



2013-2014  
CATALOG

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NAVARRO COLLEGE



# NAVARRO COLLEGE

3200 W. 7th Avenue, Corsicana, TX 75110  
1 (800) NAVARRO  
www.navarrocollege.edu  
(903) 874-6501

An Equal Opportunity Institution

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts, Associate in Science, Associate in Applied Sciences, and Associate of Arts in Teaching degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Navarro College.

*Approved by:*

The Texas Higher Education Coordinating Board

*Member of:*

The Association of Texas Colleges and Universities  
American Association of Community Colleges

*Health Programs Accredited and/or Approved by:*

NAACLS (National Accrediting Agency for Clinical Laboratory Science),  
AOTA (American Occupational Therapy Association),  
BON (Texas Board of Nursing),  
NLNAC (National League for Nursing Accrediting Commission)

**2013-2014**  
Vol. XXXXXV No. 1

## BOARD OF TRUSTEES

	Term Expires
Lloyd D. Huffman, <i>Corsicana</i> , Chairman	2017
Dr. James G. Price, <i>Corsicana</i> , Vice Chairman	2019
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*This catalog does not constitute a contract between Navarro College and the student.*

## LETTER FROM THE DISTRICT PRESIDENT

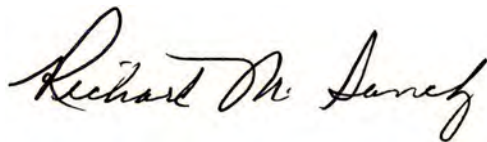
Dear Student,

Welcome! Your decision to attend Navarro College is an excellent choice. We hope you encounter an invigorating and enriching educational environment and a stimulating academic experience. Our goal is to assist you in achieving success and we gladly accept this challenge.

Navarro College is an outstanding institution. Dedicated to you, our students, we offer an array of educational offerings designed to provide you with the skills, knowledge, and necessary experience to successfully achieve your educational aspirations and/or prepare for the world of work. Our staff has a sincere commitment to students, and our campuses offer a most pleasing educational setting. Navarro College is a place where people of all ages, from all backgrounds and cultures meet to participate in one of the most satisfying and enhancing learning experiences available in Texas.

We look forward to serving your needs. Navarro College offers you a unique opportunity, and we invite you to join us for a memorable and lasting experience.

Every good wish for success. I am confident you will enjoy your experience and be pleased to be part of the tradition of excellence that has prevailed for more than half a century.



**Richard M. Sanchez**  
District President





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# 2013–2014 CALENDAR

## FIRST SUMMER TERM 2013

May 31	Friday	<b>All tuition/fees must be paid by 5:00 p.m. **</b>
June 3	Monday	<b>Classes begin (Summer I and 12-week)</b> Dining Services opens, 7 a.m. Schedule changes and late registration, 8 a.m.-7 p.m. *
June 4	Tuesday	Schedule changes and late registration, 8 a.m.-5 p.m. * Late registration closes, 5 p.m.
June 18	Tuesday	Last day to drop or withdraw from first summer term classes by noon
<b>July 4</b>	<b>Thursday</b>	<b>Fourth of July holiday - college closed</b>
<b>July 5</b>	<b>Friday</b>	<b>College Open – Classes will not meet</b>
July 8	Monday	Registration for second summer term classes, 8 a.m. - 5 p.m. <b>Housing payment for second summer term due by 5 p.m.</b>
July 9	Tuesday	Summer I Session ends Finals for Summer I Housing closes at 10 a.m. Summer II Housing opens – Check-in, 8 a.m. – 5 p.m. <b>All tuition/fees for Summer II must be paid by 5 p.m. **</b>

## SECOND SUMMER TERM 2013

July 10	Wednesday	<b>Classes begin</b> Late registration for second summer term classes, 8 a.m. - 7 p.m. *
July 12	Friday	First summer term grades due, 3 p.m. Late registration and schedule changes, 8 a.m. - 5 p.m. * Registration closes, 5 p.m.
July 31	Wednesday	Last day to drop/withdraw from 12-week or second summer term classes by noon
August 9	Friday	LVN Graduation and Pinning Ceremony, 7 p.m.
August 14	Wednesday	Final exams for second summer term and 12-week classes Summer II and 12-week semesters end Dining Services closes after noon meal Summer student housing closes, 10 a.m. Summer I and 12-week sessions end
August 15	Thursday	Second summer term and 12-week grades due by 3 p.m.
August 16	Friday	<b>Last day to pay for fall pre-registered classes by 5 p.m.</b> Early Registration for Fall ends, 5 p.m.

## 2013 FALL SEMESTER

August 19	Monday	First day to purchase books using financial aid. New Faculty Orientation <b>First Housing payment due by 5 p.m.</b>
August 20	Tuesday	Faculty Convocation
August 21	Wednesday	Registration, 8 a.m. - 7 p.m. Student Housing opens - Regular check-in 8 a.m. - 7 p.m. Dining Services open for evening meal
August 22	Thursday	Registration, 8 a.m. - 7 p.m. Housing check-in, 8 a.m. - 7 p.m.
August 23	Friday	Registration, 8 a.m. - 5 p.m. Late Housing check-in, 3 - 5 p.m.
August 24	Saturday	Registration, 9 a.m. - noon

August 24	Saturday	Late housing check-in, 9 a.m. – 12 p.m. <b>All tuition/fees must be paid by noon.</b>
<b>August 26</b>	<b>Monday</b>	<b>Classes begin</b> Late registration, 8 a.m. - 7 p.m. ***
August 27	Tuesday	Late registration, 8 a.m. - 7 p.m. ***
August 28	Wednesday	Late registration closes, 7 p.m. *** Second eight-week classes continue to register.
August 31	Saturday	Saturday classes will meet Labor Day Weekend
<b>September 2</b>	<b>Monday</b>	<b>Labor Day holiday - College closed</b>
September 27	Friday	Last day to drop or withdraw from an eight-week class by noon
<b>October 12</b>	<b>Saturday</b>	<b>Homecoming, 3 p.m.</b>
October 18	Friday	<b>Last day to pay for second eight-week classes</b>
October 19	Saturday	First eight-week classes end
October 21	Monday	Late registration for second eight-week classes, 8 a.m. - 5 p.m. <b>Second eight-week classes begin ***</b>
<b>November 4</b>	<b>Monday</b>	<b>Early registration begins for Spring</b>
November 15	Friday	Last day to drop/withdraw from college for 16-week and second eight-week classes by noon
<b>November 26</b>	<b>Tuesday</b>	<b>College closed after evening classes</b> Dining Services closes after evening meal Student Housing closes, 5 p.m.
<b>November 27-30</b>		<b>Thanksgiving Holidays</b>
December 1	Sunday	Student Housing re-opens, 2 p.m.
December 2	Monday	Dining Services opens, 7 a.m. Classes resume - college opens
<b>December 9</b>	<b>Monday</b>	<b>Final exams begin</b>
December 13	Friday	<b>All tuition/fees for Winter mini-mester to be paid by 5 p.m.</b>
<b>December 14</b>	<b>Saturday</b>	<b>Final exams end</b> Fall semester ends
December 16	Monday	Fall semester grades due by noon <b>Mini-mester classes begin. Classes do not meet Dec. 21 – Jan 1</b>
December 20	Friday	<b>Registration for mini-mester ends 6 p.m. ***</b> <b>Christmas Holidays - college closes after evening classes.</b>

## 2014 SPRING SEMESTER

January 2	Thursday	College re-opens following holidays Early registration continues for spring, 8 a.m.-5 p.m.
<b>January 3</b>	<b>Friday</b>	<b>Last day to pay for early registration by 5 p.m.</b> Early registration for spring ends, 5 p.m.
January 6	Monday	First Housing payment due First Day to pay for books with financial aid
January 7	Tuesday	Faculty return for Spring Semester
January 8	Wednesday	Registration, 8 a.m. - 7 p.m. Student Housing opens - Regular check-in, 8 a.m. -7 p.m. Dining Services opens for evening meal
January 9	Thursday	Registration, 8 a.m. - 7 p.m. Student Housing regular check-in, 8 a.m. - 7 p.m.
January 10	Friday	Registration, 8 a.m. - 5 p.m. Housing check-in, 8 a.m. - 3 p.m.
January 11	Saturday	<b>Mini-mester classes end</b> Regular registration continues, 9 a.m. - noon



January 11	Saturday	Housing late check-in, 9 a.m. – noon <b>All tuition/fees must be paid by noon</b>
<b>January 13</b>	<b>Monday</b>	<b>Classes begin</b> Late Registration, 8 a.m. – 7 p.m. ***
January 14	Tuesday	Late registration, 8 a.m. - 7 p.m. ***
January 15	Wednesday	Last day for schedule changes Registration closes, 7 p.m. *** Registration for second eight-week classes continues
January 18	Saturday	<b>Weekend college classes begin</b>
<b>January 20</b>	<b>Monday</b>	<b>Martin Luther King Holiday – college closed</b>
January 21	Tuesday	Registration for second eight-week classes continues, 8 a.m. – 5 p.m.
March 7	Friday	Dining Services closes after noon meal Housing closes for Spring Break, 5 p.m.
<b>March 8</b>	<b>Saturday</b>	<b>Saturday classes meet</b> First eight-week classes end
<b>March 10 -14</b>	-	<b>Spring Break</b>
<b>March 15</b>	<b>Saturday</b>	<b>Saturday classes meet</b>
March 16	Sunday	Student Housing re-opens, 2 p.m.
<b>March 17</b>	<b>Monday</b>	<b>Second eight-week classes begin</b> <b>All tuition/fees for second eight-week classes due by 5 p.m.</b> College re-opens following mid-semester break, 8 a.m. Dining Services opens, 7 a.m. Classes resume Registration continues for second eight-week classes. ***
<b>March 18</b>	<b>Tuesday</b>	<b>Registration for second eight-week classes ends. ***</b> First eight-week grades due by 3 p.m.
March 21	Friday	Deadline to apply for graduation
<b>March 31</b>	<b>Monday</b>	<b>Early registration begins for Summer and Fall Semesters</b>
April 11	Friday	Last day to drop/withdraw from college for 16-week and second eight-week classes by noon
April 17	Thursday	College closes after evening classes Dining Services closes after evening meal
<b>April 18</b>	<b>Friday</b>	<b>Good Friday holiday - college closed</b>
April 19	Saturday	Saturday classes will not meet
<b>April 21</b>	<b>Monday</b>	College re-opens Dining Services re-opens, 7 a.m.
<b>April 30</b>	<b>Wednesday</b>	<b>Final exams begin</b>
<b>May 6</b>	<b>Tuesday</b>	<b>Final exams end</b>
May 7	Wednesday	Semester grades due by noon
May 9	Friday	Graduation list posted, 10 a.m. Texas A&M Commerce graduation
May 10	Saturday	Commencement, AA and AS Degrees, 10 a.m. Commencement, AAS and Certificates, 1 p.m. Commencement, Ellis County Campus, 4:30 p.m. Student Housing closes for graduating students, 3 p.m.
May 12 – 28		May Mini-mester
<b>May 23</b>	<b>Friday</b>	<b>Early registration for summer terms ends, 5 p.m.</b> <b>Last day to pay for summer early registered classes by 5 p.m.</b>
<b>May 26</b>	<b>Monday</b>	<b>Memorial Day holiday – college closed</b>
May 29	Thursday	Registration for Summer I and Fall Semesters, 8 a.m. – 7 p.m.
May 30	Friday	Registration for Summer I and Fall Semesters, 8 a.m. - 5 p.m.

May 30 Friday Summer I Housing opens - check-in, 8 a.m. - 5 p.m.  
**Last day to pay for regular registration \*\***

## FIRST SUMMER TERM 2014

June 2 Monday **Classes begin (Summer I and 12-week)**  
 Dining Services opens, 7 a.m.  
 Schedule changes and late registration, 8 a.m. - 7 p.m.

June 3 Tuesday Schedule changes and late registration, 8 a.m. - 5 p.m.  
 Late registration closes, 5 p.m. \*

June 17 Tuesday Last day to drop or withdraw from first summer term classes by noon

**July 4 Friday Fourth of July holiday - college closed**

July 7 Monday College Opens  
**Summer I Session ends.** Housing closes at 10 a.m.  
**Finals for Summer I**  
 Registration for Summer II, 8 a.m. - 5 p.m. \*  
**Housing payment for second summer term due by 5 p.m.**  
 Summer II Housing opens - Check-in, 8 a.m. - 5 p.m.

## SECOND SUMMER TERM 2014

**July 8 Tuesday Classes begin**  
 Late registration for second summer term classes, 8 a.m. - 7 p.m. \*  
 First summer term grades due, 3 p.m.

July 9 Wednesday Late Registration for second summer term classes, 8 a.m. - 5 p.m.

July 10 Thursday Late registration and schedule changes, 8 a.m. - 5 p.m.\*  
 Registration closes, 5 p.m.  
**Tuition and fees must be paid by 5 p.m. \*\***

July 29 Thursday Last day to drop/withdraw from 12-week or second summer term classes by noon

August 8 Friday LVN Graduation and Pinning Ceremony, 7 p.m.

August 12 Tuesday Final exams for second summer term and 12-week classes  
 Summer II and 12-week semesters end  
 Dining Services closes after noon meal  
 Summer student housing closes, 10 a.m.  
 Summer I and 12-week sessions end

August 15 Friday Second summer term and 12-week grades due by 3 p.m.  
**Last day to pay for fall pre-registered classes by 5 p.m.**

## 2014 FALL SEMESTER

August 25 Monday **Classes begin**

\* Payment must be made on the day of registration (payment plan not available)

\*\* Payment plan not available

\*\*\* Payment must be made on the day of registration

# EQUAL EDUCATIONAL OPPORTUNITY

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (PL 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admissions and education of students, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, and with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate against any person on account of race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status or veteran status. Navarro College adheres to the policies and procedures as prescribed under ADA-504.

## MISSION

### Our Quest

We pursue wisdom, truth, and knowledge for ourselves and our students.

### Vision

Through visionary leadership, outstanding teaching, and high-quality service, Navarro College will achieve distinction as an exemplary two-year institution where quality teaching and learning prevail and students are well-prepared to engage in higher levels of education, leadership, and employment.

### Purpose

Navarro College seeks to maintain a stimulating and culturally diverse environment wherein students will be inspired to commit themselves to a high level of personal integrity and intellectual rigor. Through an integrated program of general education and support services, students are afforded the opportunity to develop abilities that enable them to be responsible stewards of their talents, skills, and material resources and to acquire a passion for life-long learning. An open-door, public, comprehensive community college, Navarro College primarily serves the educational, civic, and business communities in Navarro, Ellis, Limestone, Freestone,

and Leon Counties. The college also attracts students from the rest of Texas, throughout the United States, and many other countries, welcoming students from all cultural, educational, and socioeconomic backgrounds. Navarro College is alert to the changing educational requirements of its constituency and the social and political forces at work within the communities it serves and responds to these changing needs with enthusiasm, creativity, intelligence, and hard work.

The college operates in harmony with its enabling statute identified in the Texas Education Code, Section 130.003, which states that the charge of each public community college shall be to provide:

- technical programs up to two-years in length leading to associate degree or certificates;
- vocational programs leading directly to employment in semi-skilled or skilled occupations;
- freshman or sophomore courses in arts and sciences;
- continuing adult education programs for occupational or cultural upgrading;
- compensatory education programs designed to fulfill commitment of an admissions policy allowing the enrollment of disadvantaged students;
- a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- workforce development program designed to meet local and statewide needs;
- adult literacy and other basic skills programs for adults; and
- such other purposes as may be prescribed by the Texas Higher Education Coordinating Board for post-secondary education in Texas.

In evaluating its mission, Navarro College considers institutional research an essential element in determining how effectively it achieves the purposes stated above. Additionally, the college supports academic research consistent with the primary function of the institution.

### Core Values

We believe in:

- providing an accepting, comfortable, and safe learning environment conducive to personal growth and development,
- recruiting and cultivating a caring faculty and staff dedicated to teaching and service excellence,
- ensuring universal access to affordable higher education

- through both traditional and innovative delivery systems,
- encouraging students to actively participate in the learning and decision-making process,
- and in upholding the dignity and worth of every human being.

## PHILOSOPHY

In accomplishing the mission/purpose of the college, the board, administration, faculty, and staff shall be guided by the following philosophy:

Navarro College is dedicated to serving the educational needs of students, to promoting the professional development and well-being of all college personnel, and to informing and involving the citizens it serves. The college devotes human and financial resources to create and maintain a collegial environment. This environment is characterized by an institutional emphasis on excellence demonstrated by qualified faculty, administrators, and staff who possess a caring attitude toward students, ethical and professional standards of conduct, and respect for the individual. Navarro College also accepts the charge of providing an atmosphere in which students can exercise initiative and personal judgment, leading to a greater awareness of personal self worth.

Through commitment to enhancing student learning by creative and dedicated teaching strategies, the college provides students the opportunity to develop abilities needed to enter and succeed in college programs and as contributing members of society. The college is committed to maintaining standards through self-appraisal, community involvement, accreditation, statutes, and state/federal guidelines.

## HISTORY

In the spring of 1946, a group of local citizens met to form a steering committee for the purpose of establishing a junior college in Navarro County. In a general election held July 16, 1946, voters approved the creation of Navarro Junior College and authorized a county tax to help finance the institution. In that same election, voters chose a seven-member board of trustees to govern the college. The first students began classes in September, 1946. Most of the 238 members of that first student body were returning veterans from World War II taking

advantage of assistance available under the newly enacted GI Bill. The first campus of Navarro College was the site of the Air Activities of Texas, a World War II primary flight school located six miles south of Corsicana.

In 1951, the campus was moved to its present location, a 47-acre tract west of downtown Corsicana on State Highway 31. The campus has expanded to 103 acres with 23 buildings. In 1954, Navarro was accredited by the Southern Association of Colleges and Schools. The accreditation was reaffirmed in 1964, 1974, 1985, 1995, and again in 2005.

In 1974, the college broadened its philosophy and purpose to encompass the comprehensive community-based educational concept, adding occupational education programs and implementing new education concepts including individualized and self-paced instruction and the use of audio-tutorial instructional media. In keeping with the new educational role, the word “junior” was dropped from the institution’s name, and the official name Navarro College was adopted by the Board of Trustees. In an attempt to address the growing needs of its service area, which consists of Navarro, Ellis, Freestone, Limestone, and Leon counties, the college began offering courses in various locations in those areas in the early 1970s and eventually established two permanent centers, Navarro College South at Mexia and the Ellis County Center at Waxahachie. In January, 2006, a new campus in Midlothian opened to better serve students in that area.

Navarro College has had five presidents: Mr. Ray Waller, the founding president, served until his death in 1956. Dr. Ben W. Jones served from 1956 until 1973. In 1974, the Board named Dr. Kenneth P. Walker as president, and he served until 1988. Dr. Gerald E. Burson, joined the college in 1989, serving until his retirement in January 1998. The current president, Dr. Richard M. Sanchez, assumed the presidency in March 1998.

Dr. Barbara Kavalier has been appointed to succeed Dr. Richard Sanchez as District President beginning September 1, 2013.



# ADMISSIONS & REGISTRATION

## ADMISSION PROCEDURES

Navarro College maintains an open door admission policy, and students are admitted without regard to race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status, or veteran status. The college reserves the right to verify citizenship and residency status of any applicant.

The college reserves the right to refuse admission to any student who does not comply with admission requirements or where evidence exists that the presence of the applicant would be incompatible with the aims or objectives of the college or where, in the judgment of the college Admissions Committee, the applicant's presence on campus would not be in the best interest of the student or the college community. An individual may appeal such refusal to the Vice President for Academic Affairs.

The Office of Admissions and Records is responsible for administering all admissions policies. Inquiries concerning admissions should be addressed to the attention of this office.

Completion of the following steps are necessary to gain admission to Navarro College:

- 1. Application for Admission.** This form will be furnished by the Office of Admissions and Records upon request.
- 2. Official Transcript.**
  - a) Beginning Students:** An official transcript remain unopened of the applicant's high school record must be filed in the Office of Admissions & Records before an application for admission will be considered,
  - b) Transfer Students:** Transfers from another college are required to present a complete transcript bearing the signature of the appropriate official and seal from each college attended.
- 3. Assessment Scores.** Students must take a state-approved placement test and submit test scores at the time of registration. Students otherwise qualified will not be refused admission on the basis of their scores. These results are used in advising and placing students in proper sections of certain course areas.
- 4. Proof of Residency**

## METHODS OF ADMISSION

The student is responsible for meeting all admission requirements. Failure to meet all requirements will cause the student's transcript to be withheld and the student will be blocked from future registrations. Admission to Navarro College may be by one of the following methods:

**1. High School Graduate.** An applicant who is a graduate of an accredited high school will be admitted to Navarro College upon presentation of a properly authenticated high school transcript verifying that the student has graduated. High school students are strongly recommended to follow the State Board of Education's recommended 24-unit High School Program to help be fully prepared for college following graduation.

**2. General Educational Development (GED) Test Scores.** An applicant who is not a high school graduate may be admitted by successfully completing the General Educational Development Test, High School Level and providing a GED transcript showing passing scores. This test is administered at Navarro College, and applicants interested in gaining admission by this method should inquire at the Counseling Center or the Adult Basic Education Program office.

**3. Individual Approval.** An applicant who is 18 years of age or older may be admitted on individual approval by the registrar provided appropriate experience can be justified in lieu of a high school diploma and provided evidence exists that the student is competent to benefit from a program of the institution. Such students may be admitted upon the recommendation of the principal or superintendent of the last high school attended or on the basis of a state- approved placement examination.

Students under age 18 who attended a non-accredited public or private high school, or who were schooled in a non-traditional setting, may be admitted upon special approval of the director of admissions/registrar.

**4. Transfer From Another College or University.** A student who wishes to transfer from another college or university may be admitted to Navarro College provided he/she is eligible for readmission at the college last attended. An official transcript from each college or university previously attended must be provided to the Office of Admissions & Records before the admission is considered complete.

Students who register but fail to list on the admissions application other colleges or universities attended, or who are otherwise ineligible to attend Navarro College, will be subject to dismissal with forfeiture of all tuition and fees.

**5. International Students.** The Office of International Student Services is housed in Admissions and Records and is provided for both the admissions and residential needs of international students at Navarro College. For admission purposes, international students should provide the following documents:

- a. International application (provided in application packet);
- b. Navarro college admission application (available on the College Website and/or in the International Student Advising and Admission Office);
- c. Navarro College financial statement (provided in application packet);
- d. Affidavit of support and bank statement certified by a bank official showing support at a level of \$12,376 US dollars or more for a 12-month duration;
- e. Official high school, GED, or college transcripts submitted in both the native language and English translation, if applicable;
- f. Minimum TOEFL paper-based score of 450; computer-based score of 133; or Internet-based of 45 or more;
- g. Application fee of \$60 (please make check or money order payable to Navarro College);
- h. Housing deposit of \$210 (if student is interested in living on campus; please note that the housing deposit must be accompanied with the housing application);
- i. Tuberculosis Test Results (this is required before the I-20 can be issued: written proof of negative TB skin test or clear chest X-ray required);
- j. Third Party Waiver allowing a third party to receive ONLY sealed and completed packet from applicant and mail for applicant;
- k. \$80 money order for acceptance package to be sent by UPS (please note that the Acceptance Package Form must be accompanied with the payment); and
- l. Acceptance Package Form

**6. Career & Technical Programs.** Although Navarro College has an “open door” admission policy, some career and technical programs have limited enrollments. Those programs include, but are not limited to, Associate Degree Nursing, Vocational Nursing, Medical Laboratory Technology, Occupational

Therapy Assistant, Oil and Gas Program, and John Deere Ag Tech. Applicants wishing to enter one of these limited access programs should contact the appropriate assistant dean or department chair for program requirements and admission procedures.

**7. Early Admissions Program for Eligible High School Students.** The Early Admissions Program at Navarro College offers an opportunity for eligible high school students to earn college credits while still enrolled in their high school subject to the following conditions:

**(1)** Participants must have completed their sophomore year in high school and have written approval of the high school and parent/guardian. **(2)** Students must have successfully completed or be exempt from one of the state-approved placement instruments (THEA, ASSET, COMPASS, or ACCUPLACER). **(3)** Students must adhere to all policies of the college and high school including daily attendance requirements. Navarro College assumes no responsibility for loss of eligibility of high school students enrolled in this program to participate in University Interscholastic League activities. Students who meet the above criteria will be accepted into Navarro College on individual approval.

**8. Dual Credit Enrollment.** The Dual Credit Program at Navarro College offers an opportunity for high school students to take college-level academic or career education courses for both high school and college credit. Such courses are offered based upon a written agreement between participating independent school districts and Navarro College and follow the provisions relating to courses for joint high school and college credit listed in Section 130.008 of the Texas Education Code. For additional information regarding dual credit enrollment, contact the Dean of Arts, Sciences, & Humanities.

**9. Summer Session Students from Other Colleges.** A student who is enrolled in another college, and who expects to return to that school in the fall, will be admitted to the summer session of Navarro College upon receipt of a statement of standing or presentation of a transcript from the records office of the other college showing the number of semester hours completed and indicating that the student is entitled to honorable dismissal. Such transfer students must adhere to the same rules and standards concerning admission procedures and placement testing as all other students.

**10. Tech-Prep.** Tech Prep is a way to start a college technical major in high school. In a tech prep program, the student begins his/her course of study in high school and continues in a community or technical college. The result can lead to a certificate or associates degree in a career field.

**11. Returning Students.** Students returning to Navarro College after an absence of one spring or fall semester will re-enter under the catalog and programs in effect at that time. Technical programs change frequently, depending on industry requirements, and new degree plans may require additional coursework. An updated Application for Admission, proof of Texas residency and official transcripts from institutions attended after the last enrollment at Navarro College are required.

## STUDENT SUCCESS INITIATIVE

The Texas State Education Code requires that undergraduate students entering a public institution of higher learning be tested to measure their skill levels in reading, writing, and mathematics prior to enrolling in any coursework. For these purposes, the Texas Higher Education Coordinating Board has approved THEA, Quick THEA, COMPASS, ASSET, ACCUPLACER, and the State TSI placement test as assessment instruments. Students who meet one of the following conditions are exempt from the test:

1. Hold a baccalaureate or an associates degree from a regionally accredited college or university.
2. Have a composite score of 23 on the ACT with a minimum of 19 on both the English and mathematics tests. Scores must have been earned within the last five years.
3. Have a combined score of 1070 on the SAT with a minimum score of 500 on both the mathematics and verbal tests. Scores must have been earned within the last five years.
4. Scored a minimum of 1770 on the TAAS writing test and minimum Texas Learning Indexes of 86 on the mathematics and 89 on the reading tests. Scores must have been earned within the last three years.
5. Scored a minimum of 2200 on the TAKS ELA with a sub-score of 3 and a minimum of 2200 on the TAKS math.
6. Transferred to Navarro College from a private or independent institution of higher education or an accredited out-of-state institution of higher education, having satisfactorily completed college-level coursework at the previous institution.
7. Have previously attended any accredited institution of higher learning and have been determined to have met readiness standards by that institution.
8. Are enrolled in a certificate program of one year or less (Level-One certificates, 42 or less semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
9. Are 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 have been serving for at least three years preceding enrollment.
10. On or after Aug. 1, 1990, were 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.
11. Students enrolling in a certificate program that includes less than nine credit hours of general education courses, with the exception of the Vocational Nursing Certificate Program, are waived from placement testing. A student may not enroll in any course outside the certificate curriculum without completing the placement test. If a stratified course is required in the degree plan for the certificate (i.e., English 1301), the student must successfully complete the associated component of a placement test before enrolling in the credit course. If the student fails the associated component, he/she must be remediated according to the Navarro College Developmental Education Plan.
12. A student enrolled as a part-time, non-degree seeking student shall be defined as a “**casual student**.” Such students will be allowed to enroll in non-stratified courses without being required to enroll in developmental classes. Stratified courses are those that require a passing score on the related section of the placement test as a prerequisite to enroll. Stratified courses include:
  - a) History 1301; History 1302; Government 2305; Government 2306; Psychology 2301; any 200-level literature course. A student must have passed the reading component of the placement test or successfully completed the remediation sequence for developmental reading before enrolling in any of these courses.
  - b) English 1301- A student must have passed the writing component of the placement test or successfully completed the remediation sequence for developmental reading before enrolling in this course.

c) All college-level mathematics courses - A student must have passed the mathematics component of the placement test or successfully completed the remediation sequence for developmental math before enrolling in any college-level math course.

Scores required for exemption must be attained in "one sitting" for an appropriate test instrument (ACT, SAT, TAAS). Scores from different exemption instruments or from different administrations of those instruments can not be used for exemption purposes. (As of April 2004, scores from ACT, SAT, and TAKS can be mixed to meet exemption requirements as long as composite scores are met on ACT/SAT. The TAKS ELA score may not be divided to meet reading/writing exemptions.)

Students whose scores fall below the mandated minimum scores on the test are required to enroll and participate in appropriate remedial courses or other remedial activity provided by the college until they demonstrate college readiness. Attendance and participation in remedial courses are mandatory. Students who exceed the allowable number of absences or who do not participate in the required classes may be dropped from the remedial courses as well as from all courses for the semester. Students needing to retest may use any of the approved assessment instruments (ACCUPLACER or Quick THEA); however, there is a 30 day waiting period between Quick THEA tests. Students are responsible for paying the testing fees.

## INDIVIDUAL ACADEMIC PLANNING

Navarro College offers a full program of assessment and counseling to assist students in selecting appropriate educational and career directions. The Carl Perkins Career Center and career and technical faculty are available to assist students who are uncertain about their career choices. The personnel in these offices have experience in business and industry and can give first-hand knowledge about various occupations. Counselors and faculty in the academic transfer area are available to assist students who plan to continue their education at a senior institution. Whether it is with undecided majors, or with students who have chosen a career program, or with those who have selected a senior college to which they wish to transfer, Navarro College Advisors work one-on-one to design a written plan of objectives. This plan, called the degree plan, helps to assure that the student is on an educational path

appropriate to his or her abilities and interests. A degree plan is required for all students. An "undecided" degree plan is available for students who have not chosen a major area of study.

## REGISTRATION

Students are urged to complete all admission procedures as early as possible and be ready for registration on one of the scheduled dates. To prepare for registration, students should secure a copy of the semester class schedule and follow the directions provided in it. Counseling Center staff are available to advise students who have not selected an educational major.

## LATE REGISTRATION

All students are urged to register on the days scheduled for registration. Those enrolling late may encounter some difficulty in enrolling in desired courses. Students enrolling late will be responsible for all coursework missed as a result of late enrollment. Students may not register for classes after the date specified in the calendar printed in this catalog.

## TUITION & FEE INFORMATION

A complete schedule of tuition and fees is found at the end of this section. Additionally, a listing of available scholarships and loans is found in this catalog. For additional information regarding tuition and fees, please contact the Business Office. Scholarship information and application forms are available from the Office of Financial Aid.

## SETTLEMENT OF OBLIGATIONS

Students who do not pay or make satisfactory arrangements to pay all financial obligations to the college may have their course credits and grades withheld. No degree or certificate will be awarded until all financial obligations are settled. The term "financial obligations" shall include the return of all properties of the college on student assignment including library books.

## TUITION REFUNDS

To be eligible for a tuition refund, a student must officially withdraw through the Office of Admissions & Records and must complete a "Request for Refund" form. "Class Day" is defined as any day a college class meets. Class days are computed beginning the first day of classes for the semester, not according to the number of times a particular class has met. After classes

begin, certain fees are not refundable including general service, vehicle registration and matriculation. In the event of a student's official withdrawal or reduction of hours carried, tuition and fees are refundable on the following basis:

## REFUND OF TUITION & FEES

### Fall and Spring Semesters

Prior to the semester start date	100%*
During the first 15 class days	70%
During the sixteenth to twentieth class days	25%
After the twentieth class day	None

### Summer Semesters

Prior to the first class day	100%*
During the first five class days	70%
During the sixth and seventh class days	25%
After the seventh class day	None

Tuition and fees paid directly to Navarro College by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student. Refunds will be processed after the twelfth class day.

\*A withdrawal fee of \$15 may be charged to all students who terminate enrollment before classes begin.

## RETURN OF TITLE IV FUNDS

Students who withdraw during the first 60 percent of each semester and who receive assistance from the Federal Student Aid programs, excluding Federal College Work study, will have some of their funds (unearned aid) returned to the federal programs. The student can be liable for a portion of this return. Prior to withdrawal, students should consult with the Student Financial Aid Office.

## CONTINUING EDUCATION TUITION SCHEDULE

Tuition for Continuing Education courses is approved by the Board of Trustees and published in a class schedule. Charges vary depending on the course content, length, and administrative costs. Refunds for Continuing Education courses will not be offered after the first day of class.

## ROOM & BOARD

Navarro College has an 18-meal plan that provides three meals a day, Monday through Friday, and adds lunch and dinner on Saturday and a luncheon buffet Sunday. A 15-meal plan provides three meals a day, Monday through Friday. Housing alone is not available for students living in residence halls. Below is the cost per person per semester for room and board.

All halls except Jones and Eady:

15 Meal Plan	\$2,339
18 Meal Plan	\$2,470

Jones and Eady Hall

15 Meal Plan	\$2,234
18 Meal Plan	\$2,365

### NO REFUNDS ON ROOM AND BOARD

The initial room and board payment must be made by the date published in the calendar. Room and board may be paid on the following schedule:

- by published date
- after 30 days
- after 60 days

Summer semester rates are 3/4 of fall and spring rates (15 meal plan).

### Housing Property Deposit \$200

All students planning to reside in college housing are required to pay a \$200 deposit plus an additional \$10 background processing fee and enroll as a full-time student at Navarro College. Refund of the original deposit is made for cancellation of an assignment when written notification is received by the dates noted below:

- While on the waiting list:** at any time
- Returning residents with assignments:** June 1 for Fall
- New residents with assignments:** August 1 for Fall
- All residents with assignments:** December 1 for Spring

No refund of deposit will be made for cancellations received after these dates. All notices of cancellations must be in writing for refund purposes. Deposit refunds are made by check once the student has properly cleared housing and made application for refund provided the student has no damages assessed and has no unpaid balance at the college. Applications for housing are available in the Housing Office. Students must be enrolled in 15 semester hours to be eligible to live in the residence halls.

**NOTE: Payment plans are not available for Summer terms.**



## OTHER FEES

Foreign Citizen Application Fee	\$60
CLEP (College Level Exam Placement) (\$72 to CLEP/\$25 to Navarro College)	\$97
Housing Key Replacement	\$50
Library Deposit - Non Students	\$20
Overnight Housing Charge	\$ 8
Returned Check Charge	\$30
Student ID or Meal Ticket Replacement	\$10
GED Test Fee	\$85
Retest Fee (GED) per test	\$15
Course Challenge Fee Per semester hour	\$10
American College Testing (ACT) (paid to ACT) - Non-Writing	\$30
Plus Writing	\$44.50
Placement Testing Fee	\$29
Placement Score Transcript	\$25
Placement Retest Fee	\$29
Quick THEA Testing Fee (paid to NES) (30 day waiting period between tests)	\$29
Transcript fee after 10 lifetime copies	\$3 each
Massage Therapy Lab Fee	\$26

Tuition & fees paid directly to Navarro College by a sponsor, donor or scholarship shall be refunded to the source rather than directly to the student. All tuition & fees are subject to change. No refunds on test fees.

## FIRE/POLICE ACADEMY PROGRAM COSTS

- Fire Academy: approximately \$2,300, following the academic tuition and fee schedule
- EMT: approximately \$750, following the academic tuition and fee schedule
- Paramedic: approximately \$4,000, following the academic tuition and fee schedule
- Police Academy: approximately \$1,900, following the continuing education tuition and fee schedule

The cost of the Protective Services programs includes tuition and fees only. The above amounts do not include textbooks, equipment, and uniforms. Please contact the office of Protective Services for more information.

## ATHLETIC TICKET PRICES

	Basketball	Football
Season Ticket	\$30	\$25
General Admission	\$3	\$4
Reserved Seat	\$4	\$5
Student	\$1*	\$2*

\* Navarro College students admitted free with Student I.D.





# FALL TUITION & FEES

The fees contained herein are subject to continuous review and evaluation. Navarro College reserves the right to make changes at any time without notice.

