses and dependents can submit an updated copy of their Registration and Fee Statement via [comvets@com.edu](mailto:comvets@com.edu). Prompt reporting may help to minimize overpayment amounts.

## Orders for Active Duty or Training

If a student is called into active military service or required training or is required by the government to move to a new location that prohibits completion of the course work, then the student will have the following option:

- Arrange alternative deadlines within the semester with instructors for the classes missed, OR
- Request a withdraw as of before the first day of the semester, OR
- Drop the class(es) and receive a "W," OR
- Request an Incomplete in the class with the option to return and finish the class after service is completed.

Students should discuss the Incomplete option with their instructor to determine if the option is in their best interest academically.

Students must submit appropriate documentation for review to the Office for Veteran Success *before* leaving on orders if possible. Students should note that a withdrawal dated as of before the first day of class may result in the College returning to VA any tuition paid to the College, and the student returning to VA any book or housing stipend received from VA.

***\*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.va.gov/education/about-gi-bill-benefits/>.***

# SERVICES AND RESOURCES

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

- Campus Map (p. 59)
- Career Services (p. 61)
- Learning Centers (p. 61)
- Library (p. 61)
- Police Department (p. 61)
- Student Regulations and Policies (p. 63)
- Student Success Center (p. 65)
- Student Life (p. 65)
- TRIO (p. 68)
- Tutoring Center (p. 68)
- Additional College Services (p. 69)

## Campus Map



## Campus Offices

### Main Campus

#### Building #1 - Student Center

##### First Floor

- Bookstore
- MM4E
- Recreation Room

##### Second Floor

- Clubs and Organizations
- Community Resource Center
- Dean of Students Office
- Student Life
- TRIO

#### Building #2 - Administration Building (ADM)

##### First Floor

- Admissions and Records/Registrar
- Advising Center
- Boardroom
- Business Office/Cashiers
- Dual Credit
- Enrollment Management
- Institutional Equity/Title IX
- Services for Students with Disabilities
- Student Financial Services
- Student Help Center
- Veteran's Center

##### Second Floor

- COM Foundation and Resource Development
- Human Resources/EEO Office
- Marketing and Public Affairs
- President's Office
- Staff Attorney
- Testing Center
- VP - College and Financial Services
- VP - Instruction
- VP - Student Services

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

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

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

- Classrooms
- Gym, Exercise Rooms
- Sauna

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

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



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

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

First Floor

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

Mezzanine

- Study Rooms

Third Floor

- Classrooms
- Computer Labs
- Suite A: Social/Behavioral Sciences Offices
- Suite B: Humanities Offices
- Suite C: Adult Ed/GED/ESL Offices

**Building #10 - Central Plant**

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

**Building #12 - Firing Range**

**Building #16 - Campus Police**

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

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

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

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

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

**Building #23 - Industrial Careers Building (ICB)**

- Business
- Collegiate High School
- Continuing Education
- Educational Technology
- Information Technology Services Offices
- Instrumentation Lab
- Instrumentation and Electrical (I&E) Lab
- Heating, Ventilation, Air-Conditioning and Refrigeration (HVACR) Lab
- Occupational Safety And Health Technology
- Planning, Effectiveness, Analytics/Assessment and Research
- Process Technology
- Tutoring Center

- Switchboard

## Career Services

Career Services is dedicated to providing students and graduates the tools they need to succeed in the workforce. This includes assisting students in career exploration, identifying pathways to achieve their goals, and providing tools to help with work searches. We support student success by fostering partnerships with students, alumni, employers, faculty, staff, administrators, and the community. Services are available free of charge to all students/alumni and include:

- Career assessments and exploration
- Career readiness skill development
- Resume and cover letter writing and review
- Mock interviews
- Career fairs, workshops, and related career events

For more information, visit our webpage at <https://www.com.edu/career-services/> or call 409-933-8618.

## Learning Centers

### COM at League City

1411 West Main Street  
League City, Texas 77573

### COM at Mainland City Centre

10000 Emmett F. Lowry Expressway  
Texas City, Texas 77591

- Cosmetology (Salon, Spa and Barbershop)
- COM Lifelong Learning

## Library

The Library is located on the first floor of the Learning Resources Center, building 8. Library staff are available to help students with research, grabbing citations, or other library questions. Students can ask questions face to face, call, text, email or via live chat from any library page <http://libguides.com.edu/>.

## College Level Resources

The Library provides access to the college level resources that students and instructors love. Books, eBooks, articles, streaming media and primary sources are all available. The content can all be accessed on or off campus 24/7 from the Library's A-Z Databases page <http://libguides.com.edu/az.php>.

## Textbooks & Reserves

The Library has some textbooks placed on reserve by your instructors as well as other items such as anatomy models and geology rock samples. See what's available by course and learn about scanning chapters <https://libguides.com.edu/Reserves> (<https://libguides.com.edu/Reserves/>).

## Library Guides

The Library has guides that are available 24/7 on or off campus. The guides curate the best resources for your courses by subject, as well as "how to" and tip guides that show students how to grab citations, find scholarly articles, use databases and more. Guides can

be browsed at <https://libguides.com.edu/BrowseLibGuides> (<https://libguides.com.edu/BrowseLibGuides/>).

## Library Spaces

The Library has great places to read, study, charge devices, make copies, digital scans, and even to de-stress with puzzles, chess, backgammon and more. Study rooms can be reserved online <https://com.libcal.com/allspaces> (<https://com.libcal.com/allspaces/>).

## Library Computer Lab

The Library Computer Lab, located on the main floor of the Library, has staff ready to assist all students with techy questions. Students can access MS Office and other great software on lab computers, as well as access the library's great online resources. To use a computer, sign-in at the Library Lab desk and use any computer in the Lab. You can learn more about what the lab has to offer online at [www.com.edu/computer-labs/library-computer-lab](http://www.com.edu/computer-labs/library-computer-lab) (<https://www.com.edu/computer-labs/library-computer-lab.html>).

## Library Hours

- Monday - Thursday, 7:30 AM to 8:00 PM
- Friday, 7:30 AM to 5:00 PM
- Saturday, 9:00 AM to 1:00 PM

Get the latest hours <https://libguides.com.edu/hours> (<https://libguides.com.edu/hours/>).

## Police Department

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

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

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

## Traffic and Parking Regulations

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

COM parking and tobacco violation citations can be paid at the College of the Mainland Cashier Office located in the Administration Building #2.

## **Smoking/Tobacco Products**

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

## **Parking Permits**

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

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

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

## Student Regulations and Policies

- Conduct and Discipline of Students (p. 63)
- Drug and Alcohol Free Campus (p. 63)
- Student Complaints (p. 63)
- Student Identification Card (p. 64)
- Weapons/Firearms Policy (p. 64)

## Conduct and Discipline of Students

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

## Drug and Alcohol Free Campus

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

## Drug and Alcohol Abuse Education Program

In compliance with Section 22 of the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) required by institutions receiving federal funds, COM has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that, at a minimum, includes:

1. The annual distribution to each student of:
  - a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities;
  - b. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
  - d. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and

- e. A clear statement that the institution will impose sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required above.

For more information, contact the Dean of Students Office at 409-933-8957.

## Student Complaints

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

### How do I bring forward a complaint?

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

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

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

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) publishes a Complaint Procedures Against SACSCOC or Its Accredited Institutions. Students, employees or others may initiate a complaint of alleged violations of SACSCOC Principles

of Accreditation, the Core Requirements, and policies or procedures, as well as address possible violations of an institution's own policies and procedures. Refer to the policy statement for details on this process at <https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>.

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

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

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

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

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

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

## **Student Identification Card**

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

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available in the Doyle Family Administration Building – Student Help Center during its normal hours of operation.

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

1. Go to the Doyle Family Administration Building – Student Help Center.
2. An official government issued photo ID must be presented prior to obtaining a COM ID card.
3. The status of the student must be verified using Web Advisor – Registration – Fee Statement and Receipt.

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

## **Photo and Video Policy**

COM's Marketing and Communications Department takes photographs (still and video) of students throughout the year. These photographs and videos often include students in classrooms, study areas, at events, etc. COM reserves the right to use these photographs and video as a part of its publicity and marketing efforts. Students who enroll at COM do so

with the understanding that these photographs and videos might be used in College publications, both printed and electronic, for recruiting and advertising purposes.

## **Weapons/Firearms Policy**

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

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

## Student Success Center

### Academic Advisement

Students must meet with an Academic Advisor upon admission to COM to establish an academic degree plan. Advisors are assigned by program, and assist students with identifying and developing a plan to achieve their academic and career goals. Your advisor will also help you navigate through the college experience, and make referrals to campus resources to support your academic success. Continuing students are encouraged to meet with their Academic Advisor each semester through completion to ensure they are on the right path. Academic Advisors are located in the Student Success Center on the first floor of the Doyle Family Administration Building. Students can make an appointment with their Advisor using the free Navigate Student App which can be downloaded from the Apple App Store or the Google Play Store or online through their Navigate Student Site at <https://com.navigate.eab.com>. (<http://coursecatalog.com.edu/services-and-resources/student-success-center/com.navigate.eab.com>)

### Student Accessibility Services

Accommodations are available to COM students with documented disabilities. To request accommodations, contact the Office of Student Accessibility Services, located in the Student Success Center on the first floor of the Doyle Family Administration Building. For more information, please visit [www.com.edu/disability-service](http://www.com.edu/disability-service) (<http://www.com.edu/counseling/disability-services/>) or call 409-933-8379.

## Student Life

### Leadership Series

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

Website: [www.com.edu/student-life/leadership-series.html](http://www.com.edu/student-life/leadership-series.html) (<https://www.com.edu/student-life/leadership-series.html>)

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

For more information about our Leadership Series, please contact the Student Life Specialist at 409-933-8895.

### President's Ambassadors Program

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

Website: [www.com.edu/student-life/presidents-ambassador-program](http://www.com.edu/student-life/presidents-ambassador-program) (<https://www.com.edu/student-life/presidents-ambassador-program.html>)

The President's Ambassador Program is a distinguished leadership opportunity allowing a select group of students to represent the positive image of the college at designated events and activities. Through the leadership training program, ambassadors will share their COM student pride, mission, and culture with alumni, donors, friends, and community members.

## Student Recreation and Club Sports

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

Website: [www.com.edu/student-life/club-sports.html](http://www.com.edu/student-life/club-sports.html) (<https://www.com.edu/student-life/club-sports.html>)

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

## Student Clubs and Organizations

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

Website: [www.com.edu/student-life/clubs-organizations/](http://www.com.edu/student-life/clubs-organizations/) (<https://www.com.edu/student-life/clubs-organizations/>)

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

For information about joining or starting a new club or organization, contact the Student Life Office at 409-933-8790.

### American Society of Safety Professionals (ASSP): Student Section of the Gulf Coast Chapter

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

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

### Art Club

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

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

### Badelynge Review Club

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

"Badelynge" is an archaic word for a group of ducks on the ground. The Badelynge Review purpose is to create a literary journal and provided opportunities to gain experience in editing and publishing. Works published will consist of poetry, short fiction, creative nonfiction, and academic essays that COM students publish.

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

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

Nu Psi, the Collegiate High School (CHS) Student Club, offers community service projects, leadership opportunities, and educational field trips for club members.

### COM Fit Club

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



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

### **Cosmetology Club (Skin, Sheers, and Beards Society)**

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

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

### **Creative Writing Club**

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

The Creative Writing Club (CWC) would like to educate, collaborate, network, and peer review for the purpose of writing and publishing creatively. The club is open to all with interests of poetry, fiction, creative nonfiction, playwriting, screenwriting, and other forms of creative writing.

### **Dance Club**

The COM Dance Club (CDC) aims to provide individuals with the chance to express themselves through free dance, fostering an environment where they can be authentic without concern for judgement. The club's goal is to create a space where members can form new connections, enjoy the company of others, and revel in the joy of performing in front of the vibrant community at COM.

### **Gamer's Guild**

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

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

### **Hispanic Student Alliance**

Email: [HispanicStudents@com.edu](mailto:HispanicStudents@com.edu) ([hispanicstudents@com.edu](mailto:hispanicstudents@com.edu))

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

### **Japanese Culture Club**

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

The Japanese Culture Club promotes knowledge and interest in all aspects of Japanese culture, particularly anime and literature. This club intends to encourage cultural awareness through discussion, watching films and anime, reading manga or other texts, taking field trips to

conventions, festivals or museums (at least one a year), and inviting educational speakers.

### **LGBT+ Club**

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

This club strives to unite LGBTQIA+ students by encouraging support, providing advocacy for students, building awareness, and providing a safe environment to discuss LGBTQ topics. Students are also given opportunities to build leadership and teamwork skills by planning workshops and working on community projects with other clubs.

### **Mental Health Matters**

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

The purpose of the Mental Health Matters Club is to spread awareness and provide support for mental health issues among college students. The club will create a safe and supportive environment for students to express their feelings and learn ways to cope with stress, leading to a more positive academic and personal life experience.

### **Minority Men for Excellence (MM4E)**

Email: [gbenefield1@com.edu](mailto:gbenefield1@com.edu) ([gbenefield1@com.edu](mailto:gbenefield1@com.edu))

Website: [www.com.edu/mm4e/](http://www.com.edu/mm4e/) (<https://www.com.edu/mm4e/>)

Minority Men for Excellence (MM4E) is a program designed to improve the recruitment and retention of minorities at the College of the Mainland. Participants receive academic support and character and leadership development through programs and workshops. Men in the program also participate in community engagement opportunities and receive mentoring by faculty, staff, and peers.

### **Nursing Student Association**

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

Website: [www. \(https://tnsa.nursingnetwork.com/tnsa.nursingnetwork.com \(https://tnsa.nursingnetwork.com/\)](http://www.tnsa.nursingnetwork.com/)

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

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

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

Website: [www.ptk.org](http://www.ptk.org) (<http://www.ptk.org>) (International) or [www.txptk.org](http://www.txptk.org) (<http://www.txptk.org>) (Texas)

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

## Process Technology Student Organization (PTEC Club)

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

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

## Robotics Club

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

The Robotics Club plans to increase the interest in STEM (Science, Technology, Engineering, Mathematics) by increasing student knowledge through robotics and programming, collaboratively building relationships within the college network, and building repour of sportsmanship in team building and competitions.

## Science Club

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

The Science Club promotes awareness and appreciation of the natural sciences by providing a better understanding of them through field trips, guest speakers, and other activities. The club sponsors college events and performs outreach through educational and community activities.

## Sickle Cell Club

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

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

## Student Government Association (SGA)

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

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

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

## Students for Christ

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

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

## Veterans Organization

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

The Veterans Organization ensures that veterans, active-duty personnel, reservists and their families receive all benefits entitled to them. This

organization also provides readjustment resources and provides students and successful alumni a network for professional development.

## Gym Facility

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

Website: [www.com.edu/student-life/gym.html](http://www.com.edu/student-life/gym.html) (<https://www.com.edu/student-life/gym.html>)

Discover the College of the Mainland's gym facility designed for a comprehensive fitness experience. The cardio room features modern pre-core equipment for effective cardiovascular workouts, while the Cybex offers targeted strength training. Strengthen and tone in the well-equipped weight room, engage in invigorating group sessions, and relax in the dry sauna. Transition seamlessly with convenient locker rooms. Cycling enthusiasts can enjoy the energizing atmosphere of the spin room. At the College of the Mainland, the gym provides diverse recreation sport options, fostering a healthy campus lifestyle. Join a community where well-being is a priority, and fitness goals are supported.

## Recreation Room

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

Website: [www.com.edu/student-life/recreation-room.html](http://www.com.edu/student-life/recreation-room.html) (<https://www.com.edu/student-life/recreation-room.html>)

The College of the Mainland's recreation room is a hub for leisure and stress relief. Furnished with a billiards table, ping pong, shuffleboard, and arcade games, it offers a diverse range of recreational activities. Students can also enjoy digital entertainment with Xbox, PlayStation, and Nintendo Switch consoles, creating a dynamic space for relaxation and socialization on campus. This well-equipped recreation room provides an engaging environment where students can unwind, connect with peers, and foster a sense of community through shared recreational experiences.

## SafeColleges

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

Website: [www.com.edu/student-life/safecolleges.html](http://www.com.edu/student-life/safecolleges.html) (<https://www.com.edu/student-life/safecolleges.html>)

College of the Mainland has partnered with SafeColleges to provide training modules designed to keep students safe on campus and to help the college comply with federal legislation such as Title IX, Campus SaVE and more. First-time college students, and students who are taking a trip with the college will be assigned training modules to complete online.

## TRIO

### TRIO-Student Support Services

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

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

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

All available services are free to qualified applicants and include:

- Registration assistance
- Academic mentoring and coaching
- Career exploration, financial literacy, and student success workshops
- Assistance with financial aid applications
- Academic tutoring in Math and English
- Transfer trips to four-year colleges and universities
- Field trips to cultural events
- Referral to on and off-campus resources
- Orientation to the program and the campus
- Access to the Laptop/Calculator Loan Program

### TRIO-Upward Bound Program

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

- Must have completed the 8th grade
- Be between the ages of 13 and 19
- Have a need for academic support in order to pursue a program of postsecondary education
- Must be either from low-income families and/or be potential first-generation college students
- Be a U.S. citizen or U.S. legal resident
- Enrolling in or enrolled at a target school: Dickinson High School, Hitchcock High School, La Marque High School, or Texas City High School

Once accepted, a UB student can participate through high school graduation. All services are provided at no cost to participants. Students from eligible high schools should contact the high school counselor, or call 409-933-8525 to obtain information about the program and application process. For more information, see the Upward Bound

webpage at [www.com.edu/high-school-programs/upward-bound](https://www.com.edu/high-school-programs/upward-bound) (<https://www.com.edu/trio/trio-upward-bound/>).

All available services are free to qualified applicants and include:

- Academic instruction in mathematics, laboratory sciences, composition, literature, and foreign languages
- Tutoring
- Academic / Career counseling
- Mentoring
- Cultural enrichment
- Work-study programs (Internships)
- Financial Aid & FAFSA assistance
- Economic & Financial literacy
- College and scholarship application assistance
- SAT & ACT preparation
- Educational tours to colleges and universities
- Monthly Saturday Academies
- Summer Academy with summer bridge

## Tutoring Center

### Writing Tutors

COM's writing tutors are located in the Tutoring Center, Industrial Careers Building - Room 109. Writing tutors offer one-on-one tutoring sessions for students on any phase of the writing, reading, and oral presentation process. Tutors are able to assist students face-to-face, online or via eTutoring sessions during the Tutoring Center's operating hours. There are two study rooms available to record speeches or practice mock interviews. Although students may walk-in for help or quick questions, they are encouraged to make an appointment. Students can make appointments online, by phone, or in person. Instructions on how to make an appointment can be found at <https://www.com.edu/tutoring/> and you can schedule an appointment on WCONLINE at <https://com.mywconline.com/>. For current hours and tutor availability, please check with the Tutoring Center for an updated list of courses in which tutors will assist.

### Math/Science Tutors

COM's math and science tutors are currently located in the Tutoring Center, Industrial Careers Building - Room 109. Math tutors provide free walk-in and appointment based tutoring services. Most math tutors are able to help with the math courses offered at COM, but not all of them tutor every COM math course. Science tutoring is subject to availability. If a science tutor is available for your course, this service is available on a walk-in basis.

Appointments are not required to work with a math or science tutor face-to-face, but appointment slots are available.\* For tutoring with an online COM math or science tutor, an appointment is required. Instructions on how to make an appointment can be found at <https://www.com.edu/tutoring/>. You can schedule an appointment on WCONLINE at <https://com.mywconline.com/>. For current hours and tutor availability, please check with the Tutoring Center for an updated list of courses in which tutors will assist.

\*Appointment based scheduling for math and science is subject to change with the availability of tutors. Please contact the Tutoring Center at (409) 933-8703 or [tutoringcenter@com.edu](mailto:tutoringcenter@com.edu) for more information.

## Supplemental Instruction (SI) Leaders

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

## Online Tutoring

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

Additional online tutoring is available in a variety of subjects, 24/7 through NetTutor. NetTutor is accessible via D2L Brightspace. Please go to the following webpage for more information <https://www.com.edu/tutoring/online-tutoring> (<https://www.com.edu/tutoring/online-tutoring>).

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

## Additional College Services

### Art Gallery

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

### Distance Education Hotline

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

### Bookstore

The Bookstore, located in the Student Center, maintains an inventory of textbooks requested by instructors for all courses offered, as well as reference books and general books. The Bookstore also stocks COM's branded merchandise and a variety of other items. For assistance in obtaining appropriate materials, students need to bring their class schedule to Bookstore personnel. For more information, see the COM Bookstore webpage at [www.combookstore.com/home.aspx](http://www.combookstore.com/home.aspx) (<http://www.combookstore.com/home.aspx>) or call 409-933-8239.

### COM Theatre

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

Studying with faculty and guest artists in small classes specifically designed to give individual attention and instruction, theatre students

develop a first-hand, working knowledge of the various elements contributing to theatrical production, including all elements of stage craft, acting technique and specialty skills such as stage combat certification.

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

## Educational Technology Services

Educational Technology Services, located on the second floor of the ICB Building, Suite 222, is available to assist students with distance education related technical issues, audiovisual needs and computer lab assistance. Hours of operation are Monday through Thursday 7:00 a.m. - 6:00 p.m. and Friday from 7:00 a.m. - 5:00 p.m. The Distance Education Emergency Hotline number is 409-933-8453 or submit a support ticket <http://de-support.com.edu/> (<http://de-support.com.edu/requests/>).

## Gym Facilities

The gym provides weight rooms, cardiovascular equipment, group exercises room, Kieser Spinning room, basketball, volleyball, and pickle ball courts. Other amenities include: locker rentals, community memberships, showers and sauna. Hours of operation are Monday-Friday from 7 a.m. - 7 p.m. Saturday from 8 a.m. - 12 p.m. Saturday, and Sunday from 12- 4 p.m. For more information, please visit [www.com.edu/student-life/gym](http://www.com.edu/student-life/gym) (<https://www.com.edu/student-life/gym.html>).

## Student Help Center

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

## Recreation Room

The recreation room is located in the Student Center, building #1. All currently enrolled students at College of the Mainland with a student I.D. are welcome to play. Student organizations, college administrative departments, and academic units may reserve the space for meeting and social functions during the hours that the recreation room is not regularly open for student use. The Game Room is managed by Student Life staff.

Includes:

- Billiards
- Table Tennis
- Large Screen Televisions
- Video Games
- Shuffleboard

# DEGREES AND PROGRAMS

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

## Meta Majors

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

### Arts and Humanities

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

### Business and Industry

Business, Culinary Arts, Instrumentation and Electrical, Occupational Safety and Health Technology, Process Technology, Welding

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

Barbering, Cosmetology, Criminal Justice, Dental Hygiene, Emergency Medical Services, Esthetician, Fire Technology, Health Information, Law Enforcement, Medical Assisting, Nursing, Pharmacy Technology, Radiologic Technology

### STEM

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

### Information listed under Degrees and Programs:

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



# Academic Transfer and Workforce Education Programs

## Academic Transfer Programs

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

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

### Associate of Arts Degree (AA)

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

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

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

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

### Associate of Science (AS) Degree

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

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

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

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

## Workforce Education Programs

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

### Associate of Applied Science

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

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

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

### Certificates

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

#### Level One Certificate (CERT1)

A workforce certificate consisting of between 15-42 credit hours which can be completed in one calendar year or less. Students who have



a CERT1 declared major are exempt from TSI requirements. CERT1s prepare students for entry level work in a chosen career pathway.

### **Level Two Certificate (CERT2)**

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

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

### **Enhanced Skills Certificate (CERT3)**

A workforce certificate consists of between 6-12 credit hours. An Enhanced Skills Certificate is an optional certificate associated with an AAS or AAA degree program that is intended to provide advanced skills, identified by business and industry, which are not part of the degree.

### **Occupational Skills Award**

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

## **Online Programs & Degrees**

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

## Core Curriculum

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

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

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

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

# List of Degrees and Certificates

## Accounting

- Accounting (Associate of Applied Science)
- Professional Bookkeeper (Level 1 Certificate)

## Barber

- Barbering (Level 1 Certificate)

## Business

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

## Computer Science

- Computer Science (Associate of Science)

## Cosmetology

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

## Criminal Justice

- Criminal Justice - (Associate of Arts)
- Criminal Justice - (Associate of Applied Science)
- Basic Peace Officer Academy (Level 1 Certificate)

## Culinary Arts

- Professional Chef - (Level 1 Certificate)
- Culinary Arts - (Associate of Applied Science)

## Dental Hygiene

- Dental Hygiene (Associate of Applied Science)

## Education

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

## Emergency Medical Services

- High School - Emergency Medical Technician (Occupational Skills Award)
- Advanced Emergency Medical Technician (Level 1 Certificate)
- Paramedic (Level 2 Certificate)

## Engineering

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

## English

- English (Associate of Arts)

## Fire Technology

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

## General Studies

- General Studies (Associate of Arts)

## Graphic Arts

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

## Health Information Management

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

## Information Technology

- Cybersecurity (Occupational Skills Award)
- Cybersecurity (Level 1 Certificate)
- Information Technology - Emphasis in Cloud Computing (Associate of Applied Science)
- Information Technology - Emphasis in Cybersecurity (Associate of Applied Science)
- Networking (Occupational Skills Award)
- Networking (Level 1 Certificate)
- Programming (Level 1 Certificate)
- SQL Server Database Fundamentals (Occupational Skills Award)
- Robotic Process Automation (Occupational Skills Award)
- Robotic Process Automation (Level 1 Certificate)

## Mathematics

- Mathematics (Associate of Science)

## Medical Assisting

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

## Music

- Music (Associate of Arts)

## Natural Science

- Natural Science (Associate of Science)

## Nursing

- RN to Bachelor of Science in Nursing
- LVN-RN Transition (Associate of Applied Science)

- Registered Nursing (Associate of Applied Science)
- Vocational Nursing (Level 2 Certificate)

### **Occupational Safety and Health Technology**

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

### **Pharmacy Technician**

- Pharmacy Technician (Level 1 Certificate)
- Pharmacy Technician (Associate of Applied Science)

### **Process Technology**

- Process Technology (Associate of Applied Science)

### **Radiologic Technology**

- Limited Medical Radiologic Technologist (LMRT)
- Radiologic Technology (Associate of Applied Science)

### **Theatre**

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

### **Visual Arts**

- Visual Arts (Associate of Arts)

### **Welding Technologies**

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

# Accounting

## Associate of Applied Science - Accounting (AAS)

The Accounting Associate of Applied Science degree prepares students to enter many types of entry-level positions in the field of accounting and/or non-accounting. Job responsibilities may involve aiding upper-level managers, accountants, and auditors by performing accounting, administrative/human resources, and bookkeeping duties. Other functions include compiling data required for management, creating governmental reports, and processing accounting data using various accounting software systems. While the AAS degree is not fully designed to transfer to a four-year university, it can serve to fulfill several transfer course requirements.

## Certificate - Professional Bookkeeper

The Bookkeeper Certificate program provides students with the skills and knowledge to gain proficiency in performing any combination of routine calculating, posting, and verifying duties to support an organization's bookkeeping function. The program prepares students to obtain primary financial data for use in maintaining accounting records using journals, ledgers, or computers, leading up to the creation of financial statements.

### Stackable Credentials

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

## Full-Time Schedules

Certificate - Professional Bookkeeper (Full-Time)

Associate of Applied Science - Accounting (Full-Time)

## Certificate - Professional Bookkeeper

Level One Certificate

## Full-Time Student Schedule

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

## Associate of Applied Science - Accounting Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>First Year</b>		
<b>Semester #1</b>		
ACNT 1303	Introduction to Accounting I	3
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
POFT 1321	Business Math	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ACCT 2301	Principles of Financial Accounting	3
ACNT 1313	Computerized Accounting Applications	3
BMGT 1327	Principles of Management	3
BUSI 2304	Business Report Writing and Correspondence	3
MATH 1324	Math for Business and Social Science	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
ACCT 2302	Principles of Managerial Accounting	3
ACNT 1331	Federal Income Tax: Individual	3
BUSI 2301	Business Law	3
HRPO 1311	Human Relations	3
PHIL 2306	Introduction to Ethics	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
BUSG 2309	Small Business Management/ Entrepreneurship	3
ECON 2301 or ECON 2302	Principles of Macroeconomics or Principles of Microeconomics	3
POFT 1300	Career Exploration/Planning	3
PSYC 2301	General Psychology	3
ACNT 2302	Accounting Capstone	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

# Barbering

The Barbering Certificate is designed to provide the students with a quality education in the Barbering field and prepare the students to pass the Texas Department of Licensing and Regulation Examination for licensing. The Barbering Certificate covers all areas of barbering including hair cutting, shaving, and shop management. Full-time students may complete the program in 12 months. Part-time students may complete the program within approximately 24 months.

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

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

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

## Admission Requirements

1. Transfer applicants must meet with the Barber program coordinator to determine course placement. Students must bring unofficial transcripts when meeting with the program coordinator.
2. Upon acceptance into the Program, applicants must provide and meet all Texas Department of Licensing and Regulation requirements.

## Graduation Requirements

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

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

A Cosmetology to Barber crossover program is offered through COM Continuing Education. This 300 hour program is for the currently licensed Cosmetologist who wants a dual license in Cosmetology and Barbering. This program is not for new, unlicensed students.

## Full-Time Schedule

Certificate - Barbering

## Certificate - Barbering

### Full-time Student Schedule

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

BARB 1442	Barber Styling II	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
BARB 2431	Advanced Barber Styling I	4
BARB 2432	Barber Law and Shop Management I	4
BARB 2441	Advanced Barber Styling II	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #3</b>		
BARB 2444	Barber Law and Shop Management II	4
<b>Semester Credit Hours</b>		<b>4</b>
<b>Total Semester Credit Hours</b>		<b>28</b>



## Business

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

Business Administration

### Business (AA)

An Associate of Arts (AA) in Business prepares the student with the necessary core curriculum and a basic knowledge of foundational components of business administration. An AA in Business serves as the first two years of a bachelor degree and is best suited for students seeking to transfer to a four-year institution.

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

### Business Administration - Entrepreneurship (AAS)

The Associate of Applied Science - Business Administration degree in Entrepreneurship helps entrepreneurs avoid common mistakes that keep many small businesses from succeeding. This option will provide the basic knowledge needed to start a new business or manage and grow a small business successfully. While the AAS degree is not designed to fully transfer to a four-year university, it can serve to fulfill several transfer course requirements.

### Certificate - Entrepreneurship

The Entrepreneurship certificate program is designed as a one-year certificate for potential entrepreneurs. The student will receive the basic knowledge and skills necessary to begin running a small business.

### Business Administration - Management (AAS)

The Associate of Applied Science - Business Administration degree in Management enables students to move into a variety of entry-level management positions in the fields of sales, advertising, human resources, office management, and other related areas. While the AAS degree is not designed to fully transfer to a four-year university, it can serve to fulfill several transfer course requirements.

### Certificate - Management

The Management certificate program is designed as a one-year certificate for students who wish to have a career in Management. It provides students the foundational knowledge and skills required to enter the workforce in an entry-level business related field.

### Business Administration - Marketing (AAS)

The Associate of Applied Science - Business Administration degree in Marketing will help students understand basic marketing skills and advertising strategies as well as provide basic business knowledge needed to obtain entry-level employment in the marketing field. While the AAS degree is not designed to fully transfer to a four-year university, it can serve to fulfill several transfer course requirements.

### Certificate - Marketing

The Marketing certificate program is a one-year certificate designed for students seeking to learn basic knowledge of business, marketing, and advertising skills.

## List of Business Degrees/Certificates

Business (Associate of Arts)

Business Administration - Entrepreneurship (Associate of Applied Science)

Entrepreneurship (Level 1 Certificate)

Business Administration - Management (Associate of Applied Science)

Management (Level 1 Certificate)

Business Administration - Marketing (Associate of Applied Science)

Marketing (Level 1 Certificate)

## Business

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

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

## Associate of Arts Degree - Business

An Associate of Arts (AA) in Business prepares the student with the necessary core curriculum and a basic knowledge of foundational components of business administration. An AA in Business serves as the first two years of a bachelor degree and is best suited for students seeking to transfer to a four-year institution.

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

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3
ENGL 1301	Composition I	3
MATH 1324	Math for Business and Social Science	3
PSYC 1300	Psychology for Success	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ACCT 2301	Principles of Financial Accounting	3
ECON 2301	Principles of Macroeconomics	3
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking	3
BIOL 1408 or ASTR 1403	Biology for Non-Science Majors I or Stars and Galaxies	4
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
ACCT 2302	Principles of Managerial Accounting	3
ARTS 1301 or ARTS 1303 or ARTS 1304	Art Appreciation or Art History I or Art History II	3
HUMA 1301 or PHIL 1301	Introduction to the Humanities I or Introduction to Philosophy	3
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
HIST 1301	U S History I	3
<b>Semester Credit Hours</b>		<b>15</b>

<b>Semester #4</b>		
BUSI 2305	Business Statistics	3
GOVT 2306	Texas Government (Texas Constitution & Topics)	3
BIOL 1409 or ASTR 1404	Biology for Non-Science Majors II or Solar System	4
HIST 1302	U S History II	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>14</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Business Administration - Entrepreneurship

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

The one-year Entrepreneurship certificate is available for those students wishing to enter the workforce sooner.

### Stackable Credentials

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

### Full-Time Schedules

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

## Certificate - Entrepreneurship

Level One Certificate

This program is designed as a one-year certificate for students who wish to pursue a career in Entrepreneurship.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3
POFT 1321	Business Math	3
<b>Semester Credit Hours</b>		<b>9</b>
<b>Semester #2</b>		
ACNT 1303	Introduction to Accounting I	3
ARTS 2313	Graphic Design	3
BUSG 2309	Small Business Management/ Entrepreneurship	3
MRKG 1311	Principles of Marketing	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>21</b>

## Associate of Applied Science - Business Administration - Entrepreneurship

This program is designed for students who plan to start or further their career in a business field. While the AAS degree is not designed to fully transfer to a four-year university, it can serve to fulfill several transfer course requirements.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ARTS 2313	Graphic Design	3
BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3
ENGL 1301	Composition I	3
POFT 1321	Business Math	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ACCT 2301 or ACNT 1303	Principles of Financial Accounting or Introduction to Accounting I	3
BMGT 1327	Principles of Management	3
BUSI 2304	Business Report Writing and Correspondence	3
MATH 1324	Math for Business and Social Science	3
MRKG 1311 or MRKG 2333	Principles of Marketing or Principles of Selling	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
BMGT 1309	Information and Project Management	3
BUSG 1315	Small Business Operations	3
BUSG 1341	Small Business Financing	3
ECON 2301 or ECON 2302	Principles of Macroeconomics or Principles of Microeconomics	3
HRPO 2301	Human Resources Management	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
BMGT 2341	Strategic Management	3
BUSI 2301	Business Law	3
BUSG 2309	Small Business Management/ Entrepreneurship	3
PHIL 2306	Introduction to Ethics	3
SPCH 1315	Public Speaking	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Business Administration - Management

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

The one-year Management certificate is available for those students wishing to enter the workforce sooner.