## NAVARRO COUNTY RESIDENTS

Credit Hours	Tuition	Matriculation Fee	Building Use Fee	Vehicle Registration	Total Charges
1	108.00	11.00	19.00	15.00	153.00
2	108.00	11.00	38.00	15.00	172.00
3	108.00	11.00	57.00	15.00	191.00
4	144.00	11.00	76.00	15.00	246.00
5	180.00	11.00	95.00	15.00	301.00
6	216.00	11.00	114.00	15.00	356.00
7	252.00	11.00	133.00	15.00	411.00
8	288.00	11.00	152.00	15.00	466.00
9	324.00	11.00	171.00	15.00	521.00
10	360.00	11.00	190.00	15.00	576.00
11	396.00	11.00	209.00	15.00	631.00
12	432.00	11.00	228.00	15.00	686.00
13	468.00	11.00	247.00	15.00	741.00
14	504.00	11.00	266.00	15.00	796.00
15	540.00	11.00	285.00	15.00	851.00
16	576.00	11.00	304.00	15.00	906.00
17	612.00	11.00	323.00	15.00	961.00
18	648.00	11.00	342.00	15.00	1016.00
19	684.00	11.00	361.00	15.00	1071.00
20	720.00	11.00	380.00	15.00	1126.00
21	756.00	11.00	399.00	15.00	1181.00

No Maximum Ceiling on Tuition

In-District Students include those students enrolling at Navarro College who have lived in Navarro County for at least one year with the intent of establishing a permanent residence.

## LAB FEES

Accounting	\$10
Ag Tech	\$10
Agriculture	\$18
Anatomy & Phy.	\$20
Art	\$18
Biology	\$18
Botany	\$12
Bowling	\$65
Busin. & Comm.	\$24
Ceramics	\$22
CE Tech	\$10
Chemistry	\$22
Child Development	\$10
Computer	\$20
Comp. Art	\$26
Cosmetology	\$26

Criminal Justice	\$26
Dance	\$12
Drafting	\$21
Drama	\$22
Emer Med	\$26
Geology	\$22
Golf	\$52
Int Engl	\$26
Internet Course	\$35
Keyboarding	\$24
Microbiology	\$26
MLT	\$26
Multimedia	\$26
Music	\$14
Music Class	\$42
Nursing ADN	\$26

Nursing - VN	\$26
OTA Therapy	\$26
Bus Inf. Tech	\$24
PE - Aerobics	\$10
PHED	\$10
Photography	\$18
Physics	\$18
Phys. Science	\$18
Priv. Inst. - 1 hr	\$90
Priv. Inst. - 30 min	\$50
RTV	\$18
Scuba Diving	\$10
Spanish/French	\$14
Word Processing	\$24
Zoology	\$12

## TEXAS RESIDENTS OUTSIDE NAVARRO COUNTY

Credit Hours	Tuition	Matriculation Fee	Building Use Fee	Vehicle Registration	Out of District Fee	Total Charges
1	111.00	11.00	19.00	15.00	34.00	190.00
2	111.00	11.00	38.00	15.00	68.00	243.00
3	111.00	11.00	57.00	15.00	102.00	296.00
4	148.00	11.00	76.00	15.00	136.00	386.00
5	185.00	11.00	95.00	15.00	170.00	476.00
6	222.00	11.00	114.00	15.00	204.00	566.00
7	259.00	11.00	133.00	15.00	238.00	656.00
8	296.00	11.00	152.00	15.00	272.00	746.00
9	333.00	11.00	171.00	15.00	306.00	836.00
10	370.00	11.00	190.00	15.00	340.00	926.00
11	407.00	11.00	209.00	15.00	374.00	1016.00
12	444.00	11.00	228.00	15.00	408.00	1106.00
13	481.00	11.00	247.00	15.00	442.00	1196.00
14	518.00	11.00	266.00	15.00	476.00	1286.00
15	555.00	11.00	285.00	15.00	510.00	1376.00
16	592.00	11.00	304.00	15.00	544.00	1466.00
17	629.00	11.00	323.00	15.00	578.00	1556.00
18	666.00	11.00	342.00	15.00	612.00	1646.00
19	703.00	11.00	361.00	15.00	646.00	1736.00
20	740.00	11.00	380.00	15.00	680.00	1826.00
21	777.00	11.00	399.00	15.00	714.00	1916.00

No Maximum Ceiling on Tuition

## NON-TEXAS RESIDENTS

Credit Hours	Tuition	Matriculation Fee	Building Use Fee	Vehicle Registration	Out of District Fee	Total Charges
1	261.00	11.00	19.00	15.00	34.00	340.00
2	261.00	11.00	38.00	15.00	68.00	393.00
3	261.00	11.00	57.00	15.00	102.00	446.00
4	348.00	11.00	76.00	15.00	136.00	586.00
5	435.00	11.00	95.00	15.00	170.00	726.00
6	522.00	11.00	114.00	15.00	204.00	866.00
7	609.00	11.00	133.00	15.00	238.00	1006.00
8	696.00	11.00	152.00	15.00	272.00	1146.00
9	783.00	11.00	171.00	15.00	306.00	1286.00
10	870.00	11.00	190.00	15.00	340.00	1426.00
11	957.00	11.00	209.00	15.00	374.00	1566.00
12	1044.00	11.00	228.00	15.00	408.00	1706.00
13	1131.00	11.00	247.00	15.00	442.00	1846.00
14	1218.00	11.00	266.00	15.00	476.00	1986.00
15	1305.00	11.00	285.00	15.00	510.00	2126.00
16	1392.00	11.00	304.00	15.00	544.00	2266.00
17	1479.00	11.00	323.00	15.00	578.00	2406.00
18	1566.00	11.00	342.00	15.00	612.00	2546.00
19	1653.00	11.00	361.00	15.00	646.00	2686.00
20	1740.00	11.00	380.00	15.00	680.00	2826.00
21	1827.00	11.00	399.00	15.00	714.00	2966.00

No Maximum Ceiling on Tuition

## SCHOLARSHIPS AND LOANS

Navarro College is grateful to the following individuals and organizations for making scholarship funds available to students. For information concerning these loans and scholarships, contact the Office of Financial Aid.

### LOANS

Stafford Student Loan  
Parent Loan for Undergraduate Students (PLUS)  
"B" on Time Loan

### GENERAL SCHOLARSHIPS

Ag-Tech Scholarship  
Oliver L. Albritton Scholarship  
Bailey/Jackson Scholarship  
Piercy Jane Bartlett Memorial Scholarship  
Norlaine and John Barton Memorial Scholarship  
Christy Lee Boyd Memorial Scholarship  
Alvis and Ruth Calame Memorial Scholarship  
Corsicana Kiwanis Club Scholarship  
M. C. and Mattie Caston Scholarship  
Cavender-Walker-Pitts  
Professional Business Women's Club Scholarship  
Geneva Duncan Davis Scholarship  
Myrtle S. Dockum Memorial Scholarship  
Tom & Vera Duncan Psychiatric Institute Of America  
Health Professions Scholarship  
James Edgar Scholarship  
Mary and Van Elkins Memorial Scholarship  
Faculty Scholarship Navarro College Faculty  
Louis E. Gibson Health Professions Scholarship  
Drew and Billy Gillen Memorial Scholarship Fund  
Gaston T. Gooch Scholarship  
Martha Grove Legal Assistants Scholarship  
David Hale Memorial Scholarship  
Doug Hightower Criminal Justice Scholarship  
Clyde and Alma Hollingsworth Memorial Scholarship  
Darrell Hughes Jr. Memorial Scholarship  
John Jennings Memorial Agriculture Scholarship  
Lottie Jones Mansfield Scholarship/Endowment  
Harry McCord Fine Arts Scholarship  
Presidential Scholarship  
David Redford Memorial Band Scholarship  
John Roberts-Computer Science  
Ivan and Adele Rosenberg Scholarship  
Pa Saar and Jason Trier Memorial Scholarship  
Jay & Daisy Silverberg Music Scholarship  
Gelene Duncan Simpson Scholarship

### DONOR

Federal  
Federal  
State of Texas

### DONOR

Navarro College  
Oliver L. Albritton  
Friends of Anita Bailey/Navarro LVN Class  
Family of Piercy Jane Bartlett  
Family of Norlaine and John Barton  
Mrs. Lucile Boyd  
Estate of Alvis and Ruth Calame  
Kiwanis Club of Corsicana  
M.C. and Mattie Caston  
Professional Business Women's Club  
  
Family and Friends of Geneva Duncan Davis  
Corsicana Music Teachers Association  
Children of Tom & Vera Duncan  
  
Navarro College Alumni Association  
Family of Mary and Van Elkins  
Navarro College Faculty  
Louis Wolens & Wolens Foundation  
Friends of Drew Gillen  
Navarro College Alumni Assoc. & Corsicana Rotary Club  
Friends of Martha Grove  
Family and Friends of David Hale  
Corsicana Police Officer's Wives Association  
Family of Clyde and Alma Hollingsworth  
Family of Darrell Hughes Jr.  
Friends of John Jennings  
Mr. & Mrs. Charles R. Jones  
Sandra Dowd & Friends of Harry McCord  
Louis Wolens & Wolens Family  
Family of David Redford  
Mrs. Nancy Roberts & Friends  
Mr. & Mrs. Herb Silverberg & Max Silverberg  
Friends of Pa Saar and Jason Trier  
Silverbergs & Friends  
Family and Friends of Gelene Duncan Simpson

Susan and Elton Skinner Jr. Memorial Scholarship  
 A. Lee Smith Scholarship Fund  
 Monte Smith Memorial Scholarship  
 Elizabeth & William Stokes Scholarship  
 Louis & Ann Wolens Health Professions Scholarship  
 Kenneth Wylie Memorial Scholarship  
 Corsicana LULAC  
 Navarro College Art Scholarship  
 Navarro College Foundation Scholarship  
 Choral & Instrumental Music

### OTHER FUNDS

College Work-Study Program/Navarro Job Placement  
 Hazelwood Act  
 Pell Grant  
 Supplemental Educational Opportunity Grant  
 Texas Public Educational-State Student Incentive Grant  
 Texas Grant  
 TEOG  
 1000 Tuition Rebate

Family of Susan and Elton Skinner  
 Friends of A. Lee Smith  
 Corsicana Daily Sun  
 Dr. William Stokes  
 Louis & Ann Wolens  
 Friends of Kenneth Wylie  
 Corsicana LULAC Council  
 Louis Wolens & Wolens Foundation Matched by Navarro  
 Navarro College Foundation Board of Directors  
 Navarro College

### DONOR

College/Federal  
 State of Texas  
 Federal  
 Federal  
 State of Texas/Navarro College  
 State of Texas  
 State of Texas  
 State of Texas

## M.C. & MATTIE CASTON SCHOLARSHIP

The M.C. and Mattie Caston Scholarships are named for the people whose generosity has reached out to the young people of the college's primary service area. These scholarships make available educational opportunities to deserving high school graduates from Navarro, Ellis, Limestone, Freestone, and Leon counties. Through the Navarro Education Foundation, grants are also available to assist selected Navarro College graduates as they seek further study in pursuit of the baccalaureate degree. To be eligible for this program, graduates must meet certain criteria, including a minimum cumulative grade point average of 3.7.

For complete information concerning the M.C. and Mattie Caston Scholarship, contact the Financial Aid Office or visit [www.navarrocollege.edu/financialaid](http://www.navarrocollege.edu/financialaid).



# STUDENT SERVICES

Programs in the Student Services area are designed to encourage students to establish worthwhile and attainable educational goals, to remain in college until those goals are realized, and to experience an enjoyable and meaningful growth process while at Navarro College.

## COUNSELING

Navarro College has a staff of professional counselors and faculty advisors who help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and experience personal and social growth. Student Support Services is a federally sponsored program that funds many services that assist students in reaching their educational goals. Counselors can arrange for testing to identify the student's abilities, special aptitudes, interests, values, and personality traits. Information concerning employment opportunities in various fields is available in the Carl Perkins Career Center. For the student who intends to pursue a four-year program, catalogs from many colleges and universities are available.

## FACULTY-CENTERED ADVISEMENT

As part of the College President's vision on meeting student needs, Counseling Services has implemented a program in which groups of students are assigned to faculty advisors. As part of the Faculty-Centered Student Advisement Program, the faculty/staff advisors work closely with the students either through e-mail, phone, or personal contacts to make sure students are meeting their individual goals. The Faculty-Centered Student Advisement Program is being implemented in stages and currently focuses all efforts on the success of first-time, full-time students. However, all students are asked to see an advisor prior to their first semester of enrollment.

## CARL PERKINS CAREER CENTER SERVICES

The Career Center offers a variety of services to Navarro College students. Carl Perkins Career Center services are funded through the Carl Perkins Act of 2006, a federal grant, and the level of service depends on available funding. Services are provided at no cost to Navarro College students who meet specific program requirements as defined by the federal government. Services

include textbook loans, child care assistance, career and technical advising, career development tools and online job board. The Career Center is located in the Bain Center in room BC 320.

## STUDENT ACTIVITIES

Activities are planned at Navarro College to provide entertainment and opportunities for personal and social growth. The Student Government Association and the various campus clubs and organizations are the major sources of input for planning activities. Major events on campus include the following: intercollegiate athletic events, spring musical, intramural competitions, Bulldog Bash, Homecoming, and the Student Appreciation Evening.

## HONORS ORGANIZATIONS

Phi Theta Kappa (National Honor Society for Community Colleges)

Psi Beta (Honor Society for Psychology)

Sigma Kappa Delta (Honor Society for English)

## PROFESSIONAL ORGANIZATIONS

John Deere Ag Tech Club

Alpha Omega Society (Art)

ADN Nursing Club

Association of Legal Assistants

LVN Nursing Club

Spring Video Show (SVS) Crew

Student Occupational Therapy Association

Teachers of Tomorrow

Navarro College Chemistry Club

Navarro College Biology Club

## SOCIAL/SERVICE ORGANIZATIONS

LEO Club

Que Pasa

Student Government Association

Tempo Band Society

Vocal Majority (Choir)

Student Ambassadors

Ladies of Navarro

RA Club

Navarro College Characters

Navarro College Fashion Club

Bulldog Steppers  
 Beaugard's Bodyguards  
 Criminal Justice Club  
 Navarro College Chemistry Club  
 Navarro College Biology Club

### RELIGIOUS ORGANIZATIONS

Baptist Student Ministries  
 United Christian Fellowship  
 Chi Alpha (Waxahachie Campus)  
 Chosen Ministries  
 Fellowship of Christian Athletes  
 Navarro College is represented by a variety of athletic teams and performing groups. Membership in these organizations is by selection and scholarships are available.

### PERFORMING GROUPS

Cheerleaders (coed)  
 Marching Band/Jazz/Stage Band  
 College Chorale/Chamber Singers/Collegiate Singers

### ATHLETIC TEAMS

Football	Softball (women)
Basketball	Soccer (women)
Baseball	Volleyball (women)

## HOUSING

Residence halls are available for men and women on the Navarro College Corsicana campus. They provide the basics needed for a comfortable, convenient, and relaxed living environment. Navarro College has numerous on campus residence halls from which to choose. The residence halls have a variety of floor plans ranging from suite-style rooms to one-and-two-bedroom apartments. All rooms are furnished with single beds, desks, drawer space, and chairs. Students furnish pillows, bed linens, towels, and the creativity to make their rooms unique.

## HOUSING REGULATIONS

Each apartment complex and residence hall at Navarro College features a live-in housing supervisor to help ensure the students' safety and security. The housing supervisors are authorized to enforce regulations in college housing. These regulations are not designed to interfere with the rights or privacy of students, but to assure a mutual respect among students and to optimize opportunities to live together harmoniously.

## HOUSING COSTS

A schedule of room and board rates may be found in this catalog.

## IMMUNIZATION ALERT

S. B. 1517 passed by the State Legislature during spring, 1991, amended Sections 2.09 and 2.09a of the Texas Education Code and requires that institutions of higher education provide each student applying for admission certain information about immunization. Although proof of adequate immunization is not specifically required for admission to Navarro College (with exception of international students, details outlined in this catalog.), immunization information is provided as follows:

### MEASLES

Measles is a highly contagious viral disease. Antibiotics are not available to treat people infected with this organism. Outbreaks of this illness have caused many hospitalizations and deaths among college-aged people; for these reasons, it is strongly recommended students have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose. The measles vaccine is most often given in combination with the vaccines for mumps and rubella, which are also caused by viruses.

### TETANUS

The illness caused by tetanus results from the poison produced by a bacteria. This is a very difficult illness to treat once it occurs, and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that interval. It is common for older adults to develop tetanus in the United States as many adults do not receive the recommended 10 year booster. The tetanus vaccine should be given in combination with the diphtheria vaccine.

### POLIOMYELITIS

In the United States, polio immunization is not routinely recommended for people 18 years of age or older. However, students planning travel to other parts of the world should consult a physician for specific recommendations.

### MENINGITIS

Effective Jan. 2, 2012, under Texas state law, all students entering Navarro College for the first time must show proof they have been vaccinated against bacterial meningitis. The law mandates that all entering students under the age of 30



must provide a certificate signed by a health care provider or an official immunization record verifying the student has been vaccinated against bacterial meningitis, or has received a booster during the five years preceding admission to Navarro College. Exceptions to this policy include students who are already enrolled in Navarro College (students enrolled in fall 2011), students age 30 and older, and students who are enrolled solely in online or distance-learning classes.

### LOCAL IMMUNIZATION SERVICES

For more information on immunizations, contact your physician or public health clinic.

## HEALTH PROFESSIONS PROGRAM

Certain immunizations are mandatory for students majoring in health profession fields. For information regarding immunizations, contact the Health Professions Office.

## PLACEMENT

The Navarro College Placement Office is located in the Carl Perkins Career Center and provides services to students and alumni seeking full-time or part-time employment. Counselors and faculty advisors provide students assistance with job placement, information about career market trends, and part-time employment opportunities, skills for interviewing techniques, and methods of securing job interviews. Counselors will assist the student to help secure employment commensurate with the student's qualifications.

## SPECIAL ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

With a commitment to equal access of facilities, activities, and programs, Navarro College provides reasonable and appropriate accommodations for qualified students with regard to disabilities and with regard to the potential for success as defined in Section 504 of the Amended Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Such disabilities include but are not limited to speech, hearing, and visual impairments, learning disorders, and other identified handicaps, with an identified potential for success in higher education. Students requesting special accommodations must adhere to the following guidelines as per institutional policy set

forth by the Navarro College Board of Trustees:

- Students should make requests for accommodations at least two weeks in advance of expected services and up to 30 days for profound disabilities. It is highly recommended that students allow this sufficient time prior to the first day of class for greater likelihood of academic success that semester.
- An accommodation request is considered on an individual basis once a completed application is submitted along with current and complete documentation of the disability as per an appropriate licensed professional such as a medical doctor. ARDs or IEPs are not valid documents for this purpose. Additionally, for documentation to be considered "current" in indicating the need for reasonable and appropriate accommodations, the following limits are set:

**Learning Disability:** For Adult students (>20 years of age) documentation must be no more than five years old; 17 to 20 year old students must have documentation that is no more than three years old.

**ADD/ADHD:** Documentation must not be older than three years.

**Psychiatric Disorder:** Documentation must be no more than six months old; beyond this, a letter updating current status and rationale for requested modifications must be submitted.

- Students should submit all paperwork to the Student Support Services office at the Gooch One-Stop Student Center on the Corsicana Campus. Applications are available at all campus locations and on the college Web site. For more information, call (903) 875-7455 or (903) 875-7377.

## STUDENT FINANCIAL AID

Financial aid helps alleviate financial barriers that can prevent access to or completion of educational opportunities offered by Navarro College. Requirements for the various aid programs may vary with the type of aid requested. In general, the individual must be a U.S. citizen, or eligible non-citizen, be in good standing, make satisfactory academic progress, not be in default on a student loan, and have a high school diploma or GED. All funds received must be used for educational purposes. An applicant's eligibility for financial assistance will be determined on an individual basis. The Student Financial Aid Office provides applicants with appropriate application forms and instructions. The student is responsible for proper completion and submission of all required documents. Students applying for most federal financial aid programs must establish or demonstrate financial need. Applicants for these programs must complete a Free Application for Federal Student Aid (FAFSA) by going to [www.fafsa.gov](http://www.fafsa.gov). The Title IV code for Navarro College is 003593 which must be entered in the application for Navarro College to receive students' FAFSA applications. Students must apply in advance for financial assistance. Priority will be given to students who complete their application according to the following dates:

Fall semester applicants	June 1
Spring semester applicants	October 15
Summer applicants	March 1

### Scholarships

Students interested in applying for a scholarship available through Navarro College should inquire in the office of Student Financial Aid or [www.navarrocollege.edu/financial-aid](http://www.navarrocollege.edu/financial-aid)

\$1,000 Tuition Rebate for Certain Undergraduates is available to provide a financial incentive for students to complete their bachelor's degree with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents and the state.

### Who can apply? Individuals who:

- Took their first college course in fall 1997 or later;
- Are Texas residents;
- Have taken all coursework at Texas' public institutions of higher education; and
- Have been entitled to pay in-state tuition at all times while pursuing their degrees.

### Key Eligibility Requirements

Students qualify for the \$1,000 rebate if they have attempted no more than three semester credit hours in excess of the minimum number of hours required for their degree. For example, a student who completes a bachelor's degree that requires 120 credit hours in 123 hours or less may qualify for this rebate.

### What could disqualify an individual?

Attempted hours include every hour for which the student has registered, as of the official census date, in every semester including: developmental courses, repeated courses and courses from which the student withdraws. If a student has dropped more than one course after the official census date, s/he may not qualify for the rebate. All credit earned by examination was counted as well. However, because of a recent change in the law, the first nine hours of credit earned by examination (credit earned on the basis of AP courses, CLEP or credit granted for high SAT or ACT scores) does not count as hours attempted. Dual credit courses--courses taken in high school for both high school and college credit--continue to count as hours attempted.

### Where may the awards be used?

Applies only to public universities in the state of Texas.

### How can I apply?

Students must apply for the tuition rebate prior to receiving their bachelor's degrees, using forms provided by their college or university. Contact the Financial Aid Office for additional information.

## VETERAN'S BENEFITS

Veteran's benefits may be used at Navarro College. The College's Office of Veterans' Affairs should be consulted to obtain accurate, complete, and current information concerning VA educational benefits. In view of the fact that veteran's benefits are legislatively controlled, it is necessary to alter requirements for continued receipt of veteran's benefits as the laws and guidelines change. Consequently, the veteran's benefit recipient is advised that the standard of progress expressed previously in this catalog may not be the only standard of progress requirement he or she must meet. The recipient must consult with the Office of Veterans' Affairs on campus about specific up-to-date requirements. Veterans with military service, selected reservists and dependents of veterans may be eligible for federal

payments and benefits while attending Navarro College. The veterans affairs certifying official is assigned to help assure the proper handling of veterans' educational benefits applications. EDUCATIONAL OBJECTIVES: The Veterans' Administration requires each student drawing educational benefits be enrolled for courses that lead to his/her approved educational objective (degree or certificate). VA students may not draw benefits for courses for which they have already received credit, for courses that are in excess of degree requirements or for courses that do not apply to a planned degree. A college counselor is available to help prospective students determine that the courses they wish to take qualify for VA educational benefits.

### First-time Applicants:

- 1) Chapter 30 (Served active duty):
  - a. Copy of DD Form 214
  - b. VA Form 22-1990 Application for Education Benefits
  - c. Official transcripts from previous colleges
    1. All transcripts - Credit from military community college can be found on <http://www.militaryguides.acenet.edu>
    2. Police and fire academy cadets will have to produce unofficial transcripts to the VA certifying official. Some EMS students will need to produce transcripts also if not in degreed paramedic program.
- 2) Chapter 1606 (Selective Reservist and Guardsmen) 14 years of benefits:
  - a. Copy of DD 214
  - b. DD Form 2384, Notice of Eligibility (NOBE)-contact reserve officer for form.
  - c. VA form 22-1990 (application for educational benefits).
- 3) Chapter 35 (Spouse/Children/Survivors)
  - a. VA form 22-5490 - application for survivor's and dependents' educational assistance.
  - b. All official transcripts
- 4) Hazelwood Act - Contact the Navarro College Office of Admissions and Records
  - a. Student must have entered active service in Texas.
  - b. Guardsmen and reservists are eligible if you entered service in Texas.
  - c. Served 180 days of active duty not including training time.
  - d. Can use Hazelwood with other Veteran's benefits (stacking).
- 5) Chapter 33 - Post 9/11 GI Bill (Selective Reserves, National Guardsmen, and Active Duty Veterans)

- a. Copy of DD214
  - b. VA Form 22-1990 (VONAPP electronically)
  - c. Payments are based upon percentage of time served after 9-11-01, (VA determines percentage and not the VA Certifying Official).
  - d. VA will send the percentage rate once the eligibility of the student is determined.
  - e. Student DOES NOT certify end of month.
- 6) Chapter 33 - Transfer benefits to Dependents
- a. DOD approves student's transfer and sends letter of approval to the student. For Transferability ([www.gibill.va.gov](http://www.gibill.va.gov))
  - b. VA Form 22-1990 (VONAPP electronically)
  - c. Student DOES NOT certify end of month. Veterans should consult the school veterans' affairs certifying official for information and assistance in applying for benefits. Note: Allow four-to-eight weeks for VA application or any paperwork to be processed by the Veterans' Administration Regional Office in Muskogee, OK.

### ADVANCE PAY

All VA students must pay their tuition and fees up front. Advance pay is available for eligible students upon request. Students cannot request advance pay before 120 or after 30 days before class begins. This will allow time for the monies to get to the student. Navarro College does not determine eligibility of students. All financial responsibility rests upon the student and not Navarro College.

### CAUTION

VA students may be required to pay their tuition and fees. It is the responsibility of the student receiving benefits to notify the veterans' affairs certifying official immediately if there are any changes in his/her enrollment. If a student changes his/her curriculum or transfers to another college, the veteran should notify the VA certifying official immediately.

### IMPORTANT NOTICE

In order to stay eligible for benefits, veterans must meet school standards of conduct, academic (satisfactory) progress, and class attendance. Veterans should, therefore, report to the Office of Admissions & Records and withdraw if they do not plan to pursue their courses or to attend regularly. If a veteran drops out of college without permission or is placed on scholastic probation, he or she may become ineligible for further benefits. It is the veteran's responsibility to notify the

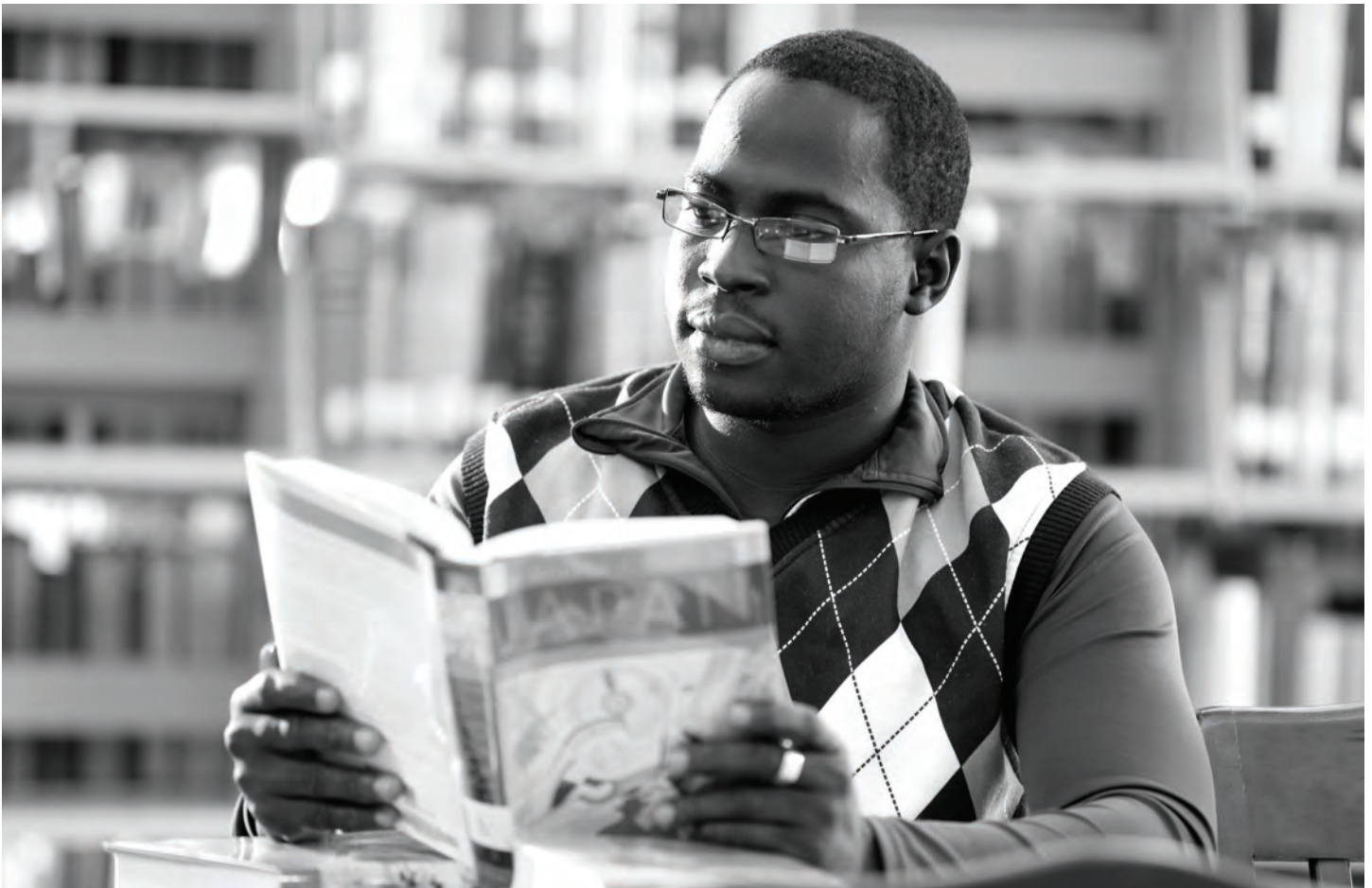
veterans' affairs certifying official if there are any changes in enrollment status. At present, VA students with educational benefits receive a monthly check varying in amount depending upon the education benefit program and class load. Please contact the veterans' affairs certifying official for additional information and/or visit the Department of Veteran's Affairs Web site at <http://www.gibill.va.gov/>.

## ACADEMIC CLASSIFICATION OF STUDENTS

A freshman student is one who has earned less than 30 semester hours of credit at the beginning of a registration period. A sophomore student is one who has earned 30 or more semester hours of credit at the beginning of a registration period.

## STUDENT LOAD

The normal load for a student is five courses exclusive of kinesiology, FYE Beau Camp, and applied music. A regular full-time student is defined as a student who takes a minimum of 12 semester hours in a fall or spring semester and one who takes a minimum of six (6) semester hours during a six-weeks summer session. Students may only enroll in one course in a three (3) week mini-term. Students may take up to 19 semester hours in a fall or spring semester and up to six (6) semester hours in a six weeks summer term not to exceed 12 semester hours for the entire summer. Exceptional students, whose grade point average exceeds 3.0, may take up to 21 semester hours in a fall or spring semester or seven (7) semester hours in a six-weeks summer term not to exceed 14 semester hours for the entire summer. Approval of a student overload must be in writing from the appropriate instructional dean. The course load of a student on probation may be limited to 16 semester hours. Students enrolled in developmental studies classes may be similarly required to limit their course load.





# ACADEMIC INFORMATION

## RULES AND REGULATIONS

All Navarro College students, personnel, college representatives and people taking part in college-sponsored activities have the responsibility to comply with all rules and regulations established by the Board of Trustees and state and federal laws as they exist or may be subsequently enacted and adopted. The Board of Trustees has the right to establish and cause the enforcement of policies that it deems appropriate in order for administrators to operate the college in a lawful and orderly manner. No group can supersede this right of the Board of Trustees. All officers commissioned by the governing board of a state institution of higher education may be empowered by the board to enforce rules and regulations promulgated by the board. "Nothing in this subchapter is intended to limit or restrict the authority of each institution to promulgate and enforce rules and regulations for the orderly conduct of the institution in carrying out its purposes and objectives or the right of separate jurisdiction relating to the conduct of its students and personnel" (Article 51.210, Higher Education Code). "It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of any state institution of higher education" (Article 51.204, Higher Education Code). "The governing board of a state institution of higher education or its authorized representatives may refuse to allow people having no legitimate business to enter on property under the board's control, and may eject any undesirable person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property" (Article 51.209, Higher Education Code). This principle in no way negates the right of any person or group to present in an orderly manner, through the proper channels of communications, suggestions and/or proposals that properly fall within his/her/its area of concern. These rules are not intended to deny the lawful exercise of constitutional rights.

## CLASSROOM BEHAVIOR/ DECORUM

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Navarro College and agrees to abide by them. Conduct that interferes with the efforts of others to

secure an education, enjoy a recreational event, or to reside in an environment that is clean, quiet, and conducive to study, is prohibited. The college reserves the right to ask for the withdrawal of any student who violates policy or refuses to adhere to the standards established by the institution. The college classroom is a learning environment. Classroom conduct that interferes with the learning process is not expected and will not be tolerated, and instructors have the right to have students removed from class if the behavior is deemed disruptive to the learning process.

## DISCLOSURE OF CONSUMER INFORMATION

Navarro College, in compliance with Title IV requirements for participation in federal financial aid programs, makes available to any prospective or enrolled student and current or prospective employee the following information:

- Campus Security Report - Navarro College is committed to providing a safe environment for students to learn and staff to work, and in keeping parents, students and employees well informed about campus security. A copy of the Navarro College campus security report is readily available in various locations on campus and from the NC Department of Public Safety.
- Information on Financial Assistance – Navarro College wishes to assist all prospective and current students in obtaining financial assistance while attending college. NC provides financial assistance information including aid available, how to apply for aid, how financial aid is disbursed, and the criteria for measuring satisfactory academic progress in person and through publications located in the financial aid office.
- Student's Rights under FERPA (Family Educational Rights & Privacy Act) – Navarro College publishes in the college catalog information concerning student records maintained by the college and the release of that information. (See Family Rights and Privacy Act.)
- Information About the Athletic Program – Navarro College maintains current information about the athletic program participation rates, financial support, and student completion rates. Athletic program information is available from the office of the athletic director.

- Completion or Graduation Rate - Navarro College, in compliance with the Student Right-To-Know Act, makes available to any prospective or enrolled student its completion or graduation rate. This information is available upon request from the Office of Enrollment Management.
- Drug and Alcohol Abuse Prevention Information - Navarro College, in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (Public Law 101-226), provides information to students, faculty, and employees concerning how to prevent drug and alcohol abuse. Information for students may be found in the Counseling Center and for employees may be found in the Human Resources Office.

## ACADEMIC STANDARDS

### MINIMUM STANDARD OF WORK

A cumulative grade-point average of 2.0 or better on a 4.0 scale is required for a student to graduate from any degree or certificate program within the college. Because it is necessary for a student to maintain this average in order to graduate, a 2.0 GPA is considered the minimum standard of work at Navarro College. Failure to maintain this minimum standard results in a student being placed on scholastic probation. Failure to maintain a 2.0 GPA for further semesters results in the student being placed on academic suspension. It is the responsibility of the student to know whether the minimum standard of work requirement has been satisfied and whether he or she is eligible to continue enrollment in the college. An ineligible student who nevertheless registers shall be dropped by the college and shall not be entitled to special consideration on a plea of lack of knowledge of scholastic status.

### GRADE POINTS

Students earn grade-point values in courses in which they make satisfactory grades. The letter grade "A" earns four grade points for each semester hour. A grade of "B" carries three points. A "C" allows two points, while a "D" carries one point for

each semester hour. No points are allowed for an "F," "I," "W," or "P" grade. A student can determine his or her grade points in a course by multiplying the semester hour value of the course by the grade-point value of the grade received. For example, if the student is carrying a three-semester-hour course and makes a "B," nine grade points have been earned. To determine the grade-point average, a student adds all the grade points earned and divides the total by the total number of semester hours that he or she attempted. If 15 semester hours were attempted, for example, and 30 grade points were earned, this would result in a 2.0 grade-point average, the equivalent of a "C" average. Courses in which the student received a grade of "W," or "P" are not included in hours attempted. Grades from developmental studies are calculated into the student's grade-point-average for purposes of athletic eligibility, scholastic suspension, and financial aid eligibility. These grades are not included in the calculation for graduation.

### GRADES AND VALUES

Grade Value	Grade Pts./Hr.
A	90-100 4
B	80-89 3
C	70-79 2
D	60-69 1
F	Below 60 0
I	Incomplete 0
P	Pass 0
W	Withdrawal 0

To receive credit for a course, a student must earn a semester grade of not less than "D" or must receive a grade of "P". Health Profession and Protective Services students in the ADN, OTA, VN, MLT, Fire Academy, EMT, Paramedic, and Police Academy programs must score at least a "C" in each course in the program to progress.

The Vocational Nursing, Occupational Therapy Assistant, Fire Academy, Emergency Medical Technicians, Paramedic, and Police Academy Program grading scale is as follows:

A = 90-100
B = 80-89
C = 75-79
Below 75 = Failing



The Board of Nurse Examiners recommends that VN students maintain at least 75 percent in each of the courses taught in the Vocational Nursing Program.

The Professional Nursing (ADN) and Medical Laboratory Technology (MLT) Program grading scale is as follows:

A = 90-100

B = 80-89

C = 75-79

D = 60-74

F = <60

Note: If grade is below 75, the student cannot progress in the program.

## "I" GRADE REMOVAL AND GRADE CHANGE LIMITATION

A grade of "I" (incomplete) may be awarded to a student at the instructor's discretion when an unforeseen emergency prevents the student from completing the work in a course. A student must be passing the course at the time the "I" is awarded. If the work required to remove the "I" grade is not completed by the end of the first regular semester following the semester in which the student received the grade of "I," the "I" grade will become an "F" grade. With the exception of the "I" grade, no grade may be changed 30 days after the close of a semester.

## SCHOLASTIC PROBATION/SUSPENSION

Failure to maintain a 2.0, "C" cumulative grade-point average, will result in the student being placed on scholastic probation for the next semester enrolled. A student may remove himself/herself from scholastic probation by bringing his/her cumulative grade-point average to a 2.0 or better. Should the student earn less than a 2.0 grade-point average for two semesters of enrollment and have less than a 1.5 grade-point average for the most current semester, the student will be placed on scholastic suspension for one regular semester (fall or spring). Students who are on scholastic probation/suspension will not be allowed to pre-register for classes.

## RIGHT OF APPEAL

A student who has met the conditions for scholastic suspension and who feels that his or her case deserves special consideration may appeal the decision in person to the appropriate instructional dean who may, in extenuating circumstances,

reinstate the student for one additional semester. If readmission is granted, the student will reenter on scholastic probation and may be required to enroll in developmental studies courses.

## DEVELOPMENTAL STUDIES

The developmental studies program at Navarro College provides basic skills development in the areas of reading, writing, mathematics, and study skills for students who are under-prepared for college-level studies. Students whose scores fall below the minimum standards on an approved placement test are required to enroll and participate in developmental classes or a non-course-based activity until competency is achieved. Failure to attend or participate in developmental studies classes will subject the student to being administratively withdrawn from college. Students in developmental studies are limited to 16 hours each semester, excluding ORIN and activity KINE courses. Students may enroll in certain courses within their major area of study while simultaneously enrolled in developmental classes; however, a student in basic skills courses will need to reduce the course load in his/her major area or college-level classes since basic skills courses have a large amount of lab time. Students should be aware that their grade-point average on Webadvisor does not include their developmental class grades. Grades from developmental classes could determine whether a student is placed on academic probation, suspension, or is in good academic standing at the college. Students are expected to achieve mastery of basic skills concepts in a maximum of three semesters of developmental work. Students must meet exit criteria objectives prior to receiving an associates degree from Navarro College. Basic skills courses cannot be used in meeting graduation requirements for any degree or certificate.

## COURSE NUMBER EXPLANATION

Each course is designated by a four-digit number. The first digit denotes the level of the course. Course numbers beginning with the number one (1) are freshman-level courses, while those beginning with the number two (2) are normally considered sophomore-level courses. The second digit indicates the value of the course in semester hours in all courses except vocational nursing. The third and fourth digits are used to identify the sequence or designation within a department. Beginning fall, 1992, Navarro College joined with other two- and four-year colleges in Texas to adopt a common course numbering system. The purpose of this system is to assist students who are transferring between participating institutions

## EXAMINATIONS

Examinations in courses are provided as a means of evaluating the student's progress in a course. Instructors in the courses determine the number of examinations to be given. All students are expected to take all examinations in an atmosphere of honesty.

## ACADEMIC HONESTY

The college expects all students to do their own schoolwork at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action. College officials may begin such action if a student is accused of "cheating on academic work." Cheating includes, but is not limited to:

1. Copying from another person's test paper or academic work.
2. Using, during a test, materials not authorized by the person giving the test.
3. Collaborating, without authority, with another person during an examination or in preparing academic work.
4. Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of a test, paper or assignment.
5. Substituting for another student, or permitting another person to substitute for oneself, to take a test or prepare other academic work.
6. Stealing and deliberately using ideas or writings of others without giving credit, in writing, to them (plagiarism).

## REPETITION OF COURSES AND ACADEMIC FRESH START

If a student repeats a course for which credit has previously been received, the higher grade is the grade of record. Neither the hours nor the grade points associated with the lower grade will be used to determine the student's eligibility to graduate; however, the lower grade will remain on the student's transcript. The Texas Education Code, section 51.931, entitles residents of Texas the option to have coursework taken 10 or more years prior to the starting date of the semester in which the student plans to enroll either included or ignored for admission purposes. For additional information regarding the "right to an academic fresh start," contact the Office of Admissions and Records.

## RESIDENCY REQUIREMENTS

In order for a student to be classified as an in-state resident for tuition purposes, the student must have created a domicile in Texas and resided in Texas the 12 months immediately preceding registration at a Texas public institution. Specific information about state residency requirements can be obtained from the Office of Admissions and Records. The Board of Trustees of Navarro College has authorized the waiver of the difference in the rate of tuition for nonresident and resident students for a person, or his or her dependents, who own property that is subject to ad valorem taxation by the district. The person, or his or her dependents, applying for such a waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt issued by the tax office of the district; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property that is subject to ad valorem taxation by the district. Based on SB 1528, a foreign individual who enters a Texas institution of higher education is a resident of Texas if he or she:

1. Attended a Texas public or private high school;
2. Graduated from the high school or received the equivalent of a high school degree in Texas;
3. Resided in Texas for at least three (3) consecutive years as of the date he/she graduated from high school or received the equivalent of a high school degree;
4. Provides his/her college an affidavit that he or she intends to file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so.

## ADULT EDUCATION/ABE, GED & ESL PROGRAM

The Adult Education Program offers ABE, GED, and ESL classes free of charge in Navarro, Ellis, Freestone, and Limestone counties. ABE (Adult Basic Education) is a program that provides instruction for adults whose ability to compute, speak, read, or write the English language only at or below the ninth-grade level substantially impairs their ability to find or retain employment commensurate with their real ability. The instruction is designed to help adults by: increasing their independence, increasing their opportunities for more productive and profitable employment, and making them better able to meet adult responsibilities. The GED (General Educational Development) preparation classes help provide a means for determining the education level of adults who did not



complete a formal high school education. A certificate of high school equivalency may be issued to adults who successfully complete the GED examination, verifying that the holder has demonstrated a level of educational competence equivalent to that of a high school graduate. The certificate may be used to meet job requirements and for admittance to college. ESL (English as a Second Language) classes are designed to provide English instruction, in a comfortable and informal setting, to those who are not fluent in reading, writing or speaking the English language.

## TECH PREP

Tech Prep is a way to start a college technical major in high school. In a Tech Prep program, the student begins his/her course of study in high school and continues in a community or technical college. The result can be a certificate or associates degree in a career field. Tech Prep helps prepare today's youth for high-demand technical careers by offering a focused, sequenced program of secondary and post-secondary study consisting of a four-year high school graduation plan, based on the Recommended High School Program, and a two-year Associate of Applied Science (A.A.S.) degree plan (or certification program). Known as six-year plans (4+2), Tech Prep educational plans may also include provisions for continuation for a baccalaureate degree (4+2+2) and/or enhanced opportunities in military service. The high school graduation plan includes two or more career and technology courses totaling three or more high school credits. One or more of these career and technology courses may be eligible for college credit either through course articulation or dual credit. Tech Prep programs

combine the academic courses needed for success in college AND technical courses that begin to help prepare the student for a career. Navarro College is actively involved in developing and providing Tech Prep associate degree programs in cooperation with area independent school districts. Tech Prep programs that are currently implemented include: High school grades 9-12 approved Tech Prep Program — NC approved\* Tech Prep two-year A.A.S. degree or certificate

Additional information on Navarro College Tech Prep is in Carl Perkins career Center in the Bain Center, room BC 101 or call (903) 875-7481.

## THE SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

The Small Business Development Center (SBDC) is a professional management counseling service funded by Navarro College, the State of Texas and the U.S. Small Business Administration (SBA). The SBDC is designed to provide small businesses in Ellis, Freestone, Limestone, and Navarro Counties with the practical assistance needed to survive, grow and prosper. In addition to one-on-one, confidential consulting provided at no charge by qualified professionals, the SBDC offers low-cost seminars and workshops that address the specialized and complex needs of small businesses. The Navarro College SBDC is a cooperative effort of Navarro College and the U.S. Small Business Administration. Visit <http://www.ncsbdc.org/> for more information.

# COLLEGE CREDIT POLICY

Navarro College awards semester hour credit and posts it on the student's permanent record (transcript), maintained in the college Office of Admissions and Records, for all credit hours courses successfully completed at Navarro College. Navarro accepts semester hour credit in transfer only from postsecondary institutions that are accredited by one of the regional accrediting agencies. A course from a regionally accredited institution will be accepted in lieu of a specific course at Navarro only if evidence indicates the course is equivalent. The Office of Admissions and Records should be consulted regarding transferability of courses. When questions arise with regard to course equivalency, the decision as to whether equivalency exists rests with the appropriate instructional dean. Students who have completed courses at non-regionally accredited institutions, through military or industrial training, or who feel they should be entitled to college credit based on other non-traditional learning experiences, may be awarded up to thirty (30) semester hours credit based on the following procedures:

## Credit by Examination

When a student feels he or she possesses knowledge equivalent to that required for the successful completion of a certain course offered by Navarro College, the student may receive credit for the course by satisfactorily completing the appropriate examination and payment of the appropriate fee. Examinations are open to all students who have been accepted for enrollment at the college. Students who achieve a satisfactory score on the examination will have the course and earned credit recorded on their transcript after completion of twelve (12) semester hours in residence at Navarro with a grade-point-average of 2.0 or better. Credit earned through this program is awarded on a pass/fail basis only. Students are not permitted to receive credit by examination for courses in which they have previously earned a passing grade or previously attempted to obtain credit by departmental exam. Two types of examinations are available. The College Level Examination Program (CLEP) is a national program that offers students an opportunity to obtain credit in certain courses. Intensive reading, on-the-job experience, continuing education courses, or televised courses may have prepared the student to earn college credit in this manner. For courses not covered by CLEP, departmental examinations may be available for college credit. Students desiring to challenge a course by a departmental examination must request permission to test from the appropriate assistant

dean. If the course is approved for challenge by departmental examination, the assistant dean will:

- 1) direct the student to the Office of Admissions and Records to complete a Request to Challenge Course form.
- 2) notify the testing center and arrange a date for the test to be administered.

The student will:

- 1) complete the Request to Challenge Course form
- 2) take the completed form to the Business Office to pay the testing fee,
- 3) take the completed form and paid receipt to the testing center at the scheduled test time arranged by the assistant dean.

The assistant dean will forward test results to the Office of Admissions and Records for student notification and posting to the Navarro College transcript. A listing of courses that may be challenged by CLEP or departmental exams, together with forms to request a challenge, are available in the Counseling Center.

## Evaluated Credit

A student may receive credit for formal military training or coursework sponsored by civilian organizations. Navarro will award credit for associate degree-level work as recommended in the American Council on Education's books, Guide to Evaluation of Educational Experiences in the Armed Services and the National Guide to Educational Credit for Training Programs. Since the recommendations made in these books are general in nature, such credit may be counted as electives or to meet general education requirements, but cannot be used in lieu of specific course requirements unless equivalency can be established. The decision regarding equivalency rests with the appropriate instructional dean. Students who are awarded credits on this basis will have the subject area and credit earned recorded on their permanent record card after they have completed twelve (12) semester hours in residence at Navarro with a grade-point-average of 2.0 ("C") or better. Students are not permitted to receive evaluated credit by this procedure and credit by examination for the same work.

## ACT/SAT/AP/DANTES Credit

Students may receive credit for selected courses by achieving designated scores on the ACT/SAT/AP or DANTES assessments. Courses for which credit is awarded based on these assessments



is available from the dean of academics. Students who are awarded credits on this basis will have the subject area and credit earned recorded on their permanent record card after they have completed twelve (12) semester hours in residence at Navarro with a grade-point-average of 2.0 ("C") or better. All questions regarding Navarro College courses, the transfer of courses from a regionally accredited institution, the credit by examination procedure, and the evaluated credit procedures should be addressed to a counselor in the Office of Student Services or to the Office of Admissions & Records.

## NEW STUDENT FYE BEAU CAMP

Required of all full-time students as entering freshmen, the FYE Beau Camp course is designed to help prepare students for integration into and success in college. Topics include improving study skills, budgeting time, and educational and personal choices. The course also includes opportunities to appraise abilities, interests, personality traits, and develop plans for career development. Online and face-to-face components are required. Completion of the course is required for graduation from Navarro College for students seeking the A.A., A.S., or A.A.S degree.

## ATTENDANCE POLICY

Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a 16-week semester and may result in failure or being dropped from the course. The attendance policy for certain courses may be more stringent than the general policy at the discretion of the instructor or as required by THECB (Texas Higher Education Coordinating Board) policy and law. Faculty will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and knowing the attendance requirements for the course. Class rosters will be certified at 60 percent of the semester by all instructors. Students not attending classes will be dropped. Veteran's benefits recipients must be dropped from a course for benefit purposes within three (3) weeks after their last date of attendance. The VA benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which a "W" grade is received.

## EXCUSED ABSENCES FOR RELIGIOUS HOLY DAYS

A student who is absent from class for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day after the first day of the semester, the student notifies the instructor of each class scheduled on the date the student would be absent for a religious holy day. A "religious holy day" means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code. The notice shall be in writing and shall be delivered by the student personally (or by certified mail, return receipt requested) to the instructor of each class, with receipt of the notice acknowledged and dated by the instructor. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

## DROPPING AND/OR ADDING COURSES

Prior to the "registration closes" date as specified in the college calendar for each individual semester, a student may drop and/or add courses. After the "registration closes" date, classes may not be added, and approval of the course instructor must be obtained in order to drop a class. It is the student's responsibility to submit the required paperwork to the Office of Admissions and Records to drop a course. The VA benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which the student receives a "W" grade. Additionally, an instructor may drop a student from a course according to the terms written in the course syllabus and outline.

### NOTE OF IMPORTANCE: SIX-COURSE DROP LIMIT

Under Section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as a first-time freshman in fall 2007 or later. Any course a student drops is counted toward the six-drop limit if (1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or

will indicate that the student was enrolled in the course, and; (3) the student is not dropping the course in order to withdraw from the institution.”

## WITHDRAWAL FROM THE COLLEGE

Any student who voluntarily withdraws from all classes for which he/she is enrolled must contact the Office of Admissions and Records for a withdrawal form. The withdrawal will not be official until the form is signed by the student and clearance has been obtained from the offices noted on the form. Students who drop a class or withdraw from the College before the semester deadline will receive a grade of “W” (withdrawn) in each class dropped. The deadline for receiving a “W” is indicated on the academic calendar and the current class schedule. See “Refund Policy” for possible refund eligibility.

## TRANSFER OF CREDITS

Navarro College has the highest accreditation possible for any college or university. Because of this recognition, Navarro College credits are regarded as equivalent to courses of the same description at all colleges and universities. Transfer problems occur only when students elect to deviate from their approved degree plan. Examples of transfer difficulties include those encountered by students who change majors or who change from a two-year career education program to a transfer program. Counselors have complete information on credit transfer. Students should work with a counselor to design a degree plan consistent with the student’s educational goals. Changes in plans should be discussed with the counselor to help avoid potential problems.

## STUDENT RIGHTS AND RESPONSIBILITIES

Enrollment at Navarro College carries with it both certain responsibilities and certain privileges and freedoms for the student. It is understood by all concerned that the privileges and responsibilities noted here are to be exercised within the framework of the mission of the college. Any clarification shall be made within the framework of the college disciplinary system.

### Rights

Navarro College holds that the student, upon enrollment, neither loses the rights nor escapes the duties of a citizen. Enjoying great opportunities, at partial expense to the state of Texas, the student-citizen has a responsibility to him/herself, fellow students, to the law of the land, and the institution in which, by his/her own choice, he/she enrolls. In addition to the rights enjoyed by all citizens and residents, the rights afforded students by Navarro College include:

- The right to expect an education of the highest quality;
- The right to privacy for their college records (see the Navarro College Catalog, Family Rights and Privacy Act);
- The right to see their records and, if necessary, challenge their accuracy;
- The right to know the graduation rates for fulltime certificate and degree-seeking students;
- The right to know the graduation rates of students on athletic scholarships;
- The right to know the number of criminal offenses (if any) that occurred on Navarro College campuses and were reported to campus officials or a police agency in the past year;
- The right to know the number of arrests, if any, for liquor law, drug abuse, and weapons violations committed on campus during the past year;
- The right to pursue grievances against instructors, administrators, or fellow students.

### Responsibilities

Students who are admitted to Navarro College and continue their enrollment are expected to conform to established rules and regulations of the college. Also, they are expected to have reasonable probability of success and adjustment to the social and educational climate of the college. Because some students have difficulty adjusting to the total college environment, students may be denied admission or readmission to Navarro College for reasons other than academic. Such reasons include, but are not limited to: (1) inappropriate conduct and behavior; (2) observable social or emotional characteristics that would cause resistance to the overall educational process of the college or would cause disruption of the social and academic environment; (3) disrespect for college personnel and other students; (4) harassment; (5) misrepresentation of factual information; and (6) inability to comply with college rules, regulations, and policies. Denial of admission or readmission to



Navarro College involves the exercise of judgment by college administrators; therefore, the denial process involves the systematic collection of available facts and information, which might include, but is not limited to, such areas as police, court or records of other public agencies; records or observations of a disciplinary nature from Navarro College and/or other educational institutions; observations and judgments of people of acquaintance; recommendations of counselors, psychologists or other professionals; observations and recommendations of supervisors or authorities; observations or judgments of law enforcement officers or other public authorities; results of commonly accepted test or other instruments; or any other source of available information relevant to making an assessment of the student's probable behavior.

## RESOLUTION OF DISPUTES CONCERNING TRANSFER COURSES

All public colleges and universities must accept transfer of academic courses that are substantially equivalent to courses that are listed in the current edition of the Community College General Academic Course Guide Manual and that are applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in the same major. Certain rules and conditions regarding minimum grade standards, number of credits accepted for transfer, age of credit being transferred, etc. must be met before a transfer dispute can be initiated. Navarro College students who have transfer course credit denied at another institution of higher education in Texas may present written notice of denial of such credit to the dean of arts, sciences, and humanities within 15 calendar days of receipt of the denial. The dean of arts, sciences, and humanities will identify courses that are applicable to transfer and will work with the student and the institution that denied the credit to resolve the dispute in accordance with regulations specified in the Transfer Dispute Resolution Guidelines and using form CB-TDR 2/92 supplied by the Texas Higher Education Coordinating Board. If the dispute is resolved, the Transfer Dispute Resolution form will be forwarded to the commissioner of higher education indicating resolution of the dispute. If the transfer dispute is not resolved to the satisfaction of the student or the institution whose credit was denied within 45 days after the date the student received written notice of denial, the dean of arts, sciences, and humanities will notify the commissioner of higher education and request a ruling on the dispute.

## TRANSCRIPT OF CREDITS

Official copies of a student's transcript are free up to 10 lifetime copies. Transcripts are \$3 each after the initial 10 copies. All requests should be sent to the Office of Admissions and Records specifying name, social security number and dates of attendance. No student transcript will be released without written consent of the student.

## ALTERNATIVE DELIVERIES OF COURSES

In addition to traditional classroom settings, Navarro College also offers courses as telecourses, through interactive television, via the Internet, and through the Virtual College of Texas. For information, contact the director of media integration services at (903) 875-7422.

## TEXTBOOKS

A college store is maintained for the convenience of students. New and used textbooks, supplies, and class materials are available to the student for reasonable costs.

## LIBRARY SERVICES

The Navarro College Libraries serve the students, faculty, and staff at Navarro College's four campuses in Corsicana, Mexia, Midlothian, and Waxahachie. In addition to its core collection of approximately 55,000 print books and 33,000 eBooks, the library's holdings include an extensive collection of sound recordings and DVDs. Through its electronic and printed serials subscriptions, the library provides access to the full text of thousands of magazines, newspapers, and scholarly journals. Librarians are available to provide formal and informal instruction in the use of all these materials. Special collections include the Samuels' Hobbit Collection and the Roe/Ralston Law Library. At the Corsicana campus, the library maintains two computer labs - one in the Sanchez Library and one in the Gooch Student Center. Laptop computers are also available for in-library use in the Sanchez Library. The Sanchez Library also offers classroom and conference room spaces. Interlibrary and intercampus loan services are available to all Navarro College students, faculty and staff. For more complete information, consult the library's Web site at <http://www.navarrocollege.edu/library.php>.

## THE COOK EDUCATION CENTER

The Cook Education Center is a multi-faceted educational facility featuring the largest planetarium dome in Texas (60 feet), a spacious conference area, and the Pearce Civil War and Western Art Museum. The center is dedicated to making a positive impact on the lives of students, supporting teaching and learning at all levels, and enriching life for all who participate in activities there. Through exposure to multimedia presentations in the planetarium, children and adults broaden their understanding of various disciplines. In addition to planetarium shows, the center offers 70 mm/large-format films. <http://www.thecookcenter.org>

## NAVARRO COLLEGE FOUNDATION INC.

The Navarro College Foundation Inc., a 501©(3) tax exempt organization, is the philanthropic arm of the college. The mission of the foundation is to assist the college in providing the human and financial resources to meet present and future educational needs of the college's five-county service area. Furthermore, the foundation board fosters educational excellence and exemplary community service to enhance the quality of life among students and staff of Navarro College, as well as to seek and find financial capital and gifts-in-kind beyond state and local appropriations. These resources allow the college and its staff to increase the quality of service, enhance the educational experience gained by students at Navarro College, and reach out to the larger community to provide cultural, workforce development, and life-long learning programs.

### Members of the Navarro College Foundation Board are:

Mr. Doug Barnes	Dr. Toni Brown
Mr. Dick Flatt	Mr. John Gantt
Mr. Rapheal Holder	Mr. Bruce Howard
Mr. Lloyd D. Huffman	Ms. Judy Nelson
Ms. Miran Sedlacek	Mr. Tom Shelman
Mr. Carl Wells	Ms. Debbie Wilson

### Ex-Officio Members of the Foundation Board are:

Navarro College District President  
Executive Director of the Navarro College Foundation

## CHANGE OF ADDRESS

A student who, after registration, changes his or her home address, is expected to notify the Office of Admissions and Records immediately. The student will be held responsible for any communication from the college sent to the address last given and may not use the fact that the communication was not received at the current address to avoid penalties or responsibilities to the College.

## EVENING CLASSES

Evening classes are offered for the convenience of people who cannot enroll in day classes. Most courses offered during the regular day program are offered during the evening.

## NAVARRO COLLEGE CENTERS

Navarro College has a commitment to increase the availability and economy of educational opportunities. Many college courses are offered in communities throughout the five-county college service area. In order to bring services closer to students taking courses in their hometown, Navarro College has established centers in three of the larger communities in the college's service area. Through these centers, interested citizens may receive information, academic advisement, course schedules, or other assistance. Not all courses required for a degree or certificate will be offered at off-campus centers. It may be necessary for students to take certain courses at the main campus in Corsicana. The following centers are now in operation:

### Navarro College - Mexia Campus

901 N. MLK  
Mexia, TX 76667-2816  
Phone: (254) 562-3848

### Navarro College - Midlothian Campus

899 Mt. Zion Road  
Midlothian, TX 76065  
Phone: (972) 775-7200

### Navarro College - Waxahachie Campus

1900 John Arden Drive  
Waxahachie, TX 75165-5220  
Phone: (972) 937-7612

## PRESIDENT'S LIST

The purpose of the President's list is to honor students who achieve academic perfection by making the highest grade-point average possible, 4.0, while enrolled in at least 15 semester hours per regular semester of college-level, degree credit classes. The list is compiled each semester and recognition of this honor will be indicated on the student's transcript.

## DEANS' LIST

The purpose of the deans' list is to honor students for academic achievement. To be eligible for the deans' list, a student must achieve a grade-point average of at least 3.5 while enrolled in at least 15 semester hours of college-level classes. Acknowledgment of this honor will appear on the student's transcript.

## ACCESS TO STUDENT RECORDS

### THE INSTITUTION PROTECTS THE SECURITY, CONFIDENTIALITY AND INTEGRITY OF ITS STUDENT RECORDS.

#### Family Rights and Privacy Act

In compliance with the Family Educational Rights and Privacy Act of 1975, (PL93-380, section 513), as amended (PL 93-568, section 2), information classified as "directory information" may be released to the general public without consent of the student. Navarro College hereby designates the following student information as public or "directory information": name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth. A student may request that the above directory information be withheld from the public by making written request to the Office of Admissions and Records during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information will be released upon inquiry. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Navarro College assumes that failure on the part of any student to specifically request the withholding of "directory information" indicates

individual approval for disclosure. The Family Education Rights and Privacy Act also provides that in addition to Navarro College employees having a "legitimate educational interest," certain other governmental, quasi-governmental agencies and parents certifying that a student is carried as a dependent for federal income tax purposes may have access to student records. Parents may certify by completing a form and attaching a photocopy of their federal income tax form each filing year. For more information, contact the Office of Admissions and Records. Information regarding student grades and attendance may not be released to the student's parents without a signed release from the student.

## HOLD ON STUDENT RECORDS

Grades and transcripts will not be released if the student has a "hold" on his/her records. Holds may be placed on a student's record for failure to meet admission requirements, for financial reasons (returned checks, overdue loans, etc.), for materials overdue at the Learning Resource Center, or for other reasons deemed necessary by the college. These holds can be released only after the cause of the hold has been satisfactorily cleared.

## STUDENT CONDUCT

Navarro College administration grants the student as much freedom as is compatible with the ordinary rules of society governing proper conduct. Disciplinary regulations are, therefore, kept to a minimum and are listed in the Student Handbook. The Student Handbook is available at registration or from the Counseling Center. Students are responsible for obtaining, reading, understanding, and abiding by the guidelines in the Student Handbook.

## STUDENT ACADEMIC GRIEVANCE

Academic grievances are categorized as GRADE-RELATED or NON-GRADE RELATED TO CLASSROOM. Grade-related grievances should be resolved following the Grade Challenge Policy. Non-grade related instructional issues should be resolved following the Student/Instructor Conflict Resolution Policy.

NOTE: Under certain circumstances students may not be allowed to continue in class until the grievance or appeal is resolved.

## STUDENT/INSTRUCTOR CONFLICT RESOLUTIONS

If a student feels an instructor has treated him or her unfairly, the student should take the following steps to resolve the issue. The college believes that matters involving an instructor and students are best resolved at that level; therefore the following procedures are recommended.

- 1) The student should first meet with the instructor to discuss the issue or concern. This approach ensures the instructor is aware of the issue/concern and provides an opportunity for resolution.
- 2) If after meeting with the instructor, the student feels the issue has not been resolved, he/she should next meet with the department chair and/or the appropriate assistant dean for further discussion. The instructor or the Office of Admissions and Records can provide the name of the appropriate assistant dean.
- 3) If the student continues to believe the issue/concern remains unresolved, the student may meet with the appropriate instructional dean.
- 4) The expectation is that the issue/concern involving an instructor and student will be resolved by the time it reaches the instructional dean. However, if necessary the student may continue to pursue the issue with the vice president of academic affairs.
- 5) If after following all the above procedures, the student feels the issue has not been resolved satisfactorily, he/she may arrange a meeting with the district president. The district president is the final authority regarding student/instructor disputes (Navarro College Administrative Policies and Procedures Manual, Section VI.17.00, 2009).

## GRADE CHALLENGE POLICY

Classroom instructors at Navarro College have the responsibility and authority to award final grades in the class they are teaching; however, grades must be based on college policy and written instructions in the form of a course syllabus. In cases where a student has a valid reason for challenging the grade awarded in a course, the student must first consult with the instructor and informally present his or her case. If the student and the instructor are not able to reach a mutual agreement, the student may request in writing, through the appropriate dean, a Grade Challenge Hearing. The appropriate dean must receive this written request within ten (10) days after the final grade for the course is assigned. If, in the judgment of the dean, there are valid reasons for a grade challenge, the dean will appoint

a Grade Review Committee, which will consist of one student, one instructor, and one administrator, with the chairman of the committee also being appointed by the dean.

The Grade Review Committee will call a meeting, at which time the case will be reviewed by first hearing the instructor's justification for the grade awarded and hearing the student's challenge of the grade. The instructor may present a rebuttal testimony based on valid evidence after the student has stated his or her own position. The committee will then question both parties. The student and instructor may address questions to each other only through the chairman of the committee. Both parties have the right to counsel, but the hearing will be conducted in private with no spectators allowed in the meeting; both parties will be allowed to make a summary statement. After hearing both sides of the case, the committee will discuss the case in a closed session. Any decision must be based upon clear and convincing evidence. A written report of the committee's decision will be prepared and mailed or delivered within 48 hours to the student and the instructor.

If either party wishes to appeal the decision of the Grade Review Committee, he or she may do this in writing to the vice president for academic affairs. If there are valid reasons to continue the investigation, the vice president for academic affairs will then appoint the Administrative Staff Committee, consisting of three administrators, who will receive all evidence of the Grade Review Committee meeting and any additional evidence provided by the student and the instructor. Either or both parties may, in addition to the written statement, present any additional evidence orally.

The committee will research the decision and prepare a written report that will be sent to each of the people concerned. The decision of the Administrative Staff Committee will be final and binding.

## STUDENT DISCRIMINATION GRIEVANCE

Any student who believes he/she has been discriminated against by college personnel for any reason, including discrimination on the basis of sex, color, national origin, age, or handicap, should contact the office of the Vice President of Student Services. The formal procedure for filing a student discrimination grievance is located in the Student Handbook. The Student Handbook is available at registration or from the Counseling Center.

## WEEKEND COLLEGE

Navarro College realizes that some students may not be able to attend college during the week due to job or family commitments. In an effort to meet the educational needs of our service area population, the college will offer weekend courses when and where student interests are adequate to justify the program expenses. Where possible, course offerings will be organized such that a student could complete the associate's degree in a two-year time period. In order to offer a weekend college program, the use of some hybrid or blended courses that involve online assignments will be required. In order to take a hybrid course, the student will be required to have a computer and Internet access, as well as good understanding of the Internet and e-mail procedures.

## CONTINUING AND WORKFORCE EDUCATION

The Navarro College Continuing and Workforce Education Program is designed to fill a need in the community for lifelong learning and training. Workforce education and continuing education courses are open to interested individuals 17 years of age or older regardless of educational background. Classes are available on a flexible schedule and are not necessarily tied to standard semester dates. Continuing and workforce education classes address professional updating, personal enrichment, recreation, or special certifications. Registration for these classes is ongoing and may continue from the time a class is announced right up to the day the class begins. Enrollment may be limited; therefore, pre-registration is required. Tuition for continuing and workforce education classes is published in the class schedule. Charges vary depending on the course, content, length and administrative costs. The Office of Continuing Education works closely with state licensing agencies, such as the Texas Department of State Health, the Texas Commission on Law Enforcement Officer Standards and Education, the Texas Department of Aging and Disability Services, the Texas Department of Insurance, among others, to help ensure that students who enroll in certification classes receive up-to-date training. Upon successful completion of a continuing education course, students receive continuing education units (C.E.U.s). For every 10 hours of classroom time, the student earns one C.E.U. These C.E.U.s are transcribed and available to the student upon request. The college meets the requirements of the Southern Association of Colleges and Schools, as well as the Texas Higher Education Coordinating Board in awarding

C.E.U.s. Contract courses are available to business and industry through customized training, as well as the regular continuing education courses. Navarro College can provide complete or supplemental training onsite to help enhance employee skills. For a listing of available continuing education courses, contact the Office of Continuing Education at Navarro College.

## GRADUATION INFORMATION

A formal graduation exercise is held annually at the end of the spring semester at Navarro College. This exercise is for students who are completing requirements during that spring semester, who have completed requirements during the preceding summer or fall semesters, or who will complete the course(s) required for graduation during the next summer term. To participate in the graduation exercise, the student must submit an application for graduation to the Office of Admissions and Records no later than the date published in the calendar. Students may graduate under the catalog and programs in effect at the time of their initial enrollment as long as they have had continuous enrollment. Missing one regular semester constitutes a break in enrollment and students will be required to adhere to the catalog and programs in effect at the time of their re-enrollment (see RETURNING STUDENTS). Students also have the choice of graduating under the catalog and programs in effect at the time of graduation. Students must choose one or the other and may not combine rules or programs from two or more catalogs.

## BASIC SKILLS COURSES

Navarro College offers basic skills courses designed for the student whose academic skills in reading, writing, and/or math have been identified as insufficient for college-level work. Students identified in need of these courses will find it necessary to complete these courses in order to achieve success in college-level work. BASIC SKILLS COURSES CANNOT BE USED IN MEETING GRADUATION REQUIREMENTS FOR ANY DEGREE OR CERTIFICATE.

## MAJOR/MINOR AREAS OF CONCENTRATION

The individual degree plans listed on the following pages outline major areas of concentration and provide the minimum and maximum number of credits in each discipline required to obtain a degree from Navarro College.



## PRESIDENT'S DISTINGUISHED SERVICE AWARD

The President's Distinguished Service Award may be presented at spring graduation to a student who has displayed exceptional scholarship and leadership abilities and who has brought recognition to the college by enhancing the academic, social, and service image of the student body and college as a whole.

## PRESIDENT'S HONOR AWARD

The President's Honor Award is annually presented during the spring graduation ceremony to give special recognition to the associate degree-level graduate or graduates who compile the highest academic record. Summa cum laude will be denoted on the transcript of students achieving a 4.0 grade-point average. Only students fulfilling all requirements for graduation prior to ceremonies are eligible to graduate summa cum laude.

## GRADUATION WITH HONORS

The purpose of graduation with honors is to identify students receiving associate degrees who have compiled a superior academic record. The three different levels that distinguish academic excellence are as follows:

- Summa Cum Laude - 4.0 GPA
- Magna Cum Laude - 3.5 GPA
- Cum Laude - 3.25 GPA

To graduate summa cum laude, students must achieve a 4.0 grade-point average on all work attempted at Navarro College and other post-secondary institutions attended and have no grade lower than "C." Summa cum laude will be denoted on the transcript of students achieving this designation. To graduate magna cum laude, students must achieve a 3.5 grade-point average on all work attempted at Navarro College and other post-secondary institutions attended and have no grade lower than "C." Magna cum laude will be denoted on the transcript of students achieving this designation. To graduate cum laude, students must achieve a 3.25 grade-point average on all work attempted at Navarro College and other post-secondary institutions attended and have no grade lower than "C." Cum laude will be denoted on the transcript of students achieving this designation. Only students fulfilling all requirements for graduation prior to the ceremonies are eligible to graduate summa cum laude, magna cum laude, or cum laude.

In the event a student has repeated a course with a lower grade at Navarro College, only the higher grade will be considered for calculation as part of the grade-point average and used for consideration of summa cum laude, magna cum laude, and cum laude recognition. A student may elect to claim academic fresh start and not use older grades as part of their official grade point average, as prescribed by state statute. In this case, only grades that remain a portion of their official grade point average will be considered in the calculation of the grade point average.

## HONORS PROGRAM

To be eligible to enter the Navarro College Honors Program, incoming high school students must have graduated in the top 10 percent of their class and have a cumulative or what is equivalent to a 3.5 grade-point average on a 4.0 scale. Current Navarro College students and transfer students who want to be considered for the Honors Program must have achieved a minimum of a 3.25 grade-point average and be a full-time student. To graduate as part of the honors program, students must accumulate a minimum of 12 credit hours of honors courses, maintain a cumulative 3.25 grade-point average, and complete 15 hours of community service per year.

Students who do not maintain full-time status, a 3.25 GPA, complete 15 hours of community service, and make consistent progress towards 12 credit hours of honors courses will be placed on probation for one semester. Should students fail to meet the minimum standards within the probationary semester, they will be removed from the Honors Program, including forfeiting associated scholarships and benefits of the program.

## GRADUATE GUARANTEE

Under certain conditions, Navarro College guarantees that its associate degrees transfer to other colleges and universities and that occupational degrees and/or certificates help prepare students for employment in business, industry, and service occupations. A complete description of the policies and guidelines related to the guarantee is on file in the Navarro College Library and Counseling Center.