### Stackable Credentials

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

### Full-Time Schedules

Certificate - Management (Full-Time)

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

## Certificate - Management

Level One Certificate

This program is designed as a one-year certificate for students who wish to pursue a career in Management.

### Full-Time Student Schedule

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

## Associate of Applied Science - Business Administration - Management

This program is designed for students who plan to start or further their career in a business field. While the AAS degree is not designed to fully transfer to a four-year university, it can serve to fulfill several transfer course requirements.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ARTS 2313	Graphic Design	3
BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3
ENGL 1301	Composition I	3
POFT 1321	Business Math	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ACCT 2301 or ACNT 1303	Principles of Financial Accounting or Introduction to Accounting I	3
BMGT 1327	Principles of Management	3
BUSI 2304	Business Report Writing and Correspondence	3
MATH 1324	Math for Business and Social Science	3
MRKG 1311 or MRKG 2333	Principles of Marketing or Principles of Selling	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
BMGT 1309	Information and Project Management	3
BMGT 1313	Principles of Purchasing	3
BMGT 2309	Leadership	3
ECON 2301 or ECON 2302	Principles of Macroeconomics or Principles of Microeconomics	3
HRPO 2301	Human Resources Management	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
BMGT 2303	Problem Solving and Decision Making (Capstone)	3
BMGT 2341	Strategic Management	3
BUSI 2301	Business Law	3
PHIL 2306	Introduction to Ethics	3
SPCH 1315	Public Speaking	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Business Administration - Marketing

The Associate of Applied Science - Business Administration degree in Marketing will help students understand basic marketing skills and advertising strategies as well as provide basic business knowledge needed to obtain entry-level employment in the marketing field.

The one-year Marketing certificate is available for those students wishing to enter the workforce sooner.

### Stackable Credentials

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

### Full-Time Schedules

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

## Certificate - Marketing

### Level One Certificate

This program is designed as a one-year certificate for students who wish to pursue a career in the Marketing field.

### Full-Time Student Schedule

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

## Associate of Applied Science - Business Administration - Marketing

This program is designed for students who plan to start or further their career in a business field. While the AAS degree is not designed to fully transfer to a four-year university, it can serve to fulfill several transfer course requirements.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ARTS 2313	Graphic Design	3
BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3
ENGL 1301	Composition I	3
POFT 1321	Business Math	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ACCT 2301 or ACNT 1303	Principles of Financial Accounting or Introduction to Accounting I	3
BMGT 1327	Principles of Management	3
BUSI 2304	Business Report Writing and Correspondence	3
MATH 1324	Math for Business and Social Science	3
MRKG 1311	Principles of Marketing	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
BMGT 1309	Information and Project Management	3
ECON 2301 or ECON 2302	Principles of Macroeconomics or Principles of Microeconomics	3
HRPO 2301	Human Resources Management	3
MRKG 1301	Customer Relationship Management	3
SPCH 1315	Public Speaking	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
BMGT 2341	Strategic Management	3
BUSI 2301	Business Law	3
MRKG 2333	Principles of Selling	3
MRKG 2349	Advertising and Sales Promotion	3
PHIL 2306	Introduction to Ethics	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Computer Science

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

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

## Associate of Science - Computer Science

This Program consists of the courses required in the first two years of a bachelor's degree in Computer Science. Students graduate with an Associate of Science Degree.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
HIST 1301	U S History I	3
MATH 2413	Calculus I	4
Select from one of the following:		3
ECON 2301	Principles of Macroeconomics	
ECON 2302	Principles of Microeconomics	
SOCI 1301	Introduction to Sociology	
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
COSC 1336	Programming Fundamentals I	3
ENGL 1302	Composition II	3
HIST 1302	U S History II	3
Select from one of the following:		4
BIOL 1406	Biology for Science Majors I	
GEOL 1403	Physical Geology	
PHYS 2425	University Physics I	
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #3</b>		
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
COSC 1437	Programming Fundamentals II	4
Select from one of the following:		3
ENGL 2322	British Literature I	
HUMA 1301	Introduction to the Humanities I	
PHIL 1301	Introduction to Philosophy	
Select from one of the following:		3
ARTS 1301	Art Appreciation	
DRAM 1310	Theater Appreciation	
MUSI 1306	Music Appreciation	

SPCH 1315	Public Speaking	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #4</b>		
COSC 2336	Programming Fundamentals III	3
COSC 2425	Computer Organization	4
GOVT 2306	Texas Government (Texas Constitution & Topics)	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
Select from one of the following:		4
BIOL 1407	Biology for Science Majors II	
GEOL 1405	Environmental Science	
CHEM 1411	General Chemistry I	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>



## Cosmetology

The Cosmetology Program offers opportunities for full-time or part-time students to complete requirements for a Barber to Cosmetology Crossover Occupational Skills Award, Cosmetology Operator's License Certificate, Esthetic Specialty License Certificate or Instructor Certificate.

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

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

### Admission Requirements

1. Transfer applicants must meet with the Cosmetology program coordinator to determine course placement. Students must bring unofficial transcripts when meeting with the program coordinator.
2. Upon acceptance into the Cosmetology Program, applicants must meet all Texas Department of Licensing and Regulation requirements.

### Graduation Requirements

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

### List of Cosmetology Degrees/Certificates

Cosmetology to Barber Crossover - (Occupational Skills Award)

Cosmetology - Esthetic Specialty (Level 1 Certificate)

Cosmetology - Instructor (Level 1 Certificate)

Cosmetology - Instructor (Associate of Applied Science)

Cosmetology - Operator and High School Operator (Level 1 Certificate)

## Cosmetology - Barber to Cosmetology Crossover

The Barber to Cosmetology Crossover Award is designed to provide education to currently licensed Barbers who would like to have a Dual License in Barber and Cosmetology. This is a 300 clock hour program covering the required areas of study in Cosmetology needed for dual license. This program is only for licensed Barbers and cannot be taken by beginner students or Cosmetologists.

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

### Full-Time Schedule

Occupational Skills Award - Barber to Cosmetology Crossover

## Occupational Skills Award - Barber to Cosmetology Crossover

Prerequisite: valid Texas Barber license

### Full-time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
CSME 1405	Fundamentals of Cosmetology	4
CSME 1202	Applications for Facial and Skin Care Technology	2
CSME 2250	Preparation for State Licensing Written Examination	2
CSME 2251	Preparation for State Licensing Practical Examination	2
<b>Semester Credit Hours</b>		<b>10</b>
<b>Total Semester Credit Hours</b>		<b>10</b>

## Cosmetology - Esthetic Specialty

The Esthetic Specialty Certificate is designed to provide students with a quality education and prepare them to pass the Texas Department of Licensing and Regulation Examination for licensing in esthetics. The Esthetic Specialty Certificate includes local occupational need, business and industry trends.

Day students may complete the Esthetic Specialty Certificate program within two semesters. The full-time schedule is the course of study for full-time students beginning the program in the fall. Night students may complete the Esthetic Specialty Certificate program within three semesters.

Students in the Esthetic Specialty Certificate program must complete the seven Cosmetology courses with a grade of "C" or better to graduate with the certificate.

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

## Certificate - Esthetic Specialty

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
CSME 1420	Orientation to Facial Specialist	4
CSME 1302	Applications of Facial and Skin Care Technology I	3
CSME 2333	Application of Facial and Skin Technology II	3
CSME 1244	Introduction to Salon Development	2
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
CSME 1447	Principles of Skin Care/Facials and Related Theory	4
CSME 2250	Preparation for State Licensing Written Examination	2
CSME 2251	Preparation for State Licensing Practical Examination	2
<b>Semester Credit Hours</b>		<b>8</b>
<b>Total Semester Credit Hours</b>		<b>20</b>

## Cosmetology - Instructor

While completing the Cosmetology Instructor certificate, the student will learn rules and regulations related to the Texas Department of Licensing and Regulation (TDLR) testing and licensing, teaching methodologies and lesson plan development, classroom management, evaluation and assessment techniques.

Prerequisite: active Texas Cosmetology Operator License or specialty license

The AAS degree plan in Cosmetology Instructor is designed to work with the Certificate Program. In addition to Cosmetology Instructor courses, the student will take freshman and sophomore level general education courses. These courses will help prepare the student for a career in Instruction. To be employed in education (i.e., at a community college or public high school), the AAS degree is required. The student who completes the AAS degree will have more opportunities for employment. The course of study on the full-time schedule is for students beginning the program in the fall.

Students in the Cosmetology Instructor Certificate program must complete all courses with a grade of "C" or better to graduate with the certificate.

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

### Stackable Credentials

- Associate of Applied Science - Cosmetology Instructor
- Certificate - Instructor

### Full-Time Schedules

Certificate - Cosmetology Instructor

Associate of Applied Science - Cosmetology Instructor

## Certificate - Cosmetology Instructor

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
CSME 1535	Orientation to the Instruction of Cosmetology	5
CSME 1492	Special Topics: Cosmetology Instructor	4
CSME 1534	Cosmetology Instructor I	5
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #2</b>		
CSME 2414	Cosmetology Instructor II	4
CSME 2436	Advanced Cosmetology Applications & Related Theory	4

CSME 2549	Cosmetology Instructor III	5
<b>Semester Credit Hours</b>		<b>13</b>
<b>Total Semester Credit Hours</b>		<b>27</b>

This is a suggested course of study for students beginning the program in the fall.

## Associate of Applied Science - Cosmetology Instructor

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
CSME 1535	Orientation to the Instruction of Cosmetology	5
CSME 1492	Special Topics: Cosmetology Instructor	4
CSME 1534	Cosmetology Instructor I	5
PSYC 1300	Psychology for Success	3
<b>Semester Credit Hours</b>		<b>17</b>
<b>Semester #2</b>		
CSME 2414	Cosmetology Instructor II	4
CSME 2436	Advanced Cosmetology Applications & Related Theory	4
CSME 2549	Cosmetology Instructor III	5
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #3</b>		
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
HIST 1301 or HIST 1302	U S History I or U S History II	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
ENGL 1302	Composition II	3
BCIS 1305	Business Computer Applications	3
GOVT 2305 or GOVT 2306	Federal Government (Federal Constitution & Topics) or Texas Government (Texas Constitution & Topics)	3
PHIL 2306	Introduction to Ethics	3
CSME 1308 or CSME 1330	Principles of Eyelash Extensions or Orientation to Nail Technology	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Cosmetology - Operator and High School Operator

The Cosmetology Operator Certificate is designed to provide students with a quality education in the Cosmetology field and to prepare students to pass the Texas Department of Licensing and Regulation Examination for licensing. The Operator Certificate covers all areas of cosmetology including hair, nails, and skin.

Full-time students may complete the program in a year by meeting during the day, Monday through Friday. Students unable to meet classes during the day may schedule evening classes that meet Monday through Thursday. Part-time students are able to satisfy the requirements in approximately 24 months by following the recommended schedule of courses.

The High School Operator Certificate is designed to provide current high school students with a quality education in the Cosmetology field and prepare students to pass the Texas Department of Licensing and Regulation Examination for licensing. The Operator Certificate covers all areas of cosmetology including hair, nails, and skin. High school students must complete requirements before graduation from high school and must pass all academic classes at the high school.

The Cosmetology High School Operator program requires completion of eight Cosmetology courses with a grade of "C" or better before graduation from high school. Students must complete all courses approved for the High School Operator Certificate.

Completion of Cosmetology courses CSME 1401 through CSME 2441 with a grade of "C" or better will prepare and allow the student to acquire the credit and clock hours of instruction necessary to be eligible to take the Texas Department of Licensing and Regulations Examination for licensure in Texas.

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

### Full-Time Schedules

Certificate - Cosmetology Operator (Full-Time)

Certificate - High School Operator (Full-Time)

## Certificate - Cosmetology Operator

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
CSME 1401	Orientation to Cosmetology	4
CSME 1451	Artistry of Hair, Theory and Practice	4
CSME 1410	Introduction to Haircutting and Related Theory	4
<b>Semester Credit Hours</b>		<b>12</b>

### Semester #2

CSME 2401	Principles of Hair Coloring and Related Theory	4
CSME 1443	Manicuring and Related Theory	4
CSME 1453	Chemical Reformation and Related Theory	4
<b>Semester Credit Hours</b>		<b>12</b>

### Semester #3

CSME 1348	Principles of Skin Care	3
CSME 2441	Preparation for the State Licensing Examination	4
<b>Semester Credit Hours</b>		<b>7</b>
<b>Total Semester Credit Hours</b>		<b>31</b>

This is a suggested course of study for student beginning the program in the fall.

## Certificate - High School Operator

Level One Certificate

*This is a suggested course of study for the high school student beginning in the fall of their junior year.*

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
CSME 1401	Orientation to Cosmetology	4
CSME 1451	Artistry of Hair, Theory and Practice	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Semester #2</b>		
CSME 2401	Principles of Hair Coloring and Related Theory	4
CSME 1410	Introduction to Haircutting and Related Theory	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Semester #3</b>		
CSME 1348	Principles of Skin Care	3
CSME 1453	Chemical Reformation and Related Theory	4
<b>Semester Credit Hours</b>		<b>7</b>
<b>Semester #4</b>		
CSME 1443	Manicuring and Related Theory	4
CSME 2441	Preparation for the State Licensing Examination	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Total Semester Credit Hours</b>		<b>31</b>

## **Criminal Justice**

The Associate of Arts prepares students to pursue a four-year degree at a university. After completing general education and criminal justice classes, students can transfer credit to a Texas public university's criminal justice program. The degree allows students to save money compared to a university education and to succeed in small classes with dedicated instructors.

The Associate of Applied Science degree in Criminal Justice is offered to those students who are seeking careers as police officers, sheriff's deputies, state law enforcement officers, district attorney's investigators, and correctional officers, in addition to those students who have recently entered the police or correctional services.

## **List of Criminal Justice Degrees**

Criminal Justice - (Associate of Arts)

Criminal Justice - (Associate of Applied Science)

Basic Peace Officer Academy - (Certificate)



## Criminal Justice - Associate of Arts

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

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

## Associate of Arts - Criminal Justice Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
CRIJ 1301	Introduction to Criminal Justice	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ENGL 1302 or ENGL 2311	Composition II or Technical Writing	3
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
CRIJ 1306	Court Systems and Practices	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
Select from one of the following:		4
GEOL 1447	Meteorology	
ASTR 1403	Stars and Galaxies	
ASTR 1404	Solar System	
Select from one of the following:		3
MUSI 1306	Music Appreciation	
MUSI 1310	American Music	
DRAM 2366	Film Appreciation	

CRIJ 1310	Fundamentals of Criminal Law	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
Select from one of the following:		3
HUMA 1301	Introduction to the Humanities I	
PHIL 1301	Introduction to Philosophy	
PHIL 2306	Introduction to Ethics	
GOVT 2306	Texas Government (Texas Constitution & Topics)	3
Select from one of the following:		4
GEOL 1447	Meteorology	
ASTR 1403	Stars and Galaxies	
ASTR 1404	Solar System	
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2328	Police Systems and Practices	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Criminal Justice - Associate of Applied Science

The Associate of Applied Science degree in Criminal Justice is offered to those students who are seeking careers as police officers, sheriff's deputies, state law enforcement officers, district attorney's investigators, and correctional officers, in addition to those students who have recently entered the police or correctional services.

## Associate of Applied Science - Criminal Justice

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ENGL 1301	Composition I	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
Select from one of the following:		3
CRIJ 1301	Introduction to Criminal Justice	
CRIJ 1306	Court Systems and Practices	
CRIJ 2313	Correctional Systems and Practices	
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
ENGL 1302 or ENGL 2311	Composition II or Technical Writing	3
Select from one of the following:		3
HUMA 1301	Introduction to the Humanities I	
PHIL 1301	Introduction to Philosophy	
PHIL 2306	Introduction to Ethics	
Select from one of the following:		4
GEOL 1447	Meteorology	
ASTR 1403	Stars and Galaxies	
ASTR 1404	Solar System	
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #3</b>		
GOVT 2306	Texas Government (Texas Constitution & Topics)	3
PSYC 2301	General Psychology	3
Select from one of the following:		3
CRIJ 1301	Introduction to Criminal Justice	
CRIJ 1306	Court Systems and Practices	
CRIJ 2313	Correctional Systems and Practices	
CJSA 1382	Cooperative Education Criminal Justice	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>13</b>

### Semester #4

CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV	5
CJLE 2247	Tactical Skills for Police	2
<b>Semester Credit Hours</b>		<b>22</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

# Criminal Justice - Basic Peace Officer Academy

The Basic Peace Officer Academy (784 hours) is designed to provide graduates the necessary basic training to obtain a position as a police officer, constable, deputy sheriff, or any other licensed peace officer position within the State of Texas. All courses must be taken together and successfully passed for the graduate to test for state licensure.

## Admission Requirements

1. Students must apply to COM and complete the College requirements for entry.
2. Applicants must pass a criminal history background check and meet state requirements for entry.
3. Applicants must have a high school diploma or a GED.
4. Applicants must complete an application specific to the Basic Peace Officer Academy that is available from the Public Service Careers Department.

Information regarding specific state requirements, start dates and application can be obtained by calling the Public Service Careers Department at 409-933-8285 or the Director of the Law Enforcement Training Center 409-933-8683.

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

## Certificate - Basic Peace Officer Academy

Level One Certificate

Course	Title	Semester Credit Hours
<b>First Year</b>		
<b>Semester #1</b>		
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV	5
CJLE 2247	Tactical Skills for Police	2
<b>Semester Credit Hours</b>		<b>22</b>
<b>Total Semester Credit Hours</b>		<b>22</b>

# Culinary Arts

## Associate of Applied Science - Culinary Arts

In the AAS - Culinary Arts program, students delve into foundational culinary principles, including knife skills, food safety, nutrition, and menu planning. They gain hands-on experience in state-of-the-art kitchens, honing their abilities in preparing a diverse range of cuisines. The curriculum covers baking and pastry, culinary nutrition, a la carte cooking, international and regional cuisine, and culinary supervision and management.

## Certificate - Professional Cook

In the Culinary Arts Certificate program, graduates master solid foundational culinary skills, making them eligible for entry-level positions in restaurants, catering services, and other culinary establishments. This program is a valuable credential for those eager to start their culinary careers with a practical and targeted approach.

### Stackable Credentials

- Associate of Applied Science-Culinary Arts
- Certificate-Professional Cook

### Full-Time Schedules

Certificate - Professional Cook

Associate of Applied Science - Culinary Arts

## Certificate - Professional Cook

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>First Year</b>		
<b>Semester #1</b>		
CHEF 1205	Sanitation and Safety	2
CHEF 1301	Basic Food Preparation	3
CHEF 2301	Intermediate Food Preparation	3
PSTR 1301	Fundamentals of Baking	3
<b>Semester Credit Hours</b>		<b>11</b>
<b>Semester #2</b>		
CHEF 1310	Garde Manger	3
IFWA 1318	Nutrition for the Food Service Professional	3
RSTO 1313	Hospitality Supervision	3
RSTO 1304	Dining Room Service	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>23</b>

# Associate of Applied Science - Culinary Arts

## Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>First Year</b>		
<b>Semester #1</b>		
CHEF 1205	Sanitation and Safety	2
CHEF 1301	Basic Food Preparation	3
CHEF 2301	Intermediate Food Preparation	3
PSTR 1301	Fundamentals of Baking	3
ENGL 1301	Composition I	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #2</b>		
CHEF 1310	Garde Manger	3
IFWA 1318	Nutrition for the Food Service Professional	3
RSTO 1304	Dining Room Service	3
RSTO 1313	Hospitality Supervision	3
MATH 1324	Math for Business and Social Science	3
or MATH 1332	or Contemporary Math (Quantitative Reasoning)	
or MATH 1342	or Elementary Statistical Methods	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3 (Summer)</b>		
CHEF 2364	Practicum (or Field Experience) - Culinary Arts/Chef Training	3
SOCI 1301	Introduction to Sociology	3
or ECON 2302	or Principles of Microeconomics	
or PSYC 2301	or General Psychology	
<b>Semester Credit Hours</b>		<b>6</b>
<b>Semester #4</b>		
CHEF 1314	A la Carte Cooking	3
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
PSTR 2331	Advanced Pastry Shop	3
SPCH 1315	Public Speaking	3
or SPCH 1318	or Interpersonal Communication	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #5</b>		
CHEF 1302	Principles of Healthy Cuisine	3
RSTO 2431	Food Service Management	4
ARTS 1301	Art Appreciation	3
or HUMA 1301	or Introduction to the Humanities I	
or PHIL 2306	or Introduction to Ethics	
<b>Semester Credit Hours</b>		<b>10</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Dental Hygiene

The Associate of Applied Science degree in Dental Hygiene prepares the graduate to be a clinically competent, entry – level Registered Dental Hygienist. Dental hygienists are the preventative specialists of the dental field.

The COM Dental Hygiene program is academically rigorous in didactic coursework and in the development of clinical skills on live patients performed on campus in our Dental Hygiene Clinic.

Graduates from the program will be eligible to sit for the Dental Hygiene National Board Exam, the ADEX Clinical Board Exam, and may also apply for a Dental Hygiene license from the state of Texas.

The program is 2 years (5 semesters) in length and begins in August.

A limited number of students is selected once a year through the application process.

Admission to the college does not guarantee admission to the program. Students must apply for admission to the program once all prerequisite courses and admission criteria are met. For admission and program information, contact Student Services Enrollment Management (new students) or Advising (returning/continuing students).

Graduation Requirements:

To be eligible for an Associate of Applied Science degree in Dental Hygiene, the student must:

- Complete all course and program requirements for the degree being conferred with a minimum grade of "C" in all courses.
- Be clear of all holds and financial obligations to COM.

### Accreditation

The College of the Mainland Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "initial accreditation". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. A copy of the Dental Hygiene Educational Standards, the Commission's policies and procedures used in the accreditation process, and the policy on complaints/third party comments are available for review on the Commission's website at: <http://coda.ada.org/> (<http://coda.ada.org/>).



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

## Full-Time Schedules

Associate of Applied Science - Dental Hygiene

## Associate of Applied Science - Dental Hygiene

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>First Year</b>		
<b>Prerequisite Courses</b>		
ENGL 1301	Composition I	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
CHEM 1406	Introductory Chemistry I	4
BIOL 2420	Microbiology for Non-Science Majors	4
<b>Semester Credit Hours</b>		<b>19</b>
<b>Semester #1</b>		
DHYG 1201	Orofacial Anatomy, Histology & Embryology	2
DHYG 1304	Dental Radiology	3
DHYG 1227	Preventive Dental Hygiene Care	2
DHYG 1431	Preclinical Dental Hygiene	4
<b>Semester Credit Hours</b>		<b>11</b>
<b>Semester #2</b>		
DHYG 1191	Special Topics in Dental Hygienist	1
DHYG 1211	Periodontology	2
DHYG 2201	Dental Hygiene Care I	2
DHYG 1235	Pharmacology for the Dental Hygienist	2
DHYG 1261	Clinical - Dental Hygiene/Hygienist	2
PSYC 2301 or PSYC 2314	General Psychology or Lifespan Growth & Development	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #3</b>		
DHYG 1162	Clinical - Dental Hygiene/Hygienist	1
SPCH 1318 or SPCH 1315	Interpersonal Communication or Public Speaking	3
SOCI 1301	Introduction to Sociology	3
<b>Semester Credit Hours</b>		<b>7</b>
<b>Second Year</b>		
<b>Semester #1</b>		
DHYG 1239	General and Oral Pathology	2
DHYG 1219	Dental Materials	2
DHYG 2231	Dental Hygiene Care II	2
DHYG 1207	General and Dental Nutrition	2
DHYG 2261	Clinical - Dental Hygiene/Hygienist	2
<b>Semester Credit Hours</b>		<b>10</b>
<b>Semester #2</b>		
DHYG 1215	Community Dentistry	2
DHYG 2153	Dental Hygiene Practice	1
DHYG 2362	Clinical - Dental Hygiene/Hygienist	3

PHIL 2306	Introduction to Ethics	3
<b>Semester Credit Hours</b>		<b>9</b>
<b>Total Semester Credit Hours</b>		<b>68</b>



## Education

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

While the degree is designed for transfer purposes, for those who decide to "stop out" after completing the AAT, this degree meets the "Every Student Succeeds Act" requirements for paraprofessionals. In addition, completion of the AAT is much like that of an Associate of Arts or Associate of Science degree in that it may qualify students for work that requires at least an associate's degree.

For those courses within an AAT degree that require "lab" and/or "field experiences," students will be required to submit an application for a criminal background check. If a student has a felony conviction for certain offenses against children and families, they may not be eligible to observe, work, or volunteer in the public schools or child care facilities at which these "labs" and/or "field experiences" will take place.

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements: <https://tea.texas.gov> (<https://tea.texas.gov/>)*

*Should you wish to request a review of the impact of criminal history on your potential Associates of Arts in Teaching degree prior to or during your quest for a degree, you can visit the following link and request a "Criminal History Evaluation":*

[https://tea.texas.gov/Texas\\_Educators/Investigations/Preliminary\\_Criminal\\_History\\_Evaluation-FAQs/](https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/)

*This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.*

### Full-Time Schedules

Associate of Arts in Teaching - Leading to Initial Texas Teacher Certification 4-8, EC-12 Special Education

Associate of Arts In Teaching - Leading to Initial Texas Teacher Certification 8-12, EC-12, other than Special Education

Associate of Arts in Teaching - Leading to Initial Texas Teacher Certification EC-6

## Associate of Arts in Teaching - Leading to Initial Texas Teacher Certification 4-8, EC-12 Special Education

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
EDUC 1300 or PSYC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
EDUC 1301	Introduction to the Teaching Profession	3
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
Select from one of the following:		4
BIOL 1408	Biology for Non-Science Majors I	
BIOL 1406	Biology for Science Majors I	
GEOL 1403	Physical Geology	
MATH 1350	Mathematics for Teachers I	3
EDUC 2301	Introduction to Special Populations	3
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
GOVT 2305 or GOVT 2306	Federal Government (Federal Constitution & Topics) or Texas Government (Texas Constitution & Topics)	3
SPCH 1315	Public Speaking	3
Select from one of the following:		4
BIOL 1409	Biology for Non-Science Majors II	
BIOL 1407	Biology for Science Majors II	
GEOL 1403	Physical Geology	
PHED 1164	Introduction to Physical Fitness and Wellness	1
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
GOVT 2305 or GOVT 2306	Federal Government (Federal Constitution & Topics) or Texas Government (Texas Constitution & Topics)	3
Select from one of the following:		3

ARTS 1301	Art Appreciation	
ARTS 1303	Art History I	
ARTS 1304	Art History II	
Select from one of the following:		3
PHIL 1301	Introduction to Philosophy	
HUMA 1301	Introduction to the Humanities I	
ENGL 2341	Forms of Literature	
MATH 1351	Mathematics for Teachers II	3
Elective:	Content Area Specific	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

See an advisor to determine the most appropriate academic transfer coursework for your teaching field/choice of upper level university.

## Associate of Arts In Teaching - Leading to Initial Texas Teacher Certification 8-12, EC-12, other than Special Education Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
EDUC 1300	Psychology for Success	3
or PSYC 1300	or Psychology for Success	
ENGL 1301	Composition I	3
EDUC 1301	Introduction to the Teaching Profession	3
Select from one of the following:		3
MATH 1314	College Algebra <sup>1</sup>	3
or MATH 1332	or Contemporary Math (Quantitative Reasoning)	
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
Elective:	Content Area Specific	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
EDUC 2301	Introduction to Special Populations	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #3</b>		
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
or GOVT 2306	or Texas Government (Texas Constitution & Topics)	
Select from one of the following:		3

ARTS 1301	Art Appreciation	
ARTS 1303	Art History I	
ARTS 1304	Art History II	
Select from one of the following:		4
BIOL 1408	Biology for Non-Science Majors I	
BIOL 1406	Biology for Science Majors I	
GEOL 1403	Physical Geology	
PSYC 2301	General Psychology	3
or SOCI 1301	or Introduction to Sociology	
SPCH 1315	Public Speaking	3
<b>Semester Credit Hours</b>		<b>16</b>

### Semester #4

GOVT 2305	Federal Government (Federal Constitution & Topics)	3
or GOVT 2306	or Texas Government (Texas Constitution & Topics)	
Select from one of the following:		3
PHIL 1301	Introduction to Philosophy	
HUMA 1301	Introduction to the Humanities I	
ENGL 2341	Forms of Literature	
Select from one of the following:		4
BIOL 1409	Biology for Non-Science Majors II	
BIOL 1407	Biology for Science Majors II	
GEOL 1403	Physical Geology	
Elective:	Content Area Specific	3
Elective:	Content Area Specific	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

<sup>1</sup> Students should check with an advisor to ensure transferability of Contemporary Math to their receiving content-specific certification program. For cases in which transferability of Contemporary Math cannot be established, students should take College Algebra.

See an advisor to determine the most appropriate academic transfer coursework for your teaching field/choice of upper level university.

## Associate of Arts in Teaching: Leading to Initial Texas Teacher Certification EC - 6 Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300	Psychology for Success	3
or PSYC 1300	or Psychology for Success	
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
EDUC 1301	Introduction to the Teaching Profession	3
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
<b>Semester Credit Hours</b>		<b>15</b>

**Semester #2**

ENGL 1302	Composition II	3
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
Select from one of the following:		4
BIOL 1408	Biology for Non-Science Majors I	
GEOL 1403	Physical Geology	
CHEM 1406	Introductory Chemistry I	
EDUC 2301	Introduction to Special Populations	3
MATH 1350	Mathematics for Teachers I	3

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<b>Semester Credit Hours</b>	<b>16</b>
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**Semester #3**

GOVT 2305 or GOVT 2306	Federal Government (Federal Constitution & Topics) or Texas Government (Texas Constitution & Topics)	3
SPCH 1315	Public Speaking	3
Select from one of the following:		4
BIOL 1408	Biology for Non-Science Majors I	
GEOL 1403	Physical Geology	
CHEM 1406	Introductory Chemistry I	
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
PHED 1164	Introduction to Physical Fitness and Wellness	1

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<b>Semester Credit Hours</b>	<b>14</b>
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**Semester #4**

GOVT 2305 or GOVT 2306	Federal Government (Federal Constitution & Topics) or Texas Government (Texas Constitution & Topics)	3
Select from one of the following:		3
ARTS 1301	Art Appreciation	
ARTS 1303	Art History I	
ARTS 1304	Art History II	
Select from one of the following:		3
PHIL 1301	Introduction to Philosophy	
HUMA 1301	Introduction to the Humanities I	
ENGL 2341	Forms of Literature	
MATH 1351	Mathematics for Teachers II	3
Select from one of the following:		3
TECA 1354	Child Growth and Development	
Elective:	Content Area Specific	

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<b>Semester Credit Hours</b>	<b>15</b>
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<b>Total Semester Credit Hours</b>	<b>60</b>
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See an advisor to determine the most appropriate academic transfer coursework for your teaching field/choice of upper level university.

## Emergency Medical Services

The Emergency Medical Services system was developed to allow the emergency capabilities of the hospital to be used at the scene of the emergency to initiate care of patients. Students can begin their EMS career at the Emergency Medical Technician Basic Level and progress to the Advanced and Paramedic levels.

The EMS Program complies with all Texas Department of State Health Services regulations. The Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org) (<http://www.caahep.org>)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

## Admission Requirements

1. Apply to College of the Mainland and complete the College requirements for admission.
2. Be in good physical and mental health. The prospective student must have a physical examination by a physician and be negative for T.B. (skin test or chest x-ray). Proof of current immunizations and a Hepatitis B vaccination is required. Health forms are available from the Public Service Careers Department.
3. Students must have a current American Heart Association Healthcare Provider BLS card prior to attending clinicals. Training is available through the Public Service Careers Department.
4. Students must have an approved background check. If you have questions, please contact the instructor prior to registration.
5. Information regarding specific state requirements, start dates and application can be obtained by calling the Public Service Careers Department at 409-933-8285 or the EMS Program Coordinator at 409-933-8198.

### Stackable Credentials

- Certificate - Paramedic
- Certificate - Advanced Emergency Medical Technician

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

### Full-Time Schedules

Occupational Skills Award - High School - Basic Emergency Medical Technician

Certificate - Advanced Emergency Medical Technician (Full-Time)

Certificate - Paramedic (Full-Time)

## Occupational Skills Award - High School - Basic Emergency Medical Technician\*

### Full-Time Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
EMSP 1205	Emergency Care Attendant	2
<b>Semester Credit Hours</b>		<b>2</b>
<b>Semester #2</b>		
EMSP 1501	Emergency Medical Technician - Basic	5
EMSP 1260	Clinical - Emergency Medical Technology	2
<b>Semester Credit Hours</b>		<b>7</b>
<b>Total Semester Credit Hours</b>		<b>9</b>

\* This Occupational Skills Award is for High School Dual Credit only.

## Certificate - Advanced Emergency Medical Technician

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
EMSP 1501	Emergency Medical Technician - Basic	5
EMSP 1260	Clinical - Emergency Medical Technology	2
<b>Semester Credit Hours</b>		<b>7</b>
<b>Semester #2</b>		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment/Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1149	Trauma Life Support	1
EMSP 2168	Practicum/Field Experience-Emergency Medical Technology/Technician I	1
<b>Semester Credit Hours</b>		<b>11</b>
<b>Total Semester Credit Hours</b>		<b>18</b>

## Certificate - Paramedic - (Paramedic Certificate to be offered Spring 2025)

Level Two Certificate

### Full-Time Student Schedule - For Spring 2025

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
EMSP 1501	Emergency Medical Technician - Basic	5
EMSP 1260	Clinical - Emergency Medical Technology	2
<b>Semester Credit Hours</b>		<b>7</b>

**Semester #2**

EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment/Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1149	Trauma Life Support	1
EMSP 2168	Practicum/Field Experience-Emergency Medical Technology/Technician I	1
<b>Semester Credit Hours</b>		<b>11</b>

**Semester #3**

EMSP 2205	EMS Operations	2
EMSP 2306	Emergency Pharmacology	3
EMSP 2444	Cardiology	4
EMSP 2135	Advanced Cardiac Life Support	1
EMSP 2561	Clinical - EMT Clinical - Emergency Medical Technician	5
<b>Semester Credit Hours</b>		<b>15</b>

**Semester #4**

EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Populations	3
EMSP 1147	Pediatric Life Support	1
EMSP 1471	Advanced Trauma Management	4
EMSP 2243	Assessment Based Management	2
EMSP 2269	Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)	2
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>49</b>

## Engineering

Students can earn an Associate of Science in Chemical Engineering or an Associate of Science in Engineering, which prepares them to transfer to a university. Students will build a foundational knowledge of engineering principles and explore concepts through labs, hands-on class activities, and extra-curricular opportunities. Students will gain marketable skills in empirical and quantitative analysis, critical thinking, communication, and teamwork while completing their coursework and laboratory requirements.

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

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

## List of Engineering Degrees

Associate of Science - Chemical Engineering

Associate of Science - Engineering



# Chemical Engineering

## Associate of Science - Chemical Engineering

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ENGR 1201	Introduction to Engineering	2
CHEM 1411	General Chemistry I	4
ENGL 1301	Composition I	3
MATH 2413	Calculus I	4
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
CHEM 1412	General Chemistry II	4
ENGL 1302	Composition II	3
MATH 2414	Calculus II	4
PHYS 2425	University Physics I	4
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
CHEM 2423	Organic Chemistry I	4
MATH 2415	Calculus III	4
PHYS 2426	University Physics II	4
ENGR 2304	Programming for Engineers	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
CHEM 2425	Organic Chemistry II	4
HIST 1302 or GOVT 2306	U S History II or Texas Government (Texas Constitution & Topics)	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
HIST 1301 or GOVT 2305	U S History I or Federal Government (Federal Constitution & Topics)	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

# Engineering

## Associate of Science - Engineering

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ENGL 1301	Composition I	3
CHEM 1411	General Chemistry I	4
MATH 2413	Calculus I	4
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGR 1201	Introduction to Engineering	2
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
ENGR 1304	Engineering Graphics I	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
PHYS 2425	University Physics I	4
MATH 2414	Calculus II	4
ENGL 1302	Composition II	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
PHYS 2426	University Physics II	4
MATH 2415	Calculus III	4
ENGR 2301	Engineering Mechanics - Statics	3
ENGR 2304	Programming for Engineers	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
MATH 2318 or HIST 1301	Linear Algebra <sup>1</sup> or U S History I	3
MATH 2320	Differential Equations	3
ENGR 2305 or GOVT 2305	Electrical Circuits I <sup>2</sup> or Federal Government (Federal Constitution & Topics)	3
ENGR 2302	Engineering Mechanics - Dynamics	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

<sup>1</sup> Students should check with an advisor to ensure transferability of Linear Algebra to their receiving institution and program. For cases in which transferability of Linear Algebra cannot be established, students should take US History I.

<sup>2</sup> Students should check with an advisor to ensure transferability of the coursework at the receiving institution and program. In general, students pursuing transfer to a Mechanical Engineering program should enroll in Electrical Circuits I, while students pursuing transfer to a Civil Engineering program should enroll in Federal Government.

## English

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

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

## Associate of Arts - English Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
HIST 1301	U S History I	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
Select from one of the following: 3		
ARTS 1301	Art Appreciation	
DRAM 1310	Theater Appreciation	
MUSI 1306	Music Appreciation	
HIST 1302 or HIST 2301	U S History II or Texas History	3
Select from one of the following: 3		
PHIL 1301	Introduction to Philosophy	
HUMA 1301	Introduction to the Humanities I	
ENGL 2341	Forms of Literature	
Select from one of the following: 4		
BIOL 1408	Biology for Non-Science Majors I	
GEOL 1403	Physical Geology	
ASTR 1403	Stars and Galaxies	
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
ENGL 2322 or ENGL 2323	British Literature I or British Literature II	3
Select from one of the following: 3		
ARTS 1304	Art History II	
MUSI 1310	American Music	
ENGL 2332	World Literature I	

Select from one of the following:		4
BIOL 1409	Biology for Non-Science Majors II	
GEOL 1404	Historical Geology	
ASTR 1404	Solar System	
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
GOVT 2306	Texas Government (Texas Constitution & Topics)	3
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
ENGL 2327 or ENGL 2328	American Literature I or American Literature II	3
Select from one of the following:		3
ENGL 2307	Creative Writing	
ENGL 2351	Mexican-American Literature	
DRAM 2366	Film Appreciation	
Select from one of the following:		3
SPAN 2311	Intermediate Spanish I	
PHIL 1301	Introduction to Philosophy	
HUMA 1301	Introduction to the Humanities I	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Fire Technology

Completion of the Fire Technology Associate of Applied Science degree provides students with the knowledge and skills required for a successful career in the fire service. The degree is designed to build on completion of the Fire Academy, which satisfies curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Basic Structure Fire Suppression personnel. Subsequent courses in the degree are designed to provide students with the knowledge and skills necessary for first level supervision in a fire department.

To obtain TCFP certification as Basic Structure Fire Suppression Personnel, students must complete both an approved Fire Academy and a recognized emergency medical course. The Fire EMT Basic Enhanced Skills Certificate is provided to satisfy this requirement.

Students have the option to declare the Fire Officer Certificate as their major, which includes six embedded TCFP certifications; Fire Instructor I and II, Fire Officer I and II, Fire Investigator and Incident Safety Officer. These certifications enhance employment and promotional opportunities within fire departments. The certificate allows students to focus entirely upon fire science courses without having to take the general education courses required for the Fire Technology AAS.

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

Information regarding specific state requirements, start dates and application can be obtained by calling the Public Service Careers Department at 409-933-8285 or the Fire Technology Director at 409-933-8934.

### Stackable Credentials

- Associate of Applied Science - Fire Technology
- Certificate - Fire Officer

### Stackable Credentials

- Enhanced Skills Certificate - Fire EMT Basic
- Associate of Applied Science - Fire Technology
- Certificate - Fire Academy

### Full-Time Schedules

Certificate - Fire Academy (Full-Time)

Enhanced Skills Certificate - Fire EMT Basic (Full-Time)

Associate of Applied Science - Fire Technology (Full-Time)

Certificate - Fire Officer (Full-Time)

## Certificate - Fire Academy

Level One Certificate

The Fire Academy consists of 25 credit hours and 640 contact hours. The Day Fire Academy is a one semester, 16-week program comprised of the following eight courses: FIRS 1401, FIRS 1407, FIRS 1313, FIRS 1319, FIRS 1323, FIRS 1329, FIRS 1433, and FIRS 1103. Classes meet Monday through Friday from 8:00 AM to 5:00 PM.

The Night Fire Academy is a two semester program designed for students that need to work while attending the Academy. The fall 16-week semester is comprised of the following four courses: FIRS 1401, FIRS 1407, FIRS 1313, and FIRS 1319. The spring 16-week semester is comprised of the following four courses: FIRS 1323, FIRS 1329, FIRS 1433 and FIRS 1103. Students must complete the fall and spring semesters consecutively. Classes meet Tuesday, Wednesday, and Thursday from 6:00 PM to 10:00 PM and Saturday from 8:00 AM - 5:00 PM.

Both the Day and Night Academy course materials are web-enhanced, and students will be required to utilize the Internet for self-study and completion of course assignments online.

Students may only enroll in the Fire Academy by authorization of the Director of Fire Technology after completing the application process. See the Fire Academy home page at <https://www.com.edu/academics/fire-technology/academy.html> for details or contact Gary Staudt at 409-933-8934.

Information regarding specific state requirements, start dates and application can be obtained by calling the Public Service Careers Department at 409-933-8285, 409-933-8224 .

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
FIRS 1401	Firefighter Certification I	4
FIRS 1407	Firefighter Certification II	4
FIRS 1313	Firefighter Certification III	3
FIRS 1319	Firefighter Certification IV	3
FIRS 1323	Firefighter Certification V	3
FIRS 1329	Firefighter Certification VI	3
FIRS 1433	Firefighter Certification VII	4
FIRS 1103	Firefighter Agility & Fitness Preparation	1
<b>Semester Credit Hours</b>		<b>25</b>
<b>Total Semester Credit Hours</b>		<b>25</b>

## Certificate - Fire Officer

Students have the option to declare the Fire Officer Certificate as their major, which includes six embedded TCFP certifications; Fire Instructor I and II, Fire Officer I and II, Fire Investigator and Incident Safety Officer. These certifications enhance employment and promotional opportunities within fire departments. The certificate allows students to focus entirely upon fire science courses without having to take the general education courses required for the Fire Technology AAS.

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
FIRT 2111	Incident Safety Officer	1
FIRT 1353	Legal Aspects of Fire Protection Service	3

FIRT 1443 or FIRT 2457	Fire Officer II or Fire Officer IV	4
FIRT 1450 or FIRT 1440	Fire Investigator or Fire Inspector II	4
FIRT 2309	Firefighting Strategies and Tactics I	3
FIRT 2407	Fire Instructor II	4
<b>Semester Credit Hours</b>		<b>19</b>
<b>Total Semester Credit Hours</b>		<b>19</b>

## Enhanced Skills Certificate - Fire EMT Basic

To obtain TCFP certification as Basic Structure Fire Suppression Personnel, students must complete both an approved Fire Academy and a recognized emergency medical course. The Fire EMT Basic Enhanced Skills Certificate is provided to satisfy this requirement.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
EMSP 1501	Emergency Medical Technician - Basic	5
EMSP 1260	Clinical - Emergency Medical Technology	2
<b>Semester Credit Hours</b>		<b>7</b>
<b>Total Semester Credit Hours</b>		<b>7</b>

## Associate of Applied Science - Fire Technology

Completion of the Fire Technology Associate of Applied Science degree provides students with the knowledge and skills required for a successful career in the fire service. The degree is designed to build on completion of the Fire Academy, which satisfies curriculum requirements of the Texas Commission on Fire Protection (TCFP) certification for Basic Structure Fire Suppression Personnel. Subsequent courses in the degree are designed to provide students with the knowledge and skills necessary for first level supervision in a fire department.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
FIRS 1401	Firefighter Certification I	4
FIRS 1407	Firefighter Certification II	4
FIRS 1313	Firefighter Certification III	3
FIRS 1319	Firefighter Certification IV	3
FIRS 1323	Firefighter Certification V	3
FIRS 1329	Firefighter Certification VI	3
FIRS 1433	Firefighter Certification VII	4
FIRS 1103 or PHED 1164	Firefighter Agility & Fitness Preparation or Introduction to Physical Fitness and Wellness	1
These classes make up the Basic Fire Academy		
<b>Semester Credit Hours</b>		<b>25</b>

<b>Semester #2</b>		
FIRT 2309	Firefighting Strategies and Tactics I	3
FIRT 2407	Fire Instructor II	4
GOVT 2305 or GOVT 2306	Federal Government (Federal Constitution & Topics) or Texas Government (Texas Constitution & Topics)	3
MATH 1342	Elementary Statistical Methods	3
ENGL 1301	Composition I	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
FIRT 1443 or FIRT 2457	Fire Officer II or Fire Officer IV	4
FIRT 1450 or FIRT 1440	Fire Investigator or Fire Inspector II	4
CHEM 1406 or CHEM 1411	Introductory Chemistry I or General Chemistry I	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #4</b>		
FIRT 1353	Legal Aspects of Fire Protection Service	3
FIRT 2111	Incident Safety Officer	1
Select from one of the following:		3
PHIL 2306	Introduction to Ethics	
HUMA 1301	Introduction to the Humanities I	
ENGL 2327	American Literature I	
<b>Semester Credit Hours</b>		<b>7</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## General Studies

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

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

PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>14</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Associate of Arts - General Studies

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
Mathematics	Select from Core Curriculum	3
American History	Select from Core Curriculum	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
American History	Select from Core Curriculum	3
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
Social/Behavioral Sciences	Select from Core Curriculum	3
Elective		3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
GOVT 2306	Texas Government (Texas Constitution & Topics)	3
Life and Physical Sciences	Select from Core Curriculum	4
Creative Arts	Select from Core Curriculum	3
Elective		3
Elective		3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #4</b>		
Language, Philosophy and Culture	Select from Core Curriculum	3
Life and Physical Sciences	Select from Core Curriculum	4
Elective		3
Elective		3

## Graphic Design/Web Design

Graphic designers are in demand in publishing, marketing, videography, public relations and Web development departments. While crafting logos, posters and brochures, graphic designers may also design electronic media such as websites, videos and social media campaigns.

Web developers create attractive, easy-to-navigate websites. As the field booms, the need for Web developers will increase 8 percent by 2029.

In College of the Mainland's Graphic Design/Web Design program, students will explore how to combine color, typography, and space to produce eye-catching designs. Repeatedly, COM students have earned awards and recognition for their exemplary work. The program prepares students to enter the workforce.

### Stackable Credentials

- Associate of Applied Science - Graphic Design/Web Design
- Certificate - Graphic Design

### Stackable Credentials

- Associate of Applied Science - Graphic Design/Web Design
- Certificate - Web Design

### Full-Time Schedules

Certificate - Graphic Design (Full-Time)

Certificate - Web Design (Full-Time)

Associate of Applied Science - Graphic Design/Web Design (Full-Time)

## Certificate - Graphic Design

Level One Certificate

A concentrated one-year degree program prepares students for careers in graphic design and media publishing. Through hands-on training and projects, students acquire the skills necessary to be successful in entry-level positions in advertising, publishing or related industries.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
ARTC 1302	Digital Imaging I	3
IMED 1316	Web Design I	3
ARTS 2313	Graphic Design	3
ARTV 1351	Digital Video	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2 (Spring)</b>		
ARTC 1353	Computer Illustration	3
ARTC 2347	Design Communication II	3
ARTV 2341	Advanced Digital Video	3
IMED 2315	Web Design II	3
<b>Semester Credit Hours</b>		<b>12</b>

### Semester #3 (Summer)

ARTC 1349	Art Direction I	3
<b>Semester Credit Hours</b>		<b>3</b>
<b>Total Semester Credit Hours</b>		<b>27</b>

## Certificate - Web Design

Level One Certificate

A concentrated one-year degree program prepares students for careers in web design and video production. Through hands-on training and projects, students acquire the skills necessary to be successful in entry-level positions in web publishing, video production or related industries.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
ARTC 1302	Digital Imaging I	3
ARTS 2313	Graphic Design	3
IMED 1316	Web Design I	3
ARTV 1351	Digital Video	3
ARTS 2348	Digital Media	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2 (Spring)</b>		
IMED 2315	Web Design II	3
BUSI 2304	Business Report Writing and Correspondence	3
ARTC 2347	Design Communication II	3
ARTV 2341	Advanced Digital Video	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>27</b>

## Associate of Applied Science - Graphic Design/Web Design

A concentrated two-year degree program prepares students for careers in graphic design, web design, digital publishing/printing, and multimedia design/development. Through hands-on training and projects, students acquire the skills necessary to be successful in industry. An internship program helps bridge the gap from formal training to full-time employment. Articulation agreements exist between local high schools for this program.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
ARTS 2313	Graphic Design	3
ARTV 1351	Digital Video	3
ARTC 1302	Digital Imaging I	3
IMED 1316	Web Design I	3
ENGL 1301	Composition I	3
<b>Semester Credit Hours</b>		<b>15</b>



**Semester #2 (Spring)**

ARTC 2347	Design Communication II	3
IMED 2315	Web Design II	3
ARTV 2341	Advanced Digital Video	3
ARTC 1353	Computer Illustration	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
<b>Semester Credit Hours</b>		<b>15</b>

**Semester #3 (Summer)**

ARTC 1349	Art Direction I	3
<b>Semester Credit Hours</b>		<b>3</b>

**Semester #4 (Fall)**

ARTC 1327	Typography	3
ARTS 2348	Digital Media	3
GRPH 2309	Digital Pre-Press	3
PHIL 2306	Introduction to Ethics	3
<b>Semester Credit Hours</b>		<b>12</b>

**Semester #5 (Spring)**

ARTC 2388	Internship - Commercial and Advertising Art	3
ARTC 2335	Portfolio Development for Graphic Design	3
BUSI 2304	Business Report Writing and Correspondence	3
Select from one of the following:		3
HIST 1301	U S History I	
PSYC 2301	General Psychology	
SOCI 1301	Introduction to Sociology	
Select from one of the following:		3
ARTS 1301	Art Appreciation	
MUSI 1306	Music Appreciation	
MUSI 1310	American Music	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Health Information Management

College of the Mainland offers courses for students interested in Health Information Management, which includes Medical Coding. A Health Information Technician performs a variety of health information-related functions, including organization, analysis, coding and technical evaluation of health information and interaction with administrative and financial departments in a variety of systems, hospitals, clinics and other health care settings.

Students who successfully complete the AAS degree are eligible to sit for a national exam through the American Health Information Management Association (AHIMA) to become Registered Health Information Technicians (RHIT).

Upon completion of the Medical Coding Certificate, students may sit for the Certified Coding Association (CCA) exam sponsored by AHIMA and the Certified Professional Coder (CPC) exam sponsored by the American Academy of Professional Coders (AAPC).

### Accreditation

The Health Information Management accreditor of College of the Mainland is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for ASSOCIATE degree in HEALTH INFORMATION MANAGEMENT has been reaffirmed through 29-30. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org



### Medical Coding Certificate and Health Information Management Associate of Applied Science Requirements

Students taking the AAS or Medical Coding Certificate are required to:

- maintain a "C" (75 percent average in HITT related courses)
- pass a Criminal Background Check

- provide documentation of current immunizations such as Tetanus, Measles, Mumps, Rubella, TB Skin Test, and Chicken Pox.
- pass a drug screen

Students may also be required to:

- provide proof of completion of Hepatitis B, Influenza and COVID vaccine series
- wear hospital scrubs and student identification badge

### Graduation Requirements

To be eligible for an Associate of Applied Science degree in Health Information Management, students must

- complete the prescribed courses listed in this Catalog with an overall grade point average of 2.0 or better
- pass each HITT related course listed in the prescribed course of study with a grade of "C" (75%) or better
- meet any individually prescribed behavior or remediation-related requirements

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

### Stackable Credentials

- Associate of Applied Science - Health Information Management
- Certificate - Medical Coding

### Full-Time Schedules

Certificate - Medical Coding (Full-Time)

Associate of Applied Science - Health Information Management (Full-Time)

### Certificate - Medical Coding

Level Two Certificate

#### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Prerequisite Courses</b>		
HITT 1305	Medical Terminology I	3
BIOL 2401	Anatomy & Physiology I	4
BCIS 1305	Business Computer Applications	3
<b>Semester Credit Hours</b>		<b>10</b>
<b>Semester #1 (Fall)</b>		
HITT 1301	Health Data Content and Structure	3
BIOL 2402	Anatomy & Physiology II	4
<b>Semester Credit Hours</b>		<b>7</b>
<b>Semester #2 (Spring)</b>		
HITT 1345	Health Care Delivery System	3
HITT 1341	Coding and Classification Systems	3
HITT 1353	Legal and Ethical Aspects of Health Information	3

HITT 2330	Pathophysiology and Pharmacology	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #3 (Fall)</b>		
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1311	Health Information Systems	3
<b>Semester Credit Hours</b>		<b>6</b>
<b>Semester #4 (Spring)</b>		
HITT 2346	Advanced Medical Coding	3
HITT 2266	Practicum - Registered Health Information Technician Review	2
<b>Semester Credit Hours</b>		<b>5</b>
<b>Total Semester Credit Hours</b>		<b>40</b>

HITT 2346	Advanced Medical Coding	3
<b>Semester Credit Hours</b>		<b>8</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Associate of Applied Science - Health Information Management

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Prerequisite Courses</b>		
HITT 1305	Medical Terminology I	3
BIOL 2401	Anatomy & Physiology I	4
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #1 (Fall)</b>		
MATH 1342	Elementary Statistical Methods	3
HITT 1301	Health Data Content and Structure	3
BIOL 2402	Anatomy & Physiology II	4
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #2 (Spring)</b>		
HITT 1345	Health Care Delivery System	3
HITT 1341	Coding and Classification Systems	3
HITT 1255	Health Care Statistics	2
HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 2330	Pathophysiology and Pharmacology	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #3 (Fall)</b>		
HITT 2343	Quality Assessment and Performance Improvement	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1311	Health Information Systems	3
PHIL 2306	Introduction to Ethics	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #4 (Spring)</b>		
HITT 2339	Health Information Organization and Supervision	3
HITT 2266	Practicum - Registered Health Information Technician Review	2

# Information Technology

## List of Information Technology Degrees/ Certificates

Associate of Applied Science - Information Technology - Emphasis in  
Cloud Computing

Occupational Skills Award - Cybersecurity

Certificate - Cybersecurity

Associate of Applied Science - Information Technology - Emphasis in  
Cybersecurity

Occupational Skills Award - Networking Fundamentals

Certificate - Networking

Occupational Skills Award - SQL Server Database Fundamentals

Certificate - Programming

Occupational Skills Award - Robotic Process Automation

Certificate - Robotic Process Automation

## Information Technology - Emphasis in Cloud Computing

The Information Technology – Cloud Computing program

The Associate of Applied Science in IT Cloud Computing is designed to provide students with a well-rounded education for obtaining employment in various areas of the information technology field, including IT Systems Support, Server Administration, and Cloud Systems Administration.

## Associate of Applied Science - Emphasis in Cloud Computing

### Full-Time Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1354	Implementing and Supporting Servers	3
ENGL 1301	Composition I	3
ITSC 1316	Linux Installation and Configuration	3
MATH 1332 or MATH 1314	Contemporary Math (Quantitative Reasoning) or College Algebra	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ITSC 1325	Personal Computer Hardware	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1391	Special Topics in Computer and Information Sciences, General Linux	3
COSC 1301	Introduction to Computing	3
HIST 1301 or HIST 1302	U S History I or U S History II	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
ITSC 2325	Advanced Linux	3
ITSY 1342	Information Technology Security	3
ITNW 1309	Fundamentals of Cloud Computing	3
COSC 1336	Programming Fundamentals I	3
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
ITNW 1358	Network+	3
ITNW 1336	Cloud Deployment & Infrastructure Management	3
Select from one of the following:		3
PHIL 2306	Introduction to Ethics	
ENGL 2341	Forms of Literature	
HUMA 1301	Introduction to the Humanities I	
SPCH 1318	Interpersonal Communication	3

POFT 1300 or ITNW 1380	Career Exploration/Planning or Cooperative Education - Computer Systems Networking and Telecommunications	3
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**Semester Credit Hours** **15**

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**Total Semester Credit Hours** **60**

## Information Technology - Emphasis in Cybersecurity

The Information Technology – Cybersecurity program is designed to provide students with the skills needed for a career in information technology with a focus on cybersecurity. The program prepares students for the workforce or provides foundational skills for information technology programs at the university level.

### Stackable Credentials

- Associate of Applied Science - Cybersecurity
- Certificate - Cybersecurity
- Occupational Skills Award - Cybersecurity Fundamentals

### Full-Time Schedules

Occupational Skills Award - Cybersecurity Fundamentals

Certificate - Cybersecurity

Associate of Applied Science - I.T. - Cybersecurity

## Occupational Skills Award - Cybersecurity Fundamentals

The Cybersecurity Fundamentals Occupational Skills Award is designed to provide students with a fundamental education for obtaining employment in information security.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ITSY 1342	Information Technology Security	3
ITSY 2301	Firewalls & Network Security	3
<b>Semester Credit Hours</b>		<b>6</b>
<b>Semester #2</b>		
ITSY 2342	Incident Response and Handling	3
<b>Semester Credit Hours</b>		<b>3</b>
<b>Total Semester Credit Hours</b>		<b>9</b>

## Certificate - Cybersecurity

Level One Certificate

The Cybersecurity Certificate is designed to provide students with a well-rounded education for obtaining employment in information security. This is a Level One Certificate.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ITSC 1316	Linux Installation and Configuration	3
ITSY 1342	Information Technology Security	3
ITSY 2301	Firewalls & Network Security	3
<b>Semester Credit Hours</b>		<b>9</b>

### Semester #2

ITSC 1391	Special Topics in Computer and Information Sciences, General Linux	3
ITSY 2342	Incident Response and Handling	3
ITSY 2359	Security Assessment and Auditing	3
<b>Semester Credit Hours</b>		<b>9</b>
<b>Total Semester Credit Hours</b>		<b>18</b>

## Associate of Applied Science - Cybersecurity

The Associate of Applied Science in IT Cybersecurity is designed to provide students with a well-rounded education for obtaining employment in various areas of the information technology field, including Computer Support, Network Administrator, and Information Security.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1354	Implementing and Supporting Servers	3
ITSC 1316	Linux Installation and Configuration	3
ENGL 1301	Composition I	3
MATH 1332 or MATH 1314	Contemporary Math (Quantitative Reasoning) or College Algebra	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ITSC 1325	Personal Computer Hardware	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1391	Special Topics in Computer and Information Sciences, General Linux	3
COSC 1301	Introduction to Computing	3
HIST 1301 or HIST 1302	U S History I or U S History II	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
ITSY 1342	Information Technology Security	3
ITSC 2325	Advanced Linux	3
ITSY 2301	Firewalls & Network Security	3
COSC 1336	Programming Fundamentals I	3
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
ITSY 2342	Incident Response and Handling	3
ITSY 2359	Security Assessment and Auditing	3
Select from one of the following:		3
PHIL 2306	Introduction to Ethics	
ENGL 2341	Forms of Literature	
HUMA 1301	Introduction to the Humanities I	
SPCH 1318	Interpersonal Communication	3

POFT 1300 or ITNW 1380	Career Exploration/Planning or Cooperative Education - Computer Systems Networking and Telecommunications	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>



## Information Technology - Networking

The Occupational Skills Award and Certificate in the Networking program are designed to provide students with skills needed in various aspects of information technology. Students will gain knowledge and skills required to pass a variety of industry recognized certifications. Certificates are offered in the areas of programming, data base administration, computer maintenance and networking.

### Stackable Credentials

- Certificate - Networking
- Occupational Skills Award - Networking Fundamentals

### Full-Time Schedules

Occupational Skills Award - Networking Fundamentals (Full-Time)

Certificate - Networking (Full-Time)

## Occupational Skills Award - Networking Fundamentals

The Information Technology (Networking) Occupational Skills Award is designed to provide the student with a fundamental IT and Networking education for obtaining employment as a Computer Support Specialist.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1354	Implementing and Supporting Servers	3
<b>Semester Credit Hours</b>		<b>6</b>
<b>Semester #2 (Spring)</b>		
ITSC 1325	Personal Computer Hardware	3
ITSC 1305	Introduction to PC Operating Systems	3
<b>Semester Credit Hours</b>		<b>6</b>
<b>Total Semester Credit Hours</b>		<b>12</b>

## Certificate - Networking

Level One Certificate

The Information Technology (Networking) Certificate is designed to provide the student with a well-rounded education for obtaining employment as a Network or Systems Administrator. Students gain practical experience as they fulfill the requirements of their co-op education course. This is a Level One Certificate.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1354	Implementing and Supporting Servers	3
ITSC 1316	Linux Installation and Configuration	3

ITSY 1342	Information Technology Security	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2 (Spring)</b>		
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1325	Personal Computer Hardware	3
ITSC 1391	Special Topics in Computer and Information Sciences, General Linux	3
ITNW 1345	Implementing Network Directory Services	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #3 (Fall)</b>		
ITNW 1325	Fundamentals of Networking Technologies	3
ITNW 2312	Routers	3
ITNW 1480	Cooperative Education - Computer Systems Networking and Telecommunications	4
<b>Semester Credit Hours</b>		<b>10</b>
<b>Total Semester Credit Hours</b>		<b>34</b>

## Information Technology - Programming

The Occupational Skills Award and Certificate in the Computer Information Systems program are designed to provide students with skills needed in various aspects of information technology. Students will have the ability to gain knowledge and skills required to pass a variety of industry recognized certifications. Certificates are offered in the areas of programming, data base administration, computer maintenance and networking.

### Stackable Credentials

- Certificate - Programming
- Occupational Skills Award - SQL Server Database Fundamentals

### Full-Time Schedules

Occupational Skills Award - SQL Server Database Fundamentals (Full-Time)

Certificate - Programming (Full-Time)

## Occupational Skills Award - SQL Server Database Fundamentals

This Award consists of three of the first-semester courses in the Programming Certificate. This award leads students to the Programming Certificate.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
COSC 1301	Introduction to Computing	3
COSC 1336	Programming Fundamentals I	3
ITSW 1307	Introduction to Database	3
<b>Semester Credit Hours</b>		<b>9</b>
<b>Total Semester Credit Hours</b>		<b>9</b>

## Certificate - Programming

Level One Certificate

This Certificate consists of a broad range of Information Technology (IT) courses designed to provide graduates with skills needed to work as an IT professional. This certificate is completed in three semesters with 35 credit hours. Students work part time as an intern during the last semester.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
IMED 1316	Web Design I	3
COSC 1336	Programming Fundamentals I	3
ITSE 1391	Special Topics in Computer Programming - Uipath I: Robotic Process Automation Design and Development	3

ITSW 1391	Special Topics in Data Processing Technology/Technician - Blue Prism I: Fundamentals of Robotic Process Automation Using Blue Prism Tools	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
COSC 1301	Introduction to Computing	3
IMED 2315	Web Design II	3
COSC 1437	Programming Fundamentals II	4
ITSC 1392	Special Topics in Data Processing and Data Processing Technology/Technician - Blue Prism II: Development of Robotic Process Automation Using Blue Prism Tools	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #3</b>		
COSC 2336	Programming Fundamentals III	3
ITSW 1307	Introduction to Database	3
ITSE 1380	Cooperative Education - Computer Programming	3
<b>Semester Credit Hours</b>		<b>9</b>
<b>Total Semester Credit Hours</b>		<b>34</b>

## Robotic Process Automation

Robotic Process Automation (RPA) is a rapidly growing field across many industries, yet it is not well known to the general public. RPA is a software technology used to automate repetitive and routine computer software tasks that have formerly been performed manually. Employing RPA allows workers to direct their attention to more important tasks that are not candidates for automation. Some of the industries employing RPA are banking and financial services, healthcare, insurance, the public sector, manufacturing, retail and energy.

### Stackable Credentials

- Certificate-Robotic Process Automation
- Occupational Skills Award-Robotic Process Automation

### Full-Time Schedules

Occupational Skills Award - Robotic Process Automation (Full-Time)

Certificate - Robotic Process Automation (Full-Time)

### Occupational Skills Award - Robotic Process Automation\*

Course	Title	Semester Credit Hours
<b>First Year</b>		
<b>Semester #1</b>		
COSC 1301	Introduction to Computing	3
ITSW 1391	Special Topics in Data Processing Technology/Technician - Blue Prism I: Fundamentals of Robotic Process Automation Using Blue Prism Tools	3
COSC 1336	Programming Fundamentals I	3
<b>Semester Credit Hours</b>		<b>9</b>
<b>Semester #2</b>		
ITSC 1392	Special Topics in Data Processing and Data Processing Technology/Technician - Blue Prism II: Development of Robotic Process Automation Using Blue Prism Tools	3
<b>Semester Credit Hours</b>		<b>3</b>
<b>Total Semester Credit Hours</b>		<b>12</b>

### Certificate - Robotic Process Automation\*

Level One Certificate

Course	Title	Semester Credit Hours
<b>First Year</b>		
<b>Semester #1</b>		
COSC 1301	Introduction to Computing	3
ITSW 1391	Special Topics in Data Processing Technology/Technician - Blue Prism I: Fundamentals of Robotic Process Automation Using Blue Prism Tools	3

ITSE 1391	Special Topics in Computer Programming - Uipath I: Robotic Process Automation Design and Development	3
COSC 1336	Programming Fundamentals I	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
ITSC 1392	Special Topics in Data Processing and Data Processing Technology/Technician - Blue Prism II: Development of Robotic Process Automation Using Blue Prism Tools	3
ITSE 1392	Special Topics in Computer Programming - Uipath II: Intermediate Robotic Process Automation (RPA) Design and Development	3
ITSC 1315	IT Project Management	3
<b>Semester Credit Hours</b>		<b>9</b>
<b>Semester #3</b>		
ITSC 1380	Cooperative Education - Computer and Information Sciences, General	3
ITSE 1394 or ITSE 1393	Special Topics in Computer Science - Blue Prism III: Advanced Robotic Process Automation or Special Topics in Computer Systems Analysis - Uipath III: Advanced RPA Developer	3
<b>Semester Credit Hours</b>		<b>6</b>
<b>Total Semester Credit Hours</b>		<b>27</b>

## Mathematics

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

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

## Associate of Science - Mathematics Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
HIST 1301	U S History I	3
MATH 2413	Calculus I	4
Select from one of the following:		3
ECON 2301	Principles of Macroeconomics	
PSYC 2301	General Psychology	
SOCI 1301	Introduction to Sociology	
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
MATH 2414	Calculus II	4
ENGL 1302	Composition II	3
HIST 1302	U S History II	3
PHYS 2425	University Physics I	4
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
MATH 2415	Calculus III	4
PHYS 2426	University Physics II	4
SPCH 1315	Public Speaking	3
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
MATH 2318	Linear Algebra	3
MATH 2320	Differential Equations	3
GOVT 2306	Texas Government (Texas Constitution & Topics)	3
Select from one of the following		3
ARTS 1301	Art Appreciation	
DRAM 1310	Theater Appreciation	
MUSI 1306	Music Appreciation	

Select from one of the following	3	
HUMA 1301	Introduction to the Humanities I	
PHIL 1301	Introduction to Philosophy	
ENGL 2341	Forms of Literature	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Medical Assisting

The Medical Assisting Certificate program provides entry-level education for individuals interested in a health profession. Medical Assistants are allied health professionals who assist the physicians in the medical setting; they perform routine administrative and clinical tasks in order to keep the physician's office running efficiently.

This program is designed for full-time enrollment.

The Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

This organization can be contacted at: Commission on Accreditation of Allied Health Education Programs; 1361 Park Street; Clearwater, FL 33756; 727-210-2350.

### Admission Requirements

1. High school diploma or GED
2. Apply to COM and complete the College requirements for entry
3. Approved Criminal Background Check
4. Approved Drug Screen

### Program Requirements

Requirements for progression and completion of the program depend on the student demonstrating the learning outcomes and competencies, including professionalism, for each course. The minimum passing grade for each course is a "C" (i.e., 75% or above). Students who fail a course will be required to repeat the course. Failing a course twice will result in failure to progress and dismissal from the program. Because the knowledge and skills taught in this program are scaffolded, students are expected to take the courses in the sequence provided in the degree plan.

### Graduation Requirements

1. Complete the prescribed courses listed in this Catalog with an overall grade point average of 2.0 or better,
2. Pass each MDCA class listed in the prescribed course of study with a grade of "C" (75%) or better,
3. Meet any individually prescribed behavior or remediation-related requirements.

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



### Stackable Credentials

1. Associate of Applied Science - Medical Assisting
2. Certificate - Medical Assisting

### Full-Time Schedules

Certificate - Medical Assisting (Full-Time)

Associate of Applied Science - Medical Assisting (Full-Time)

## Certificate - Medical Assisting

Level Two Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
HITT 1305	Medical Terminology I	3
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
MDCA 1302	Human Disease/Pathophysiology	3
MDCA 1443	Medical Insurance	4
MDCA 1321	Administrative Procedures	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
MDCA 1417	Procedures in a Clinical Setting	4
MDCA 1452	Medical Assistant Laboratory Procedures	4
MDCA 1448	Pharmacology & Administration of Medications	4
MDCA 1305	Medical Law and Ethics	3
<b>Semester Credit Hours</b>		<b>15</b>

**Semester #3**

MDCA 1460	Clinical - Medical/Clinical Assistant	4
MDCA 1254	Certified Medical Assistant Exam Review	2
<b>Semester Credit Hours</b>		<b>6</b>
<b>Total Semester Credit Hours</b>		<b>37</b>

## Associate of Applied Science - Medical Assisting

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
MDCA 1302	Human Disease/Pathophysiology	3
MDCA 1443	Medical Insurance	4
HITT 1305	Medical Terminology I	3
MDCA 1321	Administrative Procedures	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
MDCA 1417	Procedures in a Clinical Setting	4
MDCA 1448	Pharmacology & Administration of Medications	4
MDCA 1452	Medical Assistant Laboratory Procedures	4
MDCA 1305	Medical Law and Ethics	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
MDCA 1254	Certified Medical Assistant Exam Review	2
MDCA 1460	Clinical - Medical/Clinical Assistant	4
<b>Semester Credit Hours</b>		<b>6</b>
<b>Semester #4</b>		
ENGL 1301	Composition I	3
HPRS 1201	Introduction to Health Professions	2
COSC 1301 or BCIS 1305	Introduction to Computing or Business Computer Applications	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
<b>Semester Credit Hours</b>		<b>11</b>
<b>Semester #5</b>		
PSYC 2301	General Psychology	3
PSYC 2314	Lifespan Growth & Development	3
PHIL 2306	Introduction to Ethics	3
SPCH 1318	Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Music

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

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

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Total hours for Associate of Arts Degree: 60 Credits

Music courses run in sequence and should be taken as recommended, since certain music courses are not offered every semester. Academic courses such as English, History, Government, Speech, and Natural Science are offered all year and may be taken during any semester. The Associate of Arts Degree will transfer for a Bachelor of Music Degree, with majors in performance, music education, music theory, and music composition or music literature. This degree does not include all of the College of the Mainland Core Curriculum classes and a student transferring to a 4 year university will be required to complete all Core Curriculum classes.