## INDIVIDUALIZED DEGREE PLANS

The degree requirements outlined in this publication are intended to provide general information for students who are seeking a college degree. Navarro College emphasizes the importance of individualized attention so that each student may realize his or her academic goals with a minimum of problems or delay. It is essential that students work closely with their academic Advisor to establish a plan of educational objectives. The Associate in Arts and Associate in Science degree plans in this catalog are for the use of students who intend to transfer to a senior institution. Students should select courses from these plans based upon the requirements of the senior institution to which they plan to transfer. Students must complete the 45- hour general education core and an additional 18 hours of academic work to receive the A.A. or A.S. degrees. Substitutions for any course in the general education core may be made only with the prior approval of the dean of arts, sciences, and humanities. Students seeking the Associate in Applied Science Degree or certificate must complete the courses outlined in the degree plan section of this publication. Substitution for any course in the A.A.S. degree or certificate requires prior approval of the dean of career and technical education. Students desiring to transfer coursework to Navarro College to be applied toward a degree or certificate must have their transcripts evaluated during their first semester of enrollment. Transcript evaluation is conducted by the Registrar's Office and approved by the appropriate instructional dean. Students are then notified in writing by the Registrar's Office concerning the status of the transfer credit. Quantitative and qualitative limitations determining the acceptability of transfer work are available from the Counseling Center or Registrar's Office.

## GENERAL REQUIREMENTS FOR ASSOCIATE DEGREES

Navarro College awards the following degrees: Associate in Arts, Associate in Science, and Associate in Applied Science. In addition to the coursework of the individual's degree plan, the requirements below must be met. Exception to the individual's degree plan or any of the requirements below can only be made upon the written recommendation of the appropriate instructional dean approved by the vice president for academic affairs.

1. Completion of all admission requirements.
2. Completion of at least 25 percent of the hours required for the degree from Navarro College.

3. Achievement of a minimum cumulative grade-point average of 2.0 on all work required for the degree.
4. Satisfactory completion of all financial obligations.
5. Satisfactory completion of the core curriculum for each degree as listed in this catalog. All students are expected to display competency in reading, writing, oral communication and math skills prior to receiving an associate degree.
6. Satisfactory score on a state-approved placement examination.
7. Completion of ORIN 1100, FYE Beau Camp.
8. Satisfaction of exit criteria from required developmental studies course(s).
9. Completion of the College Application for Graduation.
10. Demonstration of attainment of college-level competencies of reading, writing, speaking, listening, critical thinking, and computer literacy.

## REQUIREMENTS FOR CERTIFICATES

1. Completion of all admission requirements.
2. Completion of at least 25 percent of the hours required for the certificate in residency at Navarro College.
3. Achievement of a minimum cumulative grade-point average of 2.0 on all work required for the certificate.
4. Settlement of all financial obligations.
5. Satisfactory completion of exit criteria from required developmental studies course(s).
6. Completion of the College Application for Graduation.

# DEGREE REQUIREMENTS

## ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree is designed to help prepare students for employment in business, industry or health professions. Each A.A.S. program has been approved by the Texas Higher Education Coordinating Board and students must complete all courses specified in the degree plan. The general education requirements shown below are included as an integral part of each A.A.S. program. In addition, a capstone experience or course is included in each A.A.S. program and must be completed during the student's last semester. Degree plans are required for students working toward an A.A.S. degree; students should seek assistance from a career and technology Advisor or faculty member prior to registration.

## ASSOCIATE IN APPLIED SCIENCE DEGREE

Students intending to work toward a Bachelor of Applied Science degree should take the following curriculum that includes the core curriculum leading to the Associate in Applied Science Degree, as follows:

<b>Subjects</b>	<b>Sem. Hrs.</b>
Approved Humanities/Fine Arts	3
Speech	3
Computer Science***	4
Approved Math	3
Approved Social or Behavioral Science*	3
ORIN 1100 (Institutional Credit)**	1
ENGL 1301	3
Total General Education Requirements	20
Courses from specific A.A.S. programs	43(52)
<b>Grand Total</b>	<b>63(72)</b>

\*Select one course from the following disciplines: History, Government, Psychology, Sociology, Anthropology, or Economics. \*\*Students must complete ORIN 1100 and a capstone experience.

\*\*\*Except Associate Degree Nursing. Computer competencies are included in course syllabi for this program.

## CERTIFICATE OF COMPLETION

Technical and vocational certificates will be conferred on those completing the designated courses and general requirements.

## ASSOCIATE IN ARTS – GENERAL STUDIES DEGREE

Students intending to work toward a Bachelor of Arts degree should take the following curriculum that includes the core curriculum leading to the Associate in Arts degree, as follows:

<b>Subjects</b>	<b>Sem. Hrs.</b>
English	6
Government	6
History	6
Computer Science	4
Speech	3
Kinesiology	2
Fine Arts	3
Mathematics (transferable)	3
Physical Science/Life Science	8
Behavioral Science (Psychology, Sociology, Anthropology or Economics)	3
Foreign Language	4-8
Humanities	3
ORIN 1100 (Institutional Credit)	1
Courses from major area/electives as listed on the degree plans	8-10
<b>Grand Total</b>	<b>60-66</b>

## ASSOCIATE IN ARTS – TEACHING DEGREE

Leading to Initial Texas teacher certification

### EC-6, 4-8, EC-12

Core Curriculum	42-48
MATH 1350 & 1351 or equivalent	6
Science	8
Redesigned EDUC 1301 & EDUC 2301	6
<b>Degree Requirements Total:</b>	<b>60-66</b>

### 8-12

Core Curriculum	42-48
Redesigned EDUC 1301 and EDUC 2301	6
Content are teaching fields/ academic disciplines	12
<b>Degree Requirements Total</b>	<b>60-66</b>

## ASSOCIATE IN SCIENCE – GENERAL STUDIES DEGREE

Students intending to work toward a Bachelor of Science or a Bachelor of Business Administration Degree should take the curriculum that includes the core curriculum leading to the Associate in Science Degree, as follows:

Subjects	Sem. Hrs.
English	6
Government	6
History	6
Math (College Algebra or above)	6
Computer Science	4
Physical Science/Life Science	8
Fine Arts	3
Speech	3
Humanities	3
Behavioral Science (Psychology, Sociology, Anthropology, or Economics)	3
Kinesiology	2
ORIN 1100 (Institutional Credit)	1
Courses from major area/electives as listed on the degree plans.	12
<b>Grand Total</b>	<b>63</b>

## SECOND DEGREE

A student wishing to graduate with multiple degrees may do so under the following conditions:

- Each degree must be unique; a student may not receive the same degree or certificate twice from Navarro College.
- A student can graduate with up to four types of degrees as follows:
  - Associate of Arts (AA),
  - Associate of Science (AS),
  - Associate of Applied Science (AAS)—multiple AAS degrees allowed as long as each degree is of a distinct and separate major, and
  - Associate of Arts in Teaching (AAT).
- Each degree must consist of twelve additional hours beyond the first degree plan; however, these hours may be taken concurrently allowing the simultaneous conferring of both degrees.
- Freshmen orientation and physical activity coursework cannot be used to satisfy the twelve additional hour requirement.
- A student may only participate (walk across the stage) once per commencement ceremony.

## CURRICULUM COMPETENCIES

Navarro College complies with Senate Bill (SB) 148, enacted in 1997 by the 75th Texas Legislature, that addresses content, component areas and the objectives of core curriculum. Part of this compliance consists of the periodic assessment of core courses based on the Assumptions, Defining Characteristics of Intellectual Competencies, Perspectives, Advisory Committee on Core Curriculum (1977-98). Intellectual competencies that are addressed within the Navarro College core curriculum include reading, writing, speaking, listening, critical thinking, and computer literacy. The list of Perspectives and Exemplary Educational Objectives suggested by the Texas Higher Education Coordinating Board can be found at the following URL <http://www.theccb.state.tx.us> under the heading "Core Curriculum: Assumptions and Defining Characteristics (Rev. 1999)." Each of these items is addressed as part of the program review and student learning outcomes assessment process carried out within departments that offer core curriculum.

# CORE CURRICULUM REQUIREMENTS FOR A.A., A.S. AND A.A.T. DEGREES

CORE COMPONENT	COURSE SELECTIONS	HOURS
Composition	ENGL 1301 and 1302 or 2311	6
Computer Science*	COSC 1401, 1301	3/4
History	HIST 1301, 1302, or 2301	6
Humanities	Select from one of the following: ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2341 PHIL 1301, 1304, 1316, 1317, 2306 HIST 2311, 2312	3
Mathematics	Select one college-level math course MATH 1314, 1316, 1324, 1332, 2342, 2412, 2413	3
Physical/Life Sciences	Select two courses from the following: BIOL 1406, 1407, 1411, 1413, 2401, 2402, 2404, 2406, 2420, 2421 CHEM 1405, 1407, 1411, 1412 GEOL 1403, 1405 PHYS 1401, 1402, 1411, 1412, 1415, 1417, 2425, 2426	8
Political Science	GOVT 2305 and 2306	6
Speech	SPCH 1311, 1315 or 1321	3
Social/Behavioral Science	Select one from the following: ECON 2301,2302 PSYC 2301, 2315, 2319 SOCI 1301, 2301	3
Visual/Performing Arts	Select one from the following: ARTS 1301, 1303, 1304, 1311, 1312, 1316, 1317, 2316, 2317 MUSI 1306, 1308, 1310 DRAM 1310, 1351, 1352, 2366	3
		<b>Total 45</b>

\*Institutionally Designated Option



# Accounting

## THE OCCUPATIONS

Accounting Clerk  
 Bookkeeper  
 Accounting Assistant  
 Audit Clerk  
 Payroll Clerk  
 Accounts Receivable Clerk  
 Accounting Supervisor/Office Manager

## ABOUT THE OCCUPATIONS

An accounting degree is one of the most sought-after credentials today. (5) In the corporate world, accounting is more than just processing numbers. As a member of an accounting department, you may be expected to organize, analyze and interpret financial data for managers and executives, as well as, participate in strategic planning and decision-making. Whether the economy is strong or weak, the demand for accountants thrives. When there is an economic downturn, companies may trim costs by cutting back investments in management or marketing, but they still need to monitor the flow of money in order to identify organizational inefficiencies. With all this in mind, consider the value an accounting certificate or degree from Navarro College would have for you.

Accounting personnel generally work in three areas: public accounting, business (profit or non-profit), and/or Governmental entities. Employees in the accounting field may specialize in specific information areas such as Accounts Receivable, Accounts Payable, Payroll, Billing, Costing or Budgeting. Those who assist Certified Public Accountants may also work with clients to acquire, record and prepare financial and/or tax information. According to the United States Bureau of Labor, "Accounting clerks who can carry out a wide range of bookkeeping and accounting activities will be in greater demand than specialized clerks." (3) Therefore, Navarro College's Accounting Program is designed to provide students with a broad range of accounting knowledge and experiences, which will help develop the skills employers value.

According to the United States Bureau of Labor (May 2012), the area of accounting is one of the occupations projected to experience significant growth. Jobs in the field of accounting are expected to show a 14 percent growth rate through the

year 2020. (3) Due to the significant size of this occupational area, it is expected there will be many job opportunities available, including temporary, part-time and freelance work. "Demand for full-charge bookkeepers is expected to increase as they are called upon to do much of the work of accountants." (3) Additionally, an accounting degree is preferred by many companies when hiring or promoting employees. An accounting certificate and/or degree from Navarro College can open new doors. Accounting is an excellent profession for those directly out of high school as well as those who are looking for new career opportunities, or supplemental income. Graduates may find entry-level opportunities in small business, large corporations, professional associations, governmental agencies, and non-profit organization. Some may even find entrepreneurial opportunities available.

Most bookkeeping, accounting and auditing clerks are required to have a high school degree and accounting training, however, some college such as a certificate or associates degree is preferred. Most entry-level accounting clerk positions can be obtained with a post high-school accounting certificate, while advancement opportunities and certifications may require a minimum of an associates degree. With this in mind, the Accounting Program at Navarro College offers a "**Step approach**". Full-time students can receive an Accounting Clerk Certificate in as few as two semesters, allowing them to pursue an entry-level accounting position and/or continue their education. In as few as one more semester, the full-time student can enhance their knowledge and skills with the Accounting Paraprofessional Certificate. This certificate also includes the opportunity for students to receive on-the-job training experience through a supervised practicum course. Both of these certificates lead completely into Navarro College's A.A.S. in accounting, which can be completed by the accounting paraprofessional graduate in as little as one additional semester. For those who wish to pursue a bachelor's degree, such as a B.A.A.S., the A.A.S. in Accounting serves as an excellent foundation and allows students to pursue this as either a fulltime student or part-time, while working in the accounting field. "Regardless of specialty, accountants and auditors who have earned professional recognition through certification, will have the best job prospects." (3) National certifications, such as the Certified Professional Bookkeeper (CB) and Accredited Business Accountant (ABA) are available for individuals with accounting training, like offered at Navarro College, plus some work experience. For those who want to continue their education and pursue a bachelor's degree (or higher), additional

certifications, such as the Certified Management Accountant (CMA), the Certified Internal Auditor (CIA), the Certified Fraud Examiner (CFE), the Enrolled Agent (EA) and the Certified Public Accountant (CAPA) are available.

## WORK ENVIRONMENT

### Employers:

Service companies  
Retail stores  
Wholesale and distribution companies  
Industrial and manufacturing organizations  
Federal, state, and local government agencies  
Not-for-profit organizations

### Typical Schedule:

Standard 40-hour work week with overtime during peak times

### Tools and Equipment:

Computer systems  
Accounting software such as general ledger packages  
Spreadsheet, data base, presentation, and word processing application software  
Internet access  
Financial documents such as journals, ledgers, financial statements, and government forms

## WORKER PORTRAIT

### Skills and Aptitudes:

Organized, careful, accurate and neat  
Good math skills  
Dependable, punctual, and able to meet deadlines  
Able to communicate well orally and in writing  
Takes direction well, but can work with limited supervision  
Problem solver  
Interests  
Enjoys helping people and providing a vital service to society  
Enjoys high level of responsibility  
Maintains high ethical standards

## CAREER OUTLOOK

### Outlook

Above Average

### Occupation

Accounting Clerks & Supervisors

### Position

Clerks/Bookkeepers

Accounting Supervisor/  
Office Mgr.

### Salary per Year

\$21,270 - \$51,470

\$28,870 - \$76,930

The median salary for an accounting clerk is \$34,030. With experience and additional certifications one can become a full charge bookkeeper making up to \$51,470 per year, or an accounting supervisor/manager, making more than \$70,000 per year. (3) (Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.) Sources: 1 Accreditation Council for Accountancy and Taxation, <http://www.acatcredentials.org> 2 American Institute of Professional Bookkeepers, <http://www.aipb.org> 3State U.S. Dept. of Labor, Bureau of Labor Occupational Employment Elementary Statistical Methods, <http://www.bls.gov> 4 Texas Workforce Commission: <http://www.twc.state.tx.us> 5 Accounting has been ranked as the most sought-after college major by the National Association of Colleges and Employers (NACE). <http://www.naceweb.org/>

# A.A.S. IN ACCOUNTING

**PROGRAM INFORMATION** The A.A.S. in Accounting Program at Navarro College is designed to help prepare students for entry level accounting positions in accounting firms, industry or government. The program can provide a solid foundation in accounting principles and students will be able to demonstrate accounting and technology competency through hands-on application. Upon successful completion of this program, students will have a strong accounting foundation for entrance into the accounting field. Students will also have the opportunity to pursue certification(s) and/or expand their educational experience.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
COSC 1401	Introduction to Computing	4
ORIN 1100	FYE Beau Camp	1
MATH 1324	Math for Business & Social Sciences I	3
ENGL 1301	Composition I	3
ACNT 1303	Introduction to Accounting I	3
POFT 1301	Business English	3
		17

### SPRING

Subjects		Sem. Hrs.
ACNT 1329*	Payroll & Business Tax Accounting	3
ACNT 1304*	Introduction to Accounting II	3
ACNT 1411*	Intro. to Computerized Accountin	4
POFT 2312*	Bus. Correspondence & Comm.	3
		13

### SUMMER

Subjects		Sem. Hrs.
ACCT 2401	Principles of Accounting I-Financial	4

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
ACNT 1331	Federal Income Tax Accounting-Ind.	3
ACCT 2402*	Principles of Accounting II-Managerial	4
ACNT 1305*	Forensic Accounting	3
ACNT 2302**	Accounting Capstone OR	
ACNT 1368**	Practicum	3
BUSI 1301	Business Principles	3
		16

### SPRING

Subjects		Sem. Hrs.
	Approved Humanities/Fine Arts Elective	3
ACNT 2409	Cost Accounting	4
ECON 2301	Principles of Micro Econ. OR	3
ECON 2302	Principles of Macro. Econ.	3
BUSI 2301	Business Law	3
SPCH 1321	Business and Professional Communication OR	
SPCH 1315	Public Speaking	3
		16

\*Prerequisite required - see course catalog inventory for more information.

\*\*Practicum or Accounting Capstone must be taken in the sequence provided in the degree plan and requires 336 hrs. (21 hrs/wk) of workplace training. The practicum may or may not be paid, and the student is responsible for locating their own internship under the guidance of the program coordinator before the semester begins. The accounting capstone may be taken in place of the practicum. Contact the program coordinator the semester prior to course registration.

# ACCOUNTING CERTIFICATES

## ACCOUNTING CLERK CERTIFICATE

**PROGRAM INFORMATION:** The Accounting Clerk Certificate is designed for individuals who want basic accounting skills. Students who pursue this certificate do not require remediation.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

### FALL

Subjects		Sem. Hrs.
ACNT 1303	Introduction to Accounting I	3
COSC 1401	Introduction to Computing	4
POFT 1301	Business English	3
		10

### SPRING

Subjects		Sem. Hrs.
ACNT 1304*	Introduction to Accounting II	3
ACNT 1411*	Intro to Computerized Accounting	4
ACNT 1329*	Payroll Business Tax Accounting	3
		10

## ACCOUNTING ASSISTANT/PARAPROFESSIONAL CERTIFICATE

**PROGRAM INFORMATION:** The Accounting Assistant/Paraprofessional Certificate is designed to help prepare individuals who want more advanced accounting skills.

**TECH PREP:** Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

### FRESHMAN

#### FALL

Subjects		Sem. Hrs.
ACNT 1303	Introduction to Accounting I	3
COSC 1401	Introduction to Computing	4
POFT 1301	Business English	3
		10

#### SUMMER

Subjects		Sem. Hrs.
ACCT 2401	Principles of Financial I-Financial	4

### SOPHOMORE YEAR

#### FALL

Subjects		Sem. Hrs.
ACNT 1305*	Forensic Accounting	3
ACNT 1331	Federal Income Tax – Individual	3
ACCT 2402	Principles of Accounting II-Managerial	4
ACNT 2302**	Accounting Capstone OR	
ACNT 1368**	Practicum-Accounting Technology	3

#### SPRING

Subjects		Sem. Hrs.
ACNT 1304*	Introduction to Accounting II	3
ACNT 1411*	Intro. to Computerized Accounting	4
ACNT 1329*	Payroll & Business Tax Accounting	3
POFT 2312*	Business Communications II	3
		13

\*Prerequisite Required - see course catalog inventory for more information

\*\* Practicum or Accounting Capstone must be taken in the sequence provided in the degree plan and requires 336 hrs (21 hrs/wk) of workplace training. The practicum may or may not be paid and the student is responsible for locating their own internship under the guidance of the program coordinator before the semester begins. The accounting capstone may be taken in place of the practicum. Contact the program coordinator the semester prior to course registration.

# Ag Mechanization/ John Deere Tech

## THE OCCUPATIONS

Service Technician  
Shop Foreman  
Service Manager  
Customer Service Representative

## ABOUT THE OCCUPATIONS

The technical revolution in the agricultural tractor and equipment industry has quickly changed the way service technicians perform their jobs. The rapid spread of the use of electronics and hydraulics in the industry has created a demand for technicians who are technically and academically prepared. Technicians must be prepared for updated training on new machines as they are introduced. John Deere dealers need technicians who understand good work ethics and are willing to accept change. The service department at most dealerships of today is responsible for the repair and maintenance on all equipment sold at that dealership. The success of any dealership depends on the efficiency of the service department employees. Service technicians perform assigned set-up, repair, and warranty jobs on agricultural machines, old and new. This work may be performed at the dealership or in the field. Shop foremen, depending on the structure of the service department, may schedule service jobs for service technicians or work as a technician while assisting other technicians in the service department. Managerial positions are open to individuals who develop the technical, organizational, communication, and social skills necessary to represent the dealership in a managerial position in the service department. Many dealerships also employ a customer service representative to promote the dealership with current and prospective customer interaction.

## WORK ENVIRONMENT

### Employers:

John Deere dealerships provide an excellent opportunity to continue employment after graduation because students perform a paid internship at a sponsoring John Deere dealership as part of the degree program. Graduates from this program typically work for John Deere dealerships but may also be

employed by other agricultural equipment companies. Labor market Elementary Statistical Methods show an increasing demand for diesel mechanics.

### Typical Schedule:

40-hour work week is normal  
Overtime during the crop-growing seasons

### Tools and Equipment:

Micrometers, dial indicators, hoists, flow meters, multimeters, laptop computers, lift trucks, cutting torches, and John Deere special tools necessary to perform service on equipment scheduled for repair.

## WORKER PORTRAIT

### Skills and Aptitudes:

Demonstrates dependable and responsible attitude  
Works well under pressure  
Communicates well  
Concentrates despite distractions  
Demonstrates good judgment and common sense  
Understands what "doing the job right" means

### Interests:

Likes to work with hands  
Enjoys helping people in need  
Interested in working on a variety of products  
Enjoys a variety of inside and outside work

## CAREER OUTLOOK

### Outlook

Excellent  
Excellent  
Excellent

### Occupation

Service Technician  
Shop Foreman  
Service Manager

### Position

Service Manager  
  
Shop Foreman  
  
Service Technician

### Salary per Year

Salaries depend on position region of state and nation  
Salaries depend on position region of state and nation  
Salaries depend on position region of state and nation

(Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.)



# DIESEL ENGINE MAINTENANCE CERTIFICATES

**PROGRAM INFORMATION:** The Certificate I and Certificate II Programs can enable students in the John Deere TECH Program to receive two certificates while working toward completing the A.A.S. Degree. Student must have a John Deere sponsor for whom they will work between semesters. All John Deere courses in the certificate programs are courses included in the A.A.S. Degree. Upon successful completion of each certificate, the student will be awarded a Certificate of Completion. Students are not required to take a college entrance test in order to enroll for either certificate program.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## CERTIFICATE I

### FALL

Subjects	Sem. Hrs.
DEMR 1406 Diesel Engine I	4
POFT 1301 Business English	3
DEMR 1405 Basic Electrical Systems	4
AGME 1207 Agriculture Equipment and Tools	2
	13

### SPRING

Subjects	Sem. Hrs.
DEMR 1391 Special Topics in Diesel Engine (JD Information Systems)	3
DEMR 1225 Small Air-Cooled Engines	2
DEMR 1449 * Diesel Engines II	4
AGME 1209 Equipment Repair	2
DEMR 1166 Practicum I	1
	12

### SUMMER

DEMR 1466 Practicum II – Diesel Engine Mechanic & Repairer	4
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## CERTIFICATE II

### FALL

Subjects	Sem. Hrs.
DEMR 1416 Basic Hydraulics	4
AGME 1353 Harvesting Equipment	3
DEMR 1421 Power Trains I	4
Approved Welding Course	4
	15

### SPRING

Subjects	Sem. Hrs.
DEMR 1323 HVAC	3
AGME 1391 Special Topics (JD Harvesting Equipment II)	3
DEMR 2335 Advanced Hydraulics	3
DEMR 2166 Practicum III	1
DEMR 2371 Special Topics (JD Agricultural Management Solutions)	3
	13

\* Capstone must be taken in final semester

# A.A.S. in AG MECHANIZATION TECHNOLOGY

**PROGRAM INFORMATION:** The John Deere TECH program is designed to help prepare students for a career in the field of agriculture mechanization technology. The student will study the theory and practice required for employment with John Deere and other farm implement dealers as agriculture technicians (ag. tech) where they will repair and maintain complex mechanized farm equipment. This is a high-tech program with limited enrollment. Students are asked to make applications to the John Deere TECH Department in early spring. They must have a John Deere sponsor for whom they will work between semesters; and they must take the Accuplacer and Mechanical Reasoning Tests prior to being accepted into the program. Students successfully completing the two-year program will receive an A.A.S. Degree in Agriculture Mechanization technology or a Certificate of Completion. For more information, please contact the Navarro College John Deere TECH Department.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
DEMR 1405 Basic Electrical Systems	4
ORIN 1100 FYE Beau Camp	1
AGME 1207 Agriculture Equipment and Tools	2
ENGL 1301 Composition I	3
DEMR 1406 Diesel Engines I	4
MATH 1332 Contemporary Mathematics I	3
	17

### SPRING

Subjects	Sem. Hrs.
DEMR 1225 Small Air-Cooled Engines	2
AGME 1209 Equipment Repair	2
DEMR 1391 Special Topics in Diesel Engine (JD Information Systems)	3
DEMR 1449 Diesel Engines II	4
SPCH 1321 Business and Professional Communication OR	
SPCH 1315 Public Speaking	3
Approved Humanities/Fine Arts Elective	3
DEMR 1166 Pract.. I - Diesel Eng. Mech. & Repair	1
	18

### SUMMER

Subjects	Sem. Hrs.
DEMR 1466 Practicum II – Diesel Eng. Mech. & Repair	4

## SOPHOMORE YEAR

### FALL

Subjects	Sem. Hrs.
DEMR 1416 Basic Hydraulics	4
AGME 1353 Harvesting Equipment	3
DEMR 1421 Power Trains I	4
COSC 1401 Introduction to Computing **	4
SOCI 1301 Introductory Sociology	3
	18

### SPRING

Subjects	Sem. Hrs.
DEMR 1323 Heating, Ventilation & AC	3
AGME 1391* Special Topics (JD Harvesting Equipment II)	3
DEMR 2335 Advanced Hydraulics	3
DEMR 2371 Special Topics (JD Agricultural Management Solutions)	3
Approved Free Elective	2,3,4
DEMR 2166 Pract. III - Diesel Eng. Mech. & Repair	1
	15,16,17

\* Capstone must be taken in the final semester.

\*\*ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.

# A.A.S. in AG MECHANIZATION TECHNOLOGY COMMERCIAL & CONSUMER OUTDOOR POWER

**PROGRAM INFORMATION:** The John Deere TECH program is designed to help prepare students for a career in the field of agriculture mechanization technology Consumer and commercial equipment division. The student will study the theory and practice required for employment with John Deere and other farm implement dealers as agriculture technicians (ag. techs) where they will repair and maintain complex mechanized outdoor power equipment found in the agriculture industry. This is a high-tech program with limited enrollment. Students are asked to make application to the John Deere TECH Department in early spring. They must have a John Deere sponsor for whom they will work between semesters; and they must take the Accuplacer and Mechanical Reasoning Tests prior to being accepted into the program. Students successfully completing the two-year program will receive an A.A.S. Degree in Commercial and Consumer Outdoor Power Technology or a Certificate of Completion. For more information, please contact the Navarro College John Deere TECH Department.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
DEMR 1405 Basic Electrical Systems	4
ORIN 1100** FYE Beau Camp	1
AGME 1207 Agriculture Equipment and Tools	2
ENGL 1301 Composition 1	3
DEMR 1406 Diesel Engines I	4
MATH 1332 Contemporary Mathematics I	3
	17

### SPRING

Subjects	Sem. Hrs.
DEMR 1225 Small Air-Cooled Engines	2
SMER 1291 Small Engine Mechanic and Repair	2
DEMR 1391 Special Topics in Diesel Engine (JD Information Systems)	3
SPCH 1321 Business and Professional Communication OR	
SPCH 1315 Public Speaking	3
Approved Humanities/Fine Arts Elective	3
DEMR 1449 Diesel Engines II	4
SMER 1166 Pract.. I - Sm. Eng. Mech. & Repair	1
	18

### SUMMER

Subject	Sem. Hrs.
SMER 1466 Practicum II - Small Engine Mechanic & Repair	4

## SOPHOMORE YEAR

### FALL

Subjects	Sem. Hrs.
DEMR 1416 Basic Hydraulics	4
SMER 2337 Advanced Equipment Service	3
DEMR 1421 Power Trains I	4
COSC 1401* Introduction to Computing	4
SOCI 1301 Introductory Sociology	3
	18

### SPRING

Subjects	Sem. Hrs.
DEMR 1323 Heating, Ventilation, & AC	3
SMER 1391 Small Engine Mechanic & Repair (Special Topics)	3
DEMR 2335 Advanced Hydraulics	3
DEMR 2371 Special Topics (JD Agricultural Management Solutions)	3
Free Elective	2,3,4
SMER 2166 Practicum III – Small Engine Mechanic & Repair	1
	15,16,17

\* ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.

# A.A.S. IN TURF POWER EQUIPMENT

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
DEMR 1405 Basic Electrical Systems	4
ORIN 1100 FYE Beau Camp	1
AGME 1207 Agriculture Equipment and Tools	2
ENGL 1301 Composition & Rhetoric	3
DEMR 1406 Diesel Engines I	4
MATH 1332 Contemporary Mathematics I	3
	17

### SPRING

Subjects	Sem. Hrs.
DEMR 1225 Small Air-Cooled Engines	2
SMER 1291 Small Engine Mechanic and Repair	2
DEMR 1391 Special Topics (JDIS)	3
DEMR 1449 Diesel Engines II	4
SPCH 1315 Public Speaking	3
ELECTIVE Approved Fine Arts or Humanities Elective	3
SMER 1166 Practicum I	1
	18

### SUMMER

SMER 1466 Practicum II	4
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## SOPHOMORE YEAR

### FALL

Subjects	Sem. Hrs.
DEMR 1416 Basic Hydraulics	4
SMER 2337 Advanced Equipment Service	3
DEMR 1421 Power Trains I	4
COSC 1401 Microcomputer Applications	4
SOCI 1301 Introductory Sociology	3
	18

### SPRING

Subjects	Sem. Hrs.
DEMR 1323 Heating, Ventilation, and AC	3
AGME 1391 Special Topics	3
DEMR 2335 Advanced Hydraulics	3
DEMR 2371 Global Positioning Systems (JD Agriculture Management Solutions)	3
ELECTIVE Free Elective	
2,3,4,	
SMER 2166 Practicum III	1
	15,16,17



# COMMERCIAL & CONSUMER EQUIPMENT MAINTENANCE CERTIFICATE

**PROGRAM INFORMATION:** The certificate I and certificate II programs will help enable students in the John Deere TECH Program Commercial and Consumer Outdoor Power Division to receive two certificates while working toward completing the A.A.S. Degree. Student must have a John Deere sponsor for whom they will work between semesters. All John Deere courses in the certificate programs are courses included in the A.A.S. Degree. Upon successful completion of each certificate, the student will be awarded a Certificate of Completion. Students are not required to take a college entrance test in order to enroll for either certificate program.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## CERTIFICATE I

### FALL

Subjects	Sem. Hrs.
DEMR 1406 Diesel Engines I	4
POFT 1301 Business English	3
DEMR 1405 Basic Electrical Systems	4
AGME 1207 Agriculture Equipment and Tools	2
	13

### SPRING

Subjects	Sem. Hrs.
DEMR 1391 Special Topics in Diesel Engine (JD Information Systems)	3
DEMR 1225 Small Air-Cooled Engines	2
DEMR 1449 Diesel Engines II	4
SMER 1291 Small Engine Mechanic and Repair	2
SMER 1166 Practicum I Small Engine Mechanic and Repair	1
	12

### SUMMER

Subject	Sem. Hrs.
SMER 1466 Practicum II – Small Engine Mechanic & Repair	4

## CERTIFICATE II

### FALL

Subjects	Sem. Hrs.
DEMR 1416 Basic Hydraulics	4
SMER 2337 Advanced Equipment Service	3
DEMR 1421 Power Trains I	4
Approved Welding Course	4
	15

### SPRING

Subjects	Sem. Hrs.
DEMR 1323 Heating, Ventilation, & AC	3
SMER 1391 Small Engine Mechanic & Repair (Special Topics)	3
DEMR 2335 Advanced Hydraulics	3
SMER 2166 Practicum III	1
DEMR 2371 Special Topics (JD Agricultural Management Solutions)	3
	13

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.



# A.S. in AGRICULTURE

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in agriculture at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree with an emphasis in agriculture. If the student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN YEAR

### FALL

<b>Subjects</b>	<b>Sem. Hrs.</b>
ENGL 1301      Composition I	3
HIST 1301      United States History I      OR	
HIST 2301      Texas History	3
ORIN 1100      FYE Beau Camp	1
MATH 1324      Math for Business & Social Sciences I	3
AGRI 1131      Introduction to Agriculture Industry	1
SPCH 1315      Public Speaking	3
KINE Activity	1
	15

### SPRING

<b>Subjects</b>	<b>Sem. Hrs.</b>
ENGL 1302      Composition II      OR	
ENGL 2311      Business & Technical Writing	3
HIST 1302      United States History II      OR	
HIST 2301      Texas History	3
AGRI 1315      Horticulture      OR	
AGRI 1319      Animal Science	3
MATH 1325      Math for Business and Social Sciences II	3
AGRI 2317      Agricultural Economics	3
KINE Activity	1
	16

## SOPHOMORE YEAR

### FALL

<b>Subjects</b>	<b>Sem. Hrs.</b>
GOVT 2305      Federal Government	3
Approved Social/Behavioral Science	3
Approved Natural Science Elective	4
AGRI 1307      Agronomy	3
Approved Visual/Performing Arts Elective	3
	16

### SPRING

<b>Subjects</b>	<b>Sem. Hrs.</b>
GOVT 2306      Texas Government	3
COSC 1401      Introduction to Computing	4
Approved Natural Science Elective	4
Approved Humanities Elective	3
Approved Free Elective	3
	17

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# Allied Health Programs

## THE OCCUPATIONS

Registered Nurse (A.D.N.)

LVN - RN Bridge

Licensed Vocational Nurse

A.S. in Pre-Bachelor of Science in Nursing

Medical Lab Technician

Occupational Therapy Assistant

Paramedic

## ABOUT THE OCCUPATIONS

The field of allied health offers many exciting and rewarding career opportunities. At Navarro College, we provide students with several avenues to assist in their pursuit of a career in allied health. Nurses, both RNs and LVNs, make up the largest portion of health care providers. The demand for nurses is expected to grow faster than the average for all other occupations. RNs provide direct patient care, assist physicians with procedures, and provide supervision for other health care workers. LVNs provide basic bedside care, perform procedures and treatments, assist RNs and physicians in providing care and treatments, perform procedures in physicians' offices, and may provide supervision for nursing assistants and aides in long-term care facilities.

Medical laboratory technicians (MLTs) play a crucial role in the detection, diagnosis, and treatment of disease. They examine and analyze body fluids and cells. They examine specimens for bacteria, parasites or other micro-organisms; analyze the chemical content of fluids; match blood for transfusions, and test for drug levels in the blood. The MLT field is rated in the top 20 best jobs.

Occupational therapy assistants may work with individuals who seek to maximize the functional areas of their lives or are limited by physical disease or injury, psychological or social dysfunction, developmental or learning disabilities, or other disorders, trauma, or conditions.

## CAREER OUTLOOK

Outlook	Occupation	Avg. Salary
Excellent	Registered Nurse	\$40,000-80,000
Excellent	Licensed Voc. Nurse	\$28,000-38,000
Good	Medical Lab Tech	\$29,000-45,000
Excellent	Occupational Therapy Assistant	\$48,230

Sources: U.S. Department of Labor Elementary Statistical Methods and the Texas Workforce Commission.