### Associate of Arts - Music

College of the Mainland Music Program offers an Associate of Arts with a Field of Study in Music. The courses in this degree will give the student a thorough knowledge of music theory, development of piano skills, and the ability to do music dictation as well as perform in one on the many musical ensembles. Private instruction on the student's chosen instrument will also be included. For members of the community not seeking a degree, they can participate in the music ensembles and enrich their musical abilities in class piano or class guitar or private instruction, as well as enroll in music appreciation classes.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
MUSI 1311	Music Theory I	3
MUSI 1116	Sight Singing & Ear Training I	1
MUAP 12XX	Applied Major Instrument or Voice	2
MUEN 11XX	Ensemble	1
MUSI 1181	Class Piano I <sup>1</sup>	1
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
<b>Semester Credit Hours</b>		<b>17</b>
<b>Semester #2</b>		
MUSI 1312	Music Theory II	3
MUSI 1117	Sight Singing & Ear Training II	1

MUAP 12XX	Applied Major Instrument or Voice	2
MUEN 11XX	Ensemble	1
MUSI 1182	Class Piano II	1
MUSI 1307	Music Literature	3
ENGL 1302	Composition II	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>17</b>
<b>Semester #3</b>		
MUSI 2311	Music Theory III	3
MUSI 2116	Sight Singing & Ear Training III	1
MUAP 22XX	Applied Major Instrument or Voice	2
MUEN 21XX	Ensemble	1
MUSI 2181	Class Piano III	1
HIST 1301 or HIST 1302	U S History I or U S History II	3
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
MUSI 2312	Music Theory IV	3
MUSI 2117	Sight Singing & Ear Training IV	1
MUAP 22XX	Applied Major Instrument or Voice	2
MUEN 21XX	Ensemble	1
MUSI 2182	Class Piano IV	1
GOVT 2306	Texas Government (Texas Constitution & Topics)	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

<sup>1</sup> Piano students should substitute MUAP in minor instrument or voice 11XX, 11XX, 21XX, 21XX.



## Natural Science

Students can earn an Associate of Science in Natural Science, which prepares them to transfer to a university to major in a number of scientific fields. Students can explore through labs, hands-on class activities, and extra-curricular opportunities. Students will gain marketable skills in empirical and quantitative analysis, critical thinking, communication, and teamwork while completing their coursework and laboratory requirements. COM offers courses in biology, chemistry, geology, and physics.

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

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

## Associate of Science - Emphasis in Natural Science

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
Select from one of the following (not previously taken):		3
MATH 1314	College Algebra	
MATH 2412	Precalculus	
MATH 2413	Calculus I	
HIST 1301	U S History I	3
Select from one of the following (not previously taken):		4
BIOL 1406	Biology for Science Majors I	
CHEM 1411	General Chemistry I	
GEOL 1403	Physical Geology	
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
HIST 1302	U S History II	3
Select from one of the following (not previously taken):		4
MATH 2412	Precalculus	
MATH 2413	Calculus I	
CHEM 1411	General Chemistry I	
Select from one of the following (not previously taken):		4
BIOL 1407	Biology for Science Majors II	
CHEM 1412	General Chemistry II	
GEOL 1404	Historical Geology	
<b>Semester Credit Hours</b>		<b>14</b>

### Semester #3

PHED 1164	Introduction to Physical Fitness and Wellness	1
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
Select from one of the following (not previously taken):		3
BIOL 1322	Nutrition and Diet Therapy	
MATH 2413	Calculus I	
CHEM 1412	General Chemistry II	
Select from one of the following:		3
ECON 2302	Principles of Microeconomics	
PSYC 2301	General Psychology	
SOCI 1301	Introduction to Sociology	
Select from one of the following (not previously taken):		4
PHYS 1401	College Physics I	
CHEM 2423	Organic Chemistry I	
CHEM 1411	General Chemistry I	

### Semester Credit Hours

14

### Semester #4

GOVT 2306	Texas Government (Texas Constitution & Topics)	3
Select from one of the following:		3
HUMA 1301	Introduction to the Humanities I	
PHIL 2306	Introduction to Ethics	
ENGL 2333	World Literature II	
Select from one of the following (not previously taken):		4
CHEM 1412	General Chemistry II	
PHYS 1402	College Physics II	
CHEM 2425	Organic Chemistry II	
Select from one of the following:		3
ARTS 1301	Art Appreciation	
MUSI 1306	Music Appreciation	
DRAM 1310	Theater Appreciation	
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3

### Semester Credit Hours

16

### Total Semester Credit Hours

60

## **Nursing**

The Nursing Careers Department offers the following program areas that prepare students to start or continue a career in the nursing field:

RN to Bachelor of Science - Nursing

Associate of Applied Science - Pre-Licensure Nursing

Associate of Applied Science - LVN-RN Transition

Certificate: Vocational Nursing

## Nursing - RN to Bachelor of Science

The RN to Bachelor of Science Degree in Nursing (BSN) program prepares the graduate to:

- Synthesize knowledge, skills, and values from the arts, sciences, and humanities as an exemplar of professional nursing and an advocate of social justice.
- Provide comprehensive patient-centered care utilizing an organized framework to make individual, community, and population-based decisions grounded in evidence-based practice.
- Utilize data to monitor outcomes of care and improvement methods to continuously improve the quality and safety of nursing care to minimize risk of harm individually and across the healthcare system. Communicate and collaborate with the interdisciplinary team to lead and manage shared decision-making for optimal patient, family, population, and community outcomes.
- Communicate and collaborate with the interdisciplinary team to lead and manage shared decision-making for optimal patient, family, population, and community outcomes.

The RN to BSN program is an online and hybrid transition program for individuals who possess an unencumbered registered nurse (RN) license and either an associate degree or diploma in nursing. Admission to the RN to BSN program will be offered in the fall, spring, and summer semesters.

The RN to BSN program degree plan consists of:

1. 55 Credit Hours of General Education courses including Texas Core courses and Nursing Field of Study courses.
2. 33 Credit Hours of prior learning experience (Associate Degree RN or Diploma RN) to be applied toward RN to BSN degree.
3. 32 Credit Hours of Nursing courses
4. 120 total Credit Hours are required for the Bachelor of Science Degree in Nursing at College of the Mainland.

**Admission to the college does not guarantee admission to the RN to BSN program.** Students may apply for admission to the RN to BSN program once all prerequisite courses and admission criteria are met. For admission and program information, see the RN to BSN program Fact Sheet, and/or contact Advising.

### RN to Bachelor of Science in Nursing

The program is approved by the Texas Board of Nursing (BON)

Texas Board of Nursing  
333 Guadalupe #3-460  
Austin, TX 78701  
1-512-305-7400  
[www.bon.texas.gov](http://www.bon.texas.gov) (<http://www.bon.texas.gov/>)

The baccalaureate nursing program at College of the Mainland in Texas City, Texas, has been deemed eligible to participate in the ACEN candidacy process. This process is the prerequisite step toward formal review for ACEN initial accreditation.

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road, NE, Suite 1400  
Atlanta, GA 30326

404-975-5000

[www.acennursing.org](http://www.acennursing.org)

### Graduation Requirements

To be eligible for the RN to Bachelor of Science Degree in Nursing, students must have:

1. Completed all COM's entrance requirements.
2. Completed all course requirements for the RN to Bachelor of Science in Nursing with a minimum cumulative GPA of 2.0.
3. Completion of at least one-third of the credit hours toward a baccalaureate degree must be earned at COM.
4. Cleared all holds and financial obligations to COM.

## RN to Bachelor of Science in Nursing Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Prerequisite Courses</b>		
Successful Completion of RN Degree		33
Prerequisite Courses		31
BIOL 2401	Anatomy & Physiology I	
BIOL 2402	Anatomy & Physiology II	
ENGL 1301	Composition I	
PSYC 2301	General Psychology	
BIOL 2420	Microbiology for Non-Science Majors	
PSYC 2314	Lifespan Growth & Development	
BIOL 1322	Nutrition and Diet Therapy	
MATH 1342 or PSYC 2317	Elementary Statistical Methods or Statistical Methods in Psychology	
CHEM X4XX	Any 4 credit hour Chemistry course with Lec and Lab	
<b>Semester Credit Hours</b>		<b>64</b>
<b>Semester #1</b>		
NURS 3350	Tran to Baccalaureate Nursing	3
NURS 3353	Informatics & Technology in Healthcare	3
NURS 3354	Legal & Ethical Issues in Healthcare	3
NURS 3352	Health Assess Across Lifespan (BSN)	3
ENGL 1302	Composition II	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
NURS 4433	Population Focused Community Health	4
NURS 4341	Health Promotion Across the Lifespan (BSN)	3
NURS 3351	Research & Evidence-Based Nursing Practice	3
HIST 1301	U S History I	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #3</b>		
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
Select from one of the following:		3
ARTS 1301	Art Appreciation	

DRAM 1310	Theater Appreciation	
MUSI 1306	Music Appreciation	
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
PHIL 2306	Introduction to Ethics	3
HIST 1302	U S History II	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
GOVT 2306	Texas Government (Texas Constitution & Topics)	3
NURS 4358	Public & Global Health Policy	3
NURS 3244	Issues & Trends in Nursing	2
NURS 4457	Leadership & Management	4
NURS 4161	Leadership and Management Clinical	1
<b>Semester Credit Hours</b>		<b>13</b>
<b>Total Semester Credit Hours</b>		<b>120</b>

## Nursing - Registered Nursing Tracks

The Associate of Applied Science degree in Nursing prepares the graduate to care for patients as a registered nurse (RN) in four major nursing roles:

- Member of the Profession
- Provider of Patient-Centered Care
- Patient Safety Advocate
- Member of the Health Care Team

The program is approved by the Texas Board of Nursing (BON) and accredited by the Accreditation Commission for Education in Nursing (ACEN). These organizations can be contacted at:

Texas Board of Nursing  
333 Guadalupe #3-460  
Austin, TX 78701  
1-512-305-7400  
[www.bon.texas.gov](http://www.bon.texas.gov) (<http://www.bon.texas.gov>)

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road, NE, Suite 850  
Atlanta, GA 30326  
404-975-5000

There are two tracks in the **AAS Nursing** program. The **pre-licensure track** is a four semester plan of study designed for unlicensed applicants. New pre-licensure students are admitted in the fall and spring semesters.

The **LVN-RN transition** track is a three semester plan of study designed for Licensed Vocational Nurses (LVNs). New transition students are admitted in the summer.

Both tracks include general education and nursing courses. The degree plan consists of 24 credit hours of non-nursing courses in the humanities and psychobiological sciences and 36 credit hours in nursing science. Program graduates are eligible to apply to the Texas BON to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

**Admission to the college does not guarantee admission to the AAS Nursing program.** Students must apply for admission to the AAS Nursing program once all prerequisite courses and admission criteria are met. For admission and program information, contact the Nursing Department staff at 409-933-8425.

### Associate of Applied Science - Nursing Graduation Requirements

To be eligible for an Associate of Applied Science Degree in Nursing, students must have

1. successfully completed (with a grade of "C" or better in each course) the prescribed course of study (Pre-Licensure Track or LVN-RN Transition Track) and have an overall grade point average of 2.0 or better;
2. have spent a minimum of two academic years in college;
3. met any individually prescribed behavior or remediation related requirements.

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational*

*license upon program completion. The following website provides links to information about the licensing process and requirements: [https://www.bon.texas.gov/licensure\\_eligibility.asp](https://www.bon.texas.gov/licensure_eligibility.asp).*

*Should you wish to request a review of the impact of criminal history on your potential Registered Nurse License prior to or during your quest for a degree, you can visit this link and request a "Criminal History Evaluation": [https://www.bon.texas.gov/licensure\\_endorsement.asp](https://www.bon.texas.gov/licensure_endorsement.asp).*

*This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.*

The Nursing Careers Department provides two tracks in which students may become a Registered Nurse:

- Associate of Applied Science - Nursing - Pre-Licensure Track (Full-Time)
- Associate of Applied Science - LVN-RN Transition Track (Full-time)

## Associate of Applied Science - Nursing Pre-Licensure Track

### Required Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Prerequisite Courses</b>		
ENGL 1301	Composition I	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology for Non-Science Majors	4
PSYC 2301	General Psychology	3
<b>Semester Credit Hours</b>		<b>18</b>
<b>Semester #1</b>		
PSYC 2314	Lifespan Growth & Development	3
RNSG 1413	Foundations for Nursing Practice	4
RNSG 1331	Principles of Clinical Decision-Making	3
RNSG 1260	Foundations of Nursing Clinical	2
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
RNSG 1341	Common Concepts of Adult Health	3
RNSG 1261	Common Concepts of Adult Health Clinical	2
RNSG 2213	Mental Health Nursing	2
RNSG 2161	Mental Health Nursing Clinical	1
<b>Semester Credit Hours</b>		<b>8</b>
<b>Semester #3</b>		
RNSG 1412	Nursing Care of the Childbearing and Childrearing Family	4
RNSG 2261	Nursing Care of the Childbearing and Childrearing Family Clinical	2
RNSG 1343	Complex Concepts of Adult Health	3
RNSG 1162	Complex Concepts of Adult Health Clinical	1
Select from one of the following:		3
ARTS 1301	Art Appreciation	

MUSI 1306	Music Appreciation	
PHIL 2306	Introduction to Ethics	
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #4</b>		
RNSG 2332	Enhanced Concepts of Adult Health	3
RNSG 2262	Enhanced Concepts of Adult Health Clinical	2
RNSG 2230	Professional Nursing Review and Licensure Preparation	2
RNSG 2263	Capstone Clinical	2
<b>Semester Credit Hours</b>		<b>9</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

PHIL 2306	Introduction to Ethics	
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #3</b>		
RNSG 2332	Enhanced Concepts of Adult Health	3
RNSG 2262	Enhanced Concepts of Adult Health Clinical	2
RNSG 2230	Professional Nursing Review and Licensure Preparation	2
RNSG 2263	Capstone Clinical	2
<b>Semester Credit Hours</b>		<b>9</b>
<b>Total Semester Credit Hours</b>		<b>51</b>

## Associate of Applied Science - LVN-RN Transition Track

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Prerequisite Courses</b>		
ENGL 1301	Composition I	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology for Non-Science Majors	4
PSYC 2301	General Psychology	3
PSYC 2314	Lifespan Growth & Development	3
<b>Semester Credit Hours</b>		<b>21</b>

### Transition Track Curriculum Schedule

Upon successful completion of RNSG 1327 and RNSG 1263 (achieving a grade of "C" or better), students will be awarded advanced standing in lieu of the following courses:

RNSG 1260	Foundations of Nursing Clinical	
RNSG 1331	Principles of Clinical Decision-Making	
RNSG 1413	Foundations for Nursing Practice	
RNSG 1261	Common Concepts of Adult Health Clinical	
RNSG 1341	Common Concepts of Adult Health	
<b>Semester Credit Hours</b>		<b>0</b>

### Semester #1

RNSG 1327	Transition to Professional Nursing	3
RNSG 1263	Transition to Professional Nursing Clinical	2
RNSG 2213	Mental Health Nursing	2
RNSG 2161	Mental Health Nursing Clinical	1
<b>Semester Credit Hours</b>		<b>8</b>

### Semester #2

RNSG 1412	Nursing Care of the Childbearing and Childrearing Family	4
RNSG 2261	Nursing Care of the Childbearing and Childrearing Family Clinical	2
RNSG 1343	Complex Concepts of Adult Health	3
RNSG 1162	Complex Concepts of Adult Health Clinical	1
Select from one of the following:		3

ARTS 1301	Art Appreciation	
MUSI 1306	Music Appreciation	

## Nursing - Vocational Nursing

The Vocational Nursing program prepares successful graduates to function as Licensed Vocational Nurses (LVNs). The LVN provides nursing care to patients in a variety of situations and health care settings under the supervision of a registered nurse and/or physician. The Vocational Nursing curriculum is a three semester full-time certificate training program that includes class activities, nursing skills training, and clinical experiences in a variety of healthcare settings. These courses prepare the graduate with competencies in the following roles:

- member of the profession
- provider of patient-centered care
- patient safety advocate
- member of the health care team.

The Vocational Nursing program also addresses the essential competencies expected of new graduates as outlined by the Differentiated Essential Competencies (DECs) of Graduates of Texas Nursing Programs. Upon successful completion of all program requirements, the graduate will receive a Certificate in Vocational Nursing and may apply to take a National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The Vocational Nursing Program is approved by the Texas Higher Education Coordinating Board and Texas Board of Nursing (BON). The BON can be contacted at:

Texas Board of Nursing  
333 Guadalupe #3-460  
Austin, TX 78701  
1-512-305-7400  
[www.bon.texas.gov](http://www.bon.texas.gov) (<http://www.bon.texas.gov>)

For admission and program information, contact the Nursing Department staff at 409-933-8425.

## Graduation Requirements

Students must have

1. successfully completed (with a grade of "C" or better in each course) the prescribed course of study of 42 semester hours with an overall grade point average of 2.0 or better;
2. have spent a minimum of one academic year in college;
3. met any individually prescribed behavior or remediation-related requirements.

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements: [https://www.bon.texas.gov/licensure\\_eligibility.asp](https://www.bon.texas.gov/licensure_eligibility.asp).*

*Should you wish to request a review of the impact of criminal history on your potential Registered Nurse License prior to or during your quest for a degree, you can visit this link and request a "Criminal History Evaluation": [https://www.bon.texas.gov/licensure\\_endorsement.asp](https://www.bon.texas.gov/licensure_endorsement.asp).*

*This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal*

*offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.*

## Certificate - Vocational Nursing

Level Two Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Prerequisite Courses</b>		
BIOL 2401	Anatomy & Physiology I	4
<b>Semester Credit Hours</b>		<b>4</b>
<b>Semester #1</b>		
BIOL 2402	Anatomy & Physiology II	4
VNSG 1122	Vocational Nursing Concepts	1
VNSG 1227	Essentials of Medication Administration	2
VNSG 1323	Basic Nursing Skills	3
VNSG 2331	Advanced Nursing Skills	3
VNSG 1260	Clinical - Practical Nursing I	2
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
VNSG 1231	Pharmacology	2
VNSG 1236	Mental Health	2
VNSG 1429	Medical-Surgical Nursing I	4
VNSG 1261	Clinical-Practical Nursing II	2
<b>Semester Credit Hours</b>		<b>10</b>
<b>Semester #3</b>		
VNSG 1119	Leadership and Professional Development	1
VNSG 1230	Maternal-Neonatal Nursing	2
VNSG 1234	Pediatrics	2
VNSG 1432	Medical-Surgical Nursing II	4
VNSG 2460	Clinical-Practical Nursing III	4
<b>Semester Credit Hours</b>		<b>13</b>
<b>Total Semester Credit Hours</b>		<b>42</b>



## Occupational Safety and Health Technology

The Occupational Safety and Health Technology program will prepare students for careers in the occupational safety and health field where they will identify, analyze and control hazards of the workplace. Students will develop a strong background in safety, health and environmental topics as well as the core sub-disciplines of chemistry, math, science, and technical writing.

Students will be trained to manage safety and health programs, perform safety inspections and audits, develop safety controls, and ensure compliance with the OSHA regulations. The AAS degree program meets the requirements of the Board of Certified Safety Professionals (BCSP) to sit for the Associate Safety Professional (ASP) and Certified Safety Professional (CSP) exams (with the required years of professional experience).

### Graduation Requirements

To be eligible for either a Certificate or an Associate of Applied Science degree in Occupational Safety and Health Technology, students must have completed the prescribed courses listed in this catalog with an overall grade point average of 2.0 or better, and pass each class listed in the prescribed course of study with a grade of "C" or better.

### Stackable Credentials

- Associate of Applied Science - Occupational Safety and Health Technology
- Certificate - Occupational Safety and Health Technology

### Full-Time Schedules

Certificate - Occupational Safety and Health Technology - Fall/Spring Start (Full-Time)

Associate of Applied Science - Occupational Safety and Health Technology - Fall/Spring Start (Full-Time)

## Certificate - Occupational Safety and Health Technology

Level One Certificate

### Full-Time Student Schedule, Fall Start

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
OSHT 1301	Introduction to Safety and Health	3
OSHT 1305	OSHA Regulations - Construction Industry	3
OSHT 2305	Ergonomics and Human Factors in Safety	3
OSHT 2401	OSHA Regulations - General Industry	4
OSHT 1321	Fire Protection Systems	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2 (Spring)</b>		
EPCT 1305	Environmental Regulations Overview	3
EPCT 1341	Principles of Industrial Hygiene	3
OSHT 1309	Physical Hazards Control	3
OSHT 1313	Accident Prevention, Inspection and Investigation	3

OSHT 2309	Safety Program Management	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3 (Summer)</b>		
EPCT 1313	Contingency Planning	3
<b>Semester Credit Hours</b>		<b>3</b>
<b>Total Semester Credit Hours</b>		<b>34</b>

## Associate of Applied Science - Occupational Safety and Health Technology

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
OSHT 1301	Introduction to Safety and Health	3
OSHT 1305	OSHA Regulations - Construction Industry	3
OSHT 2401	OSHA Regulations - General Industry	4
ENGL 1301	Composition I	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #2 (Spring)</b>		
OSHT 1309	Physical Hazards Control	3
EPCT 1341	Principles of Industrial Hygiene	3
MATH 1314	College Algebra	3
ENGL 2311	Technical Writing	3
OSHT 1313	Accident Prevention, Inspection and Investigation	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3 (Summer)</b>		
EPCT 1313	Contingency Planning	3
<b>Semester Credit Hours</b>		<b>3</b>
<b>Semester #4 (Fall)</b>		
CHEM 1405	Introductory Chemistry I (Process Tech) / Occupational Safety)(030)	4
OSHT 2305	Ergonomics and Human Factors in Safety	3
OSHT 1321	Fire Protection Systems	3
PHIL 2306	Introduction to Ethics	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #5 (Spring)</b>		
BMGT 2309	Leadership	3
or COSC 1301	or Introduction to Computing	
EPCT 1305	Environmental Regulations Overview	3
OSHT 2309	Safety Program Management	3
PSYC 2301	General Psychology	3
BIOL 1406	Biology for Science Majors I	4
or BIOL 2401	or Anatomy & Physiology I	
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Pharmacy Technician

The Pharmacy Technician Certification program is nationally accredited through the American Society of Health System Pharmacists (ASHP). Pharmacy Technicians are skilled healthcare specialists who work under the direction of a licensed pharmacist. This program will prepare the student to pass the national Pharmacy Technician Certification Exam and to obtain the skills necessary to function as a successful pharmacy technician in a retail or hospital setting. Each student is given the opportunity as an intern to realize the actual on-site job experience in both a hospital and community pharmacy.

This program is designed for either full-time or part-time enrollment. The program begins each fall. See course descriptions for prerequisites and co-requisites. Students will pay for malpractice insurance and will be required to pass a background check and drug screen. Any misdemeanor or felony conviction may prohibit the student from obtaining the appropriate registration with the Texas State Board of Pharmacy and being able to participate in the on-site internship. A TB skin test and seasonal influenza vaccination will be required as well as documentation of TDAP, MMR, Hepatitis B and varicella immunization/history. Students may also be required to show proof of COVID vaccinations.

### Admission Requirements

1. High school diploma or GED, or enrolled in a high school or equivalent program.
2. Completion and compliance with College of the Mainland's Application for Admission. Apply to the college at the ApplyTexas (<https://goapplytexas.org/>) website.
3. Complete and submit the electronic Pharmacy Technician Program Application, via Dynamic Forms at <https://dynamicforms.ngwebsolutions.com/Submit/Start/691305df-855e-43cb-8087-e3778b195e93?SSO=N> (<https://dynamicforms.ngwebsolutions.com/Submit/Start/691305df-855e-43cb-8087-e3778b195e93/?SSO=N>)
4. Interview with Program Director
5. Approved Criminal Background Check
6. Approved Drug Screen

### Graduation Requirements

To be eligible for graduation, students must have

1. Completed the prescribed courses listed in this Catalog with an overall grade point average of 2.0 or better,
2. Passed each PHRA related course listed in the prescribed course of study with a grade of "C" (75%) or better,
3. Met any individually prescribed behavior or remediation-related requirements.

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

### Stackable Credentials

1. Associate of Applied Science - Pharmacy Technician
2. Certificate - Pharmacy Technician

### Full-Time Schedules

Certificate - Pharmacy Technician (Full-Time)

Associate of Applied Science - Pharmacy Technician (Full-Time)

## Certificate - Pharmacy Technician

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Math I	3
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
PHRA 1449	Institutional Pharmacy Practice	4
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #2</b>		
PHRA 1347	Pharmaceutical Math II	3
PHRA 1404	Pharmacotherapy and Disease Process	4
PHRA 1243	Pharmacy Technician Certification Review	2
PHRA 1445	Compounding Sterile Preparations	4
PHRA 2360	Clinical - Pharmacy Technician/Assistant	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>30</b>

## Associate of Applied Science - Pharmacy Technician

The AAS degree will help further the opportunities for management and advanced responsibility roles.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Math I	3
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
PHRA 1449	Institutional Pharmacy Practice	4
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #2</b>		
PHRA 1347	Pharmaceutical Math II	3
PHRA 1404	Pharmacotherapy and Disease Process	4
PHRA 1243	Pharmacy Technician Certification Review	2
PHRA 1445	Compounding Sterile Preparations	4
PHRA 2360	Clinical - Pharmacy Technician/Assistant	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
HITT 1305	Medical Terminology I	3
ENGL 1301	Composition I	3
BIOL 2401	Anatomy & Physiology I	4

PHED 1164	Introduction to Physical Fitness and Wellness	1
BMGT 1327 or BUSI 1301	Principles of Management or Business Principles	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
BIOL 2402	Anatomy & Physiology II	4
PHIL 2306	Introduction to Ethics	3
Select from one of the following:		3
PSYC 2301	General Psychology	
SOCI 1301	Introduction to Sociology	
PSYC 2314	Lifespan Growth & Development	
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
BCIS 1305 or COSC 1301	Business Computer Applications or Introduction to Computing	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Process Technology

The Process Technology Program offers students core courses related to the process operations industry that will prepare them to develop in their careers as safe, efficient and environmentally responsible Process Technicians. Students entering this program should realize that Process Operators generally work rotating shifts in both hot and cold environments, perform tasks requiring good mental and physical aptitude, climb tall structures and work with a variety of chemicals.

The Process Technology program is committed to serving the community and industry in partnership with a quality, industry-driven curriculum. The program will develop and supply a technically prepared workforce in the Operator profession for the petrochemical industry. In addition to developing technical knowledge regarding plant operations, Process Technology students will develop communication and team building skills throughout the program.

An advisory committee consisting of education and industry representatives meets regularly to review, provide feedback and direct improvements in the program.

### Graduation Requirements

To be eligible for an Associate of Applied Science degree in Process Technology, students must have

1. Completed the prescribed courses listed in this Catalog with an overall grade point average of 2.0 or better,
2. Passed each class listed in the prescribed course of study with a grade of "C" or better,
3. Met any individually prescribed behavior or remediation-related requirements.

## Associate of Applied Science Degree - Petrochemical Process Technology

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
PTAC 1302	Introduction to Process Technology	3
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
CHEM 1405	Introductory Chemistry I (Process Tech) / Occupational Safety)(030)	4
PTAC 1310	Process Technology I - Equipment	3
PTAC 1308	Safety, Health, and Environment I	3
PHIL 2306 or HUMA 1301	Introduction to Ethics or Introduction to the Humanities I	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #3</b>		
PHYS 1401 or PHYS 1410	College Physics I or Applied Physics	4

PTAC 1332	Process Instrumentation I	3
PTAC 1350	Industrial Economics	3
PTAC 2314	Quality	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #4</b>		
PTAC 2420	Process Technology II - Systems	4
PTAC 1354	Industrial Processes	3
Select from one of the following:		3
SPCH 1315	Public Speaking	
SPCH 1321	Business & Professional Communication	
BUSI 2304	Business Report Writing and Correspondence	
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>11</b>
<b>Semester #5</b>		
PTAC 2346	Process Troubleshooting	3
PTAC 2438	Process Technology III - Operations	4
CTEC 2445	Unit Operations	4
<b>Semester Credit Hours</b>		<b>11</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Radiologic Technology

The COM Radiologic Technology program is academically rigorous in anatomy, patient positioning, examination techniques, equipment protocols, radiation safety, radiation protection, patient care, and communication skills.

The Associate of Applied Science degree in Radiologic Technology prepares the graduate to be a clinically competent entry – level Radiologic Technologist. The technologist is skilled in using radiation to produce images of a patient's body. Graduates from the program will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) national board exam and may also apply for a Medical Radiologic Technologist (MRT) licensure from the State of Texas.

The Limited Medical Radiologic Technologist Certificate program prepares graduates to be to be clinical competent technologists with a limited scope of practice. An LMRT specializes in performing X-ray imaging with a focus on skeletal systems and bony anatomy, including extremities, skull, facial bones, vertebral column, and chest. Graduates from the program will be eligible to apply for a LMRT licensure from the State of Texas.

The Limited Medical Radiologic Technologist Certificate program prepares graduates to be to be clinical competent technologists with a limited scope of practice. An LMRT specializes in performing X-ray imaging with a focus on skeletal systems and bony anatomy, including extremities, skull, facial bones, vertebral column, and chest. Graduates from the program will be eligible to apply for a LMRT licensure from the State of Texas.

### Graduation Requirements:

To be eligible for an Associate of Applied Science degree in Radiologic Technology, or Limited Medical Radiologic Technologist certificate the student must:

- Complete all course and program requirements for the degree being conferred with a minimum grade of "C" in all courses.
- Be clear of all holds and financial obligations to COM.

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

### Stackable Credentials

- Associate of Applied Science - Radiologic Technology
- Certificate - Limited Medical Radiologic Technologist (LMRT)

### Full Time Schedules

Certificate - Limited Medical Radiologic Technologist (LMRT)

Associate of Applied Science - Radiologic Technology

## Certificate - Limited Medical Radiologic Technologist (LMRT)

Level Two Certificate

### Full Time Student Schedule

Course	Title	Semester Credit Hours
<b>First Year</b>		
<b>Prerequisite Courses</b>		
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
BIOL 2401	Anatomy & Physiology I	4
<b>Semester Credit Hours</b>		<b>10</b>
<b>Semester #1</b>		
RADR 1411	Basic Radiographic Procedures	4
RADR 1309	Introduction to Radiography and Patient Care	3
RADR 2209	Radiographic Imaging Equipment	2
RADR 1166	Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer	1
<b>Semester Credit Hours</b>		<b>10</b>
<b>Semester #2</b>		
RADR 2401	Intermediate Radiographic Procedures	4
RADR 1313	Principles of Radiographic Imaging I	3
RADR 1266	Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer	2
<b>Semester Credit Hours</b>		<b>9</b>
<b>Semester #3</b>		
RADR 2313	Radiation Biology and Protection	3
RADR 2305	Principles of Radiographic Imaging II	3
RADR 2266	Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer	2
<b>Semester Credit Hours</b>		<b>8</b>
<b>Total Semester Credit Hours</b>		<b>37</b>

## Associate of Applied Science - Radiologic Technology

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>First Year</b>		
<b>Prerequisite Courses</b>		
ENGL 1301	Composition I	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
MATH 1314	College Algebra	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #1</b>		
RADR 1411	Basic Radiographic Procedures	4
RADR 1309	Introduction to Radiography and Patient Care	3
RADR 2209	Radiographic Imaging Equipment	2
RADR 1166	Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer	1
<b>Semester Credit Hours</b>		<b>10</b>

**Semester #2**

RADR 2401	Intermediate Radiographic Procedures	4
RADR 1313	Principles of Radiographic Imaging I	3
RADR 2313	Radiation Biology and Protection	3
RADR 1266	Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer	2

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<b>Semester Credit Hours</b>	<b>12</b>
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**Semester #3**

RADR 2266	Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer	2
RADR 2305	Principles of Radiographic Imaging II	3
PHIL 2306	Introduction to Ethics	3

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<b>Semester Credit Hours</b>	<b>8</b>
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**Second Year****Semester #1**

RADR 2331	Advanced Radiographic Procedures	3
RADR 2217	Radiographic Pathology	2
RADR 2367	Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer	3
PSYC 2301 or PSYC 2314	General Psychology or Lifespan Growth & Development	3

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<b>Semester Credit Hours</b>	<b>11</b>
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**Semester #2**

RADR 2335	Radiologic Technology Seminar	3
RADR 2333	Advanced Medical Imaging	3
RADR 2368	Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer	3

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<b>Semester Credit Hours</b>	<b>9</b>
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<b>Total Semester Credit Hours</b>	<b>64</b>
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## Theatre

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

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

Associate of Arts-Theatre - Whether their passion is working onstage or behind the scenes, the College of the Mainland's Theatre Program prepares young artists through a long-standing tradition of producing exceptional, quality theatre. The program combines the expertise of an outstanding faculty/staff and the real-world experience gained through being a member of a thriving community theatre.

- Associate of Arts - Theatre - Performance Track
- Associate of Arts - Theatre - Technical Track

## Associate of Arts - Theatre: Performance - Track

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
DRAM 1120	Rehearsal and Performance I	1
DRAM 1330	Stagecraft I	3
DRAM 1351	Acting I	3
DRAM 2355	Script Analysis	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
ENGL 1301	Composition I	3
HIST 1301	U S History I	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
DRAM 1121	Rehearsal and Performance II	1
DRAM 1352	Acting II	3
DRAM 2336	Voice for the Actor	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
ENGL 1302	Composition II	3
Select from one of the following:		4
BIOL 1408	Biology for Non-Science Majors I	
GEOL 1403	Physical Geology	

CHEM 1406	Introductory Chemistry I	
DRAM 2120	Rehearsal and Performance III	1
DRAM 1322	Stage Movement	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
HIST 1302	U S History II	3
Select from one of the following:		3
PHIL 1301	Introduction to Philosophy	
HUMA 1301	Introduction to the Humanities I	
ENGL 2332	World Literature I	
PHED 1164	Introduction to Physical Fitness and Wellness	1
GOVT 2306	Texas Government (Texas Constitution & Topics)	3
DRAM 2121	Rehearsal and Performance IV	1
DRAM 1310	Theater Appreciation	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Associate of Arts - Theatre: Technical Track

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
DRAM 1120	Rehearsal and Performance I	1
DRAM 1330	Stagecraft I	3
DRAM 1351	Acting I	3
DRAM 2355	Script Analysis	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
ENGL 1301	Composition I	3
HIST 1301	U S History I	3
DRAM 1121	Rehearsal and Performance II	1
DRAM 2331	Stagecraft II	3
DRAM 2335	Theater Design	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
GOVT 2305	Federal Government (Federal Constitution & Topics)	3
ENGL 1302	Composition II	3
Select from one of the following:		4
BIOL 1408	Biology for Non-Science Majors I	
GEOL 1403	Physical Geology	
CHEM 1406	Introductory Chemistry I	
DRAM 2120	Rehearsal and Performance III	1



DRAM 1342	Costume Technology	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
HIST 1302	U S History II	3
Select from one of the following:		3
PHIL 1301	Introduction to Philosophy	
HUMA 1301	Introduction to the Humanities I	
ENGL 2332	World Literature I	
PHED 1164	Introduction to Physical Fitness and Wellness	1
GOVT 2306	Texas Government (Texas Constitution & Topics)	3
DRAM 2121	Rehearsal and Performance IV	1
DRAM 1310	Theater Appreciation	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

# Visual Arts

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

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

College of the Mainland's Visual Arts Program offers courses dedicated to the creative growth of students as makers and visionaries. Classes include lecture courses in art history and art appreciation, as well as hands-on studio courses in ceramics, sculpture, painting, photography, design, drawing and digital media. Courses emphasize design skills, relevant content development, originality, critical dialog, and portfolio development for academic transfer to four-year universities or schools of art. Students may also use COM art courses for personal enrichment, or as electives enhancing the creative thinking required by other disciplines in a highly competitive world.

## Associate of Arts - Visual Arts

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
Select from one of the following:		4
BIOL 1408	Biology for Non-Science Majors I	
GEOL 1403	Physical Geology	
CHEM 1406	Introductory Chemistry I	
Select from one of the following:		3
ARTS 1311	Design I	
ARTS 1316	Drawing I	
ARTS 1312	Design II	
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
Select from one of the following:		3
ARTS 1311	Design I	
ARTS 1316	Drawing I	
ARTS 2348	Digital Media	
ENGL 1302	Composition II	3
ARTS 1303 or ARTS 1304	Art History I or Art History II	3
HIST 1301 or HIST 1302	U S History I or U S History II	3

SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
GOVT 2305 or GOVT 2306	Federal Government (Federal Constitution & Topics) or Texas Government (Texas Constitution & Topics)	3
HIST 1301 or HIST 1302	U S History I or U S History II	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
Select from one of the following:		3
ARTS 2323	Life Drawing	
ARTS 2346	Ceramics I	
ARTS 2356	Photography I	
Select from one of the following:		4
BIOL 1407	Biology for Science Majors II	
GEOL 1403	Physical Geology	
CHEM 1406	Introductory Chemistry I	
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
Select from one of the following:		3
PHIL 1301	Introduction to Philosophy	
HUMA 1301	Introduction to the Humanities I	
ENGL 2322	British Literature I	
Select from one of the following:		3
PSYC 2301	General Psychology	
SOCI 1301	Introduction to Sociology	
ECON 2301	Principles of Macroeconomics	
Select from one of the following:		3
ARTS 2356	Photography I	
ARTS 2316	Painting I	
ARTS 2326	Sculpture I	
GOVT 2305 or GOVT 2306	Federal Government (Federal Constitution & Topics) or Texas Government (Texas Constitution & Topics)	3
Select from one of the following:		3
ARTS 2347	Ceramics II	
ARTS 2357	Photography II	
ARTS 1317	Drawing II	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Welding Technologies

The Welding Technology Program prepares students for a career in welding through hands-on, real-world welding training. Welding instruction is provided with carbon steel, stainless steel plate and pipe in all positions using GTAW, SMAW, GMAW and FCAW processes along with PAC (plasma arc cutting) and Oxy-fuel operations.

Students will attain a wide variety of marketable skills while being taught introductory and advanced welding methods. College of the Mainland offers a career pathway in Welding Technologies that allows students to complete a number of welding programs that qualify students to take a national certification exam.

### Graduation Requirements

To be eligible for a Certificate or Associate of Applied Science degree in Welding Technology, students must have

- Completed the prescribed courses listed in this Catalog with an overall grade point average of 2.0 or better
- Passed each class listed in the prescribed course of study with a grade of "C" or better
- Met any individually prescribed behavior or remediation related requirements.

### Stackable Credentials

- Associate of Applied Science - Welding
- Certificate - Advance Level Welding
- Certificate - Entry Level Welding

### Full-Time Schedules

Certificate - Entry Level Welding (Full-Time)

Certificate - Advanced Level Welding (Full-Time)

Associate of Applied Science - Welding (Full-Time)

## Certificate - Entry Level Welding

Level One Certificate

Upon completion of the entry level welding certificate program, students will demonstrate competency in performing a bend test on a vertical 3G V-groove. This bend test incorporates the essential welding skills assessed in the Entry Level Welding certificate courses and prepares students for the welding industry pre-job qualification tests. This test serves as the capstone experience for the Entry Level Welding certificate.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	4
<b>Semester Credit Hours</b>		<b>12</b>

### Semester #2 (Spring)

WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1457	Intermediate Shielded Metal Arc (SMAW) Welding	4
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>24</b>

## Certificate - Advanced Level Welding

Level One Certificate

Upon completion of the advanced level welding certificate program, students will demonstrate competency in performing a bend test on 5G-2" carbon steel pipe (combo and restricted). This bend test incorporates the essential welding skills assessed in the Advanced Level Welding certificate courses and prepares students for the welding industry pre-job qualification tests. This test serves as the capstone experience for the Advanced Level Welding certificate.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2 (Spring)</b>		
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1457	Intermediate Shielded Metal Arc (SMAW) Welding	4
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #3 (Summer)</b>		
WLDG 1435	Introduction to Pipe Welding	4
WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Semester #4 (Fall)</b>		
WLDG 2406	Intermediate Pipe Welding	4
WLDG 2413	Welding Using Multiple Processes	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Total Semester Credit Hours</b>		<b>40</b>

## Associate of Applied Science - Welding

Upon completion of the AAS welding degree program, students will demonstrate competency in performing a bend test on 6G-2" carbon steel pipe (combo and restricted). This bend test incorporates the essential

welding skills assessed in all courses leading to the AAS and prepares students for the welding industry pre-job qualification tests. This test serves as the capstone experience for the AAS Welding degree.

## Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	4
ENGL 1301	Composition I	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2 (Spring)</b>		
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1457	Intermediate Shielded Metal Arc (SMAW) Welding	4
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	4
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3 (Summer)</b>		
WLDG 1435	Introduction to Pipe Welding	4
WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Semester #4 (Fall)</b>		
WLDG 2413	Welding Using Multiple Processes	4
WLDG 2406	Intermediate Pipe Welding	4
HIST 1301	U S History I	3
<b>Semester Credit Hours</b>		<b>11</b>
<b>Semester #5 (Spring)</b>		
Select from one of the following:		3
PHIL 2306	Introduction to Ethics	
ARTS 1301	Art Appreciation	
MUSI 1306	Music Appreciation	
GEOL 1403	Physical Geology	4
WLDG 2453	Advanced Pipe Welding	4
<b>Semester Credit Hours</b>		<b>11</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

# Course Descriptions

## General Information

Each course description identifies a course, the weekly lecture time and lab time in hours, and prerequisites to the course. Academic transfer courses will be indicated by ACGM. All courses that count toward an Associate of Arts, Associate of Arts in Teaching or Associate of Science degree at College of the Mainland must be ACGM courses. Workforce Education courses will be indicated by WECM. Bachelor of Science in Nursing courses will be indicated by UDCM.

If students enroll for a course and do not have the appropriate prerequisites, they will be withdrawn.

The numbering system for each course is described as follows: Using ACNT 1303 as an example the first number (1) shows it is a freshman course (a 2 would indicate it is a sophomore course). The second number (3) shows three credits are earned upon successful completion. The last two numbers are used for administrative purposes only.

## Prerequisite Information

Students must earn a grade of "C" or better in all prerequisite courses to satisfy the prerequisite requirement.

## Course Inventory

### ACCT 2301. PRINCIPLES OF FINANCIAL ACCOUNTING (LECTURE 3, LAB 1). CREDIT 3. ACGM.

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Recommended co-requisite: MATH 1324 Mathematics for Business & Social Science.

### ACCT 2302. PRINCIPLES OF MANAGERIAL ACCOUNTING (LECTURE 3, LAB 1). CREDIT 3. ACGM.

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Prerequisite: ACCT 2301 Principles of Financial Accounting with a grade of "C" or better.

### ACNT 1303. INTRODUCTION TO ACCOUNTING I (LECTURE 3, LAB 0). CREDIT 3. WECM.

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payrolls.

### ACNT 1313. COMPUTERIZED ACCOUNTING APPLICATIONS (LECTURE 3, LAB 1). CREDIT 3. WECM.

Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. Prerequisite: ACNT 1303 or ACCT 2301 with a grade of "C" or better. Offered spring only.

### ACNT 1331. FEDERAL INCOME TAX: INDIVIDUAL (LECTURE 3, LAB 0). CREDIT 3. WECM.

Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual. Offered fall only.

### ACNT 2302. ACCOUNTING CAPSTONE (LECTURE 3, LAB 0). CREDIT 3. WECM.

Allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations. Students will complete the accounting cycle for service and merchandising businesses; demonstrate computer skills related to accounting applications in business; prepare financial reports; communicate report findings in written and/or oral form; solve complex accounting issues; and participate in research and discussion on accounting issues, trends, and/or situations. Prerequisites: ACCT 2301 and ACCT 2302 with a grade of "C" or better. Offered spring only.

### ARTC 1302. DIGITAL IMAGING I (LECTURE 2, LAB 4). CREDIT 3. WECM.

Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

### ARTC 1327. TYPOGRAPHY (LECTURE 2, LAB 4). CREDIT 3. WECM.

A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards. Prerequisite: ARTC 2347 with a grade of "C" or better. Offered fall only.

### ARTC 1349. ART DIRECTION I (LECTURE 2, LAB 4). CREDIT 3. WECM.

Creation of projects in art direction for advertising graphic campaigns for products, services, or ideas. Topics include all campaign procedures from initial research and creative strategy to final execution and presentation of a comprehensive project. Prerequisite: ARTC 1353 with a grade of "C" or better. Offered summer only.

### ARTC 1353. COMPUTER ILLUSTRATION (LECTURE 2, LAB 4). CREDIT 3. WECM.

Use of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations or drawings. Offered spring only.

**ARTC 1391. SPECIAL TOPICS IN GRAPHIC DESIGN, COMMERCIAL ART AND ILLUSTRATION****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Prerequisite: Instructor approval.

**ARTC 2335. PORTFOLIO DEVELOPMENT FOR GRAPHIC DESIGN (LECTURE 2, LAB 4). CREDIT 3. WECM.**

Preparation of a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study. Prerequisites: GRPH 2309 or IMED 2315 with a grade of "C" or better. Offered spring only.

**ARTC 2347. DESIGN COMMUNICATION II (LECTURE 2, LAB 4). CREDIT 3. WECM.**

An advanced study of the design process and art direction. Emphasis on form and content through the selection, creation, and integration of typographic, photographic, illustrative, and design elements. Offered spring only.

**ARTC 2388. INTERNSHIP - COMMERCIAL AND ADVERTISING ART (LECTURE 0, INTR 18). CREDIT 3. WECM.**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: Instructor Approval.

**ARTS 1301. ART APPRECIATION (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**ARTS 1303. ART HISTORY I (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

(Prehistoric to the 14th century) A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**ARTS 1304. ART HISTORY II (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

(14th century to the present) A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**ARTS 1311. DESIGN I (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

**ARTS 1312. DESIGN II (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

An introduction to the fundamental terminology, concepts, theory and application of three-dimensional design.

**ARTS 1313. FOUNDATIONS OF ART (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Includes art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth.

**ARTS 1316. DRAWING I (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

**ARTS 1317. DRAWING II (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. Prerequisite: ARTS 1316 with a grade of C or better.

**ARTS 2311. DESIGN III (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Studio art course that is a theoretical and practical study of color and composition in art and design. The course consists of studio-based projects using the formal and conceptual aspects of color. The course also examines the functions of color in art from different historical and cultural perspectives.

**ARTS 2313. GRAPHIC DESIGN (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio course that introduces basic objectives, principles, and methods used in graphic design. The course focuses on creativity, aesthetic judgment, and critical-thinking skills to expand conceptual solutions within the realm of contemporary graphic design.

**ARTS 2316. PAINTING I (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Studio art course that introduces the fundamental principles, materials, and techniques of painting. ARTS 1311 and ARTS 1316 are recommended as prerequisites but are not required.

**ARTS 2317. PAINTING II (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Studio art course that furthers the study of the principles, materials, and techniques of painting. Prerequisite: ARTS 1316 with a grade of "C" or better.

**ARTS 2323. LIFE DRAWING (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Basic study of the human form. Studio art course that introduces the analytic study of the human form and the figure's potential for compositional and expressive use in drawing.



**ARTS 2326. SCULPTURE I****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio art course that introduces the materials, processes, and issues pertaining to the making of three-dimensional objects and environments. The course explores the use of varied materials and techniques along with the formal and conceptual principles that form the basis of contemporary sculpture.

**ARTS 2346. CERAMICS I****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio art course that introduces basic building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.

**ARTS 2347. CERAMICS II****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio art course that furthers the study of building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery. Prerequisite: ARTS 2346 with a grade of "C" or better.

**ARTS 2348. DIGITAL MEDIA****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Studio art course that introduces the potential of basic digital media manipulation and graphic creation. The course emphasizes still and time-based media.

**ARTS 2356. PHOTOGRAPHY I****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio art course that introduces the technical and conceptual basics of photography as a creative medium.

**ARTS 2357. PHOTOGRAPHY II****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio art course that furthers the study of the technical and conceptual basics of photography as a creative medium. Prerequisite: ARTS 2356 with a grade of "C" or better.

**ARTV 1351. DIGITAL VIDEO****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a digital video workstation. Offered fall only.

**ARTV 2341. ADVANCED DIGITAL VIDEO****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Advanced digital video techniques for post-production. Emphasizes integration of special effects and animation for film, video, and the Internet. Exploration of new and emerging compression and video streaming technologies. Prerequisite: ARTV 1351 with a grade of "C" or better. Offered spring only.

**ASTR 1403. STARS AND GALAXIES****(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Study of stars, galaxies, and the universe outside our solar system. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**ASTR 1404. SOLAR SYSTEM****(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Study of the sun and its solar system, including its origin. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**BARB 1402. BARBER STYLING I****(LECTURE 2, LAB 7). CREDIT 4. WECM.**

Continued development in haircutting techniques and implementation of basic styling. Introduction to chemical reformation.

**BARB 1404. INTRODUCTION TO BARBER STYLING****(LECTURE 2, LAB 8). CREDIT 4. WECM.**

Basic techniques for hair cutting. Introduction to the related skills of shampooing and treatments, and of trimming beards and mustaches.

**BARB 1442. BARBER STYLING II****(LECTURE 2, LAB 7). CREDIT 4. WECM.**

Continuation of Barber Styling I with emphasis on intermediate hands-on application of skills.

**BARB 2431. ADVANCED BARBER STYLING I****(LECTURE 2, LAB 7). CREDIT 4. WECM.**

Advanced skills in all areas of haircutting hairstyling and skincare. Introduction to haircoloring techniques.

**BARB 2432. BARBER LAW AND SHOP MANAGEMENT I****(LECTURE 2, LAB 7). CREDIT 4. WECM.**

Introduction to Texas barber law and business management.

**BARB 2441. ADVANCED BARBER STYLING II****(LECTURE 2, LAB 8). CREDIT 4. WECM.**

Continuation of Advanced Barber Styling I with further refinement of all skills and theory for licensure.

**BARB 2444. BARBER LAW AND SHOP MANAGEMENT II****(LECTURE 2, LAB 8). CREDIT 4. WECM.**

Continuation of Barber Law and Shop Management I. Includes advanced business management and preparation for the State Board Examination for a barber license.

**BCIS 1305. BUSINESS COMPUTER APPLICATIONS****(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

**BIOL 1322. NUTRITION AND DIET THERAPY****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This course is also offered as a distance learning course.

**BIOL 1406. BIOLOGY FOR SCIENCE MAJORS I****(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. Successful completion of College Algebra or a higher-level mathematics is recommended.



**BIOL 1407. BIOLOGY FOR SCIENCE MAJORS II  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of 'C' or better. Successful completion of Biology 1406 and College Algebra or higher-level mathematics, with a grade of "C" or better, is recommended.

**BIOL 1408. BIOLOGY FOR NON-SCIENCE MAJORS I  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

A survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**BIOL 1409. BIOLOGY FOR NON-SCIENCE MAJORS II  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

A survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. Successful completion of BIOL 1408 with a grade of "C" or better is recommended.

**BIOL 2401. ANATOMY & PHYSIOLOGY I  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. BIOL 1408 with a grade "C" or better is strongly recommended as a prerequisite, but is not required.

**BIOL 2402. ANATOMY & PHYSIOLOGY II  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. BIOL 2401 with a grade of "C" or better.

**BIOL 2420. MICROBIOLOGY FOR NON-SCIENCE MAJORS  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. Prerequisites: Two lab-based courses (eight credit hours) selected from biology or chemistry core curriculum courses with a grade of "C" or better.

**BMGT 1309. INFORMATION AND PROJECT MANAGEMENT  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Critical path methods for planning and controlling projects. Includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

**BMGT 1313. PRINCIPLES OF PURCHASING  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques, and ethical issues. Offered fall only.

**BMGT 1327. PRINCIPLES OF MANAGEMENT  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Concepts, terminology, principles, theories, and issues in the field of management. Offered spring only.

**BMGT 2303. PROBLEM SOLVING AND DECISION MAKING (CAPSTONE)  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Decision-making and problem-solving processes in organizations utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities using managerial decision tools. Offered spring only.

**BMGT 2309. LEADERSHIP  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. Offered fall only.

**BMGT 2341. STRATEGIC MANAGEMENT  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

**BUSG 1315. SMALL BUSINESS OPERATIONS  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Aspects of operating a small business. Emphasizes management functions including how managers plan, exercise leadership, organize, and control the operations. Offered once a year only.

**BUSG 1341. SMALL BUSINESS FINANCING  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Financial structure of a small business. Includes business financing, budgeting, record keeping, taxation, insurance, and banking.

**BUSG 2309. SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. Offered spring only.

**BUSI 1301. BUSINESS PRINCIPLES (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

**BUSI 2301. BUSINESS LAW (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. Prerequisite: High school coursework in U.S. history and government, or equivalent.

**BUSI 2304. BUSINESS REPORT WRITING AND CORRESPONDENCE (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Theory and applications for technical reports and correspondence in business.

**BUSI 2305. BUSINESS STATISTICS (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. Prerequisite: MATH 1324 or MATH 1314 and BCIS 1305.

**CHEF 1205. SANITATION AND SAFETY (LECTURE 1, LAB 2). CREDIT 2. WECM.**

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

**CHEF 1301. BASIC FOOD PREPARATION (LECTURE 2, LAB 2). CREDIT 3. WECM.**

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.

**CHEF 1302. PRINCIPLES OF HEALTHY CUISINE (LECTURE 2, LAB 3). CREDIT 3. WECM.**

Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Alternative methods and ingredients will be used to achieve a healthier cooking style. Prerequisites: PSTR 2331, CHEF 1341, CHEF 1345, CHEF 1314 with a grade of "C" or better.

**CHEF 1310. GARDE MANGER (LECTURE 2, LAB 2). CREDIT 3. WECM.**

A study of cold foods and garnishes. Emphasis on design, techniques, and display of fine foods. Prerequisites: CHEF 1205, CHEF 1301, CHEF 2301 and PSTR 1301 with a grade of "C" or better.

**CHEF 1314. A LA CARTE COOKING (LECTURE 2, LAB 2). CREDIT 3. WECM.**

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. Prerequisites: CHEF 2364 with a grade of "C" or better.

**CHEF 1341. AMERICAN REGIONAL CUISINE (LECTURE 2, LAB 2). CREDIT 3. WECM.**

A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and acquire knowledge of recipe strategies and production systems. Prerequisites: CHEF 2364 with a grade of "C" or better.

**CHEF 1345. INTERNATIONAL CUISINE (LECTURE 2, LAB 2). CREDIT 3. WECM.**

The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world. Prerequisites: CHEF 2364 with a grade of "C" or better.

**CHEF 2301. INTERMEDIATE FOOD PREPARATION (LECTURE 2, LAB 2). CREDIT 3. WECM.**

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Prerequisites: CHEF 1205 and CHEF 1301 with a grade of "C" or better.

**CHEF 2364. PRACTICUM (OR FIELD EXPERIENCE) - CULINARY ARTS/ CHEF TRAINING (LECTURE 0, PRAC 21). CREDIT 3. WECM.**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: IFWA 1318, CHEF 1310, RSTO 1313 and RSTO 1304 with a grade of "C" or better.

**CHEM 1405. INTRODUCTORY CHEMISTRY I (PROCESS TECH) / OCCUPATIONAL SAFETY)(030) (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, crude oil chemistry, and environmental/ consumer chemistry. Emphasis on topics related to Process technology. Prerequisite: MATH 1314 with a grade "C" or better. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**CHEM 1406. INTRODUCTORY CHEMISTRY I (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/ physiological chemistry, and environmental/ consumer chemistry. Designed for allied health students and for students who are not science majors. Prerequisite: Math 950+ or Diagnostic Level 6 or MATH 0306, MATH 0308, MATH 0315 or MATH 0320 with a grade of "C" or better. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**CHEM 1411. GENERAL CHEMISTRY I  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles previously listed; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: MATH 1314 with a grade of "C" or better. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**CHEM 1412. GENERAL CHEMISTRY II  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles previously listed; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Prerequisite: CHEM 1411 with a grade of "C" or better.

**CHEM 2423. ORGANIC CHEMISTRY I  
(LECTURE 3, LAB 4). CREDIT 4. ACGM.**

Fundamental principles of organic chemistry will be studied in lecture and lab, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will also be examined. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Prerequisites: CHEM 1412 with a grade of "C" or better.

**CHEM 2425. ORGANIC CHEMISTRY II  
(LECTURE 3, LAB 4). CREDIT 4. ACGM.**

Advanced principles of organic chemistry will be studied in lecture and lab, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Prerequisites: CHEM 2423 with a grade of "C" or better.

**CJLE 1506. BASIC PEACE OFFICER I  
(LECTURE 3, LAB 8). CREDIT 5. WECM.**

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\* Introduction to fitness and wellness, history of policing, professionalism and ethics, U.S. Constitution, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process and stress management. End-of-Course Outcomes: Demonstrate outcomes set forth for Texas Commission on Law Enforcement Course #1000. Co-requisite: CJLE 1512, CJLE 1518, CJLE 1524 and CJLE 2247.

**CJLE 1512. BASIC PEACE OFFICER II  
(LECTURE 3, LAB 8). CREDIT 5. WECM.**

Course contains field note taking, report writing, use of force laws and concepts, problem solving, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR and crisis intervention, Hazmat and criminal investigation.

**CJLE 1518. BASIC PEACE OFFICER III  
(LECTURE 3, LAB 8). CREDIT 5. WECM.**

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\* Course contains controlled substances laws, crowd management, crime scene investigation, interviews and interrogations, professional police driving. End-of-Course Outcomes: Demonstrate the outcomes set forth for Texas Commission on Law Enforcement Course #1000. Co-requisites: CJLE 1506, CJLE 1512, CJLE 1524 and CJLE 2247.

**CJLE 1524. BASIC PEACE OFFICER IV  
(LECTURE 3, LAB 8). CREDIT 5. WECM.**

Covers laws directly related to field work. Topics include the Transportation Code, intoxicated driver, standardized field sobriety testing, Alcoholic Beverage Code, Texas Family Code and civil liability. Demonstration of practical skills in areas of patrol procedures, mechanics of arrest and force options, firearms safety and emergency medical care, traffic collision investigations, report writing and crime scene investigations.

**CJLE 2247. TACTICAL SKILLS FOR POLICE  
(LECTURE 1, LAB 4). CREDIT 2. WECM.**

Covers tactical skills in firearms, building entries and disarming techniques.

**CJSA 1382. COOPERATIVE EDUCATION CRIMINAL JUSTICE  
(LECTURE 1, COOP 15). CREDIT 3. WECM.**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This course will transfer into certain baccalaureate programs.

**COSC 1301. INTRODUCTION TO COMPUTING  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. (These courses are no longer cross-listed as BCIS 1305 and 1405).

**COSC 1336. PROGRAMMING FUNDAMENTALS I  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course introduces the fundamental concepts of structured programming, and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

**COSC 1437. PROGRAMMING FUNDAMENTALS II  
(LECTURE 4, LAB 1). CREDIT 4. ACGM.**

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. Prerequisite: COSC 1336 or COSC 1436 Programming Fundamentals I with a grade of "C" or better.

**COSC 2336. PROGRAMMING FUNDAMENTALS III  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. Prerequisite: COSC 1437 Programming Fundamentals II with a grade of "C" or better.

**COSC 2425. COMPUTER ORGANIZATION  
(LECTURE 4, LAB 1). CREDIT 4. ACGM.**

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. Prerequisite: COSC 1336 or COSC 1436 Programming Fundamentals I with a grade of "C" or better. Offered spring only.

**CRIJ 1301. INTRODUCTION TO CRIMINAL JUSTICE  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This is an academic transfer course.

**CRIJ 1306. COURT SYSTEMS AND PRACTICES  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This is an academic transfer course.

**CRIJ 1310. FUNDAMENTALS OF CRIMINAL LAW  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This is an academic transfer course.

**CRIJ 2313. CORRECTIONAL SYSTEMS AND PRACTICES  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**CRIJ 2328. POLICE SYSTEMS AND PRACTICES  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**CSME 1202. APPLICATIONS FOR FACIAL AND SKIN CARE TECHNOLOGY  
(LECTURE 1, LAB 2). CREDIT 2. WECM.**

Introduction to the application of facial and skin care technology. Includes identifying and utilizing professional skin care products.

**CSME 1244. INTRODUCTION TO SALON DEVELOPMENT  
(LECTURE 1, LAB 3). CREDIT 2. WECM.**

Overview of the procedures and operations as related to salon management. Develop procedures for appointment scheduling and record management. Identify issues related to inventory control and operational management.

**CSME 1302. APPLICATIONS OF FACIAL AND SKIN CARE TECHNOLOGY I  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Introduction to the application of facial and skin care technology. Includes identifying and utilizing professional skin care products. Explain the benefits of professional skin care products. Apply and recommend professional skin care products to industry standards.

**CSME 1308. PRINCIPLES OF EYELASH EXTENSIONS  
(LECTURE 3, LAB 1). CREDIT 3. WECM.**

This course provides the student with the practical skills necessary to safely and effectively apply eyelash extensions. Prerequisite: Students enrolled in the Cosmetology Operator or Cosmetology Instructor or Esthetician programs or currently licensed Cosmetologist or Estheticians.



**CSME 1330. ORIENTATION TO NAIL TECHNOLOGY (LECTURE 1, LAB 6). CREDIT 3. WECM.**

An overview of the fundamental skills and knowledge necessary for the field of nail technology. Prerequisite: Students enrolled in the Cosmetology Operator or Cosmetology Instructor programs, or currently licensed Cosmetologists who want advanced training in Nail Technology.

**CSME 1348. PRINCIPLES OF SKIN CARE (LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is an introduction of the theory and practice of skin care. Students will learn to identify the terminology related to the skin treatments, demonstrate the proper application, and exhibit workplace competencies in skin care.

**CSME 1401. ORIENTATION TO COSMETOLOGY (LECTURE 2, LAB 6). CREDIT 4. WECM.**

This is an overview of the skills and knowledge necessary for the field of cosmetology. Students will learn to demonstrate introductory skills, professional ethics, sanitation and safety. The course will explain the rules and regulations of the institution, department, and state.

**CSME 1405. FUNDAMENTALS OF COSMETOLOGY (LECTURE 2, LAB 8). CREDIT 4. WECM.**

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling and comb out. Students will learn to identify fundamental concepts related to skills required by the Texas Department of Licensing and Regulations, implement fundamental skills required by the Texas Department of Licensing and Regulations.

**CSME 1410. INTRODUCTION TO HAIRCUTTING AND RELATED THEORY (LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is an introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning, and finishing techniques. Students will learn to identify terminology and exhibit basic workplace competencies related to haircutting and finishing techniques. Demonstrate use of implements and various sectioning, haircutting and finishing skills.

**CSME 1420. ORIENTATION TO FACIAL SPECIALIST (LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course is an overview of the skills and knowledge necessary for the field of facials and skin care. Instruction will demonstrate the theory, skills, safety and sanitation, and professional ethics of basic facials and skin care and explain the rules and regulations of the institution, department and state. This course is offered for Esthetic Specialty only.

**CSME 1443. MANICURING AND RELATED THEORY (LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course is a presentation of the theory and practice of nail technology. Instruction identifies terminology related to nail technology, demonstrates the proper application of nail technology and exhibits workplace competencies in nail technology.

**CSME 1447. PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY (LECTURE 2, LAB 8). CREDIT 4. WECM.**

Students will receive an in-depth coverage of the theory and practice of skin care, facials and cosmetics. Instruction will identify the terminology related to the skin, products, treatments; demonstrate the proper application related to skin care and cosmetics; and exhibit workplace competencies in skin care and cosmetics. This course is required for Esthetic Specialty; Operators will enroll in CSME 1348.

**CSME 1451. ARTISTRY OF HAIR, THEORY AND PRACTICE (LECTURE 2, LAB 7). CREDIT 4. WECM.**

This course provides instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. Successful students will exhibit workplace competencies related to the artistry of hair and demonstrate the professional skills of hair design.

**CSME 1453. CHEMICAL REFORMATION AND RELATED THEORY (LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is a presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. This course will identify terminology related to chemical reformation, demonstrate the proper application, and exhibit workplace competencies related to chemical reformation.

**CSME 1492. SPECIAL TOPICS: COSMETOLOGY INSTRUCTOR (LECTURE 3, LAB 4). CREDIT 4. WECM.**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Co-requisites: CSME 1535 and CSME 1534.

**CSME 1534. COSMETOLOGY INSTRUCTOR I (LECTURE 3, LAB 6). CREDIT 5. WECM.**

This course covers the fundamentals of instructing cosmetology students, including methods of teaching skills in a lab situation. Outcomes include classroom/ clinic management; designing teaching methodologies. Prerequisite: Must have a valid Texas Cosmetology Operator, Esthetic Specialty, or Manicure Specialty license. Co-requisite: CSME 1535 and CSME 1492.

**CSME 1535. ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY (LECTURE 4, LAB 3). CREDIT 5. WECM.**

An overview of the skills and knowledge necessary for the instruction of cosmetology students. Co-requisites: CMSE 1492 and CSME 1534.

**CSME 1543. MANICURING AND RELATED THEORY (LECTURE 3, LAB 6). CREDIT 5. WECM.**

Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services.

**CSME 2250. PREPARATION FOR STATE LICENSING WRITTEN EXAMINATION (LECTURE 0, LAB 7). CREDIT 2. WECM.**

Contact hours for Barber to Cosmetology Crossover: Lecture 1, Lab 3. Preparation for the state licensing written examination. Instructor approval required.

**CSME 2251. PREPARATION FOR STATE LICENSING PRACTICAL EXAMINATION (LECTURE 0, LAB 7). CREDIT 2. WECM.**

Contact hours for Barber to Cosmetology Crossover: Lecture 1, Lab 3. Preparation for the state licensing practical examination. Instructor approval required.

**CSME 2333. APPLICATION OF FACIAL AND SKIN TECHNOLOGY II (LECTURE 2, LAB 3). CREDIT 3. WECM.**

Continuation of the Application of Facial and Skin Care Technology I. Preparation for the state licensing Facial Specialty Exam.

**CSME 2401. PRINCIPLES OF HAIR COLORING AND RELATED THEORY (LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is a presentation of the theory, practice, and chemistry of hair color. Instruction will identify terminology, demonstrate the proper application and exhibit workplace competencies related to hair color.

**CSME 2414. COSMETOLOGY INSTRUCTOR II  
(LECTURE 2, LAB 5). CREDIT 4. WECM.**

This course is a continuation of the fundamentals of instructing cosmetology students and introduces students to methods and techniques of teaching informational theory relative to cosmetology. Prerequisites: Must have a valid Texas Cosmetology Operator, Esthetic Specialty, or Manicure Specialty license. Co-requisite: CSME 2436 and CSME 2549 or with instructor approval.

**CSME 2436. ADVANCED COSMETOLOGY APPLICATIONS & RELATED THEORY  
(LECTURE 3, LAB 4). CREDIT 4. WECM.**

Advanced concepts of cosmetology applications including hair, skin and/or nails; professional cosmetology services; and workplace competencies. Co-requisites: CSME 2414 and CSME 2549 or with instructor approval.

**CSME 2441. PREPARATION FOR THE STATE LICENSING EXAMINATION  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course provides preparation for the Texas Department of Licensing and Regulations Operator Examination. Successful students will exhibit the skills and knowledge required for the completion of the Texas Department of Licensing and Regulations examination. Instructor approval required.

**CSME 2549. COSMETOLOGY INSTRUCTOR III  
(LECTURE 3, LAB 6). CREDIT 5. WECM.**

Presentation of lesson plan assignments and evaluation techniques. Prerequisite: Must have a valid Texas Cosmetology Operator License. Co-requisite: CSME 2414 or CSME 2436 or with instructor approval.

**CTEC 2445. UNIT OPERATIONS  
(LECTURE 2, LAB 6). CREDIT 4. WECM.**

This course provides instruction in the principles of chemical engineering and process equipment. Emphasis is on scale-up from laboratory to pilot plant. Students will get "hands-on" operating experience on glass distillation column in the lab, as well as actual operating experience on the pilot-sized glycol separation unit. Instruction on procedure writing, safety and environmental issues will also be provided. Students will describe unit operation concepts; solve elementary chemical mass/energy balances; interpret analytical data and apply distillation and fluid flow principles. Students will be tested and OSHA Certified on the Glycol Separation Unit and taught basic distillation "hands-on" troubleshooting techniques. Prerequisites: PTAC 1302, PTAC 1308, PTAC 1310, PTAC 1332, PTAC 2420, CHEM 1405, PHYS 1410 or PHYS 1401. Grade of "C" or better required in prerequisite courses. This is a Capstone course.

**DHYG 1162. CLINICAL - DENTAL HYGIENE/HYGIENIST  
(LECTURE 0, CLIN 6). CREDIT 1. WECM.**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: DHYG 1191, DHYG 1211, DHYG 1235, DHYG 1261 and DHYG 2201 with a grade of "C" or better.

**DHYG 1191. SPECIAL TOPICS IN DENTAL HYGIENIST  
(LECTURE 0, LAB 3). CREDIT 1. WECM.**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Prerequisites: DHYG 1201, DHYG 1304, DHYG 1227 and DHYG 1431 with a grade of "C" or better. Co-requisites: DHYG 1211, DHYG 1235, DHYG 1261 and DHYG 2201.