# REGISTERED NURSE ASSOCIATE DEGREE NURSING

**PROGRAM INFORMATION:** The two-year 72-credit hours curriculum in nursing leads to an Associate in Applied Science Degree (A.A.S. A.D.N.) and helps prepare the graduate to take the National Council Licensure Examination for Registered Nurses. Graduates must also meet legal requirements for licensure as mandated by the Texas Board of Nursing (BON) or the state in which initial licensure is sought. Successful completion of the examination will allow the graduate to practice as a registered nurse. The Navarro College ADN Program is approved by the Texas Higher Education Coordinating Board and the BON, P.O. Box 430, Austin, TX 78767, (512) 305-7400. The program is accredited by the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone 404-975-5000, fax 404-975-5020, www.nlnac.org. The nursing curriculum includes on-campus coursework and clinical experiences in health care agencies. Applications to the program are available only at nursing information sessions, which are conducted at various times starting each October or November. Students wishing to apply to the program may attend an ADN information session. Applicants who pass the entrance test and are TSI complete are admitted on a points system. Priority status is determined from the following data: grades in non-nursing courses (completed prior to application deadline) on the ADN degree plan, entrance exam score, current (unexpired) health care certification, and county of residence. Priority criteria are available at nursing information sessions and on the ADN program page of the NC Web site. Additional points are granted for completion of specific chemistry and Elementary Statistical Methods courses. **ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE ASSOCIATE DEGREE NURSING PROGRAM.**

## Additional Program Requirements

- Students must complete all theory courses on the ADN degree plan with a final grade of "C" or higher and all clinical courses with a final clinical evaluation of "satisfactory" in order to pass and progress in the program and graduate. The ADN grading scale is:  
A = 90-100, B = 80-89, C = 75-79, D = 60-74, F = <60.
- Students must meet all program and clinical agency

requirements including drug screens, criminal background checks, American Heart Association Health Care Provider CPR certification, health screenings and immunizations. **PLEASE NOTE:** The Texas Department of Health Administrative Code requires that students enrolled in health-related courses in institutions of higher education must have specific immunizations. In planning for possible admission to the ADN Program, students must plan to receive the complete series of immunizations prior to final admission to the program. Any exclusion of compliance for medical contraindications or religious beliefs will be handled on an individual basis and must be submitted in writing with the application packet. Students will receive information on other immunization requirements at the FYE Beau Camp session held for students accepted into the program.

- To be eligible for graduation, students must successfully pass a standardized exit exam or complete faculty-developed remediation to prepare for the NCLEX-RN exam.

## Information Regarding Eligibility for RN License

The Texas Board of Nursing has mandated that applicants for licensure as registered nurses meet eligibility requirements. Prospective nursing students with a criminal conviction, mental illness, and/or substance/alcohol abuse or dependency may not meet eligibility requirements. The Texas Board of Nursing (BON) permits individuals to petition for a Declaratory Order of Eligibility prior to starting a nursing program.

**PLEASE NOTE:** Prospective students who have a criminal history **MUST** obtain a Declaratory Order of Eligibility from the Texas Board of Nursing **PRIOR** to final approval for entry into the nursing program. This order supports the student's potential for eligibility to take the licensure examination pending completion of the Associate Degree Nursing Program. See the Website for the Texas Board of Nursing (BON) for information and forms, [www.bon.state.tx.us](http://www.bon.state.tx.us). Please note: A Declaratory Order does not guarantee clinical placement.

# REGISTERED NURSE ASSOCIATE DEGREE NURSING

## REQUIRED PREREQUISITES

Subjects		Sem. Hrs.
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology for Non-Science Majors	4
		12

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
HPRS 1101	Introduction to Health Professions	1
PSYC 2301	General Psychology	3
MATH 1314	College Algebra	3
RNSG 1413	Foundations of Nursing Practice	4
RNSG 1201	Pharmacology	2
RNSG 1261	Clinical-Nursing (Foundations)	2
		15

### SPRING

Subjects		Sem. Hrs.
PSYC 2314	Lifespan Growth & Development	3
SPCH 1311*	Introduction to Speech Communication OR	
SPCH 1315*	Public Speaking	3
RNSG 2504	Care of the Client with Common Health Care Needs	5
RNSG 1361	Clinical-Nursing (Common Health Care Needs)	3
		14

## SUMMER SESSION

Subjects		Sem. Hrs.
ENGL 1301	Composition I	3
RNSG 2201	Care of Children & Families	2
RNSG 2261	Clinical-Nursing (Children & Families)	2
		7

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
BIOL 1322	Nutrition and Diet Therapy I	3
RNSG 2514	Integrated Care of the Patient w/ Complex Health Care Needs	5
RNSG 2461	Clinical-Nursing (Complex Health Care Needs)	4
		12

### SPRING

Subjects		Sem. Hrs.
	Approved Fine Arts/Humanities Elective***	3
RNSG 2213	Mental Health Nursing	2
RNSG 2161	Clinical-Nursing (Mental Health)	1
RNSG 2435	Integrated Patient Care Management	4
RNSG 2262	Clinical-Nursing (Integrated Client Management)	2
		12

\* SPCH 1315 is preferred.

\*\*\*Fine Arts/Humanities (PHIL 1301 Introduction to Philosophy, PHIL 1304 Introduction to World Religions, PHIL 2305 Introduction to Ethics, ARTS 1301 Art Appreciation, or MUSI 1306 Music Appreciation are preferred. With approval, a core curriculum Humanities course or Visual /Performing Arts course may be substituted.)

# LVN TO RN BRIDGE OPTION

**PROGRAM INFORMATION:** A mobility curriculum with summer bridge courses that can allow LVNs to “bridge” the gap between the Vocational Nursing Program and the second year of the Associate Degree Nursing Program. This one-year curriculum completes the 64 hours required for an Associate in Applied Science Degree (A.A.S. A.D.N. Bridge). LVNs must have 9-12 months of full-time acute-care work experience, must satisfy all of the general education requirements of the first year of the ADN program as well as meet other specific program admission requirements. Upon successful completion of the bridging courses, the student is eligible for entry into the sophomore year of the Associate Degree Nursing Program. Applications to the program are available at nursing information sessions, which are conducted at various times starting each October or November. All students wishing to apply to the program must attend an information session. Information session dates are posted on the Navarro College Web site. ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE LVN TO RN BRIDGE OPTION. (See Associate Degree Nursing Program information for admission, licensure and accreditation information).

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
ORIN 1100 ***	FYE Beau Camp	1
PSYC 2301	General Psychology	3
MATH 1314	College Algebra	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2420	Microbiology for Non-Science Majors	4
		15

### SPRING

Subjects		Sem. Hrs.
PSYC 2314	Lifespan Growth & Development	3
SPCH 1311*	Introduction to Speech Communication OR	
SPCH 1315*	Public Speaking	3
ENGL 1301	Composition I	3
BIOL 2402	Anatomy & Physiology II	4
		13

## FIRST SUMMER SESSION

Subjects		Sem. Hrs.
RNSG 1417	Concepts of Nursing Practice I for Articulating Students	4
RNSG 1262	Clinical-Nursing Practice I for Articulating Students	2
		6

## SECOND SUMMER SESSION

Subjects		Sem. Hrs.
RNSG 1442	Concepts of Nursing Practice II for Articulating Students	4
RNSG 1263	Clinical-Nursing Practice II for Articulating Students	2
		6

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
BIOL 1322	Nutrition and Diet Therapy I	3
RNSG 2514	Integrated Care of the Patient w/ Complex Health Care needs	5
RNSG 2461	Clinical-Nursing (Complex Health Care Needs)	4
		12

### SPRING

Subjects		Sem. Hrs.
	Approved Fine Arts/Humanities Elective**	3
RNSG 2213	Mental Health Nursing	2
RNSG 2161	Clinical-Nursing (Mental Health)	1
RNSG 2435	Integrated Patient Care Management	4
RNSG 2262	Clinical-Nursing (Integrated Client Management)	2
		12

\*SPCH 1315 preferred

\*\* Fine Arts/Humanities PHIL 1301 Introduction to Philosophy, PHIL 1304 Introduction to World Religions, PHIL 2305 Introduction to Ethics, ARTS 1301 Art Appreciation, or MUSI 1306 Music Appreciation are preferred. With approval, a core curriculum Humanities course or Visual/Performing Arts course may be substituted.

\*\*\*ORIN 1100 is required of all first-semester degree-seeking students. Credit for this course does not transfer nor apply to degree requirements.



# LICENSED VOCATIONAL NURSING (LVN)

**PROGRAM INFORMATION:** The 12-month curriculum in vocational nursing leads to a Certificate of Completion and helps prepare graduates to take the National Council Licensure Examination for Practical Nurses. Successful completion of the examination will allow graduates to practice as a Licensed Vocational Nurse in Texas. The curriculum is approved by the Texas Board of Nursing (BON), 333 Guadalupe #3-460, Austin, TX 78701, (512) 305-7400 and the Texas Higher Education Coordinating Board. The vocational nurse graduate is prepared to provide bedside nursing care including administration of medications and procedures requiring technical skills. The nursing curriculum includes on-campus coursework and clinical experiences in health care agencies. All students wishing to apply to the program must first attend a mandatory information session. These sessions are conducted at various times from September to February. Registration for the information session is not required. All interested students must also take and pass a state- approved placement test (i.e. THEA, COMPASS, ACUPLACER) and be TSI (Texas State Initiative) complete and take a college- approved nursing entrance exam in order to receive an application to the program. The entrance exam must be taken during the application year.

Applicants are ranked according to test scores, health care certification, county of residence, and completion of non-required college courses. Criminal history checks and drug screens are required components of the Vocational Nursing Program. ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE VOCATIONAL NURSING PROGRAM.

**INFORMATION REGARDING ELIGIBILITY FOR LVN LICENSE:** The Texas Board of Nursing has mandated that applicants for licensure as Licensed Vocational Nurses must meet eligibility requirements. Prospective nursing students with a criminal conviction, mental illness, and/or substance/alcohol abuse or dependency may not meet eligibility requirements. The Texas Board of Nursing (BON) provides individuals the opportunity to petition for a Declaratory Order of Eligibility. If the applicant has reason to believe they may not meet eligibility requirements, they should contact the BON at the address and telephone number listed in the "Program Information" section prior to acceptance in the nursing program. This information can also be obtained via the Website for the BON at NOTE: A Declaratory Order does not guarantee clinical placement at health care facilities during the vocational nursing program.

## FALL

Subjects	Sem. Hrs.
VNSG 1505 Health Science	5
VNSG 1423 Basic Nursing Skills	4
VNSG 1331 Pharmacology	3
VNSG 1327 Essentials of Medication Administration	3
VNSG 1260 Clinical I-Practical Nurse	2
VNSG 1122 Vocational Nursing Concepts	1
	18

## SPRING

Subjects	Sem. Hrs.
VNSG 1133 Growth & Development	1
VNSG 1429 Medical-Surgical Nursing I	4
VNSG 1334 Pediatrics	3
VNSG 2431 Advanced Nursing Skills	4
VNSG 1330 Maternal-Neonatal Nursing	3
VNSG 1460 Clinical II-Practical Nurse	4
	19

## SUMMER

Subjects	Sem. Hrs.
VNSG 1191 Special Topics in Practical Nursing (Role Transition)	1
VNSG 1432 Medical-Surgical Nursing II	4
VNSG 1236 Mental Health	2
VNSG 1238 Mental Illness	2
VNSG 1219 Professional Development	2
VNSG 1261 Clinical III-Practical Nurse	2
	13

# A.S. in PRE-BACHELOR OF SCIENCE IN NURSING

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed to serve as the first two years of academic studies for students who plan to pursue a bachelor's degree in nursing at a senior college or university.

Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, students are advised to consult a counselor for help in selecting courses needed to reach individual educational goals. In addition, students are advised to consult with the desired BSN program coordinator for degree requirements and application information.

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
ENGL 1301	Composition I	3
HIST 1301	United States History I	OR
HIST 2301	Texas History	3
ORIN 1100	FYE Beau Camp	1
CHEM 1411	General Chemistry I	4
BIOL 2401	Anatomy & Physiology I	4
MATH 1314	College Algebra	3
		18

### SPRING

Subjects		Sem. Hrs.
ENGL 1302	Composition II	OR
ENGL 2311	Business & Technical Writing	3
HIST 1302	United States History II	OR
HIST 2301	Texas History	3
BIOL 2420	Microbiology for Non-Science Majors	4
BIOL 2402	Anatomy & Physiology II	4
COSC 1401	Micro Computer Applications	4
		18

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
GOVT 2305	Federal Government	3
PHIL 2306	Introduction to Ethics	3
PSYC 2301	General Psychology	3
SPCH 1315	Public Speaking	3
	Approved Visual/Performing Arts Elective	3
		15

### SPRING

Subjects		Sem. Hrs.
GOVT 2306	Texas Government	3
MATH 2342	Elementary Statistical Methods	3
BIOL 1322	Nutrition and Diet Therapy	3
PSYC 2314	Lifespan Growth & Development	3
		12

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# A.A.S. in MEDICAL LABORATORY TECHNOLOGY

**PROGRAM INFORMATION:** The two-year curriculum in Medical Laboratory Technology leads to an Associate in Applied Science Degree designed to help prepare graduates for employment as a medical laboratory technician in a clinical laboratory upon successful completion of a national certification exam. Students who have completed many of the general education courses on the degree plan may be accelerated through the program. Students unable to attend full time may be accommodated.

The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) located at 5600 N. River Road Suite 720, Rosemont, IL 60018-5119. NAACLS phone number is (733) 714-8880. Graduates of the program are eligible to take the American Society of Clinical Pathology (ASCP) national certification examinations for medical laboratory technicians.

**APPLICATION PROCESS:** Students interested in the Medical Laboratory Technology Program should submit the MLT program application to the program director (address is on the application). Applications are available at the health professions office, the MLT program office (Drane Hall Room 208), or at [www.navarrocollege.edu](http://www.navarrocollege.edu) (download from the MLT program site). Applicants are ranked for admission based on the following: Texas Success Initiative scores, GPA, completion of science courses, completion of other college courses, and employment in a clinical laboratory or phlebotomy course completion. Proof of clear criminal history is required. ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE MEDICAL LABORATORY TECHNOLOGY PROGRAM.

Hepatitis B immunization, a six-month process, must be complete before patient contact, WHICH OCCURS DURING THE FRESHMAN YEAR CLINICALS. Students interested in the program should begin hepatitis B immunizations as soon as possible. Immunization information is included in the MLT application and the Web site.

University programs are available that accept transfer MLT courses to a Bachelor of Science (medical laboratory science) degree. Students should check with their chosen university regarding any transfer possibilities.

## FRESHMAN YEAR FALL

Subjects		Sem. Hrs.
MLAB 1201	Intro. to Clinical Lab Science	2
MLAB 1311	Urinalysis & Body Fluids	3
MLAB 1235	Immunology/Serology	2
BIOL 2401	Anatomy & Physiology I	4
HPRS 1101	Introduction to Health Professions	1
ENGL 1301	Composition I	3
Approved MATH Elective		3
		18

## SPRING

Subjects		Sem. Hrs.
MLAB 1415	Hematology	4
MLAB 1227	Coagulation	2
PLAB 1223	Phlebotomy	2
BIOL 2402	Anatomy & Physiology II	4
Approved Humanities/Fine Arts Elective		3
Approved COSC Elective		4

## SUMMER SESSION

Subject	Sem. Hrs.
MLAB 1460 Clinical I	4

**SOPHOMORE YEAR****FALL****Subjects**

MLAB 2434	Clinical Microbiology	4
MLAB 2431	Immunohematology	4
CHEM 1411	General Chemistry I	OR
CHEM 1405	Introductory Chemistry I	4
Approved SPCH Elective		3
Approved Social/Behavior Science Elective		3
		18

**SPRING****Subjects**

MLAB 1331	Parasitology/Mycology	3
MLAB 2401	Clinical Chemistry	4
MLAB 2238	Advanced Topics	2
MLAB 2460	Clinical II	4
		13

# OCCUPATIONAL THERAPY ASSISTANT

**PROGRAM INFORMATION:** The two-year 72 hour curriculum in occupational therapy leads to an Associate of Applied Science Degree (A.A.S. OTA). The program helps prepare the graduate to take the national certification examination provided by the National Board for Certification in Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant (COTA). Graduates must also meet licensure requirements as mandated by the Texas Board of Occupational Therapy Examiners (TBOTE) or the state in which licensure is sought. The occupational therapy assistant curriculum includes on-campus coursework and clinical experiences in traditional and non-traditional occupational therapy settings. The curriculum is designed to meet the standards of the Accreditation Council for Occupational Therapy Education (ACOTE) located at 4720 Montgomery Lane, Suite 200, Bethesda, MD, 20814-3449. The phone number for ACOTE is (301) 652-AOTA. The website for ACOTE is [www.acoteonline.org](http://www.acoteonline.org). The Corsicana campus of the Occupational Therapy Assistant Program is fully accredited by ACOTE. The program has submitted an application to ACOTE to add an additional location on the Midlothian campus of Navarro College beginning fall 2013.

ADMISSION TO THE OTA PROGRAM IS A SEPARATE PROCEDURE FROM ADMISSION TO NAVARRO COLLEGE. Applicants must first meet all admission criteria for Navarro College. Once enrolled in Navarro College, the student may submit an application to the OTA Program. Potential applicants are strongly encouraged to attend one of the information sessions, which are conducted at various times throughout the year. Applications to the program may be obtained by attending an information session, in-person through the Health Professions Department, or by electronic download from the program webpage. Positions in the program are limited. Admission decisions will be made through a points system. Priority status is determined from the following data: Completion of or exemption from Texas Success Initiative (TSI) requirements, grades in non-occupational therapy courses and pre-requisite courses (completed prior to application deadline) on the OTA degree plan, previous health work experience, and completion of prior degree or health certification.

**Additional Program Requirements:**

- All required coursework must be completed with a grade of "C" or better.
- Students will provide proof of required or state-mandated health screenings, immunizations, and CPR training. Clinical and practicum training will require drug screenings.
- Clinical and practicum training in practice settings, may require extended travel (early mornings, evenings, weekends) within 60 miles of the student's home.
- Entry into Level II Fieldwork (practicum) must occur within six months of completing academic studies. Completion of Level II fieldwork (practicum) of 16 weeks must occur within 16 months of completion of academic studies.
- Interruption in sequence of studies may require additional coursework to help ensure clinical readiness.

PLEASE NOTE: A felony conviction may affect a graduate's ability to sit for the NBCOT Certification Examination and/or attain state licensure.

# OCCUPATIONAL THERAPY ASSISTANT

## PREREQUISITES

Subjects		Sem. Hrs.
HPRS 1101	Introduction to Health Professions	1
BIOL 2401	Anatomy & Physiology OR	
BIOL 2404	Introduction to Anatomy & Physiology	4
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
		11

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
OTHA 1405	Principles of Occupational Therapy	4
COSC 1401	Introduction to Computing	4
OTHA 1309	Human Structure Function	3
OTHA 1311	Occupational Performance Across the Lifespan	3
HPRS 1206	Medical Terminology	2
		16

### SPRING

Subjects		Sem. Hrs.
HPRS 2301	Pathophysiology	3
OTHA 1315	Therapeutic Use of Occupations I	3
OTHA 1341	Occupational Performance Birth –Adolescence	3
OTHA 1161	Clinical in OTA I	1
Approved Speech Elective		3
		13

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
OTHA 1319	Therapeutic Interventions I	3
OTHA 1349	Occupational Perf. Adulthood	3
OTHA 2402	Therapeutic Use of Occupations II	4
OTHA 1162	Clinical for OTA II	1
Approved Math Elective		3
		14

### SPRING

Subjects		Sem. Hrs.
OTHA 2235	Health Care Management in OT	2
OTHA 2309	Mental Health in OT	3
OTHA 1163	Clinical for OTA III	1
Approved Humanities/Fine Art Elective		3
OTHA 2305	Therapeutic Interventions II	3
		12

## SUMMER SESSION

Subjects		Sem. Hrs.
OTHA 2366	Practicum I for OTA	3
OTHA 2367	Practicum II for OTA	3
		6



# A.A. in ART

**PROGRAM INFORMATION:** The Associate of Arts Degree transfer curriculum shown below is designed for students who plan to pursue a degree in art at a senior college or university after completing their studies at Navarro College. If a student elects not to follow the recommended sequence, the art instructor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
ENGL 1301      Composition I	3
HIST 1301      United States History I      OR	
HIST 2301      Texas History	3
ORIN 1100      FYE Beau Camp	1
ARTS 1311      Design I	3
COSC 1401      Introduction to Computing	4
Approved Mathematics	3
	17

### SPRING

Subjects	Sem. Hrs.
ENGL 1302      Composition II      OR	
ENGL 2311      Bus/Tech Writing	3
HIST 1302      United States History II      OR	
HIST 2301      Texas History	3
ARTS 1316      Drawing I	3
ARTS 1301      Art Appreciation OR	
ARTS 1303      Art History I      OR	
ARTS 1304      Art History II	3
Approved Social/Behavioral Science Elective	3
	15

## SOPHOMORE YEAR

### FALL

Subjects	Sem. Hrs.
GOVT 2305      Federal Government	3
Approved Humanities Elective	3
SPCH 1315      Public Speaking      OR	
SPCH 1321      Business and Professional Communication	3
ARTS *      Select one from the list	3
Approved KINE Activity	1
Approved Physical/Life Science	4
	17

### SPRING

Subjects	Sem. Hrs.
GOVT 2306      Texas Government	3
Approved Physical/Life Science	4
Approved Humanities Elective	3
Approved KINE Activity	1
Approved Fine Arts Elective	3
Foreign Language	4
	18

Some universities may require ARTS 1317, Drawing II

\* LIST:

ARTS 1311/1312 - Design I/II

ARTS 2316/2317 - Painting I/II

ARTS 1316/1317 - Drawing I/II

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# A.S. in BIOLOGY

## PROGRAM INFORMATION:

The transfer curriculum shown below is designed for students who plan to pursue a Degree in biology at a senior college or university after completing their studies at Navarro College. The Associate in Science degree with a specialization in biology will be awarded to those students who successfully fulfill the general requirements for the degree and who complete BIOL 1406/ BIOL 1407 or BIOL 1411/BIOL 1413, and one of the following courses: BIOL 1406, BIOL 1407, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2414, BIOL 2404, BIOL 2421.

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
ENGL 1301	Composition I	3
HIST 1301	United States History I OR	
HIST 2301	Texas History	3
CHEM 1411	General Chemistry I	4
BIOL 1406	Biology for Science Majors I OR	
BIOL 1413	General Zoology	4
ORIN 1100	FYE Beau Camp	1
		15

### SPRING

Subjects		Sem. Hrs.
ENGL 1302	Composition II OR	
ENGL 2311	Business & Technical Writing	3
HIST 1302	United States History II OR	
HIST 2301	Texas History	3
CHEM 1412	General Chemistry II	4
BIOL 1407	Biology for Science Majors II OR	
BIOL 1411	General Botany	4
MATH 1314	College Algebra	3
		17

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
GOVT 2305	Federal Government	3
BIOL 2421	Microbiology for Science Majors	4
COSC 1401	Introduction to Computing	4
Approved Visual/Performing ARTS Elective		3
KINE Activity		1
		15

### SPRING

Subjects		Sem. Hrs.
GOVT 2306	Texas Government	3
MATH 1316	Plane Trigonometry	3
Approved Social/Behavioral Science		3
SPCH 1315	Public Speaking	3
Approved Humanities Elective		3
KINE Activity		1
		16

Some universities may require the following:

CHEM 2423	Organic Chemistry I
CHEM 2425	Organic Chemistry II
BIOL 1411	General Botany

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# Business Administration

## THE OCCUPATIONS

Supervisor  
 Small Business Owner/Manager  
 Production Controller  
 Restaurant and Food Service Managers  
 Retail Sales Worker Supervisors and Managers Meeting,  
 Event and Convention Planner Convention Manager  
 Shipping and Transportation Managers  
 Warehouse Supervisor

## ABOUT THE OCCUPATIONS

Management is the process of coordinating and integrating work activities so they are completed efficiently and effectively with and through other people to accomplish organizational goals. The many job titles of managers reflect either the specific responsibility of a position or the industry in which the manager works. Supervisors direct the activities of their employees and make sure the work is done correctly, teach employees safe work practices, train new workers to learn different aspects of the job, interview and terminate employees, and help ensure that equipment and materials are used properly and efficiently. Small business managers run businesses that have less than 55 employees. Restaurant and food service managers help ensure effective and profitable operation of restaurants and institutional food service facilities. Retail sales worker supervisors and managers help ensure customers receive satisfactory service and quality goods. Meeting, event, and convention planners develop programs, market events or conventions, budget the event, choose locations, make travel arrangements, arrange entertainment, plan menus and choose caterers. Shipping and transportation managers directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators.

## WORK ENVIRONMENT

### Employers:

Service companies  
 Wholesale and retail firms  
 Industrial and manufacturing companies  
 Businesses  
 Government and not-for-profit organizations

### Typical Schedule:

Normal Work Week: 40-50 hours  
 Normal Work Days: weekdays  
 Some shift work in manufacturing/services  
 Some overtime/weekend/night work

### Tools and Equipment:

Financial statements/inventory records  
 Production reports/sales reports  
 Work schedules/human resource records Inventory reports/  
 budgets Computers/various software Telephones/fax machines

## WORKER PORTRAIT

### Skills and Aptitudes:

Motivates and maintains high employee morale  
 Good oral and written skills  
 Good organizational and time management skills  
 Exercises ethical behavior  
 Ability to approach various situations logically/objectively  
 Ability to make decisions and follow through with actions

### Interests:

Enjoys variety/changing environment  
 Enjoys leading people to success  
 Likes to motivate people to achieve organizational success  
 Enjoys leading and working with diverse groups

## CAREER OUTLOOK

Outlook	Occupation	Avg. Salary
Good	Production Controller	\$32,500-35,520
Good	Purchasing Agent	\$24,400-50,400
Good	Sm. Bus. Manager	\$21,500-50,600
Good	Supervisor	\$15,360-43,200
Evolving	Convention Planner	

(Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.)

Sources of occupational information include the Bureau of Labor Elementary Statistical Methods, Occupational Outlook Handbook, Americas Career Information Net, and the Emerging and Evolving Occupations in Texas (SOICC)

# A.A.S. IN BUSINESS ADMINISTRATION

**PROGRAM INFORMATION:** The Business Administration Program at Navarro College is a two-year program designed to help develop the fundamental skills, knowledge, attitudes and experiences that help enable men and women to function as supervisors or managers in such fields as industry, retailing, community service, small business, food services, real estate transportation, wholesaling, office management, and sales. Programs of study are designed as cooperative plans with local business and industry with students enrolled in courses taught on campus for formal instruction and concurrently working at a regular paid, part-time or full-time job in sponsoring business firms. The program has been designed to help prepare students for immediate employment after completing the two-year Associate in Applied Science Degree.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
ENGL 1301	Composition I	3
ORIN 1100	FYE Beau Camp	1
BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
POFT 1301	Business English	3
MATH 1324	Math for Bus. & Soc. Science	3
		16

### SPRING

Subjects		Sem. Hrs.
BMGT 1327	Principles of Management	3
MRKG 1311	Principles of Marketing	3
POFT 2312	Business Corr. & Communication	3
SPCH 1321	Business and Professional Communication OR	
SPCH 1315	Public Speaking	3
COSC 1401**	Introduction to Computing	4
		16

### SUMMER

BMGT 1368****	Practicum – Bus. Admin. & Mgt.	3
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## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
MRKG 1301	Customer Relations	3
ECON 2301	Principles of Economics	3
BMGT 1369	Practicum II - Bus. Admin. & Mgt.	3
ACCT 2401	Principles of Accounting I-Financial	4
HRPO 2307	Organizational Behavior	3
		16

### SPRING

Subjects		Sem. Hrs.
	Approved Humanities/Fine Arts Elective***	3
HRPO 2301	Human Resource Mgt.	3
BMGT 2309*	Leadership	3
BUSI 2301	Business Law	3
ITSW 1404	Intro. to Spreadsheets	4
		16

\*Capstone courses must be taken in final semester

\*\*ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.

\*\*\*Spanish 1411 recommended

\*\*\*\*Students who can't complete the practicum should contact (903) 875-7559.

NOTE: Students desiring to pursue a traditional Bachelor of Business Administration Degree (B.B.A.) should enroll under the Associate of Science (A.S.) in Business Degree Plan.

## SUPERVISOR'S CERTIFICATE LEVEL I

**PROGRAM INFORMATION:** This program is designed to help equip new or potential supervisors with primary skills for meeting the requirements placed on first-line supervisors. Upon successful completion of the program, a Certificate of Completion will be awarded to the student.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

### FALL

Subjects	Sem. Hrs.
BMGT 1301 Supervision	3
BMGT,*** BUSG, MRKG, HRPO, BUSI Elective	3
BMGT,*** BUSG, MRKG, HRPO, BUSI Elective	3
BMGT,*** BUSG, MRKG, HRPO, BUSI Elective	3
BMGT 2309 Leadership	3
	15

\*\*\* BMGT 1368/1369 can't be taken in the Level I Certificate

## SUPERVISOR'S CERTIFICATE LEVEL II

### FALL

Subjects	Sem. Hrs.
BMGT 1301 Supervision	3
BMGT,*** BUSG, MRKG, HRPO, BUSI Elective	3
BMGT,*** BUSG, MRKG, HRPO, BUSI Elective	3
BMGT,*** BUSG, MRKG, HRPO, BUSI Elective	3
BMGT 2309 Leadership	3
	15

### SPRING

Subjects	Sem. Hrs.
MRKG 1301 Principles of Marketing OR	
MRKG 1311 Customer Relations	3
COSC 1401**** Introduction to Computing OR	
ITSC 1409 Integrated Software App. I	4
POFT 1301 Business English	3
SPCH 1321 Business and Professional Communication OR	
SPCH 1315 Public Speaking	3
BMGT 1368* Practicum I Business Admin. Mgt.	3
	16

### SUMMER

Subjects	Sem. Hrs.
BMGT 1369* Practicum II - Business Admin. Mgt.	3
HRPO 2307** Organizational Behavior	3
ACCT 2401 Principles of Accounting I-Financial	4
	10

\*Students who can't complete the practicum should contact (903) 875-7559.

\*\*Capstone course must be taken in final semester.

\*\*\*BMGT 1368/1369 Can't be taken in the Level I Certificate or the Level II Certificate Fall

\*\*\*\*ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.



## MANAGEMENT CERTIFICATE FOR MSSLC WORKERS

**PROGRAM INFORMATION:** This program is designed for employees of the Mexia State School. Upon successful completion of the program, a Certificate of Completion will be awarded to the student.

<b>Subjects</b>		<b>Sem. Hrs.</b>
BMGT 2371	Personnel Management for Mental Retardation Workers	3
BMGT 1368	Practicum – Business Adm. & Mgt. - General	3
BMGT 2309	Leadership	3
BMGT 1369	Practicum – Business Adm. & Mgt. – General	3
BMGT 2311	Change Management	3
BMGT 2368*	Practicum – Business Adm. & Mgt. General	3
		18

\*Capstone courses must be taken in final semester.

## CUSTOMER SERVICE CERTIFICATE

**PROGRAM INFORMATION:** The program is designed to help equip individuals with the necessary customer service skills for providing excellent customer service resulting in customer loyalty.

**TECH PREP:** Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

<b>Subjects</b>		<b>Sem. Hrs.</b>
BUSI 1301	Business Principles	3
POFT 1301	Business English	3
POFT 2312	Business Corr. & Communication	3
BMGT 1368	Practicum - Business Adm. & Mgt.	3
MRKG 1301	Customer Relations	3
HRPO 2307	Organizational Behavior	3
		18

# A.S. IN BUSINESS

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in business at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an associates degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
ENGL 1301      Composition I	3
HIST 1301      United States History I      OR	
HIST 2301      Texas History	3
Approved Visual/Performing Arts Elective	3
Approved Science	4
MATH 1324      Math for Business & Social Science	3
ORIN 1100      FYE Beau Camp	1
	17

### SPRING

Subjects	Sem. Hrs.
ENGL 1302      Composition II      OR	
ENGL 2311      Business & Technical Writing	3
HIST 1302      United States History II      OR	
HIST 2301      Texas History	3
Approved Science	4
MATH 1325      Math for Business & Social Science	3
KINE Activity	1
BUSI 1301      Business Principles	3
	17

## SOPHOMORE YEAR

### FALL

Subjects	Sem. Hrs.
Approved Humanities Elective	3
GOVT 2305      Federal Government	3
ECON 2301      Principles of Economics (Soc. Sci.)	3
ACCT 2401      Principles of Accounting I-Financial	4
SPCH 1321      Business and Professional Communication	
OR	
SPCH 1315      Public Speaking	3
	16

### SPRING

Subjects	Sem. Hrs.
GOVT 2306      Texas Government	3
ECON 2302      Principle of Economics	3
ACCT 2402      Prin. of Accounting II - Managerial	4
COSC 1401      Introduction to Computing	4
KINE Activity	1
	15

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# Business Information Technology

## THE OCCUPATIONS

Administrative Professionals, Administrative Aides, and Administrative Specialists

Administrative Assistants and Senior Administrative Assistants

Executive Assistants and Senior Executive Assistants

Accounting Assistants, Accounting Specialists and Auditing Specialists

Specialized Administrative Professionals – Medical

Medical Records & Health Information Technicians

Medical Transcriptionists and Certified Medical Coders  
Office/Facilities Coordinators and Administrators

## ABOUT THE OCCUPATIONS

Today's businesses are high-tech and operate in a global environment, and administrative professionals and assistants will have the opportunity to interact with customers and associates from all over the world via e-mail, web-conferencing, and even face-to-face meetings.

Business information technology professionals are found in almost every organization. Being an administrative professional requires a wide variety of skills including project management, computer applications, organization, scheduling, communications, research, filing and electronic recordkeeping, customer service, and event planning. These professionals are moving into areas such as training, supervision, desktop publishing, information management and research, reviewing and evaluating technology equipment, meeting/conference and travel planning, negotiating with clients and vendors. They are becoming members of the management team and assuming roles once reserved for managerial and professional staff members. Many opportunities await those professionals who master technology, use their interpersonal and communication skills effectively, possess the ability to track and organize and be creative in solving problems, and show a willingness to learn, grow, and accept new challenges.

Executive assistants and senior administrative assistants provide high-level support by managing software training and orientation for new staff, conducting online research,

booking travel and securing needed information on the Internet, planning meetings to include negotiating hotel contracts, scheduling, catering, and preparing for cyber- and video-conferencing, using desktop publishing to produce brochures, fliers, annual reports, Web design and postings, preparing statistical reports, handling information requests, and negotiating with clients and vendors. Those who broaden their knowledge of a company's operations and enhance their skills are finding greater advancement potential.

Other business information employees perform highly specialized work, which utilizes specific knowledge of terminology and procedures. Medical administrative professionals schedule appointments, bill patients, compile and record medical charts and reports. Accounting assistants and auditing specialists work with spreadsheet software and compute, classify, and record numerical data to keep financial records complete.

Medical transcriptionists have the ability to understand medical language and health care documentation to help correctly translate and transcribe patient assessment workup, therapeutic procedures, clinical course, diagnosis, prognosis, etc. Medical coders are skilled in classifying medical data and utilizing computer software to assign codes to the reports in a patient's chart to help facilitate reimbursement of claims.

Wireless tools will give employees greater flexibility to work outside the office and to perform their jobs from virtually anywhere. The rapid spread of new technology has increased the demand for business professionals who are adaptable and versatile to changes in the landscape of industry. As technology continues to advance, retraining and continuing education will be an essential part of jobs in business. Flexibility and adaptability will be sought after attributes, as will interpersonal skills to help anticipate needs, respond to concerns, and provide that "human touch" that computers lack.