**DHYG 1201. OROFACIAL ANATOMY, HISTOLOGY & EMBRYOLOGY  
(LECTURE 1, LAB 3). CREDIT 2. WECM.**

The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification. Prerequisites: Acceptance into the Dental Hygiene Program. TSIA2 Math 950 or Diagnostic 6 or MATH 0315 or MATH 0320 with a grade of "C" or better or co-requisite of MATH 0315 or MATH 0320. TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. BIOL 2401 and BIOL 2402. Co-requisites: DHYG 1304, DHYG 1227 and DHYG 1431.

**DHYG 1207. GENERAL AND DENTAL NUTRITION  
(LECTURE 2, LAB 0). CREDIT 2. WECM.**

General nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health. Prerequisite: DHYG 1162 with a grade of "C" or better. Co-requisites: DHYG 1219, DHYG 1239, DHYG 2231 and DHYG 2261.

**DHYG 1211. PERIODONTOLOGY  
(LECTURE 2, LAB 0). CREDIT 2. WECM.**

Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics. Prerequisites: DHYG 1201, DHYG 1304, DHYG 1227 and DHYG 1431 with a grade of "C" or better. Co-requisites: DHYG 1191, DHYG 1235, DHYG 1261 and DHYG 2201.

**DHYG 1215. COMMUNITY DENTISTRY  
(LECTURE 2, LAB 1). CREDIT 2. WECM.**

The principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation, and evaluation including methods and materials used in teaching dental health education in various community settings. Prerequisites: DHYG 1207, DHYG 1219, DHYG 1239, DHYG 2231 and DHYG 2261 with a grade of "C" or better. Prerequisite: DHYG 1162. Co-requisites: DHYG 2153 and DHYG 2362.

**DHYG 1219. DENTAL MATERIALS  
(LECTURE 1, LAB 2). CREDIT 2. WECM.**

Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry. Prerequisite: DHYG 1162 with a grade of "C" or better. Co-requisites: DHYG 1207, DHYG 1239, DHYG 2231 and DHYG 2261.

**DHYG 1227. PREVENTIVE DENTAL HYGIENE CARE  
(LECTURE 2, LAB 1). CREDIT 2. WECM.**

The role of the dental hygienist as a therapeutic oral health care provider with emphasis on concepts of disease management, health promotion, communication, and behavior modification. Prerequisites: Acceptance into the Dental Hygiene Program. TSIA2 Math 950 or Diagnostic 6 or MATH 0315 or MATH 0320 with a grade of "C" or better or co-requisite of MATH 0315 or MATH 0320. TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. BIOL 2401 and BIOL 2402. Co-requisites: DHYG 1201, DHYG 1304 and DHYG 1431.

**DHYG 1235. PHARMACOLOGY FOR THE DENTAL HYGIENIST  
(LECTURE 2, LAB 0). CREDIT 2. WECM.**

Classification of drugs and their uses, actions, interactions, side effects, contraindications, with emphasis on dental applications. Prerequisites: DHYG 1201, DHYG 1304, DHYG 1227 and DHYG 1431 with a grade of "C" or better. Co-requisites: DHYG 1191, DHYG 1211, DHYG 1261 and DHYG 2201.

**DHYG 1239. GENERAL AND ORAL PATHOLOGY  
(LECTURE 2, LAB 0). CREDIT 2. WECM.**

Disturbances in human body development, diseases of the body, and disease prevention measures with emphasis on the oral cavity and associated structures. Prerequisite: DHYG 1162 with a grade of "C" or better. Co-requisites: DHYG 1207, DHYG 1219, DHYG 2231 and DHYG 2261.

**DHYG 1261. CLINICAL - DENTAL HYGIENE/HYGIENIST  
(LECTURE 0, CLIN 10). CREDIT 2. WECM.**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: DHYG 1201, DHYG 1304, DHYG 1227 and DHYG 1431 with a grade of "C" or better. Co-requisites: DHYG 1191, DHYG 1211, DHYG 1235, and DHYG 2201.

**DHYG 1304. DENTAL RADIOLOGY  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Fundamentals of oral radiography, including techniques, interpretation, quality assurance, and ethics. Prerequisites: Acceptance into the Dental Hygiene Program. TSIA2 Math 950 or Diagnostic 6 or MATH 0315 or MATH 0320 with a grade of "C" or better or co-requisite of MATH 0315 or MATH 0320. TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. BIOL 2401 and BIOL 2402. Co-requisites: DHYG 1201, DHYG 1227 and DHYG 1431.

**DHYG 1431. PRECLINICAL DENTAL HYGIENE  
(LECTURE 2, CLIN 6). CREDIT 4. WECM.**

Foundational knowledge for performing clinical skills and management of medical emergencies for patients with emphasis on procedures and rationale for performing dental hygiene care. Introduction to ethical principles as they apply to dental hygiene care. Prerequisites: Acceptance into the Dental Hygiene Program. TSIA2 Math 950 or Diagnostic 6 or MATH 0315 or MATH 0320 with a grade of "C" or better or co-requisite of MATH 0315 or MATH 0320. TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. BIOL 2401 and BIOL 2402. Co-requisites: DHYG 1201, DHYG 1227 and DHYG 1304.

**DHYG 2153. DENTAL HYGIENE PRACTICE  
(LECTURE 1, LAB 1). CREDIT 1. WECM.**

Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. Practice settings for the dental hygienist, office operations, preparation for employment, and introduction to the dental team. Prerequisites: DHYG 1207, DHYG 1219, DHYG 1239, DHYG 2231 and DHYG 2261 with a grade of "C" or better. Co-requisites: DHYG 1215 and DHYG 2362.

**DHYG 2201. DENTAL HYGIENE CARE I  
(LECTURE 2, LAB 1). CREDIT 2. WECM.**

Dental hygiene care for the medically or dentally compromised patient including supportive treatment options. Prerequisites: DHYG 1201, DHYG 1304, DHYG 1227 and DHYG 1431 with a grade of "C" or better. Co-requisites: DHYG 1191, DHYG 1211, DHYG 1235 and DHYG 1261.

**DHYG 2231. DENTAL HYGIENE CARE II  
(LECTURE 2, LAB 1). CREDIT 2. WECM.**

A continuation of Dental Hygiene Care I. Dental hygiene care for the medically or dentally compromised patient including supportive treatment. Prerequisite: DHYG 1162 with a grade of "C" or better. Co-requisites: DHYG 1207, DHYG 1219, DHYG 1239 and DHYG 2261.

**DHYG 2261. CLINICAL - DENTAL HYGIENE/HYGIENIST  
(LECTURE 0, CLIN 12). CREDIT 2. WECM.**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: DHYG 1162 with a grade of "C" or better. Co-requisites: DHYG 1207, DHYG 1219, DHYG 1239 and DHYG 2231.

**DHYG 2362. CLINICAL - DENTAL HYGIENE/HYGIENIST  
(LECTURE 0, CLIN 14). CREDIT 3. WECM.**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: DHYG 1207, DHYG 1219, DHYG 1239, DHYG 2231 and DHYG 2261. Prerequisite: DHYG 1162 with a grade of "C" or better. Co-requisites: DHYG 1215 and DHYG 2153.

**DRAM 1120. REHEARSAL AND PERFORMANCE I  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**DRAM 1121. REHEARSAL AND PERFORMANCE II  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**DRAM 1310. THEATER APPRECIATION  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Survey of theatre including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. Prerequisite: Eligible for ENGL 1301. This course fulfills the Fine Arts credit in the core curriculum.

**DRAM 1322. STAGE MOVEMENT  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's physical instrument.

**DRAM 1330. STAGECRAFT I  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Study and application of the methods and components of theatrical production that may include one or more of the following: theatre facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**DRAM 1342. COSTUME TECHNOLOGY  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Principles and techniques of costume design and construction theory for theatrical productions.



**DRAM 1351. ACTING I****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theatre terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**DRAM 1352. ACTING II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theatre terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. Prerequisite: DRAM 1351 with a grade of "C" or better.

**DRAM 2120. REHEARSAL AND PERFORMANCE III****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**DRAM 2121. REHEARSAL AND PERFORMANCE IV****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**DRAM 2331. STAGECRAFT II****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Continued study and application of the methods and components of theatrical production that may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management.

**DRAM 2335. THEATER DESIGN****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Survey of principles and practices of theater design and its elements. The fundamentals of art and their application to major areas of theatrical design.

**DRAM 2336. VOICE FOR THE ACTOR****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's vocal instrument.

**DRAM 2355. SCRIPT ANALYSIS****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Examination of foundational skills for understanding the structure and content of play scripts for interpretation and conceptualization in theater productions by directors, designers, actors, and technicians. Introduces students to significant plays in the history of dramatic literature in the playwright's social and cultural context.

**DRAM 2366. FILM APPRECIATION****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better. This course fulfills the Fine Arts credit in the core curriculum.

**ECON 2301. PRINCIPLES OF MACROECONOMICS****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation and unemployment. Other topics include international trade, economic growth, business cycles and fiscal policy and monetary policy. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. Prerequisite: TSIA2 Math Diagnostic 5 or MATH 0306, MATH 0308, MATH 0315 or MATH 0320 with a grade of "C" or better.

**ECON 2302. PRINCIPLES OF MICROECONOMICS****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures and international trade. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. Prerequisite: TSIA2 Math Diagnostic 5 or MATH 0306, MATH 0308, MATH 0315 or MATH 0320 with a grade of "C" or better.

**EDUC 1300. PSYCHOLOGY FOR SUCCESS****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A study of the psychology of learning, cognition and motivation; factors that impact life-long learning; and application of learning strategies in college, career and daily life. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better. Also listed as PSYC 1300. Credit will not be given for both PSYC 1300 and EDUC 1300. This is an academic transfer course.

**EDUC 1301. INTRODUCTION TO THE TEACHING PROFESSION****(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

**EDUC 2301. INTRODUCTION TO SPECIAL POPULATIONS  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301 with a grade of "C" or better.

**EMSP 1260. CLINICAL - EMERGENCY MEDICAL TECHNOLOGY  
(LECTURE 0, CLIN 7). CREDIT 2. WECM.**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, students will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. This is an unpaid external learning experience. Instructor approval required.

**EMSP 1147. PEDIATRIC LIFE SUPPORT  
(LECTURE 1, LAB 0). CREDIT 1. WECM.**

Theory and skills necessary for the management of pediatric or neonatal emergencies.

**EMSP 1149. TRAUMA LIFE SUPPORT  
(LECTURE 1, LAB 0). CREDIT 1. WECM.**

Theory and skills necessary for the management of trauma emergencies.

**EMSP 1205. EMERGENCY CARE ATTENDANT  
(LECTURE 1, LAB 4). CREDIT 2. WECM.**

Preparation for certification as an Emergency Care Attendant (ECA)/ Emergency Medical Responder (EMR).

**EMSP 1338. INTRODUCTION TO ADVANCED PRACTICE  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. At completion, students will describe the roles and responsibilities of advanced EMS personnel within the EMS system; apply concepts of pathophysiology and pharmacology to the assessment and management of emergency patients; administer medications; employ effective communication; interpret medical/legal issues; demonstrate ethical behaviors; and discuss well-being of the paramedic. This course satisfies requirements towards AEMT (formerly "EMT-Intermediate") certification. Prerequisites: EMSP 1501 and EMSP 1260. Co-requisite: EMSP 1355, EMSP 1356 and EMSP 2168.

**EMSP 1355. TRAUMA MANAGEMENT  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Knowledge and skills in the assessment and management of patients with traumatic injuries. At completion, students will integrate the pathophysiological assessment findings to formulate a field impression; implement the treatment plan for the trauma patient; and integrate multiple determinants of trauma conditions into clinical care. This course satisfies requirements towards AEMT (formerly "EMT-Intermediate") certification. Prerequisite: EMSP 1501 and EMSP 1260. Co-requisite: EMSP 1338, EMSP 1356 and EMSP 2168. Instructor approval required.

**EMSP 1356. PATIENT ASSESSMENT/AIRWAY MANAGEMENT  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. Perform a history and comprehensive physical exam on various patient populations; establish and/or maintain a patient airway; demonstrate oxygenation and ventilation of a patient; differentiate respiratory distress, failure and arrest; and interpret results of monitoring devices. Prerequisites: EMSP 1501 and EMSP 1260. Co-requisites: EMSP 1338, EMSP 1355 and EMSP 2168.

**EMSP 1471. ADVANCED TRAUMA MANAGEMENT  
(LECTURE 2, LAB 6). CREDIT 4. WECM.**

Assessment and management of patients with traumatic injuries with the knowledge and skills at the EMT Paramedic Level. This course will integrate the pathophysiological assessment findings at the paramedic level to develop a field impression. This course will encourage formulation of an advanced treatment plan on multisystem trauma patients with emphasis on the use of current advanced procedures and medications.

**EMSP 1501. EMERGENCY MEDICAL TECHNICIAN - BASIC  
(LECTURE 3, LAB 8). CREDIT 5. WECM.**

Preparation for certification as an Emergency Medical Technician (EMT). At completion, students will demonstrate proficiency in cognitive, psychomotor and affective domains for the Emergency Medical Technician (EMT) in accordance with the current guidelines of the credentialing agency. Instructor approval required.

**EMSP 2135. ADVANCED CARDIAC LIFE SUPPORT  
(LECTURE 1, LAB 0). CREDIT 1. WECM.**

Theory and skills necessary for the management of cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. At completion, students will demonstrate management of a cardiovascular patient according to the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency.

**EMSP 2168. PRACTICUM/FIELD EXPERIENCE-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN I****(LECTURE 0, PRAC 8). CREDIT 1. WECM.**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan, students will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. This is an unpaid external learning experience under the direct supervision of a practicing professional. This course satisfies requirements towards AEMT (formerly "EMT-Intermediate") certification. Instructor approval required.

**EMSP 2205. EMS OPERATIONS****(LECTURE 1, LAB 3). CREDIT 2. WECM.**

Knowledge and skills to safely manage incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

**EMSP 2243. ASSESSMENT BASED MANAGEMENT****(LECTURE 1, LAB 2). CREDIT 2. WECM.**

A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Instructor approval required. At completion, students will integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan at the paramedic level.

**EMSP 2269. PRACTICUM (OR FIELD EXPERIENCE) - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC)****(LECTURE 0, PRAC 15). CREDIT 2. WECM.**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**EMSP 2306. EMERGENCY PHARMACOLOGY****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. At completion, students will categorize the classification of drugs; calculate drug dosages; and identify the therapeutic use, routes of administration, indications, contraindications, and adverse effects. Course integrates with other classes in paramedic curriculum. Instructor approval required.

**EMSP 2330. SPECIAL POPULATIONS****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. At completion, students will integrate pathophysiological assessment findings to formulate a field impression; implement a treatment plan for diverse patients of special populations; and integrate multiple determinants of such conditions into clinical care. Instructor approval required.

**EMSP 2434. MEDICAL EMERGENCIES****(LECTURE 2, LAB 6). CREDIT 4. WECM.**

Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. At completion, students will integrate pathophysiological assessment findings to formulate a field impression; implement a treatment plan for the medical patient; and integrate multiple determinants of medical conditions into clinical care. Instructor approval required.

**EMSP 2444. CARDIOLOGY****(LECTURE 2, LAB 6). CREDIT 4. WECM.**

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. At completion, students will integrate pathophysiological principles and assessment findings to formulate an impression; and implement a treatment plan for the cardiac patient. Instructor approval required.

**EMSP 2561. CLINICAL - EMT CLINICAL - EMERGENCY MEDICAL TECHNICIAN****(LECTURE 0, CLIN 15). CREDIT 5. WECM.**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, students will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/ industry. This is an unpaid external learning experience. The Medical Director may, at his discretion, require additional experience beyond the minimum requirements. Instructor approval required.

**ENGL 1301. COMPOSITION I****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating and critical analysis. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**ENGL 1302. COMPOSITION II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2307. CREATIVE WRITING****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**ENGL 2311. TECHNICAL WRITING  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2322. BRITISH LITERATURE I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2323. BRITISH LITERATURE II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2327. AMERICAN LITERATURE I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2328. AMERICAN LITERATURE II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2332. WORLD LITERATURE I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2333. WORLD LITERATURE II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2341. FORMS OF LITERATURE  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2351. MEXICAN-AMERICAN LITERATURE  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of Mexican-American/Chicano/a literature including fiction, non-fiction, poetry and drama. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGR 1201. INTRODUCTION TO ENGINEERING  
(LECTURE 1, LAB 3). CREDIT 2. ACGM.**

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Prerequisite: MATH 1314 with a grade of "C" or better.

**ENGR 1304. ENGINEERING GRAPHICS I  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Introduction to computer-aided drafting using CAD software and sketching to generate two and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics. Prerequisite: MATH 1314, minimum grade "C" or better.

**ENGR 2301. ENGINEERING MECHANICS - STATICS  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

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. Prerequisite: MATH 1314. Prerequisite: PHYS 2425. Prerequisite/Co-requisite: MATH 2414.

**ENGR 2302. ENGINEERING MECHANICS - DYNAMICS  
(LECTURE 2, LAB 2). CREDIT 3. ACGM.**

Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems. Prerequisite: ENGR 2301 with a grade of "C" or better.

**ENGR 2304. PROGRAMMING FOR ENGINEERS  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to engineering problems and visualization of engineering information; platforms include spreadsheets, symbolic algebra packages, engineering analysis software, and laboratory control software. Prerequisite: MATH 1314 with a grade of "C" or better.

**ENGR 2305. ELECTRICAL CIRCUITS I  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems. Prerequisite: PHYS 2426 and MATH 2414 with a grade of "C" or better. Prerequisite/Co-requisite: MATH 2320.

**EPCT 1305. ENVIRONMENTAL REGULATIONS OVERVIEW  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course provides an introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations.



**EPCT 1313. CONTINGENCY PLANNING  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course provides an introduction to the development of an emergency response contingency plan for a facility or community. Emphasis is placed on analyzing the hazards, writing and implementing the contingency plans, and evaluating the effectiveness of the contingency plan.

**EPCT 1341. PRINCIPLES OF INDUSTRIAL HYGIENE  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course introduces basic concepts in threshold limits, dose response, and general recognition of occupational hazards, including sampling statistics, calibration and equipment use. It also provides a study of the control of occupational hazards and sample collection and evaluation methods.

**FIRS 1103. FIREFIGHTER AGILITY & FITNESS PREPARATION  
(LECTURE 1, LAB 1). CREDIT 1. WECM.**

Physical ability testing methods. Rigorous training in skills and techniques needed in typical fire department physical ability tests.

**FIRS 1313. FIREFIGHTER CERTIFICATION III  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRS 1319. FIREFIGHTER CERTIFICATION IV  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, III, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRS 1323. FIREFIGHTER CERTIFICATION V  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, III, IV, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRS 1329. FIREFIGHTER CERTIFICATION VI  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRT 1353. LEGAL ASPECTS OF FIRE PROTECTION SERVICE  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course studies the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties. Topics include basic criminal and civil law, relevant tort law, and state and federal legal systems.

**FIRS 1401. FIREFIGHTER CERTIFICATION I  
(LECTURE 3, LAB 2). CREDIT 4. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRS 1407. FIREFIGHTER CERTIFICATION II  
(LECTURE 3, LAB 2). CREDIT 4. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRS 1433. FIREFIGHTER CERTIFICATION VII  
(LECTURE 3, LAB 3). CREDIT 4. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRT 1440. FIRE INSPECTOR II  
(LECTURE 3, LAB 3). CREDIT 4. WECM.**

One in a series of two courses required for Fire Inspector certification. Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Inspector II. THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION.

**FIRT 1443. FIRE OFFICER II  
(LECTURE 2, LAB 6). CREDIT 4. WECM.**

This course meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer I and II Certification. Topics include competencies set forth in the TCFP curriculum for Fire Officer I and II. Upon successful completion of this course, students will be eligible to take the TCFP Certification Examinations for Fire Officer I and II, provided they satisfy TCFP testing requirements. TCFP testing and certification fees are the responsibility of the student.

**FIRT 1450. FIRE INVESTIGATOR  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Investigator Certification. Topics include competencies set forth in the TCFP curriculum for Fire Investigator. Students successfully completing this course will be eligible to take the TCFP Certification Examination for Fire Investigator, provided they satisfy TCFP testing requirements. TCFP testing and certification fees are the responsibility of the student.

**FIRT 2111. INCIDENT SAFETY OFFICER  
(LECTURE 0, LAB 3). CREDIT 1. WECM.**

This course meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Incident Safety Officer Certification. Topics include competencies set forth in the TCFP curriculum for Incident Safety Officer. Students successfully completing this course will be eligible to take the TCFP Certification Examination for Incident Safety Officer, provided they satisfy TCFP testing requirements. TCFP testing and certification fees are the responsibility of the student.

**FIRT 2309. FIREFIGHTING STRATEGIES AND TACTICS I  
(LECTURE 3, LAB 1). CREDIT 3. WECM.**

The course studies the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency. Topics include the identification of potential scenarios in various fire situations, implementation of strategies and tactics, and components of an incident management system.

**FIRT 2407. FIRE INSTRUCTOR II  
(LECTURE 2, LAB 4). CREDIT 4. WECM.**

This course meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Instructor I and II Certification. Topics include competencies set forth in the TCFP curriculum for Fire Instructor I and II. Students successfully completing this course will be eligible to take the TCFP Certification Examination for Fire Instructor I and II, provided they satisfy TCFP testing requirements. TCFP testing and certification fees are the responsibility of the student.

**FIRT 2457. FIRE OFFICER IV  
(LECTURE 3, LAB 4). CREDIT 4. WECM.**

Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer III and IV certification. **\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION.\*\***

**GEOL 1403. PHYSICAL GEOLOGY  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**GEOL 1404. HISTORICAL GEOLOGY  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Prerequisite: GEOL 1403 with a grade of "C" or better.

**GEOL 1405. ENVIRONMENTAL SCIENCE  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay or IRW 0320 with a grade of "C" or better.

**GEOL 1445. OCEANOGRAPHY  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Survey of oceanography and related sciences. This course is a study of the marine environment describing principles of physical, chemical, biological and geological oceanography. Topics include the origin of oceans; the composition and history of seawater; oceanic currents, tides, waves and beaches; the sea floor; plant and animal life in the sea; oceanic resources and food; marine pollution, and the changing ocean due to climate change. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay or IRW 0320 with a grade of "C" or better. Math 950+ or Diagnostic Level 6 or MATH 0306 or MATH 0315 with a grade of "C" or better.

**GEOL 1447. METEOROLOGY  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

A study of the earth's atmosphere, weather and climate. Topics include the origin and evolution of the atmosphere, the seasons, solar and terrestrial radiation, the hydrologic cycle, the development of storms, and the fundamentals of global climate patterns. The course will focus on basics of weather, thunderstorms, tornadoes, hurricanes, floods, and the impact of air pollution and global warming. The lab portion of the course features hands-on meteorological observations and experiences with weather maps, forecasting, severe weather phenomena, atmospheric pollution, and climate change. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay or IRW 0320 with a grade of "C" or better. Prerequisite: Math 950+ or Diagnostic Level 6 or MATH 0315 or MATH 0320 with a grade of "C" or better. A prior course in Physics and MATH 1314 strongly recommended.

**GOVT 2305. FEDERAL GOVERNMENT (FEDERAL CONSTITUTION & TOPICS)  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches; federalism; political participation; the national election process; public policy; civil liberties and civil rights. Prerequisite: : TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**GOVT 2306. TEXAS GOVERNMENT (TEXAS CONSTITUTION & TOPICS)  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy and the political culture of Texas. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**GRPH 2309. DIGITAL PRE-PRESS  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Theory and techniques for pre-press preparation using industry standard software for final file output. Topics include the procedures and problems involved in computer file preparation ranging from trapping, color separations, and resolutions to printing basics and service bureaus. Prerequisites: ARTC 2347 and ARTC 1302 with a grade of "C" or better. Offered fall only.

**HIST 1301. U S HISTORY I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism and the Civil War/ Reconstruction eras. Themes that may be addressed in United States History I include American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration and creation of the federal government. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**HIST 1302. U S HISTORY II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government and the study of U.S. foreign policy. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**HIST 2301. TEXAS HISTORY****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include Spanish colonization and Spanish Texas, Mexican Texas, the Republic of Texas, statehood and secession, oil, industrialization, and urbanization, civil rights and modern Texas. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**HITT 1255. HEALTH CARE STATISTICS****(LECTURE 2, LAB 1). CREDIT 2. WECM.**

Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data. Prerequisite: MATH 1342 with a grade of "C" or better.

**HITT 1301. HEALTH DATA CONTENT AND STRUCTURE****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

**HITT 1305. MEDICAL TERMINOLOGY I****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

**HITT 1311. HEALTH INFORMATION SYSTEMS****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health. Prerequisite: HITT 1301 with a grade of "C" or better.

**HITT 1341. CODING AND CLASSIFICATION SYSTEMS****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. Prerequisites: HITT 1305 and BIOL 2401 with a grade of "C" or better. Co-requisites: HITT 2330.

**HITT 1345. HEALTH CARE DELIVERY SYSTEM****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies. Prerequisite: HITT 1301 with a grade of "C" or better.

**HITT 1353. LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. Prerequisite: HITT 1301 with a grade of "C" or better.

**HITT 2266. PRACTICUM - REGISTERED HEALTH INFORMATION****TECHNICIAN REVIEW****(LECTURE 0, PRAC 14). CREDIT 2. WECM.**

Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Must be taken in the last semester.

**HITT 2330. PATHOPHYSIOLOGY AND PHARMACOLOGY****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Prerequisites: HITT 1305 and BIOL 2401 with a grade of "C" or better. Co-requisite: HITT 1341.

**HITT 2335. CODING AND REIMBURSEMENT METHODOLOGIES****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisite: HITT 1341 with a grade of "C" or better.

**HITT 2339. HEALTH INFORMATION ORGANIZATION AND SUPERVISION**  
**(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Principles of organization and supervision of human, fiscal, and capital resources. Prerequisite: HITT 1301 with a grade of "C" or better.

**HITT 2343. QUALITY ASSESSMENT AND PERFORMANCE**  
**IMPROVEMENT****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems. Prerequisite: HITT 1301 with a grade of "C" or better.

**HITT 2346. ADVANCED MEDICAL CODING****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. Prerequisite: HITT 1341 with a grade of "C" or better.

**HPRS 1201. INTRODUCTION TO HEALTH PROFESSIONS****(LECTURE 2, LAB 0). CREDIT 2. WECM.**

An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

**HRPO 2301. HUMAN RESOURCES MANAGEMENT****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Behavioral and legal approaches to the management of human resources in organizations. Offered spring only.



**HUMA 1301. INTRODUCTION TO THE HUMANITIES I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Prerequisite: ENGL 1301 with a grade of "C" or better.

**HUMA 1302. INTRO TO THE HUMANITIES II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. HUMA 1301 is not a prerequisite for HUMA 1302. Prerequisite: ENGL 1301 with a grade of "C" or better.

**IMED 1316. WEB DESIGN I  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers. Offered fall only.

**IMED 2315. WEB DESIGN II  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

A study of mark-up language and advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites, according to accessibility standards, cultural appearance, and legal issues. Prerequisite: IMED 1316 with a grade of "C" or better. Offered spring only.

**IFWA 1318. NUTRITION FOR THE FOOD SERVICE PROFESSIONAL  
(LECTURE 2, LAB 2). CREDIT 3. WECM.**

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. Prerequisites: CHEF 1205, CHEF 1301, CHEF 2301 and PSTR 1301 with a grade of "C" or better.

**IRW 0320. ADVANCED INTEGRATED READING AND WRITING  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course integrates more advanced preparation than IRW 0300 regarding academic reading skills and skills in writing a variety of academic assignments. Topics include critical reading and writing skills. Students will be expected to write compositions similar to those assigned in ENGL 1301. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**ITNW 1308. IMPLEMENTING AND SUPPORTING CLIENT OPERATING SYSTEMS  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course covers the fundamentals of managing and configuring local, network, and distributed network clients. Topics may adapt to changes in industry practices.

**ITNW 1309. FUNDAMENTALS OF CLOUD COMPUTING  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Introduction to cloud computing from a business and technical perspective, including cloud concepts, services, architecture, system integration, connectivity, data center migration, administration, security, compliance and technical support. Coverage includes preparation for industry certifications. Topics may adapt to changes in industry practices.

**ITNW 1325. FUNDAMENTALS OF NETWORKING TECHNOLOGIES  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course offers instruction in networking technologies and their implementation. Topics include the OSI and TCP/IP reference models, network protocols, transmission media, and networking hardware and software. The student will learn to identify and use network transmission media; explain the OSI model; identify the characteristics of network topologies and protocols; identify the functions of a network operating system and distinguish between centralized, client/server, and peer-to-peer systems; and distinguish between Local Area Networks and Wide Area Networks and identify the components used to expand a LAN into a WAN.

**ITNW 1336. CLOUD DEPLOYMENT & INFRASTRUCTURE MANAGEMENT  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Focus on Cloud infrastructure, deployment, security models, and key considerations in migrating to Cloud computing. Includes the technologies and processes required to build on-premise and Cloud environments, including computation, storage, networking, virtualization, business continuity, security, and management.

**ITNW 1345. IMPLEMENTING NETWORK DIRECTORY SERVICES  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course provides students with an in-depth coverage of the skills necessary to install, configure, and administer Network Directory service. Prerequisite: ITNW 1354 with a grade of "C" or better. Offered spring only.

**ITNW 1354. IMPLEMENTING AND SUPPORTING SERVERS  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course provides opportunity for the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.

**ITNW 1358. NETWORK+  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional. Topics include: Identify and define terminology, hardware, and software components of computer networks; utilize equipment, protocols, and topologies to differentiate between various network systems; demonstrate skills installing network hardware, software, and cable; troubleshoot network connectivity; configure network protocol; and install and configure network client software.

**ITNW 1480. COOPERATIVE EDUCATION - COMPUTER SYSTEMS NETWORKING AND TELECOMMUNICATIONS  
(LECTURE 1, COOP 26). CREDIT 4. WECM.**

This is an intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by College faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. Prerequisites: Completion of 12 credit hours or equivalent work experience.

**ITNW 2312. ROUTERS  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols. Prerequisite or co-requisite: ITNW 1325. Offered fall only.

**ITSC 1305. INTRODUCTION TO PC OPERATING SYSTEMS (LECTURE 2, LAB 3). CREDIT 3. WECM.**

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices and use of utilities.

**ITSC 1315. IT PROJECT MANAGEMENT (LECTURE 3, LAB 1). CREDIT 3. WECM.**

Use of project management tools for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, and processes.

**ITSC 1316. LINUX INSTALLATION AND CONFIGURATION (LECTURE 2, LAB 3). CREDIT 3. WECM.**

Students will receive an introduction to the open-source Linux operating system. This course includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. Instruction also covers maintaining and securing reliable Linux systems. The student will install, administer, and manage a secure and reliable Linux system; demonstrate proficiency with Linux utilities, commands, and applications; demonstrate effective Linux operation system set-up; identify and resolve security-based issues; and identify networking principles necessary to integrate a Linux system into an existing network. Offered fall only.

**ITSC 1325. PERSONAL COMPUTER HARDWARE (LECTURE 2, LAB 3). CREDIT 3. WECM.**

Current personal computer hardware including assembly, upgrading, setup, configuration and troubleshooting.

**ITSC 1380. COOPERATIVE EDUCATION - COMPUTER AND INFORMATION SCIENCES, GENERAL (LECTURE 1, COOP 14). CREDIT 3. WECM.**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Prerequisite: ITSC 1392 or ITSE 1392 with a grade of "C" or better.

**ITSC 1391. SPECIAL TOPICS IN COMPUTER AND INFORMATION SCIENCES, GENERAL LINUX (LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course covers shells, scripting and data management, user interfaces and desktops, administrative tasks, essential system services, networking fundamentals and security. Prerequisite: ITSC 1316 with a grade of "C" or better. Offered spring only.

**ITSC 1392. SPECIAL TOPICS IN DATA PROCESSING AND DATA PROCESSING TECHNOLOGY/TECHNICIAN - BLUE PRISM II: DEVELOPMENT OF ROBOTIC PROCESS AUTOMATION USING BLUE PRISM TOOLS (LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course offers the essential skills and knowledge required to configure a simple Blue Prism process automation solution. The course introduces key RPA Design and Development strategies and methodologies, in the context of Blue Prism products. A student completing the course shall develop the competence to configure a robot for a defined process. The course prepares the student for - "Blue Prism Associate Developer Certification" exam. Prerequisite - ITSW 1391 with a grade of "C" or better.

**ITSC 2325. ADVANCED LINUX (LECTURE 2, LAB 4). CREDIT 3. WECM.**

Provides instruction in advance open-source Linux operating system. Develops directory services for clients, support users remotely, and install and configure network services.

**ITSE 1380. COOPERATIVE EDUCATION - COMPUTER PROGRAMMING (LECTURE 1, COOP 14). CREDIT 3. WECM.**

This is an intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by College faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. Prerequisites: Completion of 12 credit hours or equivalent work experience.

**ITSE 1391. SPECIAL TOPICS IN COMPUTER PROGRAMMING - UIPATH I: ROBOTIC PROCESS AUTOMATION DESIGN AND DEVELOPMENT (LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course offers comprehensive knowledge and professional-level skills focused on developing and deploying software robots. The course assumes no prior knowledge of RPA. It starts with the basic concepts of Robotic Process Automation. It further builds on these concepts and introduces key RPA Design and Development strategies and methodologies, specifically in the context of UiPath products. A student undergoing the course shall develop the competence to design and develop a robot for a defined process. This course prepares the student to create software robots utilizing UiPath tools.

**ITSE 1392. SPECIAL TOPICS IN COMPUTER PROGRAMMING - UIPATH II: INTERMEDIATE ROBOTIC PROCESS AUTOMATION (RPA) DESIGN AND DEVELOPMENT (LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course offers comprehensive knowledge and professional-level skills focused on developing knowledge skills and tools necessary to elicit, document, deliver and manage requirements throughout the technology delivery life-cycle. The course prepares the student for UiPath's RPA Associate Certification. Prerequisite: ITSE 1391 with a grade of "C" or better.

**ITSE 1393. SPECIAL TOPICS IN COMPUTER SYSTEMS ANALYSIS - UIPATH III: ADVANCED RPA DEVELOPER (LECTURE 2, LAB 3). CREDIT 3. WECM.**

UiPath III provides training for the Advanced RPA Developer. This course prepares the student for the UiPath Certification UiARD. This course is for technical RPA roles and covers the Robotic Enterprise Framework. Prerequisite: ITSE 1392 with a grade of "C" or better.

**ITSE 1394. SPECIAL TOPICS IN COMPUTER SCIENCE - BLUE PRISM III: ADVANCED ROBOTIC PROCESS AUTOMATION (LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course offers advanced skills and knowledge required to design and develop robotic process automation. The course provides a deep understanding of RPA Design and Development strategies and methodologies. A student completing the course shall design, develop, configure, troubleshoot, modify and make improvements depending on project requirements for a defined process. The course prepares the student for - "Blue Prism Developer Certification" exam. Prerequisite: ITSC 1392 Blue Prism II with a grade of "C" or better.