## WORK ENVIRONMENT

### Employers:

Business, industry, and government agencies

Colleges, universities, professional schools, and public schools  
Hospitals, clinics, physician offices, transcription service companies

Insurance companies, home health care agencies, or in their homes as virtual assistants

Banks, insurance and real estate companies

**Typical Schedule:**

Work customarily during weekdays  
35-40 hour work week  
May telecommute or have a flexible working arrangement

**Tools and Equipment:**

Computers (hardware and software)  
Automated office equipment  
Forms, budgets, reports, records, and schedules  
Correspondence, invoices, catalogs, and brochures  
Web and virtual conferencing

**WORKER PORTRAIT****Skills and Aptitudes:**

Skilled in the latest office trends, culture, and technology  
Highly productive and makes efficient use of technology  
Excellent oral and written communication skills  
Flexible, shows initiative and has the ability to work and make decisions independently  
Displays professionalism, integrity, and honesty  
Works well under pressure and consistently meets deadlines  
Listens effectively and uses good judgment, discretion, and common sense  
Dependable, organized and responsible  
Patient, systematic, neat, and accurate  
Thinks critically, uses sound reasoning, and makes ethical decisions  
Strong interpersonal skill, a team player, respects diversity  
Adapts to the changing workplace

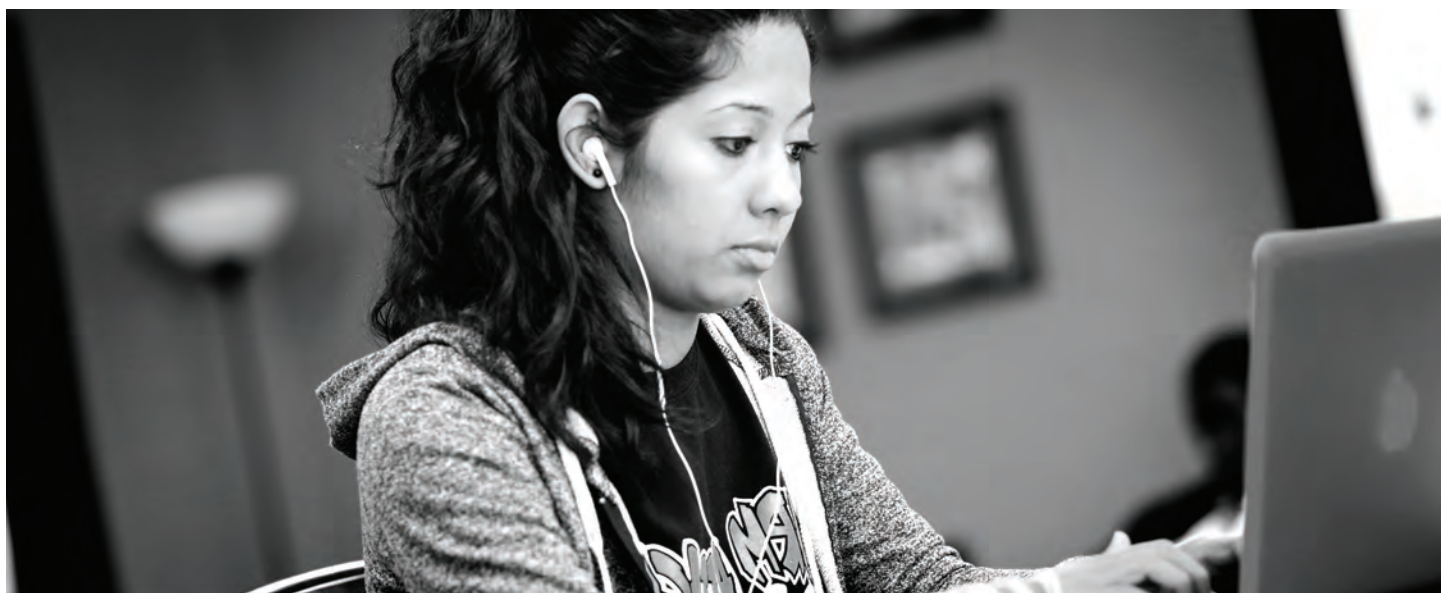
**Interests:**

Likes to work with and meet people  
Enjoys keeping things organized and running smoothly  
Interested in new technology and a variety of work settings  
Enjoys lifelong learning

**CAREER OUTLOOK**

Outlook	Occupation	Avg. Annual Salary
Good	Executive Assistants & Senior Executive Assistants	\$34,417-68,500
Good	Accounting Assistants & Auditing Specialists	\$27,554-52,000
Excellent	Specialized Administrative Assistants - Medical	\$28,600-42,400
Excellent	Medical Records & Health Information Technicians	\$20,440-50,060
Excellent	Medical Transcriptionists and Coders	\$34,050-45,700
Good	Administrative Assistants, General	\$26,510-44,000
Good	Receptionists, Entry-Level Administrative Assistants	\$22,500-30,500

Sources of occupational information include the Bureau of Labor Statistics, 2011; Texas Workforce Commission; and Labor Market Information Department; and International Association of Administrative Professionals, 2013; Texas H.O.T. Jobs, 2012



TECH PREP: Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## ADMINISTRATIVE PROFESSIONAL I CERTIFICATE

### FALL

Subjects		Sem. Hrs.
POFT 1301	Business English	3
POFT 1313*	Prof. Workforce Preparation	3
POFT 1325	Business Math Using Technology	3
POFT 1329	Beginning Keyboarding	3
ACNT 1303	Introduction to Accounting I	3
POFI 1301	Computer Applications I	3
		18

## ADMINISTRATIVE PROFESSIONAL II CERTIFICATE

### FALL

Subjects		Sem. Hrs.
POFT 1301	Business English	3
POFT 1313	Prof. Workforce Preparation	3
POFT 1325	Business Math Using Technology	3
POFT 1329	Beginning Keyboarding	3
ACNT 1303	Introduction to Accounting I	3
POFI 1301	Computer Applications I	3
		18

### SPRING

Subjects		Sem. Hrs.
POFI 1341*	Computer Applications II	3
POFI 2401	Word Processing	4
POFT 2312	Business Corr. & Communication	3
POFT 2203	Speed & Accuracy Building	2
	Business Information Technology Elective	3
		15

## ADMINISTRATIVE SPECIALIST FOR MSSLC WORKERS CERTIFICATE

**PROGRAM INFORMATION:** This program is designed for employees of the Mexia State Supported Living Center. Upon successful completion of the program, a Certificate of Completion will be awarded to the student.

### FALL

Subjects		Sem. Hrs.
POFT 1329	Beginning Keyboarding	3
POFT 1301	Business English	3
POFI 1301	Computer Applications I	3
POFT 2401	Word Processing I	4
BUSG 2366	Practicum - General Business	3
POFI 1341*	Computer Applications II	3
		19

\*Capstone must be taken in final semester.



## MEDICAL OFFICE PROFESSIONAL CERTIFICATE

### FALL

Subjects		Sem. Hrs.
POFT 1329	Beginning Keyboarding	3
POFT 1301	Business English	3
POFI 1301	Computer Applications I	3
HITT 1305	Medical Terminology I	3
ACNT 1303	Intro. to Accounting I	3
POFT 1313	Professional Workforce Prep	3
		18

### SPRING

Subjects		Sem. Hrs.
POFI 2401	Word Processing I	4
POFT 2203	Speed & Accuracy Building	2
POFI 1341	Computer Applications II	3
MRMT 1307	Medical Transcription I	3
POFM 1317*	Medical Administrative Support	3
HPRS 2321	Medical Law & Ethics for Health Professionals	3
		18

## MEDICAL OFFICE CODING AND TRANSCRIPTION CERTIFICATE

Students must complete all courses with a final grade of "C" or higher in order to progress in this certificate program.

### FALL

Subjects		Sem. Hrs.
POFT 1329	Beginning Keyboarding	3
MDCA 1302	Human Disease/Pathophysiology	3
POFT 1301	Business English	3
POFI 1301	Computer Applications I	3
HITT 1305	Medical Terminology I	3
POFT 1313	Professional Workforce Prep	3
		18

### SPRING

Subjects		Sem. Hrs.
POFI 2401	Word Processing I	4
MRMT 1307	Medical Transcription I	3
POFM 1317	Medical Administrative Support	3
HPRS 2321	Medical Law & Ethics for Health Professionals	3
POFM 1300	Medical Coding Basics	3
		16

### FALL

Subjects		Sem. Hrs.
HITT 2346*	Advanced Medical Coding	3
POFT 2203	Speed & Accuracy Building	2
		5



# BUSINESS INFORMATION TECHNOLOGY

Up to 15 hours credit toward an A.A.S. degree is available to high school students for skills learned/mastered at the high-school level. This helps eliminate unnecessary duplication of efforts and helps allow the student to complete the Associate of Applied Science Degree in a shorter timespan or the opportunity to add advanced skills. To receive Tech Prep articulated credits, the student must: 1) complete the appropriate classes at the high school in accordance to all articulation agreement guidelines; 2) enroll in an approved Tech Prep program at Navarro; 3) contact the Carl Perkins Career Center in the Bain center, room BC 320 to provide appropriate documentation from their high school and apply for credit.

## A.A.S. IN BUSINESS INFORMATION TECHNOLOGY

**PROGRAM INFORMATION:** The business information technology program is designed to help prepare students to work as technology professionals in the highly technological business environment of the future. Students successfully completing the Business Information Technology Program will receive an Associate in Applied Science Degree. Students can also earn Certificates of Completion as an administrative professional I, administrative professional II, medical office professional, or medical coding & transcription. A specialized certificate program for employees at Mexia State Supported Living Center is available in Business Information Technology.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## ASSOCIATE IN APPLIED SCIENCE DEGREE

### FRESHMAN YEAR

#### FALL

Subjects	Sem. Hrs.
POFT 1329 Beginning Keyboarding	3
ACNT 1303 Intro. to Accounting	3
ENGL 1301 Composition I	3
COSC 1401** Introduction to Computing	4
POFT 1301 Business English	3
ORIN 1100 FYE Beau Camp	1
	17

#### SPRING

Subjects	Sem. Hrs.
POFT 1313 Prof. Workforce Preparation	3
POFT 1325 Bus. Math Using Technology	3
POFI 1301 Computer Applications I	3
POFT 2312 Business Corr. & Communication	3
POFT 2203 Speed & Accuracy Building	2
First Course from Major Emphasis	3
	17

### SOPHOMORE YEAR

#### FALL

Subjects	Sem. Hrs.
POFI 2401 Word Processing	4
Approved Humanities/Fine Arts Elective	3
POFI 1341 Computer Applications II	3
SPCH 1321 Business and Professional Communication OR	
SPCH 1315 Public Speaking	3
Second Course from Major Emphasis OR	
BUSG 2366 Practicum - General Business	3
	16

#### SPRING

Subjects	Sem. Hrs.
Approved Social Science/Behavioral Science Elective	3
MATH 1332 Contemporary Mathematics I	3
POFT 2431* Administrative Systems (Capstone)	4
POFI 2431 Desktop Publishing	4
Third Course from Major Emphasis OR	
BUSG 2367 Practicum - Gen. Business	3
	17

**Total Hours: 67**



## ACCOUNTING

(Courses must be taken in sequence)

ACNT 1304	Intro to Acct II
ACNT 1329	Payroll and Bus. Tax Acct. OR
ACNT 1331	Federal Income Tax Individual
ACNT 1411	Intro. to Computerized Accounting

## LEGAL

POFL 1305	Legal Terminology
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## MEDICAL

(Courses must be taken in sequence)

HITT 1305	Medical Terminology I
MRMT 1307	Medical Transcription I
POFM 1317	Medical Adm. Support

## GENERAL

(Practicums can substitute for 2nd & 3rd courses from major emphasis or for POFT 2431)

\*Capstone

\*ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.

# A.S. in CHEMISTRY

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in chemistry at a senior college or university after completing their studies at Navarro College. Student will be awarded an Associate in Science Degree after successfully completing core requirements and a representative sample of the math and science courses below with an emphasis in chemistry.

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
ENGL 1301	Composition I	3
HIST 1301	United States History I	OR
HIST 2301	Texas History	3
ORIN 1100	FYE Beau Camp	1
CHEM 1411	General Chemistry I	4
MATH 2413	Calculus I	4
SPCH 1315	Public Speaking	3
		18

### SPRING

Subjects		Sem. Hrs.
ENGL 1302	Composition II	OR
ENGL 2311	Business & Technical Writing	3
HIST 1302	United States History II	OR
HIST 2301	Texas History	3
COSC 1401	Introduction to Computing	4
CHEM 1412	General Chemistry II	4
MATH 2414	Calculus II	4
		18

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
GOVT 2305	Federal Government	3
CHEM 2423	Organic Chemistry I	4
	Approved Social/Behavioral Science Elective	3
MATH 2315	Calculus III	3
KINE Activity		1
		14

### SPRING

Subjects		Sem. Hrs.
GOVT 2306	Texas Government	3
CHEM 2425	Organic Chemistry II	4
	Approved Humanities Elective	3
	Approved Visual/Performing Arts Elective	3
KINE Activity		1
		14

Some universities may require the following:

MATH 2320	Differential Equations
PHYS 2425	University Physics I
PHYS 2426	University Physics II

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

Students deficient in mathematics should take necessary math courses during the summer. Students can graduate with an Associate in Science Degree without having completed MATH 2315 and MATH 2320, which are recommended for students intending to earn a Bachelor of Science Degree in chemistry.

# Child Development



## THE OCCUPATIONS

Childcare Director  
 Childcare Teacher  
 Childcare Assistant  
 Childcare Worker  
 School Teacher Aide  
 Nanny

## ABOUT THE OCCUPATIONS

Child development teachers provide valuable experiences that enhance the lives of the most important people in the world, our children. The early childhood worker provides care for children such as feeding, diapering, and comforting, as well as programs to stimulate children's social and intellectual development.

## WORK ENVIRONMENT

### Employers:

Private homes  
 Day care centers and nursery schools  
 Head Start programs  
 Public or private schools, churches, or recreation centers  
 Company-sponsored programs

Day care home providers  
 Preschools for special-needs children  
 Inclusive preschools

### Typical Schedule:

Child development workers typically work weekdays on a 35-40 hour schedule. There may be occasional night work.

### Tools and Equipment:

Games, pencils, pens, paper, Crayons  
 Teacher supplies  
 Workbooks and other teaching equipment

## WORKER PORTRAIT

### Skills and Aptitudes:

Childcare workers need to be kind, patient, dependable, and emotionally stable. They should relate well with children and enjoy art, music, storytelling, and drama. They need to be creative and imaginative with a good sense of humor and an enthusiastic personality. They need to be able to provide fair, firm discipline when necessary. They should enjoy working with children and helping others. Childcare workers must be able to follow governmental standards and regulations.

### Interests:

Enjoys working with children and helping others  
 Enjoys variety  
 Enjoys doing valuable work for society

## CAREER OUTLOOK

Outlook	Occupation	Salary
Good	Childcare Directors	\$9,984-\$16,640
Good	School Teacher Aides	\$8,840-\$20,400
Excellent	Nannies	\$10,192-\$14,310
Excellent	Childcare Workers	Varies

(Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.)

Sources: AED Foundation, DISCOVER, The Occupational Outlook Handbook, Bureau of Labor Elementary Statistical Methods



## CHILD DEVELOPMENT CERTIFICATE PROGRAM

**PROGRAM INFORMATION:** The child development program helps provide the student an in-depth opportunity to study the whole development of the child. This program is designed to give the student a practical working knowledge of the child. Upon successful completion of the program, the student will be awarded a Certificate of Completion.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

### FALL

Subjects		Sem. Hrs.
CDEC 1311	Intro to Early Childhood Education	3
CDEC 1413	Curriculum Resources for Early Childhood Programs	4
CDEC 1354	Child Growth and Development	3
CDEC 1319	Child Guidance	3
		13

### SPRING

Subjects		Sem. Hrs.
CDEC 1321	The Infant and Toddler	3
CDEC 1364*	Practicum in Child Development I	3
CDEC 1359	Children with Special Needs	3
CDEC 1303	Family and the Community	3
CDEC 1318	Nutrition, Health & Safety	3
		15

\*Capstone must be taken in final semester.

## CHILD DEVELOPMENT - DEVELOPMENTAL DISABILITIES CERTIFICATE

**PROGRAM INFORMATION:** The child development - developmental disabilities certificate is designed to help provide current employees of the Mexia State School with information to assist in working with consumers living at a facility operated by the Texas Department of Aging and Disabilities Services. The program is designed to help give the student practical knowledge in working with people with developmental disabilities. Upon the successful completion of at least 30 hours, the student will be awarded a Certificate of Completion.

### FALL

Subjects		Sem. Hrs.
PMHS 1301	Pre-Service Training	3
CDEC 1319	RT2 Intro. to Training & Documentation	3
CDEC 1358	RT13 Learning Activities	3
CDEC 1354	Child Growth & Development	3
SCWK 2331	Abnormal Behavior	3
CDEC 1372	ADM13 Intro. to the IDT Process	OR
CDEC 1371	ADM2 Dorm Administration	3
CDEC 1359	MR5 Issues to Dual Diagnosis/Offenders	3
CDEC 2467	RT3 Intro. to Vocational Rehab. Training	4
CDEC 1327	RT5 Intro. to Active Treatment	3
CDEC 2464	Mentoring	4
CDEC 1413	RT6 Development Activities & Resources	4

Any of the courses listed above may be applied toward the completion of the certificate.

# A.A.S. IN CHILD DEVELOPMENT

**PROGRAM INFORMATION:** The Child Development Program is designed to help prepare students to make a positive difference in the growing field of childcare. This program helps prepare successful graduates with the ability to understand the needs of young children including children with special needs and the ability to develop appropriate learning environments for them. Criteria for quality early childhood programs developed by the National Association for the Education of Young Children (NAEYC) have been incorporated into course content. The Associate of Applied Science Degree and a Certificate of Completion are offered.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
CDEC 1311	Intro. to Early Childhood Education	3
CDEC 1354	Child Growth and Development	3
CDEC 1319	Child Guidance	3
ENGL 1301	Composition I	3
ORIN 1100	FYE Beau Camp	1
CDEC 1413	Curriculum Res. for Early Child. Prog.	4
		17

### SPRING

Subjects		Sem. Hrs.
CDEC 1303	Family and the Community	3
CDEC 1321	The Infant and Toddler	3
CDEC 1359	Children with Special Needs	3
CDEC 1318	Nutrition, Health and Safety	3
CDEC 1457	Math & Science for Early Child. Prog.	4
		16

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
CDEC 1456	Emergent Literacy for Early Childhood	4
	Approved Humanities/Fine Arts Elective	3
MATH 1332	Contemporary Mathematics I	OR
MATH 1314	College Algebra	3
	Approved Social/Behavioral Science Elective	3
CDEC 2341	The School Age Child	3
CDEC 1364	Practicum in Child Development	3
		19

### SPRING

Subjects		Sem. Hrs.
CDEC 1365*	Practicum in Child Development	3
CDEC 1458	Creative Arts for Early Childhood	4
COSC 1401**	Introduction to Computing	4
SPCH 1315	Public Speaking	OR
SPCH 1321	Business and Professional Communication	3
CDEC 2326	Admin. of Programs for Children I	OR
BUSI 1301	Business Principles	3
		17

\* Capstone must be taken in final semester.

\*\*ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.

Students should contact the Texas Department of Protective and Regulatory Services for information on requirements to direct childcare centers.

# A.A.S. IN CHILD DEVELOPMENT - DEVELOPMENTAL DISABILITIES: MEXIA STATE-SUPPORTED LIVING CENTER

**PROGRAM INFORMATION:** The Child Development - Developmental Disabilities program is designed to help prepare current employees of the Mexia State-Supported Living Center to work with consumers living at a facility operated by the Texas Department of Aging and Disabilities Services. The program affords successful graduates the opportunity to increase their skills in working with people with developmental disabilities, as well as the opportunity to apply for positions of greater responsibilities at Mexia State-Support Living Center.

## Navarro College Required Course CORE

Subjects		Sem. Hrs.
CDEC 1354	Child Growth and Development	3
CDEC 1358	RT13 Learning Activities	3
CDEC 1371	ADM2 Dorm Administration	3
CDEC 1413*	RT6 Dev. Activities & Resources	4
CDEC 1419	RT2 Intro. to Train. & Documentation	4
CDEC 1345	MR4 Mental Disorders	3
HRPO 2301	Human Resources Mgt.	3
ENGL 1301	Composition I	3
MATH 1332	Contemporary Mathematics I	OR
MATH 1314	College Algebra	3
PSYC 2301	General Psychology	OR
SOCI 1301	Introductory Sociology	3
SPCH 1315	Public Speaking	OR
SPCH 1321	Business and Professional Communication	3
COSC 1401***	Introduction to Computing	4
	Approved Humanities/Fine Arts	3

## Navarro College Required Course SPECIALIZED

Subjects		Sem. Hrs.
CDEC 1359	MR5 Issues to Dual Diagnosis/Offenders	3
CDEC 1395	Special Topics in Early Childhood Providers	3
CDEC 2326	ADM25	3
CDEC 2328	ADM26 & 27	3
CDEC 2467	RT3 Intro. to Voc. Rehab Training	4
CDEC 1372	ADM13 Intro. to the IDT Process	3
BMGT 2488	Internship I - Management Training I	4
HPRS 1206	Medical Terminology	2
PMHS 1301	Pre-Service Training	3
CDEC 1327	RT5 Intro. to Active Treatment	3
CDEC 2464	Mentoring	4

Capstone must be taken in final semester.

\*\*Students should contact the Navarro College Mexia dean for assistance in selecting courses from the following list, based on the student's area of interest. A total of 21 semester hours beyond the core is needed to complete the degree requirements of 63 credit hours.

\*\*\*ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.

# A.A. in COMMUNICATIONS ADVERTISING/ PUBLIC RELATIONS

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in communications with an emphasis in advertising and/or public relations at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate of Arts Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
ENGL 1301 Composition I	3
HIST 1301 United States History I OR	
HIST 2301 Texas History	3
COSC 1401 Microcomputer Applications	4
MATH 1314 College Algebra	3
COMM 1307 Intro to Mass Comm.	3
ORIN 1100 FYE Beau Camp	1
	17

### SPRING

Subjects	Sem. Hrs.
ENGL 1302 Composition II OR	
ENGL 2311 Business & Tech Writing	3
HIST 1302 United States History II OR	
HIST 2301 Texas History	3
Approved Physical Life Science	4
COMM 2301 Intro to Technology and Human Communication	3
Approved Visual/Performing Arts	3
Approved KINE Activity	1
	17

## SOPHOMORE YEAR

### FALL

Subjects	Sem. Hrs.
GOVT 2305 Federal Government	3
Approved Humanities course	3
Approved Physical/Life Science	4
SPCH 1311, 1315, 1318 OR 1321	3
COMM 2311 News Gathering & Writing I	3
COMM 1129 News Publications I	1
	17

### SPRING

Subjects	Sem. Hrs.
GOVT 2306 Texas Government	3
Approved Social/Behavioral Science	3
COMM 2327 Intro to Ad/PR OR	
COMM 2330 Intro to Ad/PR	3
COMM 2315 News Gathering & Writing II	3
COMM 1130 News Publications II	1
Approved KINE Activity	1
	14

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# Computer Information Technology

## THE OCCUPATIONS

Computer Network Support Specialist  
Computer User Support Specialists  
Database Administrators  
Software Developers, Applications  
Web Developers

## ABOUT THE OCCUPATIONS

Computers have become essential to all phases of modern life including traditional areas of business and science, as well as applications in entertainment and personal life. The most crucial element of any computer system is the person operating it. The computer field includes an ever-growing array of occupations. Three important jobs are programmers, microcomputer support specialists, and information technology specialists.

Computer programmers convert project specifications from end-users and statements of problems and procedures to detailed, logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data and information.

Computer support specialists provide technical assistance and training to computer systems users. They investigate and resolve computer software and hardware problems of users. They answer client inquiries in person, and by telephone, and by e-mail concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

Information technology specialists are proficient with application software commonly used in the workplace. This includes word processing, spreadsheets, database, presentation software and operating systems. Information technology specialists support the day-to-day operation of typical business activity in numerous fields.

## WORK ENVIRONMENT

### Employers:

Advertising services  
Health services and professions  
Educational institutions  
Financial institutions  
Governmental entities  
Manufacturing businesses  
Data processing and information services  
Public utilities  
Wholesale and retail enterprises

### Typical Schedule:

40-hour work week normal  
Occasional overtime  
Shift and part-time work possible  
Telecommuting is becoming more common for some computer professionals, including programmers and specialists

### Tools and Equipment:

Computers and related equipment  
Technical manuals  
Computer reports and graphs

## WORKER PORTRAIT

### Skills and Aptitudes:

Works well independently and with others  
Concentration and the ability to think logically  
Tenacity and patience  
Ability to attend to exacting analytical detail  
Works well under pressure  
Ingenuity and imagination in problem solving  
Ability to communicate with non-technical personnel  
Ability to work with abstract concepts and do technical analysis

### Interests:

Lifelong learning  
Enjoys problem-solving  
Embraces technical advancements



## CAREER OUTLOOK

Outlook	Occupation
Stable	Information Tech Specialist
Excellent	Computer Programmer
Excellent	Computer Support Specialist

Position	Salary per Year
Computer Network Support Specialists	\$29,400-\$85,800
Computer User Support Specialists	\$27,400-\$85,800
Database Administrators	\$40,800-\$114,000
Software developers, Applications	\$55,900-\$133,800
Web Developers	\$46,000-\$124,800

(Note: Individual earnings may vary based upon the job setting and position.)

Sources: America's Career InfoNet: [www.acinet.org](http://www.acinet.org)

## COMPUTER INFORMATION TECHNOLOGY CERTIFICATE PROGRAMS

A Certificate of Completion curriculum provides students practical skills designed for immediate employment.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## COMPUTER INFORMATION TECHNOLOGY CERTIFICATE

Subjects	Sem. Hrs.	
COSC 1401	Introduction to Computing	4
ITSC 1405	Introduction to PC Operating Systems	4
POFT 1127	Intro. to Keyboarding I	1
OR		
POFT 1329	Keyboarding and Document Processing	3
POFT 1301	Business English	3
ITSE 1311	Beginning Web Programming	3

15-17

## COMPUTER APPLICATION TECHNOLOGY SUPPORT CERTIFICATE

Subjects	Sem. Hrs.	
ITSW 1404	Introduction to Spreadsheets	4
ITSW 1407	Introduction to Database	4
ITSC 1425	Personal Computer Hardware	4
ITSC 1405	Introduction to PC Operating Systems	4
POFT 1301	Business English	3
		19

## COMPUTER INFORMATION TECHNOLOGY WEB DEVELOPER CERTIFICATE

Subjects	Sem. Hrs.	
ITSE 1329	Programming Logic and Design	3
ITSE 1311	Beginning Web Programming	3
ITSE 2417	Java Programming	4
ITSE 2413	Web Authoring	4
ITSE 2302	Intermediate Web Programming	3
		17

## COMPUTER INFORMATION TECHNOLOGY PROGRAMMING CERTIFICATE

Subjects	Sem. Hrs.	
ITSE 1329	Programming Logic and Design	3
ITSE 1430	Intro. to C# Programming	4
ITSE 2417	Java Programming	4
ITSE 1407	Introduction to C++ Programming	4
INEW 2438	Advanced Java Programming	4
		19

## SOFTWARE DEVELOPMENT CERTIFICATE

**Program Information:** This program is designed to allow students to complete the coursework required to earn a Software Development Certificate online in less than 12 months and includes a practicum. Students completing the program will obtain highly marketable entry-level computer programming skills desired by Fortune 500 companies like Northrop Grumman. All courses are taught online allowing students to complete all but the practicum from home or office. It is important that students have access to high-speed Internet and a computer with the ability to support instructional software. This program is run in cohort fashion. A new cohort is begun each fall, each spring. Each cohort completes two semesters of classes followed by a practicum (internship). A limited number of students from each cohort may be eligible for internships with Northrop Grumman.

This program provides tremendous potential for career growth.

Subjects		Sem. Hrs.
ITSE 1329	Programming Logic and Design	3
ITSE 1311	Beginning Web Programming	3
ITSE 1430	Intro to C# Programming	4
ITSE 2417	Java Programming	4
ITSE 1345	Introduction to Oracle SQL	3
ITSC 1407	Introduction to C++	4
INEW 2438	Advanced Java Programming	4
ITSE 2413	Web Authoring	4
ITSC 1307	Unix Operating System I	3
ITSE 2302	Intermediate Web Programming	3
ITSC 1265	Practicum	2
		37



# A.A.S. IN COMPUTER INFORMATION TECHNOLOGY

## COMPUTER PROGRAMMER/SOFTWARE DEVELOPER

**PROGRAM INFORMATION:** The two-year Associate in Applied Science Degree helps prepare students for immediate employment as computer programmers and programmer analysts.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

### FRESHMAN YEAR

#### FALL

Subjects		Sem. Hrs.
ORIN 1100	FYE Beau Camp	1
ENGL 1301	Composition I	3
MATH 1314	College Algebra OR	
MATH 1324	Math for Busi. & Social Science	3
COSC 1401**	Introduction to Computing	4
ITSE 1329	Programming Logic & Design	3
POFT 1301	Business English	3
		17

#### SPRING

Subjects		Sem. Hrs.
ITSC 1307	Unix Operating System I	3
ITSE 1430	Intro. to C# Programming	4
ITSE 1311	Beg. Web Programming	3
	Approved Humanities Elective	3
ITNW 1425	Fundamentals of Networking Technologies	4
		17

### SOPHOMORE YEAR

#### FALL

Subjects		Sem. Hrs.
ITSW 1407	Intro. to Database	4
	Approved Social/Behavior Science Elective	3
SPCH 1321	Business and Professional Communication OR	
SPCH 1315	Public Speaking	3
ITSC 2417	Java Programming	4
ITSE 1345	Intro. to Oracle SQL	3
		17

#### SPRING

Subjects		Sem. Hrs.
ITSE 2302	Intermediate Web Programming	3
ITSE 1407	Intro. to C++ Programming	4
ITSC 2264*	Practicum - Capstone	2
ITSE 2413	Web Authoring	4
INEW 2438	Advanced Java Programming	4
		17

\*Capstone must be taken the final semester.

\*\*ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.

# A.A.S. IN COMPUTER INFORMATION TECHNOLOGY

## COMPUTER APPLICATION SUPPORT TECHNICIAN

**PROGRAM INFORMATION:** The two-year Associate in Applied Science Degree program is designed for those who desire to function as a support, help-desk or application support technician for computer end-users. Current software in the area of spreadsheets, micro databases, word processing, and other user-oriented software will be presented.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

### FRESHMAN YEAR

#### FALL

Subjects	Sem. Hrs.
ORIN 1100    FYE Beau Camp	1
ENGL 1301    Composition I	3
Approved Social/Behavioral Science Elective	3
ACNT 1303    Intro. To Accounting I	3
COSC 1401**    Introduction to Computing	4
POFT 1127    Intro. to Keyboarding    OR	1 (3)
POFT 1329    Keyboarding & Document Processing	3
	18 (20)

#### SPRING

Subjects	Sem. Hrs.
ITSW 1310    Presentation Media Software	3
MATH 1314    College Algebra    OR	
MATH 1332    Contemporary Mathematics I	3
ITNW 1425    Fundamentals of Networking Tech	4
ITSC 1405    Intro. to PC Operating Systems	4
POFT 2312    Business Corr. & Communication	3
	17

### SOPHOMORE YEAR

#### FALL

Subjects	Sem. Hrs.
ITSC 2439    Personal Computer Help Desk Support	4
ITSW 1404    Introduction to Spreadsheets	4
SPCH 1321    Business and Professional Communication OR	
SPCH 1315    Public Speaking	3
POFI 2401    Word Processing I	4
Approved Humanities/Fine Arts Elective	3
	18

#### SPRING

Subjects	Sem. Hrs.
POFI 2331    Desktop Publishing in the Office	3
ITSE 2413    Web Authoring	4
ITSC 1425    Personal Computer Hardware	4
ITSC 2264*    Practicum - Capstone	2
ITSW 1407    Introduction to Database	4
	17

\*Capstone must be taken the final semester.

\*\*ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.

# A.S. IN COMPUTER INFORMATION TECHNOLOGY

## TRANSFER PROGRAM (Business Emphasis)

**PROGRAM INFORMATION:** The transfer curricula for Computer Information Technology - Business Emphasis shown below are designed for students who plan to pursue a degree at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

Subjects	Sem. Hrs.
ORIN 1100      FYE Beau Camp	1
ENGL 1301      Composition I	3
MATH 1324      Math for Bus. And Social Science	3
HIST 1301      United States History I    OR	
HIST 2301      Texas History	3
COSC 1401      Introduction to Computing	4
COSC 1309      Logic Design	3
	17

#### SPRING

Subjects	Sem. Hrs.
ENGL 1302      Composition II    OR	
ENGL 2311      Business & Technical Writing	3
HIST 1302      United States History II    OR	
HIST 2301      Texas History	3
MATH 1325      Math for Business & Social Science	3
Approved Visual/Performing Arts Elective	3
KINE Activity	1
Approved Speech	3
	16

### SOPHOMORE YEAR

#### FALL

Subjects	Sem. Hrs.
GOVT 2305      Federal Government	3
COSC 1436      Programming Fundamentals I	4
ECON 2301      Principles of Economics	3
Approved Science	4
Approved Humanities Elective	3
	17

#### Subjects

Subjects	Sem. Hrs.
GOVT 2306      State & Local Government	3
ACCT 2401      Principles of Acct I-Financial	4
KINE Activity	1
COSC 1437      Programming Fundamentals II	4
Approved Science	4
	16

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.



# A.S. IN COMPUTER INFORMATION TECHNOLOGY

## TRANSFER PROGRAM (Engineering and Scientific Emphasis)

**PROGRAM INFORMATION:** The transfer curricula for Computer Information Technology - Engineering and Scientific Emphasis shown below are designed for students who plan to pursue a degree at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

Subjects	Sem. Hrs.
ORIN 1100 FYE Beau Camp	1
ENGL 1301 Composition I	3
MATH 2413 Calculus I	4
HIST 1301 United States History I OR	
HIST 2301 Texas History	3
COSC 1401 Introduction to Computing	4
COSC 1309 Logic and Design	3
	18

#### SPRING

Subjects	Sem. Hrs.
ENGL 1302 Composition II OR	
ENGL 2311 Business & Technical Writing	3
HIST 1302 United States History II OR	
HIST 2301 Texas History	3
MATH 2414 Calculus II	4
Approved Humanities Elective	3
KINE Activity	1
	14

### SOPHOMORE YEAR

#### FALL

Subjects	Sem. Hrs.
GOVT 2305 Federal Government	3
PHYS 2425 University Physics I	4
COSC 1436 Programming Fundamentals I	4
KINE Activity	1
Approved Visual/Performing Arts Elective	3
	15

#### SPRING

Subjects	Sem. Hrs.
GOVT 2306 State & Local Government	3
PHYS 2426 University Physics II	4
Approved Social/Behavioral Science Elective	3
Approved Speech	3
COSC 1437 Programming Fundamentals II	4
	17

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# A.A.S. IN COSMETOLOGY

**PROGRAM INFORMATION:** The A.A.S. Cosmetology is designed to allow students who have completed the three semester Cosmetology Certificate of Completion to earn an A.A.S. degree.

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
CSME 1401	Orientation to Cosmetology	4
CSME 1405	Fundamentals of Cosmetology	4
CSME 1451	Artistry of Hair	4
CSME 1453	Chem. Reformation & Related Theory	4
		16

### SPRING

Subjects		Sem. Hrs.
CSME 1443	Manicuring & Related Theory	4
CSME 1447	Principles of Skin Care	4
CSME 2439	Advanced Hair Design	4
CSME 2401	Principles of Hair Coloring and Related Theory	4
		16

### SUMMER

Subjects		Sem. Hrs.
CSME 2337	Advanced Cosmetology	3
CSME 2344	Prep for TCC Exam	3
CSME 2343	Salon Development	3
		9

\*\* Recommended Social/Behavioral Science: PSYC 2301 General Psychology or SOCI 1301 Introductory Sociology

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
MATH 1332	Contemporary Mathematics I	3
ENGL 1301	Composition I	3
MRKG 1311	Principles of Marketing OR	
MRKG 1301	Customer Relations	3
CSME 1265	Practicum	2
	Approved Humanities/Fine Arts Elective	3
		14

### SPRING

Subjects		Sem. Hrs.
COSC 1401	Introduction to Computing	4
SPCH 1311	Intro. to Speech Communication OR	
SPCH 1315	Public Speaking	3
BUSG 2309	Small Business Management	3
CSME 2265	Practicum	2
	Approved Social/Behavioral Science**	3
		15

# COSMETOLOGY INSTRUCTOR CERTIFICATE

**PROGRAM INFORMATION:** Successful completion of the cosmetology instructor certificate qualifies the student to sit for the Texas Department of Licensing and Regulation Instructor Examination and seek employment in the field of cosmetology as an instructor. Students entering the cosmetology instructor program must possess a current Texas Operator's License. Meet with department chair for assessment prior to enrolling.

### FALL

Subjects		Sem. Hrs.
CSME 1434	Cosmetology Instructor I	4
CSME 1435	Orientation to the Instruction of Cosmetology	4
CSME 2414	Cosmetology Instructor II	4
		12

### SPRING

Subjects		Sem. Hrs.
CSME 2415	Cosmetology Instructor III	4
CSME 2444	Cosmetology Instructor IV	4
CSME 2445	Instructional Theory and Clinic Operation	4
		12

# COSMETOLOGY CERTIFICATE

**PROGRAM INFORMATION:** The 1,500 hour, three-semester curriculum in cosmetology leads to a Certificate of Completion and helps prepare graduates to take the Texas Department of Licensing and Regulation Cosmetology Examination. Successful completion of the examination will allow graduates to practice as a licensed cosmetologist in Texas.

## FALL

Subjects	Sem. Hrs.
CSME 1401 Orientation to Cosmetology	4
CSME 1405 Fundamentals of Cosmetology	4
CSME 1451 Artistry of Hair	4
CSME 1453 Chemical Reformation & Related Theory	4
	16

## SPRING

Subjects	Sem. Hrs.
CSME 1443 Manicuring & Related Theory	4
CSME 1447 Principles of Skin Care/Facials & Related Theory	4
CSME 2439 Advanced Hair Design	4
CSME 2401 Principles of Hair Coloring & Related Theory	4
	16

## SUMMER

Subjects	Sem. Hrs.
CSME 2337 Advanced Cosmetology Techniques	3
CSME 2344 Prep for TCC Exam	3
CSME 2343 Salon Development	3
	9

# COSMETOLOGY CERTIFICATE PART-TIME DUAL CREDIT HIGH SCHOOL PROGRAM

**PROGRAM INFORMATION:** The 1,000 hour, four-semester curriculum plus 500 high school academic hours leads to a Certificate of Completion and helps prepare graduates to take the Texas Department of Licensing and Regulation Cosmetology Examination. All 1,000 hours must be completed before high school graduation to earn the additional 500 hours for academics. Successful completion of the examination will allow graduates to practice as a licensed Cosmetologist in Texas.