**ITSE 2309. DATABASE PROGRAMMING  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course studies database development using database programming techniques emphasizing database structures, modeling, and database access. This course will transfer into certain baccalaureate programs. Offered fall only.

**ITSW 1307. INTRODUCTION TO DATABASE  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is an introduction to relational and non-relational database theory and the practical applications of a contemporary databases. Topics may adapt to changes in industry practices. Upon successful completion of this course the student will be able to identify database terminology and concepts, plan, define, and design a database, design and generate tables, forms and reports, and design and process queries. This course assumes computer literacy. This course leads to the Microsoft certification in SQL Server Database Administration Fundamentals. Offered spring only.

**ITSW 1391. SPECIAL TOPICS IN DATA PROCESSING TECHNOLOGY/  
TECHNICIAN - BLUE PRISM I: FUNDAMENTALS OF ROBOTIC PROCESS  
AUTOMATION USING BLUE PRISM TOOLS  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course provides an introduction to concepts and activities associated with configuring a Blue Prism Process Solution. The course assumes no prior knowledge of RPA. Students have the opportunity to acquire skills and knowledge to build an end-to-end Blue Prism Solution.

**ITSY 1342. INFORMATION TECHNOLOGY SECURITY  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Instruction in security for network computer hardware, software, virtualization, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Topics may adapt to changes in industry practices.

**ITSY 2301. FIREWALLS & NETWORK SECURITY  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Identify elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

**ITSY 2342. INCIDENT RESPONSE AND HANDLING  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.

**ITSY 2359. SECURITY ASSESSMENT AND AUDITING  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Comprehensive experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems that ensure appropriate levels of protection are in place to assure regulatory compliance.

**MATH 0306. MATHEMATICAL FOUNDATIONS  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course prepares students for college-level courses in Quantitative Reasoning and Statistical Reasoning. Topics include numeracy and the real number system with emphasis on whole numbers, integers, and rational numbers; rates, ratios, and proportions; percentages; solving linear equations; linear models; data interpretations, including graphs and tables; problem solving; and measurement and geometry. Prerequisite: TSIA2 Math Diagnostic 4.

**MATH 0308. FOUNDATIONS OF MATHEMATICAL REASONING  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course prepares students for a college level courses in Statistical Reasoning and Quantitative Reasoning. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations, including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models. Prerequisite: TSIA2 Math Diagnostic 5. This course does not transfer.

**MATH 0315. FOUNDATIONS OF ALGEBRA  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course is designed to develop skills and understanding in the following areas: basic algebra concepts to include exponents, factoring and radicals; relations and functions, inequalities, algebraic expressions, and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Prerequisites/co-requisites: Prerequisite of TSIA2 Math Diagnostic 4 and a "Proficient" rating on the Algebraic Reasoning portion of the TSIA2 Test; or TSIA2 Math Diagnostic 4 and a declared major that requires MATH 1314 or MATH 1324 to access the MATH 0315 corequisite.

**MATH 0320. INTERMEDIATE ALGEBRA  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course is designed to develop skills and understanding in the following areas: relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Prerequisites/co-requisites: Prerequisite of TSIA2 Math Diagnostic 5. This course does not transfer.

**MATH 1314. COLLEGE ALGEBRA  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Prerequisite: TSIA2 Math 950 or Diagnostic 6 or MATH 0315 or MATH 0320 with a grade of "C" or better or co-requisite of MATH 0315 or MATH 0320.

**MATH 1324. MATH FOR BUSINESS AND SOCIAL SCIENCE  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: TSIA2 Math 950 or Diagnostic 6 or MATH 0315 or MATH 0320 with a grade of "C" or better or co-requisite of MATH 0315.

**MATH 1325. BUSINESS CALCULUS  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. Prerequisites: MATH 1314 or MATH 1324 with a grade of "C" or better or COM Math Placement Test.

**MATH 1332. CONTEMPORARY MATH (QUANTITATIVE REASONING)  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication will be embedded throughout the course. Prerequisites/co-requisites: Prerequisite: TSIA2 Math 950 or Diagnostic 6 or MATH 0306 or MATH 0308 with a grade of "C" or better or co-requisite of MATH 0306 or MATH 0308. Contact Counseling to determine which math course satisfies requirement of desired baccalaureate program.

**MATH 1342. ELEMENTARY STATISTICAL METHODS  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

Collection, analysis, presentation and interpretation of data and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Prerequisites/co-requisites: Prerequisite: TSIA2 Math 950 or Diagnostic 6 or MATH 0306 or MATH 0308 with a grade of "C" or better or co-requisite of MATH 0308.

**MATH 1350. MATHEMATICS FOR TEACHERS I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 with a grade of "C" or better.

**MATH 1351. MATHEMATICS FOR TEACHERS II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1350 with a grade of "C" or better.

**MATH 2305. DISCRETE MATHEMATICS  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A course designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques. Prerequisite: MATH 2413 with a grade of "C" or better.

**MATH 2318. LINEAR ALGEBRA  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Prerequisite: MATH 2414 with grade of "C" or better.

**MATH 2320. DIFFERENTIAL EQUATIONS  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. Prerequisite: MATH 2414 with grade "C" or better.

**MATH 2412. PRECALCULUS  
(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisites: MATH 1314 grade "C" or better or COM Math Placement Test.

**MATH 2413. CALCULUS I  
(LECTURE 4, LAB 1). CREDIT 4. ACGM.**

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 2412 with a grade of "C" or better or COM Placement Test.

**MATH 2414. CALCULUS II  
(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413 with a grade of "C" or better.

**MATH 2415. CALCULUS III  
(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisite: MATH 2414 with a grade of "C" or better.

**MDCA 1254. CERTIFIED MEDICAL ASSISTANT EXAM REVIEW  
(LECTURE 2, LAB 0). CREDIT 2. WECM.**

A preparation for the Certified Medical Assisting Exam, including a review of all three components of the CMA exam. Presents an explanation of how the exam is scored and provides opportunities to take practice exams. Prerequisites: MDCA 1309, MDCA 1302, HITT 1305, MDCA 1443, MDCA 1417, MDCA 1452 and MDCA 1448 with a grade of "C" or better.

**MDCA 1302. HUMAN DISEASE/PATHOPHYSIOLOGY  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. Co-requisite: MDCA 1309.

**MDCA 1305. MEDICAL LAW AND ETHICS  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Instruction in principles, procedures, and regulation involving legal and ethical relationships among physicians, patients and medical assistants. Includes current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.



**MDCA 1309. ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with overview of common pathophysiology. Co-requisite: MDCA 1302.

**MDCA 1321. ADMINISTRATIVE PROCEDURES (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Medical office procedures including appointment scheduling, medical records creation and maintenance, phone communications, financial processes, coding, billing, collecting, third party reimbursement, credit arrangements and computer use in the medical office.

**MDCA 1417. PROCEDURES IN A CLINICAL SETTING (LECTURE 2, LAB 4). CREDIT 4. WECM.**

Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Include vital sign, collection and documentation of patient information, asepsis, minor surgical procedures and other treatments as appropriate for the medical office. Prerequisites: MDCA 1302 and MDCA 1309 with a grade of "C" or better.

**MDCA 1443. MEDICAL INSURANCE (LECTURE 3, LAB 2). CREDIT 4. WECM.**

Emphasizes accurate ICD-10 and CPT-4 coding of office procedures for payment/reimbursement by patient or third party and prevention of insurance fraud. Additional topics may include managed care or medical economics.

**MDCA 1448. PHARMACOLOGY & ADMINISTRATION OF MEDICATIONS (LECTURE 3, LAB 2). CREDIT 4. WECM.**

Instruction in concepts and application of pharmacological principles. Focuses on drug classification, principle and procedures of medication administration, mathematical systems and conversions, calculation of drug problems and medico-legal responsibilities of the medical assistant. Prerequisite: MDCA 1302 and MDCA 1309 with a grade of "C" or better.

**MDCA 1452. MEDICAL ASSISTANT LABORATORY PROCEDURES (LECTURE 2, LAB 4). CREDIT 4. WECM.**

Procedures depicted in the Current Clinical Laboratory Improvement Act (CLIA). Includes blood collection, specimen handling, and basic urinalysis, identification of normal ranges, quality assurance and quality control. May include electrocardiography. Prerequisites: MDCA 1302 and MDCA 1309 with a grade of "C" or better.

**MDCA 1460. CLINICAL - MEDICAL/CLINICAL ASSISTANT (LECTURE 0, CLIN 12). CREDIT 4. WECM.**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Approval by program director.

**MRKG 1301. CUSTOMER RELATIONSHIP MANAGEMENT (LECTURE 3, LAB 0). CREDIT 3. WECM.**

General principles of customer relationship management including skills, knowledge, attitudes, and behaviors.

**MRKG 1311. PRINCIPLES OF MARKETING (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Offered spring only.

**MRKG 2333. PRINCIPLES OF SELLING (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople.

**MRKG 2349. ADVERTISING AND SALES PROMOTION (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

**MUAP 1101. INDIVIDUAL VIOLIN (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1105. INDIVIDUAL VIOLA (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1106. INDIVIDUAL VIOLA (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1109. INDIVIDUAL CELLO (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1110. INDIVIDUAL CELLO (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1113. INDIVIDUAL BASS VIOLIN (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1114. INDIVIDUAL BASS VIOLIN (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1117. INDIVIDUAL FLUTE/PICCOLO (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.























**MUAP 2267. INDIVIDUAL ORGAN  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 2268. INDIVIDUAL ORGAN  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 2271. INDIVIDUAL PIANO  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Prerequisite: MUAP 1270 with a grade of "C" or better. Private instruction is an academic transfer course.

**MUAP 2272. INDIVIDUAL PIANO  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Prerequisite: MUAP 2271 with a grade of "C" or better. Private instruction is an academic transfer course.

**MUAP 2283. INDIVIDUAL VOICE  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 2284. INDIVIDUAL VOICE  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 2287. INDIVIDUAL IMPROVISATION III  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 2288. INDIVIDUAL IMPROVISATION IV  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUEN 1121. CONCERT BAND  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students; previous concert band experience is helpful. Students should have an instrument. Music will consist of standard literature for concert band in various styles. The availability of the concert band depends on appropriate instrumentation. Concerts will be scheduled when appropriate.

**MUEN 1122. CONCERT BAND  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students; previous concert band experience is helpful. Students should have an instrument. Music will consist of standard literature for concert band in various styles. The availability of the concert band depends on appropriate instrumentation. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1121 with a grade of "C" or better.

**MUEN 1125. JAZZ ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. Previous Jazz Ensemble experience is helpful. The group will perform various styles of Jazz literature; concerts will be scheduled when appropriate.

**MUEN 1126. JAZZ ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. Previous Jazz Ensemble experience is helpful. The group will perform various styles of Jazz literature; concerts will be scheduled when appropriate. Prerequisite: MUEN 1125 with a grade of "C" or better.

**MUEN 1131. MIXED CHAMBER ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students with music reading ability. Music will be chosen according to the instrumentation. Group size depends on instrumentation (i.e., violin, viola, piano). Concerts will be scheduled when appropriate.

**MUEN 1132. MIXED CHAMBER ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Music will be chosen according to the instrumentation. Group size depends on instrumentation (i.e., violin, viola, piano). Concerts will be scheduled when appropriate. Prerequisite: MUEN 1131 with a grade of "C" or better.

**MUEN 1133. WOODWIND ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Student should have an instrument. Music will consist of various woodwind styles: Baroque, classical, romantic, contemporary, etc. The availability of the woodwind ensemble depends on appropriate instrumentation. Group size depends on instrumentation. Concerts will be scheduled when appropriate.

**MUEN 1134. BRASS GUILD  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. Music will consist of various brass styles: Baroque, classical, romantic, contemporary, etc. Group size depends on instrumentation. Concerts will be scheduled when appropriate.

**MUEN 1135. JAZZ COMBO  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. The group will perform various styles of Jazz literature set for combo. Instrumentation will vary. Concerts will be scheduled when appropriate.

**MUEN 1136. JAZZ COMBO  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. The group will perform various styles of Jazz literature set for combo. Instrumentation will vary. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1135 with a grade of "C" or better.

**MUEN 1138. PERCUSSION ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Some instruments will be provided. Music will consist of standard literature for percussion ensembles in various styles. The availability of the percussion ensemble depends on appropriate instrumentation. Concerts will be scheduled when appropriate.

**MUEN 1139. GUITAR ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment open to all students. Students should have their own guitar. The group provides a unique ensemble experience. The literature is drawn from classical transcriptions to modern compositions written specifically for this group. The group has also performed music drawn from instrumental rock and heavy metal stylings. Students need to own their own guitar and must be able to read music. Concerts will be scheduled per semester including our popular Monster Musik concert in October.

**MUEN 1140. GUITAR ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment open to all students. Students should have their own guitar. The group provides a unique ensemble experience. The literature is drawn from classical transcriptions to modern compositions written specifically for this group. The group has also performed music drawn from instrumental rock and heavy metal stylings. Students need to own their own guitar and must be able to read music. Concerts will be scheduled per semester including our popular Monster Musik concert in October. Prerequisite: MUEN 1139 with a grade of "C" or better.

**MUEN 1141. MAINLAND CHORALE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Previous experience in a choral ensemble is helpful, but not necessary. The group performs a wide variety of choral literature, ranging from music of the renaissance to contemporary styles. The course is designed to provide the student with a variety of choral works. Concerts will be scheduled when appropriate.

**MUEN 1142. MAINLAND CHORALE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Previous experience in a choral ensemble is helpful, but not necessary. The group performs a wide variety of choral literature, ranging from music of the renaissance to contemporary styles. The course is designed to provide the student with a variety of choral works. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1141 with a grade of "C" or better.

**MUEN 1153. DUCK & COVER A CAPPELLA  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

The Duck & Cover A Cappella is a select group of singers performing Broadway and vocal Jazz styles of music. Concerts will be scheduled when appropriate.

**MUEN 1154. DUCK & COVER A CAPPELLA  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

The Duck & Cover A Cappella is a select group of singers performing Broadway and vocal Jazz styles of music. Concerts will be scheduled when appropriate. Prerequisites: MUEN 1153 with a grade of "C" or better.

**MUEN 1155. MEN'S VOCAL ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students who possess a tenor, baritone, or bass vocal range. Previous experience in a men's or mixed choral ensemble is helpful, but not necessary. The availability of this ensemble depends on appropriate number of singers. The ensemble performs a wide variety of literature for male chorus, from music of the renaissance to contemporary, sea chanty, and barbershop styles. Concerts are scheduled when appropriate.

**MUEN 1156. MEN'S VOCAL ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students who possess a tenor, baritone, or bass vocal range. Previous experience in a men's or mixed choral ensemble is helpful, but not necessary. The availability of this ensemble depends on appropriate number of singers. The ensemble performs a wide variety of literature for male chorus, from music of the renaissance to contemporary, sea chanty, and barbershop styles. Concerts are scheduled when appropriate. Prerequisite: MUEN 1155 with a grade of "C" or better.

**MUEN 2121. CONCERT BAND  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students; previous concert band experience is helpful. Students should have an instrument. Music will consist of standard literature for concert band in various styles. The availability of the concert band depends on appropriate instrumentation. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1122 with a grade of "C" or better.

**MUEN 2122. CONCERT BAND  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students; previous concert band experience is helpful. Students should have an instrument. Music will consist of standard literature for concert band in various styles. The availability of the concert band depends on appropriate instrumentation. Concerts will be scheduled when appropriate. Prerequisite: MUEN 2121 with a grade of "C" or better.

**MUEN 2125. JAZZ ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. Previous Jazz Ensemble experience is helpful. The group will perform various styles of Jazz literature; concerts will be scheduled when appropriate. Prerequisite: MUEN 1126 with a grade of "C" or better.

**MUEN 2126. JAZZ ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. Previous Jazz Ensemble experience is helpful. The group will perform various styles of Jazz literature; concerts will be scheduled when appropriate. Prerequisite: MUEN 2125 with a grade of "C" or better.

**MUEN 2131. MIXED CHAMBER ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Music will be chosen according to the instrumentation. Group size depends on instrumentation (i.e., violin, viola, piano). Concerts will be scheduled when appropriate. Prerequisite: MUEN 1132 with a grade of "C" or better.

**MUEN 2132. MIXED CHAMBER ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Music will be chosen according to the instrumentation. Group size depends on instrumentation (i.e., violin, viola, piano). Concerts will be scheduled when appropriate. Prerequisite: MUEN 2131 with a grade of "C" or better.

**MUEN 2133. WOODWIND ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Student should have an instrument. Music will consist of various woodwind styles: Baroque, classical, romantic, contemporary, etc. The availability of the woodwind ensemble depends on appropriate instrumentation. Group size depends on instrumentation. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1133 with a grade of "C" or better.

**MUEN 2134. BRASS GUILD  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. Music will consist of various brass styles: Baroque, classical, romantic, contemporary, etc. Group size depends on instrumentation. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1134 with a grade of "C" or better.

**MUEN 2135. JAZZ COMBO  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. The group will perform various styles of Jazz literature set for combo. Instrumentation will vary. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1136 with a grade of "C" or better.

**MUEN 2136. JAZZ COMBO  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. The group will perform various styles of Jazz literature set for combo. Instrumentation will vary. Concerts will be scheduled when appropriate. Prerequisite: MUEN 2135 with a grade of "C" or better.

**MUEN 2138. PERCUSSION ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Some instruments will be provided. Music will consist of standard literature for percussion ensembles in various styles. The availability of the percussion ensemble depends on appropriate instrumentation. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1138 with a grade of "C" or better.

**MUEN 2139. GUITAR ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment open to all students. Students should have their own guitar. The group provides a unique ensemble experience. The literature is drawn from classical transcriptions to modern compositions written specifically for this group. The group has also performed music drawn from instrumental rock and heavy metal stylings. Concerts will be scheduled per semester including our popular Monster Musik concert in October. Prerequisite: MUEN 1140 with a grade of "C" or better.

**MUEN 2140. GUITAR ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment open to all students. Students should have their own guitar. The group provides a unique ensemble experience. The literature is drawn from classical transcriptions to modern compositions written specifically for this group. The group has also performed music drawn from instrumental rock and heavy metal stylings. Concerts will be scheduled per semester including our popular Monster Musik concert in October. Prerequisite: MUEN 2139 with a grade of "C" or better.

**MUEN 2141. MAINLAND CHORALE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Previous experience in a choral ensemble is helpful, but not necessary. The group performs a wide variety of choral literature, ranging from music of the renaissance to contemporary styles. The course is designed to provide the student with a variety of choral works. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1142 with a grade of "C" or better.

**MUEN 2142. MAINLAND CHORALE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Previous experience in a choral ensemble is helpful, but not necessary. The group performs a wide variety of choral literature, ranging from music of the renaissance to contemporary styles. The course is designed to provide the student with a variety of choral works. Concerts will be scheduled when appropriate. Prerequisite: MUEN 2141 with a grade of "C" or better.

**MUEN 2153. DUCK & COVER A CAPPELLA  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

The Duck & Cover A Cappella is a select group of singers performing Broadway and vocal Jazz styles of music. Concerts will be scheduled when appropriate. Prerequisites: MUEN 1154 with a grade of "C" or better.

**MUEN 2154. DUCK & COVER A CAPPELLA  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

The Duck & Cover A Cappella is a select group of singers performing Broadway and vocal Jazz styles of music. Concerts will be scheduled when appropriate. Prerequisites: MUEN 2153 with a grade of "C" or better.

**MUEN 2155. MEN'S VOCAL ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students who possess a tenor, baritone, or bass vocal range. Previous experience in a men's or mixed choral ensemble is helpful, but not necessary. The availability of this ensemble depends on appropriate number of singers. The ensemble performs a wide variety of literature for male chorus, from music of the renaissance to contemporary, sea chanty, and barbershop styles. Concerts are scheduled when appropriate. Prerequisite: MUEN 1156 with a grade of "C" or better.

**MUEN 2156. MEN'S VOCAL ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students who possess a tenor, baritone, or bass vocal range. Previous experience in a men's or mixed choral ensemble is helpful, but not necessary. The availability of this ensemble depends on appropriate number of singers. The ensemble performs a wide variety of literature for male chorus, from music of the renaissance to contemporary, sea chanty, and barbershop styles. Concerts are scheduled when appropriate. Prerequisite: MUEN 2155 with a grade of "C" or better.

**MUSI 1116. SIGHT SINGING & EAR TRAINING I  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This course is required for music majors. Singing tonal music in treble and bass clefs, and aural study of elements of music, such as scales, intervals and chords, and dictation of basic rhythm, melody and diatonic harmony. Concurrent enrollment in MUSI 1311 is required.

**MUSI 1117. SIGHT SINGING & EAR TRAINING II  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This course is required for music majors. Singing tonal music in various clefs, continued aural study of the elements of music, and dictation of intermediate rhythm, melody and diatonic harmony. Concurrent enrollment in MUSI 1312 is required. Prerequisite: MUSI 1116 with a grade of "C" or better.

**MUSI 1157. OPERA WORKSHOP I****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

A study of the synthesis of singing and acting through the performance of opera. This course offers practical experience in producing portions of or complete operas including music, acting, and staging. The availability of this ensemble depends on appropriate number of students.

**MUSI 1181. CLASS PIANO I****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Beginning class instruction in the fundamentals of keyboard technique. Class piano is for the student including music majors with little or no prior experience and is recommended prior to individual piano instruction.

**MUSI 1182. CLASS PIANO II****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Advanced beginning class instruction in the fundamentals of keyboard technique. This class is for the second semester piano student including music majors. Prerequisite: MUSI 1181 with a grade of "C" or better.

**MUSI 1183. CLASS VOICE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Does not apply to a music major degree. Designed for students with little or no previous voice training that want to improve their singing voice. Class voice is recommended prior to individual voice instruction.

**MUSI 1192. CLASS GUITAR****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Class instruction in fundamental guitar playing, including technique, music-reading, fretboard theory, melodic and harmonic realizations. Designed for the guitar student with little or no prior experience. Students should have an instrument: electric or acoustical guitar acceptable. Class guitar is recommended prior to individual guitar instruction.

**MUSI 1303. FUNDAMENTALS OF MUSIC****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Introduction to the basic elements of music theory, including scales, intervals, keys, triads, elementary ear training, notation, meter, and rhythm. Course does not apply to a music major degree. No previous musical knowledge is needed. Course is open to all students. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**MUSI 1306. MUSIC APPRECIATION****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Understanding music through the study of cultural periods, major composers, and musical elements, illustrated with audio recordings and live performances. Course does not apply to a music major degree. This course, which meets the College's fine arts core requirement is designed for students with no previous training in music that wish to explore the meaning and forms of music: classical, romantic, contemporary, jazz, folk, pop. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**MUSI 1307. MUSIC LITERATURE****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation. May be used for fine arts credit. Prerequisite: Eligible for ENGL 1301.

**MUSI 1310. AMERICAN MUSIC****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A general survey of various styles of music of the Americas, including but not limited to jazz, folk, rock, and contemporary music. This course which meets the college's fine arts core requirement is open to all students. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**MUSI 1311. MUSIC THEORY I****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard. This course is required for music majors. Concurrent enrollment in MUSI 1116 is required. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**MUSI 1312. MUSIC THEORY II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is required for music majors. The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur. Optional correlated study at the keyboard. Concurrent enrollment in MUSI 1117 is required. Prerequisite: MUSI 1311 with a grade of "C" or better.

**MUSI 2116. SIGHT SINGING & EAR TRAINING III****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This course is required for music majors. Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Concurrent enrollment in MUSI 2311 is required. Prerequisite: MUSI 1117 with a grade of "C" or better.

**MUSI 2117. SIGHT SINGING & EAR TRAINING IV****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This course is required for music majors. Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony. Concurrent enrollment in MUSI 2312 is required. Prerequisite: MUSI 2116 with a grade of "C" or better.

**MUSI 2181. CLASS PIANO III****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Intermediate class instruction of keyboard technique. This class is for the third semester piano student including music majors. Prerequisite: MUSI 1182 with a grade of "C" or better.

**MUSI 2182. CLASS PIANO IV****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Advanced class instruction of keyboard technique. This class is for the fourth semester piano student including music majors. Prerequisite: MUSI 2181 with a grade of "C" or better.

**MUSI 2311. MUSIC THEORY III****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is required for music majors. Advanced harmony voice leading, score analysis and writing of more advanced tonal harmony including chromaticism and extended-tertian structures. Optional correlated study at the keyboard. Concurrent enrollment in MUSI 2116 is required. Prerequisite: MUSI 1312 with a grade of "C" or better.



**MUSI 2312. MUSIC THEORY IV  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is required for music majors. Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. Optional correlated study at the keyboard. Concurrent enrollment in MUSI 2117 is required. Prerequisite: MUSI 2311 with a grade of "C" or better.

**NURS 3244. ISSUES & TRENDS IN NURSING  
(LECTURE 2, LAB 0). CREDIT 2. UDCM.**

This course provides registered nurses with an overview of the evolution of nursing as a profession. Examine changes in the U.S. healthcare delivery system, the importance of information technology, and measures that promote quality, safety, and better health outcomes in patient care. Consider major issues and trends in contemporary nursing and healthcare practice, including the influence of socioeconomic, ethical, legal, and political variables and professional values.

**NURS 3350. TRAN TO BACCALAUREATE NURSING  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

Synthesis of previous knowledge and skills provide the foundation for development of the baccalaureate prepared nursing roles as a provider of patient centered care, patient safety advocate, member of the interdisciplinary team, and member of the profession. Discussion includes examination of historical aspects of healthcare and nursing as a profession, analysis of nursing theory, application of clinical judgment, legal and ethical standards, professionalism, teamwork, and collaboration.

**NURS 3351. RESEARCH & EVIDENCE-BASED NURSING PRACTICE  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

Scholarly exchange prepares the baccalaureate nurse to understand the language of research and the scientific process through evaluation of quantitative, qualitative, and mixed method research methodology as a foundation for evidence-based practice in the healthcare setting. This course will investigate research methods and findings and promote appraisal skills to support evidence-based, patient-centered care, quality improvement, and safety outcomes. Prerequisite: NURS 3350, NURS 3353 and NURS 3354 with a grade of "C" or better.

**NURS 3352. HEALTH ASSESS ACROSS LIFESPAN (BSN)  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

This course focuses on comprehensive health assessment needs across the lifespan of the individual as a member of the family, community, population, and environment. Content includes access to healthcare, genomics, and traditional and complementary healthcare practices.

**NURS 3353. INFORMATICS & TECHNOLOGY IN HEALTHCARE  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

This course establishes the role of electronic information infrastructure in the delivery of care within the institution and inter-disciplinary care team. Focus of this course includes the utilization of informatics to access data to enhance quality and continuity of care in a variety of healthcare settings.

**NURS 3354. LEGAL & ETHICAL ISSUES IN HEALTHCARE  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

This course discusses the application of law and ethical principles related to the practice of nursing in differing areas of practice.

**NURS 4161. LEADERSHIP AND MANAGEMENT CLINICAL  
(LECTURE 0, CLIN 3). CREDIT 1. UDCM.**

This course provides a health-related work-based learning experience in a variety of settings that allow the student to apply theories, skills, and concepts related to the role of nursing leader and manager. Prerequisites: NURS 3351, NURS 3353 and NURS 3354 with a grade of "C" or better. Co-requisite: NURS 4457.

**NURS 4341. HEALTH PROMOTION ACROSS THE LIFESPAN (BSN)  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

This course introduces the registered nurse to the concept of wellness across the lifespan. Students will examine the concepts of health and wellness, the determinants of health behavior, national health status, the history of health education and health promotion. The student will recognize health promotion as an important foundation for population-based health care. Prerequisite: NURS 3352 with a grade of "C" or better.

**NURS 4358. PUBLIC & GLOBAL HEALTH POLICY  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

This course explores the policies that influence healthcare in the U.S. and global healthcare delivery systems. Topics include healthcare policy development, quality assurance and quality improvement, legislative advocacy, disaster preparedness, bioterrorism, emerging infectious diseases, environmental health, levels of prevention, and the national health initiatives.

**NURS 4433. POPULATION FOCUSED COMMUNITY HEALTH  
(LECTURE 3, LAB 4). CREDIT 4. UDCM.**

This combined theory and clinical course will explore the role of the community/public health nurse caring for individuals, families, communities, and populations through designing, implementing, and evaluating population-based interventions that promote the health of a community and its members. Emphasis is given to health promotion and disease/injury prevention within vulnerable and at-risk populations and minimizing health consequences of emergency and disaster situations. Entry-level competencies for public health nurses are developed through diverse clinical experiences in virtual and real-world settings.

**NURS 4457. LEADERSHIP & MANAGEMENT  
(LECTURE 4, LAB 0). CREDIT 4. UDCM.**

This course explores leadership and management theories, resource allocation, the nurse as a change agent, member of the profession, communication, and quality improvement in the healthcare setting. Prerequisites: NURS 3351, NURS 3353 and NURS 3354 with a grade of "C" or better. Co-requisite: NURS 4161.

**OSHT 1301. INTRODUCTION TO SAFETY AND HEALTH  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This is an introductory course identifying appropriate procedures to minimize or eliminate injuries and illness in the workplace, incorporate job safety analysis (JSA) and appropriate training, and name elements of an effective safety culture.

**OSHT 1309. PHYSICAL HAZARDS CONTROL  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course provides a study of the physical hazards in industry and the methods of workplace design and redesign to control these hazards. Emphasis is placed on the regulation codes and standards associated with the control of physical hazards.

**OSHT 1313. ACCIDENT PREVENTION, INSPECTION AND INVESTIGATION  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course provides a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis.

**OSHT 1321. FIRE PROTECTION SYSTEMS****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This is a study of fire protection systems and their applications with emphasis on the fire prevention codes and standards.

**OSHT 2305. ERGONOMICS AND HUMAN FACTORS IN SAFETY****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course provides an in-depth study of the relationship of human behavior and ergonomics as applied to workplace safety.

**OSHT 2309. SAFETY PROGRAM MANAGEMENT****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course examines the major safety management issues that affect the workplace including safety awareness, loss control, regulatory issues and human behavior modification. This course provides the student with a learning experience that results in consolidation and synthesis of the program competencies. (Capstone course: Take in last semester or faculty approved.)

**OSHT 2401. OSHA REGULATIONS - GENERAL INDUSTRY****(LECTURE 4, LAB 0). CREDIT 4. WECM.**

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry.

**PHED 1110. WEIGHT TRAINING****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This course is for both men and women and is designed to aid them in improving their muscle tone or increasing muscular strength and endurance. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1111. HATHA YOGA****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This is an introduction to basic yoga postures, breathing, and relaxation techniques with emphasis on physical practice. Students will be provided with an opportunity to strengthen, tone and firm muscles. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1112. WEIGHT CONTROL****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

Participants will engage in a modern system of behavior modification techniques through an individualized weight loss or weight maintenance program. A redirecting of eating habits, individually designed eating plans, nutrition and consumer-related topics will be included in class discussions and lectures. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1133. INTRODUCTION TO RECREATIONAL SPORTS****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This course provides the student with opportunities to participate in a variety of team sports while learning the rules, strategies, and basic skills related to the sport. Volleyball, basketball, flag football, soccer and softball are included. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1143. AEROBIC - RUN/WALK****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This class is intended for the beginning, intermediate, or advance walkers/runners who would like to improve distance or speed. It will also allow the walker/runner to train with a group twice a week. Topics to be included are sports nutrition, sport psychology, fitness testing, training schedules, speed work, stretching, and racing strategies. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1145. AEROBIC - CROSS-TRAINING****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

Students will be provided with an opportunity to strengthen their cardio respiratory system, decrease percent body fat, tone and firm muscles while performing aerobic exercise. This course is designed to increase energy, mental clarity and health as a part of one's lifestyle. The class will incorporate high and low impact movements, bench-step, kickboxing, circuit aerobics, body sculpting and flexibility training. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay or equivalent developmental course with a grade of "C" or better.

**PHED 1146. AEROBIC - KICKBOXING****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

Students will be provided with an opportunity to strengthen their cardio respiratory system, decrease percent body fat, tone and firm muscles while utilizing aerobic/boxing techniques to music. Beginning, intermediate and advanced techniques with emphasis on cardiovascular endurance utilizing kickboxing moves that increase the heart rate to each individual's target zone. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1164. INTRODUCTION TO PHYSICAL FITNESS AND WELLNESS****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This course will provide an overview of the lifestyle necessary for fitness and health. Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility, and strength training. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1304. PERSONAL/COMMUNITY HEALTH****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**PHED 1306. FIRST AID****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course teaches introductory aspects of emergency care for the sick and injured, emphasizing principles and concepts for dealing intelligently with emergencies; includes instruction on cardiopulmonary resuscitation. Red Cross certification is available upon successful completion of course. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.



**PHED 2110. TEAM GAMES AND SPORTS****(LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Practice-based instruction, skill learning, demonstration, rules, and organization of various team sports used to promote activity in secondary physical education classes. Prerequisite: TSIA2 ELAR <945 with Diagnostic5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 2113. INDIVIDUAL GAMES AND SPORTS****(LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Practice-based instruction, skill learning, demonstration, rules, and organization of various individual sports used to promote activity in secondary physical education classes. Prerequisite: TSIA2 ELAR <945 with Diagnostic5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 2115. INNOVATIVE GAMES AND SPORTS****(LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Practice-based instruction, skill learning, demonstration, rules, and organization of various innovative games sports used to promote activity in secondary physical education classes. Prerequisite: TSIA2 ELAR <945 with Diagnostic5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHIL 1301. INTRODUCTION TO PHILOSOPHY****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. Prerequisite: ENGL 1301 with a grade of "C" or better.

**PHIL 1304. INTRODUCTION TO WORLD RELIGIONS****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. Prerequisite: ENGL 1301 with a grade of "C" or better.

**PHIL 2306. INTRODUCTION TO ETHICS****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. Prerequisite: ENGL 1301 with a grade of "C" or better.

**PHRA 1243. PHARMACY TECHNICIAN CERTIFICATION REVIEW****(LECTURE 2, LAB 0). CREDIT 2. WECM.**

An overview of major topics covered on the National Pharmacy Technician Certification Exam.

**PHRA 1301. INTRODUCTION TO PHARMACY****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

This course is an overview of the qualifications, operational guidelines, and job duties of the pharmacy technician.

**PHRA 1309. PHARMACEUTICAL MATH I****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

This course covers pharmaceutical calculation problems encountered in the preparation and distribution of drugs.

**PHRA 1347. PHARMACEUTICAL MATH II****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course will cover advanced concepts of Pharmaceutical Math I. Prerequisite: PHRA 1309 with a grade of "C" or better.

**PHRA 1404. PHARMACOTHERAPY AND DISEASE PROCESS****(LECTURE 4, LAB 0). CREDIT 4. WECM.**

This course is the study of disease states and the therapeutic properties of drugs used in pharmaceutical therapy. Prerequisite: PHRA 1441 with a grade of "C" or better.

**PHRA 1441. PHARMACY DRUG THERAPY AND TREATMENT****(LECTURE 4, LAB 1). CREDIT 4. WECM.**

This course represents the study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease.

**PHRA 1445. COMPOUNDING STERILE PREPARATIONS****(LECTURE 3, LAB 2). CREDIT 4. WECM.**

This course is a study of the process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards.