## FALL- JUNIOR YEAR

Subjects	Sem. Hrs.
CSME 1401 Orientation to Cosmetology	4
CSME 1405 Fundamentals of Cosmetology	4
	8

## FALL - SENIOR YEAR

Subjects	Sem. Hrs.
CSME 1443 Manicuring & Related Theory	4
CSME 1447 Principles of Skin Care/ Facials & Related Theory	4
	8

## SPRING - JUNIOR YEAR

Subjects	Sem. Hrs.
CSME 1451 Artistry of Hair	4
CSME 1453 Chemical Reformation & Related Theory	4
	8

## SPRING - SENIOR YEAR

Subjects	Sem. Hrs.
CSME 2439 Advanced Hair Design	4
CSME 2401 Principles of Hair Coloring & Related Theory .	4
	8

# Criminal Justice

## THE OCCUPATIONS

Law Enforcement Officer  
 Dispatchers  
 Probation/Parole Officer  
 Case Managers  
 Security Guard  
 Detective  
 Correctional Officer  
 Airport Security  
 Court Mediator

## ABOUT THE OCCUPATIONS

Police officers, detectives, guards and correctional officers are employed to help safeguard lives and property. They enforce the laws and regulations that protect individuals' safety and constitutional rights.

Responsibilities range from controlling traffic to helping prevent crimes, and investigating and arresting suspects. A few officers join specialized units that assist in crime fighting and apprehension of criminals.

Private police duties vary with the service provided by their employer. In airports, they help protect the safety of the traveling public and search for contraband. In retail stores, they often work undercover. In buildings and banks, guards help protect employees, merchandise, and money.

Corrections officers provide direct supervision of incarcerated people while waiting trial. They help maintain order, enforce regulations, supervise programs, or work assignments, and help maintain the security and safety of other officers and detainees.

Probation and parole officers, case managers, and counselors assist offenders, either in the community or those that are incarcerated offenders, by identifying problem areas and developing plans of action to assist the person in working toward becoming a productive law-abiding citizen. They make court recommendations, prepare sentencing assessments, and provide services for inmates, offenders, and their families.

## WORK ENVIRONMENT

### Employers:

Correctional institutions  
 Municipal, county, state or federal police departments  
 Businesses, schools, hotels, hospitals  
 Airports  
 Private corrections companies

### Typical Schedule:

40-48 hour work week  
 Overtime/shift work usual  
 Frequent holiday/weekend/night work  
 Tuition reimbursement

### Tools and Equipment:

Daily reports, inmate records, court summons & other records  
 Handcuffs, night-sticks, and firearms  
 Radio, telephones, and computer equipment  
 Electronic surveillance devices  
 Patrol car

## WORKER PORTRAIT

### Skills and Aptitudes:

Acts quickly  
 Handles detailed work well  
 Performs duties in accordance with laws & departmental rules  
 Takes and gives directions easily  
 Provides leadership  
 Alert, dependable, and emotionally stable  
 Thorough, accurate, and observant  
 Displays a strong work ethic and high values  
 No prior convictions

### Interests:

Enjoys working with people  
 Interested in performing a useful service that benefits society  
 Enjoys working with little supervision

## CAREER OUTLOOK

### Outlook

Good  
 Good  
 Good  
 Good  
 Good  
 Stable

### Occupation

Probation/Parole Officer/Counselor  
 Police Officer  
 Correction Officer  
 Security Guard  
 Dispatcher  
 Detective

## Position Salary Average per Year

Probation/Parole Officer	\$26,000-37,000
Police Officer	\$26,000-43,500
Correction Officer	\$27,340-32,100
Security Guard	\$18,000-26,000
Dispatcher	\$22,000-26,000
Detective	\$26,000-43,500
Airport Security	\$23,508 - 35,276

(Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.)

Sources: Horizons, Discover, the Occupational Outlook Handbook

# A.A. IN CRIMINAL JUSTICE

**Program Information:** The transfer curriculum shown below is designed for students who plan to transfer to a senior college or university. Upon successful completion of the courses shown, the student will graduate with an Associate in Arts Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
ENGL 1301	Composition I	3
HIST 1301	United States History I	OR
HIST 2301	Texas History	3
CRIJ 1301	Intro. to Criminal Justice	3
CRIJ 1307	Crime in America	3
Approved Physical/Life Science		4
ORIN 1100	FYE Beau Camp	1
		17

### SPRING

Subjects		Sem. Hrs.
ENGL 1302	Composition II	OR
ENGL 2311	Business & Technical Writing	3
HIST 1302	United States History II	OR
HIST 2301	Texas History	3
CRIJ 1306	Court Systems & Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
Approved Physical/Life Science		4
		16

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
GOVT 2305	Federal Government	3
CRIJ 2313	Correctional Systems & Practices	3
SPCH 1311	Introduction to Speech Communication	OR
SPCH 1315	Public Speaking	OR
SPCH 1321	Business and Professional Communication	3
MATH 1314	College Algebra	OR
MATH 1332	Contemporary Mathematics I	3
KINE Activity		1
Approved Humanities Elective		3
		16

### SPRING

Subjects		Sem. Hrs.
GOVT 2306	Texas Government	3
CRIJ 2328	Police Systems and Practices	OR
CRIJ 2314	Criminal Investigation	3
SOCI 1301	Intro. to Sociology	OR
PSYC 2301	General Psychology	3
COSC 1401	Microcomputer Applications	4
KINE Activity		1
Approved Visual/Performing Arts Elective		3
		17

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# A.A.S. IN CRIMINAL JUSTICE

**PROGRAM INFORMATION:** The Criminal Justice Program is designed to help prepare students to enter the criminal justice field as a correctional officer or law enforcement officer. Upon successful completion of the courses shown, the student will graduate with an Associate in Applied Science Degree. Program of study is designed as a cooperative with criminal justice agency professionals to help ensure the student is ready to assume a position in the field once courses are completed.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
ENGL 1301      Composition I	3
ORIN 1100      FYE Beau Camp.	1
Approved Elective	3
CRIJ 1301      Intro. to Criminal Justice	3
GOVT 2305      Federal Government	3
Approved Mathematics Elective	3
	16

### SPRING

Subjects	Sem. Hrs.
COSC 1401**      Microcomputer Applications	4
CRIJ 1310      Fundamentals of Criminal Law	3
GOVT 2306      Texas Government	3
POFT 1301      Business English	3
CRIJ 1306      Court Systems & Practices	3
	16

#### Approved Electives:

SPAN 1411	Beginning Spanish I
CRIJ 1313	Juvenile Justice System
CRIJ 2301	Community Resources in Corrections
CJSA 2364	Practicum (or Field Experience) - Criminal Justice Studies
SOCI 2319	Minority Studies or SOCI 1306      Social Problems
CJCR 1474	Occupational Education
CJCR 1166	Occupational Exp.

Successful completion of Police Academy (13 hours credit) and TCLEOSE Certification can be applied after 12 hours course completion at Navarro College.

\*Capstone must be taken the final semester.

\*\*ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.

## SOPHOMORE YEAR

### FALL

Subjects	Sem. Hrs.
SOCI 1301      Introductory Sociology	3
Approved Humanities/Fine Arts Elective	3
Approved Elective	3(4)
CRIJ 2313      Correctional Systems & Practices	OR
CRIJ 2323      Legal Aspects of Law Enforcement	3
PSYC 2301      General Psychology	3
CRIJ 1307      Crime in America	3
	18 (19)

### SPRING

Subjects	Sem. Hrs.
CRIJ 2328      Police Systems & Practices	3
CRIJ 2314*      Criminal Investigation	3
Approved Speech Elective	3
Approved Elective	3(5)
Approved Elective	3
CRIJ 2301      Community Resources in Corrections	3
	18 (20)



# POLICE ACADEMY

Navarro College has a fully licensed police academy offering basic peace officer certification and in-service training for licensed law enforcement officers. The program includes 680 hours of training in law, defensive tactics, firearms, first aid, patrol tactics, and cultural diversity. Upon successful completion of the program, students are eligible to take the TCLEOSE licensing exam.

CJLE 2420  
 CJLE 2421  
 CJLE 2522  
 Total Hours: 13

All in-service courses are accredited by TCLEOSE and are offered year-round through the police academy.

## CRIMINAL JUSTICE CORRECTIONS CERTIFICATE

**PROGRAM INFORMATION:** The certificate program shown below is designed for students who plan to work in the corrections field and have attended the pre-service training academy at Navarro College.

Subjects		Sem. Hrs.
CJCR 1474	Occupational Training/Educ.	4
CJCR 1166	Practicum - On the Job Training	1
CRIJ 1313	Juvenile Justice System	3
CRIJ 2313	Correctional System	3
CRIJ 2301	Community Resources in Corrections	3
CRIJ 1301	Intro. to Criminal Justice	3
		17

## ASSET PROTECTION/LOSS PREVENTION CERTIFICATE

FALL			SPRING		
Subjects		Sem. Hrs.	Subjects		Sem. Hrs.
SLPS 1191	Special Topics in Security and Loss Prevention	1	ACCT 1305	Forensic Accounting	3
ACCT 2401	Principles of Accounting-Financial	4	CRIJ 2314	Criminal Investigation	3
CRIJ 1301	Introduction to Criminal Justice	3	BMGT 2309	Leadership	3
BMGT 1303	Supervision	3	SLPS 1391	Special Topics in Homeland Security	4
SLPS 1491	Special Topics in Security and Loss Prevention	3			13
POFI 1301	Computer Applications I	3			
		17			

Approved Agencies:

TDCJ	CJAD	Federal Law Enforcement Agencies
TJJD	Armed Services	Other agencies may be considered for approval.
TJPC		

# LAW ENFORCEMENT

## TEXAS PEACE OFFICER CERTIFICATE

**PROGRAM INFORMATION:** The Texas Peace Officer Certificate Program affords students the opportunity to earn college credit from the following list of courses prior to entering the police academy.\*

**SUMMER:** Complete Navarro College Police Academy and follow process to articulate credit.

FALL		SPRING		
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.	
CRIJ 1307	Crime in America OR	CRIJ 2323	Legal Aspects of Law Enforcement	3
CISA 1312	Crime in America	CRIJ 1310	Fundamentals of Criminal Law OR	
CRIJ 1301	Introduction to Criminal Justice OR	CJSA 1327	Fundamentals of Criminal Law	3
CISA 1322	Introduction to Criminal Justice	CRIJ 1307	Crime in America OR	
CRIJ 2328	Police Systems and Practices	CRIJ 1306	Court Systems and Practices	3
CRIJ 2314	Criminal Investigation			9
	12			

To complete the certificate the student must complete the Navarro College Police Academy, initiate paperwork with the Navarro College Police Academy Coordinator and pay appropriate fees to articulate credit from the NC Police Academy to this certificate.

\*Please note: student must be within six months of 21st birthday to enter Police Academy.



# A.S. in PRE-DENTISTRY

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in dentistry at a senior college or university after completing their studies at Navarro College. Students will be awarded an Associate in Science Degree after successfully completing core requirements and a representative sample of the math and science courses below.

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
ENGL 1301 Composition I	3
HIST 1301 United States History I OR	
HIST 2301 Texas History	3
CHEM 1411 General Chemistry I	4
BIOL 1406 Biology for Science Majors I	4
Approved Mathematics Elective	3
ORIN 1100 FYE Beau Camp	1
	18

### SPRING

Subjects	Sem. Hrs.
ENGL 1302 Composition II OR	
ENGL 2311 Business & Technical Writing	3
HIST 1302 United States History II OR	
HIST 2301 Texas History	3
CHEM 1412 General Chemistry II	4
BIOL 1407 Biology for Science Majors II	4
MATH 2413 Calculus I	4
	18

## SOPHOMORE YEAR

### FALL

Subjects	Sem. Hrs.
GOVT 2305 Federal Government	3
CHEM 2423 Organic Chemistry I	4
SPCH 1315 Public Speaking	3
Approved Visual/Performing Arts Elective	3
KINE Activity	1
	14

### SPRING

Subjects	Sem. Hrs.
GOVT 2306 Texas Government	3
COSC 1401 Introduction to Computing	4
Approved Humanities Elective	3
Approved Social/Behavioral Science Elective	3
KINE Activity	1
	14

Some universities may require the following:

BIOL 1413	General Zoology
BIOL 1411	General Biology
CHEM 2425	Organic Chemistry II
PHYS 1401	or PHYS 2425
PHYS 1402	or PHYS 2426

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# A.S. in PRE-DENTAL HYGIENE

**PROGRAM INFORMATION:** The program outlined below has been designed for students who plan to pursue a degree in dental hygiene at a senior college or university after completing studies at Navarro College. Upon successful completion of the courses shown, the student will graduate from Navarro with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
ENGL 1301 Composition I	3
HIST 1301 United States History I OR	
HIST 2301 Texas History	3
ORIN 1100 FYE Beau Camp	1
CHEM 1405 Introduction to Chemistry I	4
MATH 1314 College Algebra	3
SPCH 1315 Public Speaking	3
	17

### SPRING

Subjects	Sem. Hrs.
ENGL 1302 Composition II OR	
ENGL 2311 Business & Technical Writing	3
HIST 1302 United States History II OR	
HIST 2301 Texas History	3
MATH 1316 Plane Trigonometry	3
CHEM 1407 Introduction to Chemistry II	4
KINE Activity	1
	14

## SOPHOMORE YEAR

### FALL

Subjects	Sem. Hrs.
GOVT 2305 Federal Government	3
BIOL 2401 Anatomy and Physiology I	4
COSC 1401 Introduction to Computing	4
KINE Activity	1
Approved Humanities Elective	3
	15

### SPRING

Subjects	Sem. Hrs.
GOVT 2306 Texas Government	3
BIOL 2402 Anatomy and Physiology II	4
BIOL 2420 Microbiology for Non-Science Majors	4
Approved Social/Behavioral Science Elective	3
Approved Visual/Performing Arts Elective	3
	17

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# EDUCATION - \*A.A.T. EC-6, 4-8, EC-12

## Associate of Arts in Teaching

### Leading to Initial Texas Teacher Certification

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in Education for E-6, 4-8 grade, and 8-12 certification at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate of Arts in Teaching Degree in Education. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

Subjects	Sem. Hrs.
ENGL 1301 Composition I	3
HIST 1301 United States History I OR	
HIST 2301 Texas History	3
Approved Science Elective*	4
ORIN 1100** FYE Beau Camp	1
Approved Social/Behavioral Sciences	3
KINE Activity	1
	15

##### SPRING

Subjects	Sem. Hrs.
ENGL 1302 Composition II OR	
ENGL 2311 Business & Technical Writing	3
HIST 1302 United States History II OR	
HIST 2301 Texas History	3
Approved Science Elective*	4
MATH 1314 College Algebra	3
COSC 1401 Introduction to Computing	4
	17

#### SOPHOMORE YEAR

##### FALL

Subjects	Sem. Hrs.
GOVT 2305 Federal Government	3
Approved Humanities Elective**	3
MATH 1350 Fundamentals of Mathematics I	3
EDUC 1301 Introduction to the Teaching Profession	3
Approved Visual/Performing Arts Elective	3
KINE Activity	1
	16

##### SPRING

Subjects	Sem. Hrs.
GOVT 2306 Texas Government	3
SPCH 1311 Introduction to Speech Communication OR	
SPCH 1315 Public Speaking OR	
SPCH 1321 Business and Professional Communication	3
Approved Science Elective*	4
MATH 1351 Fundamentals of Mathematics II	3
EDUC 2301 Introduction to Populations	3
	16

\*Science electives must be from different areas.

\*\*For Humanities elective, select ENGL 2322, 2323, 2327, 2328, 2332, 2333, or PHIL 1301.

Student should consult catalog of senior institution he or she plans to attend because some requirements vary. Counselors are available to assist in this matter.

Note: All students majoring in education must take the Texas Higher Education Assessment (THEA) test and pass the test before they will be allowed to enter into an education program at a senior institution. Forms may be obtained from an academic counselor.

# 8-12 EDUCATION - \*A.A.T.

## Associate of Arts in Teaching

### Leading to Initial Texas Teacher Certification

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in education for the 8-12 grade certification at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Arts in Teaching Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

Subjects	Sem. Hrs.
ENGL 1301      Composition I	3
HIST 1301      United States History I      OR	
HIST 2301      Texas History	3
ORIN 1100      FYE Beau Camp	1
Approved Physical/Life Science	4
SPCH 1311      Introduction to Speech Communication OR	
SPCH 1321      Business and Professional Communication OR	
SPCH 1315      Public Speaking	3
Academic Specialization	3
	17

##### SPRING

Subjects	Sem. Hrs.
ENGL 1302      Composition II OR	
ENGL 2311      Business & Technical Writing	3
HIST 1302      United States History II      OR	
HIST 2301      Texas History	3
Approved Physical/Life Science	4
COSC 1401      Introduction to Computing	4
Academic Specialization	3
	17

#### SOPHOMORE YEAR

##### FALL

Subjects	Sem. Hrs.
GOVT 2305      Federal Government	3
Approved Visual/Performing Arts Elective	3
MATH 1314      College Algebra	3
Academic Specialization	3
EDUC 1301      Introduction to the Teaching Profession	3
	15

##### SPRING

Subjects	Sem. Hrs.
GOVT 2306      Texas Government	3
Academic Specialization	3
Approved Humanities Elective	3
Approved Social/Behavioral Science	3
EDUC2301      Introduction to Populations	3
	15

For Humanities elective, select ENGL 2322, 2323, 2327, 2328, 2332, or PHIL 1301

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

Note: All students majoring in education must take the Texas Higher Education Assessment (THEA) test and pass the test before they will be allowed to enter into an education program at a senior institution. Forms may be obtained from an academic counselor.



# Emergency Medical Services

## THE OCCUPATIONS

EMT-Basic

EMS-Paramedic

## ABOUT THE OCCUPATIONS

EMT-Basic and EMT-Paramedics are highly trained and skilled medical professionals who are educated to carry out some of the duties of a physician. EMT-Basics and EMS- Paramedics can examine, evaluate, and treat patients with equipment and medications usually only found in the emergency department of a hospital. EMT-Basic/EMS-Paramedics are typically utilized as emergency care practitioners on ambulances or on first-response emergency vehicles but their scope is rapidly expanding to many other areas. Some of these include industry, elementary and high schools, colleges, hospitals, and doctor's offices. More challenging and higher paid positions include working in specialty areas such as a cruise ship medical department, off-shore oil drilling platforms, helicopter or fixed wing medical transport and hyperbaric oxygen chambers. Often the EMT-Basic or EMS-Paramedic is the sole or highest trained medical provider in these areas.

## WORK ENVIRONMENT

### Employers:

EMS providers

Municipal EMS/fire departments

Industrial manufacturing plants

Cruise ship medical departments

Offshore oil drilling platforms

Helicopter or fixed wing medical transport

Typical Schedule:

40-48 hour workweek normal

Shift work normal

Overtime normal

Tools and Equipment:

Ambulance

ECG monitor Pulse ox monitor Stretcher

## WORKER PORTRAIT

### Skills and Aptitudes:

Team player

Ability to remain calm in emergency situations

Ability to make quick decisions

Physically fit

Good mechanical aptitude

Ability to administer emergency medical procedures

Good judgment

Ability to take the initiative

### Interests:

Not adverse to risk-taking Motivated to take responsibility

Desire to serve the general public

## CAREER OUTLOOK

### Outlook

Stable

Favorable

### Occupation

EMT-Basic

EMS-Paramedic

### Position

EMT-Basic/

EMS Paramedic

### Salary per Year (Average)

Varies

\$19,000-\$48,000

(Note: Individual earnings may vary based upon the job setting and position. These are ranges, not guarantees of earnings.) Sources of occupational information include the Bureau of Labor Elementary Statistical Methods, Occupational Outlook Handbook, and Americas Career Information Net.

## EMT BASIC CERTIFICATE

(Institutional Certificate)

Subjects		Sem. Hrs.
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Clinical- Emergency Medical Technician Basic	1
ORIN 1100	FYE Beau Camp	1
		7

## PARAMEDIC CERTIFICATE

(Must have EMT Basic Certificate Certification)

### REQUIRED PREREQUISITES

Subjects		Sem. Hrs.
BIOL 2401	Anatomy & Physiology I OR	
BIOL 2404	Introduction to Anatomy & Physiology	4
ORIN 1100	FYE Beau Camp	
	(If not completed as part of the EMT certificate)	1
		5

### FALL

Subjects		Sem. Hrs.
EMSP 1438	Introduction to Advanced Practice	4
EMSP 1456	Patient Assessment & Airway Mgt.	4
EMSP 2348	Emergency Pharmacology	3
EMSP 1355	Trauma Management	3
EMSP 1161	Clinical-Emergency Medical Technology/Technical	1 15

### SPRING

Subjects		Sem. Hrs.
EMSP 2444	Cardiology	4
EMSP 2434	Medical Emergencies	3
EMSP 2330	Introduction to Populations	3
EMSP 2338	EMS Operations	3
EMSP 1162	Clinical-Emergency Medical Technology/Technical	1 15

### SUMMER

Subjects		Sem. Hrs.
EMSP 2143	Assessment Based Management	1
EMSP 2366	Clinical III	3 4

## ADVANCED PARAMEDIC (A.A.S. DEGREE)

(Must have EMS Paramedic Certificate (Level II Certificate))

### FALL

Subjects		Sem. Hrs.
SPCH 1311*	Intro to Speech Communication OR	
SPCH 1315*	Public Speaking	3
BIOL 2401	Anatomy & Physiology I OR	
BIOL 2402	Anatomy & Physiology II	4
COSC 1401	Introduction to Computing	4
		11

### SPRING

Subjects		Sem. Hrs.
MATH 1314	College Algebra	3
PSYC 2301	General Psychology	3
ENGL 1301	Composition I	3
	Approved Humanities/Fine Arts elective	3
		12

\*SPCH 1315 preferred

# A.S. in PRE-ENGINEERING

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed to serve as the first two years of academic studies for students who plan to pursue a professional degree in engineering at a senior college or university after completing studies at Navarro College. Upon successful completion of the core curriculum and a representative sample of the math and science courses, the student will graduate from Navarro with an Associate in Science Degree. Students should consult their Advisor regarding the engineering field of study. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
ENGL 1301	Composition I	3
HIST 1301	United States History I	OR
HIST 2301	Texas History	
ORIN 1100	FYE Beau Camp	1
COSC 1401	Introduction to Computing	4
MATH 2413	Calculus I	4
		15

### SPRING

Subjects		Sem. Hrs.
ENGL 2311	Business & Technical Writing	3
HIST 1302	United States History II	OR
HIST 2301	Texas History	
PHYS 2425	University Physics I	4
MATH 2414	Calculus II	4
KINE Activity		1
		15

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
GOVT 2305	Federal Government	3
PHYS 2426	University Physics II	4
ENGR 2303	Engineering Mechanics Statics & Dynamics	3
MATH 2320	Differential Equations	3
KINE Activity		1
SPCH 1315	Public Speaking	3
		17

### SPRING

Subjects		Sem. Hrs.
GOVT 2306	Texas Government	3
	Approved Visual/Performing Arts Elective	3
	Approved Humanities Elective	3
ENGR 2305	Electrical Circuits	3
MATH 2315	Calculus III	3
	Approved Social/Behavioral Science Elective	3
		18

Some universities may require the following:

CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# A.A. in ENGLISH

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in English at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Arts Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
ENGL 1301      Composition I	3
HIST 1301      United States History I    OR	
HIST 2301      Texas History	3
ORIN 1100      FYE Beau Camp	1
Approved Foreign Language	4
Approved Visual/Performing Arts Elective	3
KINE Activity	1
	15

### SPRING

Subjects	Sem. Hrs.
ENGL 1302      Composition II OR	
ENGL 2311      Business & Technical Writing	3
HIST 1302      United States History II    OR	
HIST 2301      Texas History	3
COSC 1401      Introduction to Computing	4
Approved Foreign Language	4
Approved Physical/Life Science	4
	18

## SOPHOMORE YEAR

### FALL

Subjects	Sem. Hrs.
GOVT 2305      Federal Government	3
Sophomore English	3
Approved Social/Behavioral Science	3
Approved Physical/Life Science	4
SPCH 1315      Public Speaking OR	
SPCH 1321      Business and Professional Communication	3
KINE Activity	1
	17

### SPRING

Subjects	Sem. Hrs.
GOVT 2306      Texas Government	3
Sophomore English	3
MATH 1332 or higher	3
Approved Elective from English	3
Approved Free Elective	3
	15

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# Fire Science Protection Technology

## THE OCCUPATIONS

Firefighter  
Fire Inspector  
Fire Chief

## ABOUT THE OCCUPATIONS

Firefighters respond to a variety of emergency situations in which life, property, or the environment are at risk, such as residential structures and businesses. Firefighters are frequently the first emergency response team at the scene of an accident. They help protect the public against these dangers. Today, firefighters respond to medical emergencies, and their departments require them to have training in medical emergency procedures. Firefighting is dangerous and complex work, which requires the firefighters to work as teams.

Firefighters must respond immediately to emergencies, and each situation presents a unique and challenging experience. Superior officers, such as a captain or chief, guide firefighting teams to accomplish specific duties. Today, firefighters assume a wider range of responsibilities, which require the utilization of sophisticated equipment. They can expect to operate a pump, position ladders, and connect hose lines to hydrants. In many cases, the firefighters will change duties several times at an emergency scene. Ambulances, fireboats, and emergency rescue vehicles may be operated by some firefighters.

Fire stations have dining and sleeping quarters to allow the firefighters to respond to emergencies 24-hours a day. Between emergency responses, the firefighters conduct practice drills, clean and maintain equipment, participate in classroom training, conduct fire inspections, conduct demonstrations to the public, participate in fitness training, check building plans, and inspect fire escapes. Firefighting is hazardous work resulting in environments where floors suddenly cave in, walls topple, and there is exposure to gases, chemicals, and smoke. Firefighters face dangerous situations where injury and death are a risk.

## WORK ENVIRONMENT

### Employers:

Municipal fire departments  
Industrial manufacturing plants  
Government agencies  
Forest protection agencies

### Typical Schedule:

40-48 hour workweek normal  
Shift work normal  
Overtime normal  
Tools and Equipment:  
Protective clothing  
Building and fire codes  
Chemicals to put out fires  
Emergency rescue vehicles  
Firefighting apparatuses

## WORKER PORTRAIT

### Skills and Aptitudes:

Team player  
Ability to remain calm in emergency situations  
Ability to make quick decisions  
Physically fit  
Good mechanical aptitude  
Ability to administer emergency medical procedures  
Good judgment  
Ability to take the initiative

### Interests:

Not adverse to risk-taking  
Motivated to take responsibility  
Desire to serve the general public

## CAREER OUTLOOK

### Outlook

Stable  
Stable  
Stable

### Occupation

Fire Chief  
Fire Inspector  
Firefighters

### Position

Firefighter

### Salary per Year (Average)

\$19,000-\$48,000

(Note: Individual earnings may vary based upon the job setting and position. These are ranges, not guarantees of earnings.) Sources of occupational information include the Bureau of Labor Elementary Statistical Methods, Occupational Outlook Handbook, and Americas Career Information Net.

## BASIC FIREFIGHTER CERTIFICATE

**PROGRAM INFORMATION:** This certificate program was developed to help prepare students for a career as a professional fire-fighter. The Navarro College Fire Academy meets the curriculum requirements for certification as a basic firefighter for the state of Texas.

### FIRST SEMESTER

Subjects		Sem. Hrs.
FIRS 1301	Firefighter Certification I	3
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
		23

Note: Night students take two semesters to complete.

## FIRE ACADEMY

**PROGRAM INFORMATION:** Navarro College is licensed as a Fire Academy by the Texas Commission on Fire Protection. The Navarro College Fire Academy serves as a resource for the Texas Fire Service and related organizations by providing professional education in firefighting.

Navarro College conducts a Basic Firefighter Academy that serves the needs of municipal and county fire departments throughout Texas. Successful completion of the Firefighter Academy will qualify the student to take all state exams to qualify for certification.

Continuing Education classes are also offered through the fire academy, including, but not limited to, arson investigation, and driver operator training.

## FIRE SCIENCE PROTECTION TECHNOLOGY CERTIFICATE

Subjects		Sem. Hrs.
FIRT 1301	Fundamentals of Fire Protection	3
FIRT 1307	Fire Prevention Codes and Inspections	3
FIRT 1315	Hazardous Materials I	3
FIRT 1338	Fire Protection Systems	3
FIRT 1329	Building Codes and Construction	3
FIRT 2309	Firefighting Strategies and Tactics	3
		18



# A.A.S. FIRE SCIENCE PROTECTION DEGREE

## Certificates

	Sem. Hrs.
Fire Science Protection Certificate	18
Fire Academy Certificate	23

## FALL

Subjects		Sem. Hrs.
ORIN 1100	FYE Beau Camp	1
SPCH 1311	Introduction to Speech Communication OR	
SPCH 1315*	Public Speaking	3
MATH 1314	College Algebra	3
ENGL 1301	Composition I	3
CHEM 1405	Introduction to Chemistry OR	
FIRT 1492	Special Topics	4
		14

## SPRING

Subjects		Sem. Hrs.
PSYC 2301	General Psychology	3
COSC 1401	Introduction to Computing	4
ECON 2301	Principles of Economics/Macro OR	
ECON 2302	Principles of Economics/Micro	3
GOVT 2306	Texas Government	3
	Approved Humanities/Fine Arts elective	3
		16

\*SPCH 1315 preferred

# FIRE OFFICER CERTIFICATE

## FALL

Subjects		Sem. Hrs.
FIRT 1329	Building Codes and Construction	3
FIRT 1303	Fire and Arson Investigation I	3
FIRT 1315	Hazardous Materials I	3
FIRT 1307	Fire Protection Codes and Inspections	3
FIRT 1309	Fire Administration I	3
		15

## SPRING

Subjects		Sem. Hrs.
FIRT 2309	Firefighting Strategies and Tactics	3
FIRT 1345	Hazardous Materials II	3
FIRT 1353	Legal Aspects of Fire Protection	3
FIRT 1349	Fire Administration II	3
FIRT 2305	Fire Instructor*	3
		15

\*Hybrid Course

# A.A.S. FIRE OFFICER DEGREE

## Certificates

	Sem. Hrs.
Fire Officer Certificate	33

## FALL

Subjects		Sem. Hrs.
ORIN 1100	FYE Beau Camp	1
SPCH 1311	Introduction to Speech Communication OR	
SPCH 1315	Public Speaking	3
MATH 1314	College Algebra	3
ENGL 1301	Composition I	3
CHEM 1405	Introduction to Chemistry OR	
FIRT 1492	Special Topics	4
		14

## SPRING

Subjects		Sem. Hrs.
PSYC 2301	General Psychology	3
COSC 1401	Introduction to Computing	4
ECON 2301	Principles of Economics/Macro OR	
ECON 2302	Principles of Economics/Micro	3
GOVT 2306	Texas Government	3
	Approved Humanities/Fine Arts elective	3
		16

\*SPCH 1315 preferred

# A.A. in GENERAL STUDIES

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who have not yet declared a major and who plan to transfer to a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Art General Studies Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select the courses needed to reach his or her educational goals.

## FRESHMAN YEAR

### FALL

<b>Subjects</b>	<b>Sem. Hrs.</b>
ENGL 1301      Composition I	3
HIST 1301      United States History I      OR	
HIST 2301      Texas History	3
ORIN 1100      FYE Beau Camp	1
Approved Physical/Life Science	4
SPCH 1311      Introduction to Speech Communication OR	
SPCH 1315      Public Speaking OR	
SPCH 1321      Business and Professional Communication	3
KINE Activity	1
	15

### SPRING

<b>Subjects</b>	<b>Sem. Hrs.</b>
ENGL 1302      Composition II OR	
ENGL 2311      Business & Technical Writing	3
HIST 1302      United States History II      OR	
HIST 2301      Texas History	3
Approved Physical/Life Science	4
COSC 1401      Introduction to Computing	4
KINE Activity	1
Approved Elective	3
	18

## SOPHOMORE YEAR

### FALL

<b>Subjects</b>	<b>Sem. Hrs.</b>
GOVT 2305      Federal Government	3
Approved Visual/Performing Arts	3
MATH 1314      College Algebra	3
Approved Foreign Language	4
Approved Elective	3
	16

### SPRING

<b>Subjects</b>	<b>Sem. Hrs.</b>
GOVT 2306      Texas Government	3
Approved Humanities Elective	3
Approved Foreign Language	4
Approved Elective	3
Approved Social/Behavioral Science	3
	16

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# A.S. in GENERAL STUDIES

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who have not yet declared a major and who plan to transfer to a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science General Studies degree. If a student elects not to follow the recommended sequence, a counselor will help the student select the courses needed to reach his or her educational goals.