**PHRA 1449. INSTITUTIONAL PHARMACY PRACTICE****(LECTURE 3, LAB 3). CREDIT 4. WECM.**

This course covers the fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. Topics will include in-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control.

**PHRA 2360. CLINICAL - PHARMACY TECHNICIAN/ASSISTANT****(LECTURE 0, CLIN 10). CREDIT 3. WECM.**

This course consists of health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: PHRA 1301, PHRA 1441, PHRA 1449, PHRA 1309 with a grade of "C" or better.

**PHYS 1401. COLLEGE PHYSICS I****(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. For pre-medical, pre-dental, pre-physical therapy, pre-veterinary medicine, pre-pharmacy, pre-optometry and technology students. Prerequisites: MATH 1314 and MATH 1316 or MATH 2312/2412 with a grade of "C" or better. Prior physics strongly recommended.

**PHYS 1402. COLLEGE PHYSICS II****(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1401 with a grade of "C" or better.

**PHYS 1410. APPLIED PHYSICS****(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

This is a one-semester, non-calculus approach to the principles of force and motion, work and energy, fluids, heat and thermodynamics. The course is intended for students of process technology and other technical students. The concepts of fluids, heat and thermodynamics are emphasized. Prerequisites: TECM 1343 or MATH 1314 with a grade of "C" or better.

**PHYS 2425. UNIVERSITY PHYSICS I  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Prerequisite: MATH 2413 with a grade of "C" or better. This is an academic transfer course.

**PHYS 2426. UNIVERSITY PHYSICS II  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Prerequisites: PHYS 2425 and MATH 2414 with a grade of "C" or better.

**POFT 1300. CAREER EXPLORATION/PLANNING  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

An introduction to career exploration, educational planning, and job searching. Offered spring only.

**POFT 1321. BUSINESS MATH  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Fundamentals of business mathematics including analytical and problem solving skills for critical thinking skills.

**PSTR 1301. FUNDAMENTALS OF BAKING  
(LECTURE 2, LAB 2). CREDIT 3. WECM.**

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, and tarts. 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. Prerequisites: CHEF 1205 and CHEF 1301 with a grade of "C" or better.

**PSTR 2331. ADVANCED PASTRY SHOP  
(LECTURE 2, LAB 2). CREDIT 3. WECM.**

Skill development for culinary competition by offering advanced experience in salon presentations. 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. Prerequisites: CHEF 2364 with a grade of "C" or better.

**PSYC 1300. PSYCHOLOGY FOR SUCCESS  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A study of the psychology of learning, cognition and motivation; factors that impact life-long learning; and application of learning strategies in college, career and daily life. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better. Credit will not be given for both PSYC 1300 and EDUC 1300. This is an academic transfer course.

**PSYC 2301. GENERAL PSYCHOLOGY  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This is an academic transfer course.

**PSYC 2314. LIFESPAN GROWTH & DEVELOPMENT  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This is an academic transfer course.

**PSYC 2317. STATISTICAL METHODS IN PSYCHOLOGY  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course covers descriptive and inferential statistics used in psychological research and assessment. It includes measurement, characteristics of distributions; measures of central tendency and variability; transformed scores; correlation and regression; probability theory; and hypotheses testing and inference. (PSYC 2317 is included in the Psychology Field of Study.) Prerequisite: PSYC 2301 with a grade of "C" or better. Prerequisite: MATH 1314 with a grade of "C" or better. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This is an academic transfer course.

**PTAC 1302. INTRODUCTION TO PROCESS TECHNOLOGY  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This is the introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations; plant organizations; plant process and utility systems; and the physical and mental requirements of the process technician. The student will relate an overview of a typical process plant; identify process equipment; state the purpose of equipment; describe safety, health, and environmental components; and describe the roles, responsibilities, and work environment. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**PTAC 1308. SAFETY, HEALTH, AND ENVIRONMENT I  
(LECTURE 3, LAB 1). CREDIT 3. WECM.**

This course covers the development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis is placed on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues. Students will list components of a typical plant safety and environmental program; describe the role of a process technician in relation to safety, health, and environment; and identify and describe safety, health, and environmental equipment uses. Prerequisite: TSIA2 Math Diagnostic 4 or 5.

**PTAC 1310. PROCESS TECHNOLOGY I - EQUIPMENT  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course provides instruction in the use of common process equipment. The student will identify process equipment components; use appropriate terminology to describe components of process equipment; describe basic functions of process equipment; and relate scientific principles associated with process equipment. Prerequisite: PTAC 1302 with a grade of "C" or better. Prerequisite: TSIA2 Math Diagnostic 4 or 5.

**PTAC 1332. PROCESS INSTRUMENTATION I  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is the study of instruments and instrument systems used in chemical processing industry, including terminology, primary variables, symbology, control loops, and basic troubleshooting. Students will identify and explain the function of instruments used in the chemical processing industry; explain the relationship of process control elements in a control loop; and define and apply terms and symbols used in instrumentation. Prerequisite: PTAC 1302 with a grade of "C" or better. Prerequisite: TSIA2 Math Diagnostic 4 or 5.

**PTAC 1350. INDUSTRIAL ECONOMICS  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course is an examination of the profitability factors of plant operations including both personal and business strategies, objectives, and operating profitability. Students will be able to summarize plant operations from a business perspective; explain the impact of operation on profitability; and interpret stock market factors and annual reports. Prerequisites: PTAC 1302 and MATH 1314 with a grade of "C" or better.

**PTAC 1354. INDUSTRIAL PROCESSES  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

The study of the basic types of industrial processes. Types of commercial processes will be explored and demonstrated. Students will demonstrate knowledge of basic types of industrial processes and their operation; explain chemical, physical and thermodynamic principles of industrial processes; perform calculations on industrial processes; and plot and graph process data. Prerequisites: PTAC 1302, PTAC 1308, PTAC 1310, PTAC 1332, CHEM 1405, and PHYS 1410 or PHYS 1401 with a grade of "C" or better.

**PTAC 2314. QUALITY  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This is the study of the background and application of quality concepts. Topics include team skills, quality tools, and economics and continuous improvement. Students will define terms associated with quality systems; demonstrate team skills; and apply principles and tools of quality to process systems. Prerequisite: TSIA2 Math Diagnostic 4 or 5. Prerequisite: PTAC 1302 with a grade of "C" or better.

**PTAC 2346. PROCESS TROUBLESHOOTING  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course provides instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning. Students will explain steps in troubleshooting models; demonstrate use of troubleshooting tools; and apply troubleshooting techniques to process problems. Prerequisites: PTAC 1302, PTAC 1308, PTAC 1310, PTAC 1332, PTAC 2420, CHEM 1405, and PHYS 1410 or PHYS 1401 with a grade of "C" or better.

**PTAC 2420. PROCESS TECHNOLOGY II - SYSTEMS  
(LECTURE 3, LAB 3). CREDIT 4. WECM.**

This is the study of the interrelation of process equipment and process systems including related scientific principles. Students will arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions; and recognize abnormal process conditions. Prerequisites: PTAC 1302, PTAC 1308, PTAC 1310 and PTAC 1332 with a grade of "C" or better. This is a benchmark course.

**PTAC 2438. PROCESS TECHNOLOGY III - OPERATIONS  
(LECTURE 3, LAB 3). CREDIT 4. WECM.**

This course combines systems into operational processes with emphasis on operations under various conditions. Topics include typical duties of an operator. Students will combine systems into operating processes; describe a process technician's role during plant operations; write operating procedures; and demonstrate application of operating procedures. Prerequisites: PTAC 1302, PTAC 1308, PTAC 1310, PTAC 1332, PTAC 2420, CHEM 1405, and PHYS 1410 or PHYS 1401 with a grade of "C" or better.

**RADR 1166. PRACTICUM (OR FIELD EXPERIENCE) - RADIOLOGIC TECHNOLOGY/SCIENCE - RADIOGRAPHER  
(LECTURE 0, PRAC 10). CREDIT 1. WECM.**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Acceptance into Radiologic Technology Program.

**RADR 1266. PRACTICUM (OR FIELD EXPERIENCE) - RADIOLOGIC TECHNOLOGY/SCIENCE - RADIOGRAPHER  
(LECTURE 0, PRAC 16). CREDIT 2. WECM.**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: RADR 1166 with a grade of "C" or better.

**RADR 1309. INTRODUCTION TO RADIOGRAPHY AND PATIENT CARE  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included. Acceptance into Radiologic Technology.

**RADR 1313. PRINCIPLES OF RADIOGRAPHIC IMAGING I  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Radiographic image quality and the effects of exposure variables. Prerequisite: RADR 2209 with a grade of "C" or better.

**RADR 1411. BASIC RADIOGRAPHIC PROCEDURES  
(LECTURE 3, LAB 3). CREDIT 4. WECM.**

An introduction to radiographic positioning terminology, manipulation of equipment, positioning and alignment of the anatomic structure and equipment, and evaluation of images for demonstration of basic anatomy. Prerequisite: Acceptance into Radiologic Technology Program.

**RADR 2209. RADIOGRAPHIC IMAGING EQUIPMENT  
(LECTURE 2, LAB 0). CREDIT 2. WECM.**

Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process. Acceptance into Radiologic Technology.

**RADR 2217. RADIOGRAPHIC PATHOLOGY  
(LECTURE 2, LAB 0). CREDIT 2. WECM.**

Disease processes and their appearance on radiographic images. Prerequisite: RADR 1309 with a grade of "C" or better.

**RADR 2266. PRACTICUM (OR FIELD EXPERIENCE) - RADIOLOGIC TECHNOLOGY/SCIENCE - RADIOGRAPHER  
(LECTURE 0, PRAC 15). CREDIT 2. WECM.**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: RADR 1266 with a grade of "C" or better.

**RADR 2305. PRINCIPLES OF RADIOGRAPHIC IMAGING II (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production. Prerequisite: RADR 2209 with a grade of "C" or better.

**RADR 2313. RADIATION BIOLOGY AND PROTECTION (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. Prerequisite: RADR 1309 with a grade of "C" or better.

**RADR 2331. ADVANCED RADIOGRAPHIC PROCEDURES (LECTURE 3, LAB 1). CREDIT 3. WECM.**

Positioning and alignment of anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology. Prerequisite: RADR 2401 with a grade of "C" or better.

**RADR 2333. ADVANCED MEDICAL IMAGING (LECTURE 3, LAB 0). CREDIT 3. WECM.**

An exploration of specialized imaging modalities. Prerequisite: RADR-2401 with a grade of "C" or better.

**RADR 2335. RADIOLOGIC TECHNOLOGY SEMINAR (LECTURE 3, LAB 0). CREDIT 3. WECM.**

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. Prerequisite: RADR 2401 with a grade of "C" or better.

**RADR 2367. PRACTICUM (OR FIELD EXPERIENCE) - RADIOLOGIC TECHNOLOGY/SCIENCE - RADIOGRAPHER (LECTURE 0, PRAC 24). CREDIT 3. WECM.**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: RADR 2367 with a grade of "C" or better.

**RADR 2368. PRACTICUM (OR FIELD EXPERIENCE) - RADIOLOGIC TECHNOLOGY/SCIENCE - RADIOGRAPHER (LECTURE 0, PRAC 24). CREDIT 3. WECM.**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: RADR 2367 with a grade of "C" or better.

**RADR 2401. INTERMEDIATE RADIOGRAPHIC PROCEDURES (LECTURE 3, LAB 3). CREDIT 4. WECM.**

A continuation of the study of the manipulation of radiographic equipment, positioning and alignment of the anatomic structure and equipment, and evaluation of images for demonstration of anatomy. Prerequisite: RADR 1411 with a grade of "C" or better.

**RNSG 1162. COMPLEX CONCEPTS OF ADULT HEALTH CLINICAL (LECTURE 0, CLIN 6). CREDIT 1. WECM.**

Clinical experiences in the management of patients and families with complex health needs.

**RNSG 1260. FOUNDATIONS OF NURSING CLINICAL (LECTURE 0, CLIN 6). CREDIT 2. WECM.**

Introductory clinical course designed to provide a beginning level of education and experience in the implementation of direct client care. Emphasis is placed on the provision of basic care to adult clients and families in structured health care settings. Opportunities are provided for the application of theory, concepts and skills being acquired.

**RNSG 1261. COMMON CONCEPTS OF ADULT HEALTH CLINICAL (LECTURE 0, CLIN 6). CREDIT 2. WECM.**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RNSG 1263. TRANSITION TO PROFESSIONAL NURSING CLINICAL (LECTURE 0, CLIN 6). CREDIT 2. WECM.**

This course provides clinical experience at medical-surgical facilities that provide opportunities for the vocational nurse to begin the transition to the registered nurse role and function. Opportunities are provided for the application of theory, concepts and skills.

**RNSG 1327. TRANSITION TO PROFESSIONAL NURSING (LECTURE 2, LAB 3). CREDIT 3. WECM.**

This bridging course provides the Licensed Vocational Nurse (LVN) an opportunity to enhance his/her theory base and develop skills essential for joining the generic ADN student for the second year of the program. Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication and applicable competencies in knowledge, judgment, skills and professional values within a legal/ethical framework throughout the life span.

**RNSG 1331. PRINCIPLES OF CLINICAL DECISION-MAKING (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Examination of selected principles related to the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving fluid and electrolytes; perioperative care; pain; respiratory disorders; peripheral vascular disorders; immunologic disorders; and infectious disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

**RNSG 1341. COMMON CONCEPTS OF ADULT HEALTH (LECTURE 2, LAB 3). CREDIT 3. WECM.**

Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

**RNSG 1343. COMPLEX CONCEPTS OF ADULT HEALTH (LECTURE 2, LAB 2). CREDIT 3. WECM.**

This course integrates previous knowledge and skills related to complex adult health needs into the continued development of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team and member of a profession in the care for adult/families with complex medical-surgical health care needs associated with body systems. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework.



**RNSG 1412. NURSING CARE OF THE CHILDBEARING AND CHILDREARING FAMILY****(LECTURE 3, LAB 2). CREDIT 4. WECM.**

Study of the concepts related to the provision of nursing care for childbearing and childrearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

**RNSG 1413. FOUNDATIONS FOR NURSING PRACTICE****(LECTURE 3, LAB 2). CREDIT 4. WECM.**

Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, and a systematic framework for decision-making and critical thinking. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

**RNSG 2161. MENTAL HEALTH NURSING CLINICAL****(LECTURE 0, CLIN 4). CREDIT 1. WECM.**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professor.

**RNSG 2213. MENTAL HEALTH NURSING****(LECTURE 2, LAB 0). CREDIT 2. WECM.**

Principles and concepts of mental health, psychopathology and treatment modalities related to the nursing care of patients and their families. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework.

**RNSG 2230. PROFESSIONAL NURSING REVIEW AND LICENSURE PREPARATION****(LECTURE 2, LAB 1). CREDIT 2. WECM.**

Review of concepts required for licensure examination and entry into the practice of professional nursing. Includes review of application process of National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, assessment of knowledge deficits, and remediation.

**RNSG 2261. NURSING CARE OF THE CHILDBEARING AND CHILDREARING FAMILY CLINICAL****(LECTURE 0, CLIN 6). CREDIT 2. WECM.**

Study of the concepts related to the provision of nursing care for childbearing and childrearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework.

**RNSG 2262. ENHANCED CONCEPTS OF ADULT HEALTH CLINICAL****(LECTURE 0, CLIN 6). CREDIT 2. WECM.**

Clinical experiences in the management of patients and families with multiple body system problems.

**RNSG 2263. CAPSTONE CLINICAL****(LECTURE 0, CLIN 6). CREDIT 2. WECM.**

Nursing care to adult patients and families suffering from multi-system or life-threatening health needs in a medical and/ or surgical acute care setting.

**RNSG 2332. ENHANCED CONCEPTS OF ADULT HEALTH****(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Enhanced concepts and skills for developing professional competencies in complicated nursing care situations involving adult patients/families with multiple body system problems. Emphasizes critical thinking, clinical reasoning, and determining legal/ethical values for optimization of patient care in intermediate and acute care settings. This course lends itself to a blocked approach.

**RSTO 1304. DINING ROOM SERVICE****(LECTURE 2, LAB 2). CREDIT 3. WECM.**

Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel. Prerequisites: CHEF 1205, CHEF 1301, CHEF 2301 and PSTR 1301 with a grade of "C" or better.

**RSTO 1313. HOSPITALITY SUPERVISION****(LECTURE 2, LAB 2). CREDIT 3. WECM.**

Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, applicable personnel laws and regulations. Emphasis on leadership development. Prerequisites: CHEF 1205, CHEF 1301, CHEF 2301 and PSTR 1301 with a grade of "C" or better.

**RSTO 2431. FOOD SERVICE MANAGEMENT****(LECTURE 2, LAB 4). CREDIT 4. WECM.**

Mastery of actual management experiences in supervision, training, planning, and control of a variety of food service operation formats may include cafeteria, table service, meetings, banquets, and catered events. Prerequisites: PSTR 2331, CHEF 1341, CHEF 1345, CHEF 1314 with a grade of "C" or better.

**SGNL 1301. BEGINNING AMERICAN SIGN LANGUAGE I****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.

**SGNL 1302. BEGINNING AMERICAN SIGN LANGUAGE II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. Prerequisite: SGNL 1301 with a grade of "C" or better or instructor permission.

**SOCI 1301. INTRODUCTION TO SOCIOLOGY****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**SPAN 1411. BEGINNING SPANISH I****(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

**SPAN 1412. BEGINNING SPANISH II  
(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

**SPAN 2311. INTERMEDIATE SPANISH I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

**SPAN 2312. INTERMEDIATE SPANISH II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

**SPAN 2313. SPANISH FOR NATIVE/HERITAGE SPEAKERS I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Builds upon existing oral proficiencies of heritage speakers of Spanish. Enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

**SPAN 2315. SPANISH FOR NATIVE/HERITAGE SPEAKERS II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Builds upon existing oral proficiencies of heritage speakers of Spanish. Enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 2313 with a grade of "C" or better.

**SPCH 1315. PUBLIC SPEAKING  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**SPCH 1318. INTERPERSONAL COMMUNICATION  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**SPCH 1321. BUSINESS & PROFESSIONAL COMMUNICATION  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**SPCH 1342. VOICE AND DICTION  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Physiology and mechanics of effective voice production with practice in articulation, pronunciation and enunciation. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**SPCH 2335. ARGUMENTATION AND DEBATE  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence and refutation. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**TECA 1354. CHILD GROWTH AND DEVELOPMENT  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence.

**VNSG 1119. LEADERSHIP AND PROFESSIONAL DEVELOPMENT  
(LECTURE 1, LAB 0). CREDIT 1. WECM.**

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

**VNSG 1122. VOCATIONAL NURSING CONCEPTS  
(LECTURE 1, LAB 1). CREDIT 1. WECM.**

This is an introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional and psychosocial self-care of the learner/professional.

**VNSG 1227. ESSENTIALS OF MEDICATION ADMINISTRATION  
(LECTURE 1, LAB 2). CREDIT 2. WECM.**

This course covers the general principles of medication administration including determination of dosage, preparation, safe administration and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

**VNSG 1230. MATERNAL-NEONATAL NURSING  
(LECTURE 1, LAB 2). CREDIT 2. WECM.**

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

**VNSG 1231. PHARMACOLOGY  
(LECTURE 1, LAB 2). CREDIT 2. WECM.**

This course is the study of fundamentals of medications and their diagnostic, therapeutic and curative effect. Includes nursing interventions utilizing the nursing process.

**VNSG 1234. PEDIATRICS  
(LECTURE 1, LAB 2). CREDIT 2. WECM.**

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.



**VNSG 1236. MENTAL HEALTH  
(LECTURE 2, LAB 0). CREDIT 2. WECM.**

This is an introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms and therapeutic communication skills.

**VNSG 1260. CLINICAL - PRACTICAL NURSING I  
(LECTURE 0, CLIN 10). CREDIT 2. WECM.**

This is a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

**VNSG 1261. CLINICAL-PRACTICAL NURSING II  
(LECTURE 0, CLIN 6). CREDIT 2. WECM.**

This is a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical profession.

**VNSG 1323. BASIC NURSING SKILLS  
(LECTURE 1, LAB 6). CREDIT 3. WECM.**

This course provides mastery of entry level nursing skills and competencies for a variety of healthcare settings. Utilization of the nursing process as the foundation for all nursing interventions.

**VNSG 1429. MEDICAL-SURGICAL NURSING I  
(LECTURE 3, LAB 2). CREDIT 4. WECM.**

This course teaches the application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized.

**VNSG 1432. MEDICAL-SURGICAL NURSING II  
(LECTURE 3, LAB 2). CREDIT 4. WECM.**

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

**VNSG 2331. ADVANCED NURSING SKILLS  
(LECTURE 1, LAB 4). CREDIT 3. WECM.**

This course offers mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

**VNSG 2460. CLINICAL-PRACTICAL NURSING III  
(LECTURE 0, CLIN 12). CREDIT 4. WECM.**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

**WLDG 1412. INTRODUCTION TO FLUX CORED ARC WELDING (FCAW)  
(LECTURE 3, LAB 4). CREDIT 4. WECM.**

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using Flux Cored Arc Welding (FCAW) equipment. Demonstrate equipment safety checks; identify Flux Cored Arc Welding (FCAW) equipment parts; demonstrate the procedures for running a continuous bead in the flat position; demonstrate the procedures for welding a butt joint, a T-joint, a lap joint, and an outside corner joint in the flat, horizontal, and overhead positions; and demonstrate the procedures for making an open butt v-groove weld.

**WLDG 1425. INTRODUCTION TO OXY-FUEL WELDING AND CUTTING  
(LECTURE 3, LAB 4). CREDIT 4. WECM.**

This is an introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. Students will describe or explain oxy-fuel welding and cutting safety procedures and identify and classify fuels and filler metals. Students will perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials.

**WLDG 1428. INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW)  
(LECTURE 3, LAB 4). CREDIT 4. WECM.**

This is an introduction to the shielded metal arc welding process. Emphasis will be placed on power sources, electrode selection, and various joint designs. Students will be able to select electrodes and amperage settings for various thicknesses of materials and welding positions; define principles of arc welding; explain electrode classifications; perform SMAW operations utilizing various positions electrodes and joint designs.

**WLDG 1430. INTRODUCTION TO GAS METAL ARC (GMAW) WELDING  
(LECTURE 3, LAB 4). CREDIT 4. WECM.**

This course studies the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/ equipment. Instruction focuses on various joint designs. Students will describe welding positions with various joint designs on plate; describe safety rules and equipment used; describe the effects of welding parameters in GMAW; and understand safety rules, equipment used, and testing performed by visual inspection. Students will weld various types of structural material and diagnose welding problems and perform visual inspections.

**WLDG 1434. INTRODUCTION TO GAS TUNGSTEN ARC (GTAW) WELDING  
(LECTURE 3, LAB 4). CREDIT 4. WECM.**

This course is an introduction to the principles of gas tungsten arc welding (GTAW), setup and use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Students will describe various joint designs; describe safety rules and equipment; and describe the effects of welding parameters in GTAW; and will weld various structural materials.

**WLDG 1435. INTRODUCTION TO PIPE WELDING  
(LECTURE 3, LAB 4). CREDIT 4. WECM.**

This is an introduction to welding of pipe using the shielded metal arc welding process, including electrode selection, equipment setup, and safe shop practices. Emphasis is placed on weld positions 1G and 2G using various electrodes. Students will describe equipment and require pipe preparation and perform 1G and 2G welds using various electrodes. Prerequisite: WLDG 1457 with a grade of "C" or better.

**WLDG 1457. INTERMEDIATE SHIELDED METAL ARC (SMAW) WELDING  
(LECTURE 3, LAB 4). CREDIT 4. WECM.**

This is a study of the production of various fillets and groove welds. Students will prepare specimens for testing in all test positions. Students will identify principles of arc welding; describe arc welding operations of fillet and groove joints; explain heat treatments of low alloy steels; and explain weld size and profiles. The student will prepare test plates; perform fillet welds in the overhead position; perform air carbon arc weld removal; perform bevel groove welds with backing plates in various positions; and demonstrate use of tools and equipment. Prerequisite: WLDG 1428 with a grade of 'C' or better.

**WLDG 2406. INTERMEDIATE PIPE WELDING  
(LECTURE 3, LAB 4). CREDIT 4. WECM.**

This is a comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G and 6G using various electrodes. Topics covered include electrode selection, equipment setup and safe shop practices. Students will describe equipment and require pipe preparation. Students will perform 1G, 2G, 5G and 6G welds using various electrodes. Prerequisite: WLDG 1435 with a grade of "C" or better.

**WLDG 2413. WELDING USING MULTIPLE PROCESSES  
(LECTURE 3, LAB 4). CREDIT 4. WECM.**

This course provides instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW) or any other approved welding process. Prerequisite: WLDG 2451 with a grade of "C" or better.

**WLDG 2451. ADVANCED GAS TUNGSTEN ARC (GTAW) WELDING  
(LECTURE 3, LAB 4). CREDIT 4. WECM.**

Advanced GTAW welding, including welding in various positions and directions. Students will exhibit expertise in various welding positions; describe safety rules and equipment used; and describe the effects of welding parameters in GTAW. Students will weld various joint designs; diagnose welding problems; and perform visual inspection. Prerequisite: WLDG 1434 with a grade of "C" or better.

**WLDG 2453. ADVANCED PIPE WELDING  
(LECTURE 3, LAB 4). CREDIT 4. WECM.**

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Students will describe equipment and required pipe preparation and perform 5G and 6G welds using various electrodes. Prerequisite: WLDG 2406 with a grade of "C" or better.

## Honors Program

College of the Mainland offers highly motivated students a chance to enhance their learning experience by working to explore subject areas in more depth through the Honors Program.

Honors credit may be received in most courses if the faculty member is willing to assist the student in earning honors in their course. The student and faculty member will work together to create an Honors Contract. An Honors Contract will detail the project the student must successfully complete to be awarded honors credit. Students work with a faculty member that will supervise and guide them through the endeavor and help them fulfill the obligations of the Honors Contract.

The Honors Contract requires the completion of the following criteria:

- Permission and approval of the faculty member for course student is currently enrolled
- Approval of the contract by the Honors Committee
- Completion of a research paper, special project, performance or creative project, or other work in addition to the usual requirements of the course
- Presentation of final results by the student
- At least 15 additional hours outside the normal expectation of the course completing the honors project
- The student must earn an "A" in the contracted course of record
- The student must develop a meeting schedule with the faculty member
- Signed Honors Contract by the student and the faculty member of the designated course
  - A completed original typed copy of this form must be submitted to the Honors Committee co-chair(s)
  - A rubric for assessing whether a completed honors project merits honors credit should be developed jointly by the student and the faculty member. The rubric must be submitted with the signed Honors Contract.
  - Honors Committee Co-chairs may contact the faculty member to learn the status of the project
  - A final report must be submitted to one of the Honors Committee Co-chairs prior to the contract deadline. The final report must include the rubric developed jointly by the student and the faculty members with the faculty member's comments on whether the student satisfied the criteria in the rubric and should receive honors credit.

Students desiring honors credit may also enroll in courses that have been designated as honors sections. These courses are identified in WebAdvisor as honors sections. Coursework in honors sections is more rigorous than a non-honors section.

In addition, any student who completes at least 12 honors credit hours, maintains a GPA of 3.5 or higher, completes at least 24 hours of approved community service, and a minimum of 18 hours at College of the Mainland will be recognized as a COM Scholar at graduation.

For more information, contact [dserda@com.edu](mailto:dserda@com.edu) ext. 8497 or [swakao@com.edu](mailto:swakao@com.edu) ext. 8107.

## House Bill 1508

*As required by Texas HB 1508, applicants and enrollees need to be aware that an individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program:*

1. *Each licensing authority that may issue an occupational license to an individual who completes an educational program must establish guidelines which state the reasons a particular crime is considered to relate to a particular license and any other criterion that affects the decisions of the licensing authority;*
2. *Local or county licensing authorities may issue additional guidelines related to criminal history. Applicants should contact their respective local or county licensing authority for more details.*
3. *A person may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority under Texas Occupation Code 53.102.*

*Note: This does not apply to licenses granted by the law enforcement officers (Occupations Chapter 1701) or emergency medical services (Health and Safety Code Chapter 773).*

### Programs Impacted

- Real Estate (CE)
- Registered Nurse (SCH)
- Teacher Preparation (SCH)
- Barber (SCH)
- Barber to Cosmetology Crossover (SCH)
- Basic Peace Officer (SCH)
- Certified Nursing Aid (CE)
- Cosmetology Instructor (SCH)
- Cosmetology Operator (SCH)
- Dental Assistant (CE)
- Dental Hygiene (SCH)
- Electrocardiography Technician (CE)
- Emergency Medical Services (SCH)
- Esthetic Specialty (SCH)
- Fire Academy (SCH and CE)
- Health Information Management (SCH)
- Licensed Vocational Nurse (SCH)
- Massage Therapy (CE)
- Medical Assisting (SCH)
- Medication Aide (CE)
- Pharmacy Technician (SCH)
- Phlebotomy Technician (CE)
- Radiologic Technology (SCH)

# COMPLETING AT COM

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College of the Mainland is committed to helping students reach the end of the educational pathway. This section provides information that will assist students in successfully completing a certificate or degree.

- Honors and Awards (p. 188)
- Graduation Requirements (p. 189)
- Course Substitutions (p. 190)
- Second Associate Degree (p. 190)

## Honors and Awards

COM offers special opportunities for advanced students to pursue experiences of a range and depth commensurate with their capabilities and intellectual interests. Special awards recognize outstanding achievement.

### Dean's List

The Dean's List is designed to recognize students whose academic performance is outstanding. To qualify for the Dean's List, a student must have completed a minimum of twelve (12) semester hours of credit work during the semester with a grade point average of at least 3.5. This recognition will be entered on the student's permanent record.

### President's List

The President's List is designed to recognize students whose academic performance is exceptional. To qualify for the President's List, a student must have completed a minimum of twelve (12) semester hours of credit work during the semester with a grade point average of 4.0. This recognition will be entered on the student's permanent record.

### Honors Graduates

Honors graduates include students who complete an associate degree or bachelor's degree, have earned at least 40 semester hours at COM, and have attained a cumulative grade point average as follows:

- 3.5 GPA – Cum Laude – with Honors
- 3.7 GPA – Magna Cum Laude – with High Honors
- 3.9 GPA – Summa Cum Laude – with Highest Honors

Developmental courses will not be used in computing the accumulative grade point average in determining honors status for graduation.

This recognition will be entered on the student's permanent record, and honor graduates will be recognized during graduation ceremonies.



## Graduation Requirements

Students who believe they are eligible for graduation should meet with their Advisor for a preliminary degree check. The Advisor will determine whether or not the student is eligible to apply for graduation. Students must complete an application for graduation and submit the application to the Admissions and Records Office during the semester in which the degree is to be conferred. A certificate or degree will not be awarded unless the application for graduation is completed.

Before a certificate or degree will be conferred the student must have:

1. Completed all COM's entrance requirements.
2. Completed all course requirements for the certificate or degree being conferred with a minimum cumulative GPA of 2.0.
3. Completion of at least 25% of the credit hours toward any certificate or degree must be earned at COM; however, at least 50% of the required specialized courses for a certificate or AAS must be completed at COM.
4. Cleared all holds and financial obligations to COM.
5. Passed all sections of the TSI examination unless the student is exempt.

## Graduation Ceremony

The graduation ceremony is held at the end of the spring and fall semester. Although participation is optional, graduates are encouraged to participate in the ceremony so faculty and staff may publicly express congratulations to each student for successfully achieving a certificate or degree. Honors braids and Highest Honors medallions will be awarded at graduation. If a graduate cannot attend, honors awards are available in the Admissions and Records Office upon request. GED graduates will also be recognized at the graduation ceremony. Some workforce programs may hold additional recognition ceremonies.

## Auto Awarding

Each semester, the Admissions and Records Office will review students' academic progress toward completion and will identify those who have met the graduation requirements for their program of study on record. Upon meeting the graduation requirements, the Admissions and Records Office will automatically award the degree or certificate and post the credential to the official transcript.

## **Course Substitutions**

Requests for course substitutions to meet graduation requirements must be submitted to the appropriate Department Chair and approved by the appropriate Dean and Vice President for Academic Affairs. To ensure students are able to progress through the proper course sequence of their chosen degree plan, course substitutions should be submitted in the first semester of attendance at College of the Mainland.

## **Second Associate Degree**

Students wanting to earn a second associate degree must complete a minimum of an additional 18 semester hours at COM and meet all degree requirements.

# LEARNING BEYOND THE CLASSROOM

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College of the Mainland is committed to connecting students to the community in a mutually growth-enhancing cycle. This section provides information about opportunities to connect with the community.

## Clinicals

COM's Nursing and Allied Health programs require clinical experiences. These experiences provide opportunities for students to learn and apply program theory and management of workflow. These clinicals are closely supervised with instruction and theory provided concurrently. Clinicals are designed to be consistent with industry standards, support specific written objectives outlined by the program, and emphasize current practices in the field of specialization.

## Cooperative Education

Cooperative education is a structured method of combining classroom-based education with practical work experience. A cooperative education experience, commonly known as a "co-op", provides academic credit for structured job experience.

## Internships

Many of COM's workforce programs provide internship experiences. These experiences provide workplace settings in which students learn and apply program theory and management of the workflow and are closely supervised with instruction and theory provided concurrently. Internships are designed to be consistent with industry standards, support specific written objectives outlined by the program, and emphasize current practices in the field of specialization.

## Practicum

A practicum is an unpaid, competency-based external learning experience that supplements lectures and laboratory instruction. Practicums are offered in some COM healthcare programs to provide students with practical experience in the industry to enhance skills and integrate knowledge. Practicums are directed by faculty or a clinical preceptor.

## Service Learning

Service learning courses provide students the opportunity to engage in a hands-on experience in the community as part of the course requirements. Typically, students will spend about one-third of the course contact hours in service learning experiences within the community.

## Study Abroad

Study abroad courses are offered during the summer term and are led by College of the Mainland faculty.

# FACULTY AND PROFESSIONAL PERSONNEL

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## Professional Personnel

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Ph.D., University of Iowa

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M.S.I.T., Mississippi State University

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## 2024-2025 CATALOG UPDATES

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Change Date	Area	Item	Change Made
8/9/24	Academic Calendar	Fall 2024 Semester	Added Dec. 25 as a holiday
8/23/24	Earning Credit Through Prior Learning, Course Substitution	Vice President	Updated Title
9/19/24	Emergency Medical Services	Paramedic Certificate	Corrected Level to Level Two Certificate
10/7/24	Degrees and Programs	Radiologic Technology	Added Limited Medical Radiologic Technologist Level 2 Certificate. Updated Program Information Page.
10/21/24	Grades	The "W" Grade	Clarified when a grade of "W" is issued.
11/7/24	Financial Aid	Return of Federal Financial Aid Funds Calculations	Changed the text about the withdrawal date
12/6/24	Degrees and Programs	Dental Hygiene	Updated information on the ADA Commission on Dental Accreditation status.
12/6/2024	Degrees and Programs	Robotic Process Automation	Removed the "pending approval by the Southern Association of Colleges and Schools Commission on Colleges" statement. The program was approved July 2024.