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
ENGL 1301 Composition I	3
HIST 1301 United States History I OR	
HIST 2301 Texas History	3
ORIN 1100 FYE Beau Camp	1
Approved Physical/Life Science	4
KINE Activity	1
Approved Elective	3
	15

### SPRING

Subjects	Sem. Hrs.
ENGL 1302 Composition II OR	
ENGL 2311 Business & Technical Writing	3
HIST 1302 United States History II OR	
HIST 2301 Texas History	3
Approved Physical/Life Science	4
COSC 1401 Introduction to Computing	4
KINE Activity	1
Approved Elective	3
	18

## SOPHOMORE YEAR

### FALL

Subjects	Sem. Hrs.
GOVT 2305 Federal Government	3
Approved Visual/Performing Arts	3
MATH 1314 College Algebra	3
SPCH 1311 Introduction to Speech Communication OR	
SPCH 1315 Public Speaking OR	
SPCH 1321 Business and Professional Communication	3
Approved Elective	3
	15

### SPRING

Subjects	Sem. Hrs.
GOVT 2306 Texas Government	3
Approved Humanities Elective	3
Approved Social/Behavioral Science	3
Approved MATH (transfer)	3
Approved Elective	3
	15

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

## INDUSTRIAL EQUIPMENT MAINTENANCE AND REPAIR CERTIFICATE

**PROGRAM INFORMATION:** The curriculum will help prepare students for immediate employment in the field of industrial maintenance. Students will learn to perform the duties of a general maintenance technician and function as a member of a multi-skilled general and shop maintenance team in a wide variety of industrial settings. Graduates will perform routine preventative maintenance, troubleshooting, and repair on equipment and components in an industrial plant environment. Upon successful completion of the program, a Certificate of Completion in industrial equipment maintenance and repair will be awarded the student.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

### FRESHMAN YEAR

#### FALL

Subjects		Sem. Hrs.
INMT 1305	Intro. to Industrial Maintenance	3
POFI 1301	Computer Application I	3
ELPT 1311	Basic Electrical Theory	3
ELMT 2333	Industrial Electronics	3
ELPT 1341	Motor Controls	3
		15

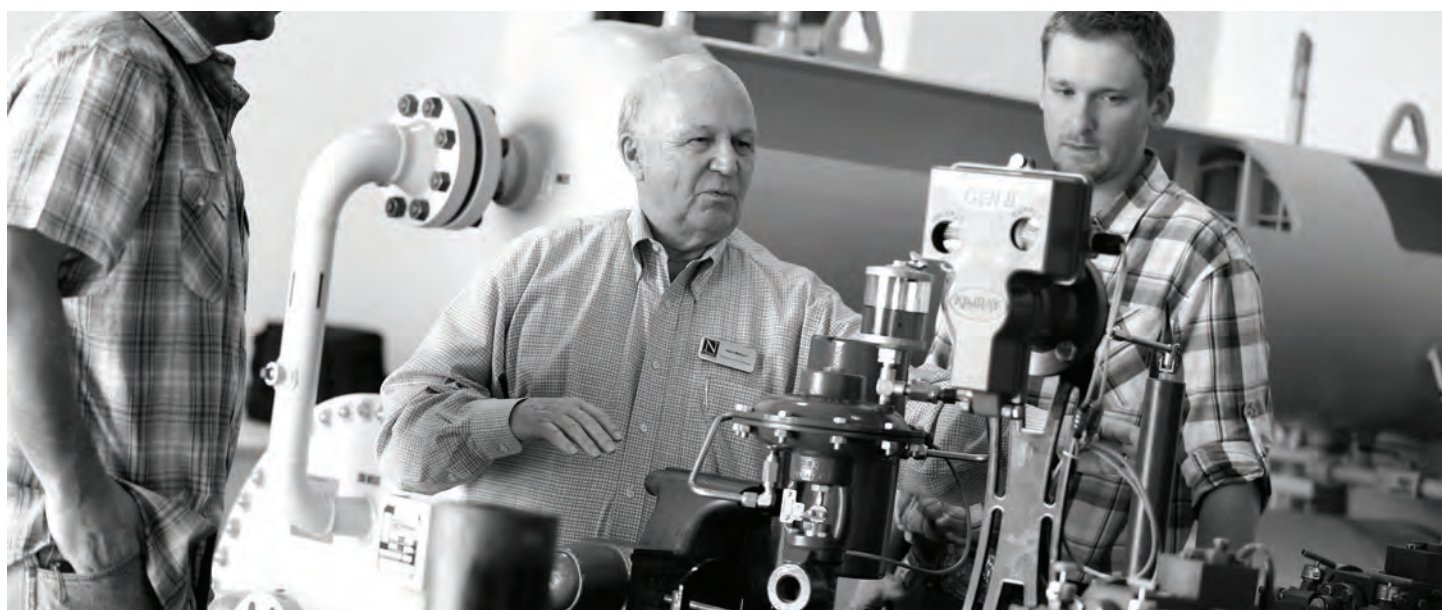
#### SPRING

Subjects		Sem. Hrs.
ELMT 1301	Basic Programmable Logic Controllers	3
ELMT 2337	Electronic Troubleshooting, Svc & Repair	3
	Approved Elective	3
HYDR 1305	Basic Hydraulics	3
BUSG 2366*	Practicum	3
		15

#### Approved Electives

DEMR 1323	HVAC
WLDG 1223	Intro. to Welding
WLDG 1428	Intro to Shielded and Metal Arc Welding

\*Capstone



# A.S. in KINESIOLOGY

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in kinesiology at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
ENGL 1301      Composition I	3
HIST 1301      United States History I      OR	
HIST 2301      Texas History	3
Approved Physical/Life Science	4
KINE 1301      Introduction to Physical Fitness & Sport	3
KINE Activity course	1
ORIN 1100      FYE Beau Camp	1
	15

### SPRING

Subjects	Sem. Hrs.
ENGL 1302      Composition II OR	
ENGL 2311      Business & Technical Writing	3
HIST 1302      United States History II      OR	
HIST 2301      Texas History	3
Approved Physical/Life Science	4
KINE 1338      Concepts of Physical Fitness	3
MATH 1314      College Algebra	3
	16

## SOPHOMORE YEAR

### FALL

Subject	Sem. Hrs.
GOVT 2305      Federal Government	3
Approved KINE Lecture Elective	3
Approved Humanities Core Elective	3
SPCH 1315      Public Speaking OR	
SPCH 1321      Business and Professional Communication	3
Approved KINE Activity Elective	1
COSC 1401      Introduction to Computing	4
	17

### SPRING

Subject	Sem. Hrs.
GOVT 2306      Texas Government	3
Approved MATH*	3
Approved KINE Activity Elective	1
Approved KINE Lecture Elective	3
Approved Visual/Performing Arts Elective	3
Approved Social/Behavioral Science	3
	16

\*College Algebra or higher

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

## MASSAGE THERAPY CERTIFICATE

**PROGRAM INFORMATION:** The Massage Therapy Certificate is designed to develop the knowledge and skills necessary for graduates to take the national exam to become licensed Massage Therapists. Licensed Massage Therapists work in many settings including Day Spas, Physicians and Chiropractic offices, at hotels and resorts and country clubs or in private practice. According to the United States Bureau of Labor Statistics employment opportunities are expected to grow by 19% through 2018—faster than the average. Texas ranks third in the nation for employed licensed massage therapists (California and Florida rank 1 and 2) The BLS indicates the annual mean wage for Massage Therapists in Texas is \$36,630. Massage Therapists help clients overcome injury, relieve stress, and generally live healthier lives. The two semester program is designed to prepare students to become nationally certified. Upon graduation and certification students may go to work in a massage clinic, wellness center, or hospital, spa, cruise ship, or enter private practice.

### FRESHMAN YEAR

#### FALL

Subjects		Sem. Hrs.
MSSG 1109	Health and Hygiene	1
MSSG 1411	Massage Therapy Fundamentals I	4
MSSG 1413	Anatomy & Physiology for Massage	4
MSSG 1207	Business Practices & Professional Ethics	2
MSSG 1105	Hydrotherapy/Therapeutic Modalities	1
		12

#### SPRING

Subjects		Sem. Hrs.
MSSG 2413	Kinesiology for Massage	4
MSSG 2311	Massage Therapy Fundamentals II	3
MSSG 2314	Pathology for Massage	3
MSSG 2101	Chair Massage	1
MSSG 2186	Internship	
	Massage Therapy/Therapeutic	1
		12





# A.S. in MATHEMATICS

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in mathematics at a senior college or university after completing their studies at Navarro College. The Associate in Science Degree with a specialization in mathematics will be awarded to students who fulfill the general requirements for the degree and complete MATH 2413, MATH 2414, and two of the following courses: MATH 1316, MATH 2320, MATH 2315, MATH 2318, MATH 2342, or MATH 2412.

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
ENGL 1301 Composition I	3
HIST 1301 United States History I OR	
HIST 2301 Texas History	3
MATH 2413* Calculus I	3
BIOL 1406 Biology for Science Majors I OR	
CHEM 1411 General Chemistry I	4
ORIN 1100 FYE Beau Camp	1
Approved Behavioral/Social Science Elective	3
	17

### SPRING

Subjects	Sem. Hrs.
ENGL 1302 Composition II OR	
ENGL 2311 Business & Technical Writing	3
HIST 1302 United States History II OR	
HIST 2301 Texas History	3
MATH 2414 Calculus II	4
BIOL 1407 Biology for Science Majors II OR	
CHEM 1412 General Chemistry II	4
COSC 1401 Introduction to Computing	4
	18

Some universities may require the following:

PHYS 2426 University Physics II

\*Students deficient in mathematics should take college algebra and trigonometry or pre-calculus during the summer preceding their enrollment in MATH 2342 or MATH 2413.

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

## SOPHOMORE YEAR

### FALL

Subjects	Sem. Hrs.
GOVT 2305 Federal Government	3
MATH 2315 Calculus III	3
SPCH 1315 Public Speaking	3
Approved Free Elective	3
KINE Activity	1
	13

### SPRING

Subjects	Sem. Hrs.
GOVT 2306 Texas Government	3
MATH 2320 Differential Equations OR	
MATH 2318 Linear Algebra	3
Approved Humanities Elective	3
Approved Visual/Performing Arts Elective	3
KINE Activity	1
	13

# A.S. in PRE-MEDICINE

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in medicine at a senior college or university after completing their studies at Navarro College. Students will be awarded an Associate in Science Degree after successfully completing core requirements and a representative sample of the math and science courses listed below.

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
ENGL 1301	Composition I	3
HIST 1301	United States History I OR	
HIST 2301	Texas History	3
CHEM 1411	General Chemistry I	4
BIOL 1406	Biology for Science Majors I	4
ORIN 1100	FYE Beau Camp	1
		15

### SPRING

Subjects		Sem. Hrs.
ENGL 1302	Composition II OR	
ENGL 2311	Business & Technical Writing	3
HIST 1302	United States History II OR	
HIST 2301	Texas History	3
CHEM 1412	General Chemistry II	4
BIOL 1407	Biology for Science Majors II	4
MATH 2412	Pre-Calculus Math	4
KINE Activity		1
		19

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
GOVT 2305	Federal Government	3
CHEM 2423	Organic Chemistry I	4
COSC 1401	Introduction to Computing	4
	Approved Visual/Performing Arts Elective	3
	KINE Activity	1
		15

### SPRING

Subjects		Sem. Hrs.
GOVT 2306	Texas Government	3
SPCH 1315	Public Speaking	3
	Approved Humanities Elective	3
	Approved Social/Behavioral Science Elective	3
MATH 2413	Calculus I	4
		16

Some universities may require the following: BIOL 1413 General Zoology  
 CHEM 2425 Organic Chemistry II  
 MATH 1348 Analytic Geometry  
 Either PHYS 2425 or PHYS 1401  
 Either PHYS 2426 or PHYS 1402  
 BIOL 1411 General Botany

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# Multimedia Technology

## THE OCCUPATIONS

Video Editor  
 Multimedia Artists & Animators  
 Web page Designer  
 Graphic Designer  
 Audio/Visual Production Technician  
 2D-3D animator  
 Computer Game Specialist  
 Story Board Artist

## ABOUT THE OCCUPATIONS

Multimedia professionals combine the use of audio, video, graphics, and text to provide and disseminate information to others in an aesthetic manner. Often, their final output is distributed on CD ROMs or DVD as catalogs, training sessions, books on disk, and tutorials. By combining graphics, audio files, animation, and video components, the product of multimedia specialists can often make stronger impacts than printed guides or tutorials.

Multimedia artists must have an understanding of the production of audio files, video, 2-D and 3-D animation design, and computer graphics, as well as how to edit and enhance these files for use in a multimedia presentation. They must also be competent with computer hardware and software, not only on the production side, but on the user side as well, to help ensure the product will be cross platform. As multimedia moves to the Internet, many multimedia artists may do work comparable to that of a webmaster.

Graphic designers use a variety of print, electronic, and film media to create designs that meet client needs. Most graphic designers use computer software to generate new images. They design promotional displays and marketing brochures for products and services, develop distinctive company logos for products and businesses, and create visual designs for annual reports and other corporate literature. Additionally, graphic designers, usually under the supervision of a design or art director, develop the overall layout and design of magazines, newspapers, journals, corporate reports, and other publications. Many graphic designers develop the graphics and layout of

Internet Web sites. Graphic designers also produce the credits that appear before and after television programs and movies.

## WORK ENVIRONMENT

### Employers:

Multimedia agencies  
 Business, industry, and government agencies  
 Educational and health care institutions  
 In-house Art Departments  
 Entertainment Industry

### Typical Schedule:

Flexible work schedule  
 40+ hours per workweek

### Tools and Equipment:

Computers, scanners, printers, digital cameras, servers, digital and analog audio and video equipment, multimedia software

## WORKER PORTRAIT

### Skills and Aptitudes:

Communicates well  
 Works under pressure  
 Knowledge of design techniques  
 Dependable and responsible  
 Knowledge of media production

### Interests:

Likes to work with computers  
 Enjoys generating new approaches to problems  
 Interested in a variety of media

## OUTLOOK CAREER

### Outlook

Excellent  
 Excellent

### Occupation

Multimedia Artists & Animators  
 Webmaster

### Position

Multimedia Artists &  
 Animators  
 Webmaster

### Salary per Year

\$33,840 – 44,020  
 \$22,800 – 34,800

(Note: Individual earnings may vary based upon the job setting and position. These are ranges and not guarantees of earnings.)

# MULTIMEDIA TECHNOLOGY LEVEL I CERTIFICATE

**PROGRAM INFORMATION:** Multimedia Technology Level I Certificate is designed for teachers and other individuals who are retraining and who want basic multimedia technology skills. Courses completed in this certificate may be applied to an A.A.S. Degree in Applied Multimedia Technology.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## FALL FRESHMAN

Subjects		Sem. Hrs.
IMED 1301	Introduction to Multimedia	3
ARTC 1302	Digital Imaging	3
GRPH 1359	Object Oriented Computer Graphics	3
IMED 1345	Interactive Multimedia	3
		12

## SPRING

Subjects		Sem. Hrs.
ARTV 1303	Basic Animation	3
ARTC 1359	Visual Design for New Media	3
IMED1416	Web Page Design I	4
IMED 2301	Instructional Design	3
		13

# LEVEL II CERTIFICATE

**PROGRAM INFORMATION:** The Multimedia Technology Level II Certificate is designed to help prepare individuals who are retraining and who want more advanced multimedia technology skills. Courses completed in this certificate may be applied to an A.A.S. Degree in Applied Multimedia Technology.

## FRESHMAN FALL

Subjects		Sem. Hrs.
IMED 1301	Introduction to Multimedia	3
ARTC 1302	Digital Imaging	3
GRPH 1359	Object Oriented Computer Graphics	3
COSC 1401	Introduction to Computing	4
		13

## SOPHOMORE FALL

Subjects		Sem. Hrs.
IMED 1345	Interactive Multimedia	3
ARTV 1343	Digital Sound	3
ARTS 1316	Drawing I	3
ARTV 1351	Digital Video	3
		12

## SPRING

Subjects		Sem. Hrs.
IMED 1416	Web Page Design I	4
ARTC 1359	Visual Design for New Media	3
ARTV 1303	Basic Animation	3
ARTC 1313	Digital Publishing I	3
		13

## SPRING

Subjects		Sem. Hrs.
IMED 2301	Instructional Design	3
ARTS 1317	Drawing II	3
ARTV 2341	Advanced Digital Video	3
ARTV 1341	3-D Animation I	3
ARTC 1317	Typography	3
		15

\*If possible take ARTV 1351 in first semester.

# A.A.S. IN MULTIMEDIA TECHNOLOGY

**PROGRAM INFORMATION:** This curriculum is designed to help prepare students for immediate employment in the field of multimedia technology. Students will receive job specific training in web design, graphic design, computer 2-D and 3-D image creation, traditional and digital video and video editing, digital photography, instructional and interface design, computer animation and multi-media authoring. Upon successful completion of the two-year curriculum, students will receive the Associate in Applied Science Degree.

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
IMED 1301	Introduction to Multimedia	3
COSC 1401**	Introduction to Computing	4
ORIN 1100	FYE Beau Camp	1
ARTS 1316	Drawing I	3
ENGL 1301	Composition I	3
		14

### SPRING

Subjects		Sem. Hrs.
MATH 1332	Contemporary Mathematics I	3
IMED 1416	Web Page Design I	4
ARTC 1359	Visual Design for New Media	3
ARTC 1313	Digital Publishing	3
SPCH 1321	Business and Professional Communication	3
		16

### SUMMER

Subjects		Sem. Hrs.
PSYC 2301	General Psychology	3
POFT 1301	Business English	3
	Approved Humanities/Fine Arts Elective*	3
		9

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
ARTV 1343	Digital Sound	3
ARTC 1302	Digital Imaging	3
GRPH 1359	Object Oriented Computer Graphics	3
IMED 2366	Practicum	3
ARTV 1351	Digital Video	3
IMED 1345	Interactive Multimedia	3
		18

### SPRING

Subjects		Sem. Hrs.
POFT 2312	Business Corr. & Comm.	3
ARTV 2341	Advanced Digital Video	3
IMED 2301	Instructional Design	3
ARTV 1303	Basic Animation	3
ARTV 1341	3-D Animation	3
		15

\*ARTS 1317 Drawing II recommended

\*\*ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.

# A.A. in MUSIC

**PROGRAM INFORMATION:** The two-year curriculum in music leads to an Associate in Arts Degree and helps prepare the graduate to pursue a degree in music at an institution of higher education. Students should consult with their Advisor regarding the field-of- study curriculum. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN YEAR

### FALL

Subjects		Sem. Hrs.
ENGL 1301	Composition I	3
HIST 1301	United States History I OR	
HIST 2301	Texas History	3
ORIN 1100	FYE Beau Camp	1
MUSI 1211*	Music Theory I	2
MUSI 1216	Ear Training I	2
MUSI 1307	Music Literature	3
Applied Concentration		2
MUSI 1114	Piano Class for Music Majors I	1
Ensemble		1
		18

### SPRING

Subjects		Sem. Hrs.
ENGL 1302	Composition II OR	
ENGL 2311	Business & Technical Writing	3
HIST 1302	United States History II OR	
HIST 2301	Texas History	3
MATH 1314	College Algebra	3
MUSI 1212	Music Theory II	2
MUSI 1217	Ear Training II	2
Applied Concentration		2
MUSI 1115	Piano Class for Music Majors II	1
Ensemble		1
		17

## SOPHOMORE YEAR

### FALL

Subjects		Sem. Hrs.
GOVT 2305	Federal Government	3
MUSI 2211	Music Theory III	2
MUSI 2216	Ear Training III	2
Applied Concentration		2
MUSI 2114	Piano Class for Music Majors III	1
Ensemble		1
KINE Activity		1
Approved Physical/Life Science		4
		16

### SPRING

Subjects		Sem. Hrs.
GOVT 2306	Texas Government	3
MUSI 2212	Music Theory IV	2
MUSI 2217	Ear Training IV	2
Applied Concentration		2
MUSI 2115	Piano Class for Music Majors IV	1
Ensemble		1
COSC 1401	Introduction to Computing	4
KINE Activity		1
		16

\*All incoming music majors must meet with a music Advisor and take a theory placement test before registering for classes. Marching Band may be substituted for KINE requirements.



# Paralegal Studies

## THE OCCUPATIONS

Legal Assistant  
Paralegal

## ABOUT THE OCCUPATIONS

The terms “legal assistant” and “paralegal” are used interchangeably to denote a person who assists licensed attorneys in the delivery of legal services. In this occupation, paralegal/legal assistants perform many of the same tasks as lawyers under their direct supervision. Paralegals generally work for one law firm or sole practitioner, but they may also provide their services to licensed attorneys on a contract basis as a freelance paralegal. In either case, legal assistants may assume a variety of responsibilities, such as drafting legal documents, conducting legal research to ascertain the applicable law in a given case, and investigating the facts of cases.

A career as a paralegal also provides diverse employment settings. In addition to having the option to work for small, medium, or large law firms, legal assistants may work for corporations assisting attorneys with such tasks as drafting employee contracts, maintaining corporate minute books, or preparing annual financial reports. Other paralegal assistants may work for the state or federal government in one of their numerous administrative agencies performing a variety of duties. When assigned a legal problem on which to work, legal assistants must be able to communicate their findings to their supervising attorney(s), both orally and in writing. In order to do this effectively, paralegal assistants must not only understand legal terminology and have good research and investigative skills, but also must have excellent communication skills. Proficiency in the operation of computers in legal research and litigation is also essential. As legal assistants gain experience they are usually delegated increasingly challenging tasks, and can be a great asset to their employers. The paralegal occupation provides virtually unlimited opportunities to self-motivated people who recognize the importance of details, are able to work under pressure, and will abide by the strict rules of ethics and confidentiality of the legal profession.

## WORK ENVIRONMENT

### Employers:

Law firms  
Corporations  
Government agencies

### Typical Schedule:

Corporations or government employers - 40-hour work week  
Law firms - 40 hours/week with possible frequent overtime  
Part-time or temporary employment may be available

### Tools and Equipment:

Sources of law (case law, statutes, constitutions, agency rules and regulations, ordinances)  
Sources that discuss the law  
Pleadings, motions and other legal documents  
Computers, word processing and research software  
Form books

## WORKER PORTRAIT

### Skills and Aptitudes:

General knowledge of the law  
Good research and investigative skills  
Familiarity with computers  
Able to handle stressful situations and to solve problems  
Communicates clearly  
Organized and self-motivated  
Team member, flexible, courteous, trustworthy, & dependable  
High ethical standards

### Interests:

Likes to read and communicate  
Enjoys challenges  
Likes the law  
Enjoys helping people

## CAREER OUTLOOK

### Outlook

Excellent

### Occupation

Paralegal personnel

### Position

Paralegal

### Salary per Year (Average)

\$38,020-\$56,080

(Note: Individual earnings may vary based upon the job setting and position. These are ranges - not guarantees of earnings.)

## PARALEGAL STUDIES CERTIFICATE PROGRAM

**PROGRAM INFORMATION:** The paralegal studies certificate is designed to enable a person, working under the direct supervision of a licensed attorney, to assist a sole practitioner or a law firm with the performance of duties requiring knowledge of substantive and procedural law. A Certificate of Completion is awarded to the student upon successful completion of this one-year program.

The program curriculum is designed to help provide students with the knowledge, skills, values and attitudes they need to become competent and ethical professional paralegals.

### FRESHMAN YEAR

#### FALL

Subjects		Sem. Hrs.
LGLA 1313	Introduction to Paralegal Studies	3
LGLA 1355	Family Law	3
LGLA 1311	Introduction to Law	3
LGLA 1345	Civil Litigation	3
LGLA 1353	Wills, Trusts and Probate Administration	3
LGLA 1301	Legal Research & Writing	3
		18

#### SPRING

Subjects		Sem. Hrs.
LGLA 2335	Advanced Civil Litigation OR	
LGLA 2331	Advanced Legal Research	3
LGLA 2188*	Internship - Paralegal/Legal Asst. OR	
LGLA 2388	Internship	1
LGLA 2307	Law Office Management	3
LGLA 2313	Criminal Law	3
LGLA 2309	Real Property	3
LGLA 2303	Torts and Personal Injury Law	3
POFT 1329	Keyboarding & Document Processing	3
		19

\*Capstone must be taken in the last semester.



# A.A.S. in PARALEGAL STUDIES

**PROGRAM INFORMATION:** The paralegal studies program is designed to help prepare a person to perform duties requiring knowledge of both substantive and procedural law under the direct supervision of a licensed attorney, or to perform duties for corporation and other employers that benefit from the ability to gather and organize information and to understand legal issues. An Associate of Applied Science Degree is awarded upon successful completion of this two-year program. The program curriculum is designed to provide students with the knowledge, skills, values and attitudes they need to become competent and ethical professional paralegals.

## FRESHMAN

### FALL

Subjects		Sem. Hrs.
LGLA 1301	Legal Research & Writing	3
LGLA 1313	Intro. to Paralegal Studies	3
LGLA 1311	Intro. to Law	3
POFT 1329	Keyboarding & Doc. Processing	3
ORIN 1100	FYE Beau Camp	1
ENGL 1301	Composition I	3
		16

### SPRING

Subjects		Sem. Hrs.
LGLA 2307	Law Office Management	3
LGLA 2303	Torts & Personal Injury	3
LGLA 2313	Criminal Law	3
GOVT 2305	Federal Government	3
SPCH 1315	Public Speaking OR	
SPCH 1321	Business and Professional Communication	3
		15

## SUMMER

Subjects		Sem. Hrs.
COSC 1401**	Introduction to Computing	4
ACCT 2401	Prin. Of Accounting I-Financial OR	
ACNT 1301	Intro. to Accounting I	3 (4)
		7 (8)

\*Capstone course. Must be taken in the last semester.

\*\*ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.

LGLA 1311 and 1313 are prerequisites for all other LGLA courses except LGLA 1301.

## SOPHOMORE

### FALL

Subjects		Sem. Hrs.
LGLA 1345	Civil Litigation	3
LGLA 1355	Family Law	3
LGLA 1353	Wills, Trusts & Probate Admin	3
MATH 1324	Math for Business & Social Sciences OR	
MATH 1332	Contemporary Mathematics I	3
GOVT 2306	Texas Government	3
		15

### SPRING

Subjects		Sem. Hrs.
LGLA 2331	Adv. Legal Research & Writing	3
LGLA 2309	Real Property	3
LGLA 2335	Advanced Civil Litigation	3
LGLA 2388*	Internship	3
	Approved Humanities/Fine Arts Elective	3
		15

# A.A.S. in PARALEGAL STUDIES WITH CRIMINAL JUSTICE EMPHASIS

**PROGRAM INFORMATION:** The A.A.S. Paralegal Studies with Criminal Justice Emphasis degree is designed to help prepare a person to perform duties requiring a knowledge of substantive and procedural law under the direct supervision of a licensed attorney, or to perform duties for government agencies, courts or other employers that benefit from the paralegal's ability to gather and organize information and to understand legal issues. The criminal justice emphasis allows the student to focus on criminal law and is specifically designed to help prepare the student for paralegal work in a law firm specializing in criminal defense, a public defender's office, a prosecutor's office, a probation department, court or other government agency that would benefit from the paralegal's knowledge of criminal law and procedure. **TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## FRESHMAN

### FALL

Subjects	Sem. Hrs.
LGLA 1301 Legal Research & Writing	3
ORIN 1100 FYE Beau Camp	1
LGLA 1313 Intro. to Paralegal Studies	3
LGLA 1311 Intro. to Law	3
CRIJ 1301 Intro. to Criminal Justice	3
POFT 1329 Keyboarding & Doc. Processing	3
	16

### SPRING

Subjects	Sem. Hrs.
LGLA 2307 Law Office Management	3
LGLA 2313 Criminal Law and Procedure OR	
CRIJ 1310 Fund. of Criminal Law	3
GOVT 2305 Federal Government	3
SPCH 1315 Public Speaking OR	
SPCH 1321 Business and Professional Communication	3
	12

### SUMMER

Subjects	Sem. Hrs.
COSC 1401** Introduction to Computing	4
ENGL 1301 Composition I	3
	12

## SOPHOMORE

### FALL

Subjects	Sem. Hrs.
LGLA 1345 Civil Litigation	3
LGLA 1355 Family Law	3
MATH 1324 Math for Business & Social Sciences OR	
MATH 1332 Contemporary Mathematics I	3
GOVT 2306 Texas Government	3
Approved Elective*	3
	15

### SPRING

Subjects	Sem. Hrs.
LGLA 2331 Adv. Legal Research & Writing	3
LGLA 2335 Advanced Civil Litigation	3
LGLA 2388* Internship/Paralegal	3
Approved Elective*	3
Approved Humanities/Fine Arts Elective	3
	15

\*Approved electives

CRIJ 1313 Juvenile Justice System	CRIJ 1307 Crime in America	CRIJ 2301 Community Resources in Corrections
SOCI 1301 Introductory Sociology	PSYC 2301 Intro. to Psychology	LGLA 2303 Torts and Personal Injury
LGLA 1353 Wills, Trusts and Probate	LGLA 2309 Real Property	

CRCJ 1474 TYC Pre-Service Academy and CJCR 1166 Practicum-TYC/OJT will meet requirement for one elective.

\*\*ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.

# A.A.S. in PETROLEUM TECHNOLOGY

**PROGRAM INFORMATION:** The Petroleum Technology Degree will help prepare students for careers in the oil and gas industry where they will perform the duties of lease operators and function as a member of oil and/or gas production team. Graduates from the program will be responsible for ensuring that oil and natural gas well-flow rate and product quality is maintained at optimal levels. They will be required to perform basic maintenance and equipment repair. Through leading by example, employees are expected to lead, guide and train other lease operators. They must ensure that all regulatory and environmental standards are strictly adhered to and appropriate records are maintained.

**Program Demand and Occupational Need:** Employers in the oil and gas industry report considerable difficulty recruiting qualified individuals to fill open positions (lease operators). The oil and gas boom has resulted in increased demand for workers in this and related positions. According to employers, this trend is expected to continue. Competition for qualified workers continues to increase, especially in the rural counties of Limestone, Freestone, and Leon, where natural gas production is booming. EnCana Oil and XTO Energy have asked Navarro College to implement an oil and gas production training program to train workers for employment in these counties. Other companies including Marathon are also interested in employing graduates from the program.

Industry partners, oil and gas companies, indicate that starting salaries range from upper \$40,000 to \$60,000 annually.

**Curriculum:** The certificate program requires students complete 40 semester hours that includes technical courses from the Workforce Education Course Manual.

A cooperative education class is used to verify workplace competencies. Students successfully completing the program will be awarded an oil and gas production technology certificate.

## FRESHMAN YEAR

### FALL

Subjects	Sem. Hrs.
PHYS 1415 Physical Science	4
PTRT 1191* Petroleum FYE Beau Camp	1
PTRT 1301 Intro to Petroleum Industry	3
PTRT 1313 Industrial Safety OR	
ELPT 1311* Basic Electronic Theory	3
MATH 1314 College Algebra OR	
MATH 1332 Contemporary Mathematics I	3
INMT 2345 Industrial Troubleshooting OR	
RBTC 1309 Pneumatics OR	
INTC 1305* Introduction to Instrumentation	3
	17

### SPRING

Subjects	Sem. Hrs.
PTRT 1317 Natural Gas Processing I OR	
ELPT 1357* Industrial Wiring	3
ENGL 1301 Composition I	3
PTRT 1307 Recovery and Production Methods OR	
ELPT 1325 Survey of National Electric Code	3
PTRT 2323 Natural Gas Production	3
ARTS 1301 Art Appreciation OR	
MUSI 1306 Music Appreciation OR	
DRAM 1310 Intro to Theatre	3
	15

**SOPHOMORE****FALL**

<b>Subjects</b>		<b>Sem. Hrs.</b>
PTRT 2280	Cooperative Ed. - Pet. Tech/Technician	2
PTRT 1309	Corrosion Basics OR	
ELPT 1341*	Motor Control	3
PTRT 1312	Petroleum Regulations OR	
ELMT 1301	Basic Programmable Logic Controller	3
PTRT 1324*	Petroleum Instrumentation	3
PTRT 1321	Oil Field Hydraulics	3
SPCH 1321	Business and Professional Communication OR	
SPCH 1315	Public Speaking	3
		17

**SPRING**

<b>Subjects</b>		<b>Sem. Hrs.</b>
BMGT 2309	Leadership	3
PTRT 2359*	Petroleum Computer Applications	3
PTRT 2432	Artificial Lift	4
PTRT 1391	Special Topics in Pet. Tech/Technician OR	
ELPT 2325	National Electric Code II	3
ECON 2302	Economics OR	
GOVT 2305	OR Approved Elective OR	
HIST 1301	OR Approved Elective	3
		16

\*Required for Automation Certificate

## OIL & GAS TECHNOLOGY CERTIFICATE PROGRAM

**PROGRAM INFORMATION:** The oil and gas technology certificate program offers students initial courses related to oil and gas operations. It provides training that meets this industry's expectations. The oil and gas technology certificate program is THEA exempt. Length: Three semester (one year) program.

**FALL**

<b>Subjects</b>		<b>Sem. Hrs.</b>
PTRT 1191	Petroleum FYE Beau Camp	1
PTRT 1301	Overview of Petroleum Industry	3
PTRT 1313	Industrial Safety	3
PTRT 2345	Industrial Troubleshooting	3
RBTC 1309	Pneumatics	3
INTC 1305	Intro. to Instrumentation	3
		16

**SPRING**

<b>Subjects</b>		<b>Sem. Hrs.</b>
PTRT 1317	Natural Gas Processing I	3
PTRT 1321	Oil Field Hydraulics	3
PTRT 1324	Petroleum Instrumentation	3
PTRT 2323	Natural Gas Production	3
PTRT 1307	Production Methods	3
		15

**SUMMER**

<b>Subjects</b>		<b>Sem. Hrs.</b>
PTRT 2280	Coop.Ed.. Petro. Technology/Technician	2
PTRT 1391	Natural Gas Processing II	3
PTRT 2432	Artificial Lift	4
		9



## AUTOMATION CERTIFICATE

### FALL

Subjects		Sem. Hrs.
PTRT 1191	Petroleum FYE Beau Camp	1
INTC 1305	Intro to Electronic Instrumentation	3
ELPT 1311	Basic Electrical Theory	3
ELPT 1357	Industrial Wiring	3
ELPT 1325	Survey of National Electrical Code	3
		13

### SPRING

Subjects		Sem. Hrs.
PTRT 1317	Natural Gas Processing I	3
PTRT 1321	Oil Field Hydraulics	3
PTRT 1324	Petroleum Instrumentation	3
PTRT 2323	Natural Gas Production	3
PTRT 1307	Production Methods	3
		15

## A.S. in PRE-PHARMACY

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed to serve as the first two years of academic studies for students who plan to pursue a professional degree in pharmacy at a senior college or university after completing studies at Navarro College. Upon successful completion of the core curriculum and a representative sample of the math and science courses, the student will graduate from Navarro with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN

#### FALL

Subjects		Sem. Hrs.
ENGL 1301	Composition I	3
ORIN 1100	FYE Beau Camp	1
CHEM 1411	General Chemistry I	4
BIOL 1406	Biology for Science Majors I	4
HIST 1301	United States History I OR	
HIST 2301	Texas History	3
Approved Visual/Performing Arts Elective		3
		18

#### SPRING

Subjects		Sem. Hrs.
ENGL 1302	Composition II OR	
ENGL 2311	Technical & Business Writing	3
HIST 1302	United States History II OR	
HIST 2301	Texas History	3
CHEM 1412	General Chemistry II	4
BIOL 1407	Biology for Science Majors II	4
KINE Activity		1
MATH 2342	Elementary Statistical Methods	3
		18

### SOPHOMORE

#### FALL

Subjects		Sem. Hrs.
GOVT 2305	Federal Government	3
CHEM 2423	Organic Chemistry I	4
SPCH 1315	Public Speaking	3
KINE Activity		1
COSC 1401	Introduction to Computing	4
		15

#### SPRING

Subjects		Sem. Hrs.
GOVT 2306	Texas Government	3
CHEM 2425	Organic Chemistry II	4
Approved Humanities Elective		3
Approved Social/Behavioral Science Elective		3
MATH 2413*	Calculus I	4
		17
Some universities may require the following:		
PHYS 1401	College Physics I	
PHYS 2425	University Physics I	
BIOL 2421	Microbiology for Science Majors	

\*Note: Calculus prerequisite

# A.S. in PHYSICS

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in physics at a senior college or university after completing their studies at Navarro College. Upon successful completion of the core curriculum and a representative sample of the math and science courses, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN

### FALL

#### Subjects

		Sem. Hrs.
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
ORIN 1100	FYE Beau Camp	1
CHEM 1411	General Chemistry I	4
MATH 2413	Calculus I	4
		15

### SPRING

#### Subjects

		Sem. Hrs.
ENGL 1302	Composition II OR	
ENGL 2311	Business & Technical Writing	3
HIST 1302	United States History II	3
COSC 1401	Introduction to Computing	4
MATH 2414	Calculus II	4
		14

## SOPHOMORE

### FALL

#### Subjects

		Sem. Hrs.
GOVT 2305	Federal Government	3
PHYS 2425	University Physics I	4
SPCH 1315	Public Speaking	3
	Approved Humanities Elective	3
	KINE Activity	1
MATH 2315	Calculus III	3
		17

### SPRING

#### Subjects

		Sem. Hrs.
GOVT 2306	Texas Government	3
PHYS 2426	University Physics II	4
MATH 2320	Differential Equations	3
	Approved Social/Behavioral Science	3
	Approved Visual/Performing Arts Elective	3
	KINE Activity	1
		17

Some universities may require the following:

CHEM 1412      General Chemistry II

Students deficient in mathematics should take college algebra and trigonometry during the summer preceding their enrollment in MATH 1348 or MATH 2413.

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter

## POWER PLANT OPERATIONS & MAINTENANCE CERTIFICATE

Offered at the NRG Plant in Jewett, Texas

**PROGRAM INFORMATION:** The Power Plant Operations and Maintenance Certificate helps prepare students for careers in the operations and maintenance of today's modern electrical generating plants. The program is designed for entry-level employment in the operation of modern fossil fuel power plants, gas turbine facilities, water treatment facilities, or other facilities where steam and/or electricity is generated. Students learn the technical and safety aspects of plant operations, the responsibilities of plant operators, and the mechanical and chemical technology needed for working in related industrial operations.

### FALL

#### Subjects

IEIR 1306	Electric Motors	3
ELPT 1311	Basic Electrical Theory	3
BMGT 2309	Leadership	3
MCHN 1320	Precision Tools & Measurement	3
HYDR 1305	Basic Hydraulics	3
		15

### SPRING

#### Subjects

ELMT 1491	Sp. Topics in Electromechanical Tech.	4
ELMT 2337	Electronic Troubleshooting	3
ELPT 1341	Motor Control	3
ELMT 1266	Practicum	2
IEIR 1343	Industrial Equip. Maintenance	3
		15



# A.S. in PSYCHOLOGY

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in psychology at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN

### FALL

Subjects	Sem. Hrs.
ENGL 1301 Composition I	3
HIST 1301 United States History I OR	
HIST 2301 Texas History	3
PSYC 2301 General Psychology	3
Approved Mathematics	3
COSC 1401 Introduction to Computing	4
ORIN 1100 FYE Beau Camp	1
	17

### SPRING

Subjects	Sem. Hrs.
ENGL 1302 Composition II OR	
ENGL 2311 Business & Technical Writing	3
HIST 1302 United States History II OR	
HIST 2301 Texas History	3
PSYC 2315 Psychology of Adjustment	3
SOCI 1301 Introductory Sociology	3
Approved Physical/Life Science	4
Approved KINE Activity	1
	17

## SOPHOMORE

### FALL

Subjects	Sem. Hrs.
GOVT 2305 Federal Government	3
PSYC 2319 Social Psychology	3
Approved Humanities Core Elective	3
Approved Physical /Life Science Elective	4
Approved KINE Activity	1
	14

### SPRING

Subjects	Sem. Hrs.
GOVT 2306 Texas Government	3
SPCH 1315 Public Speaking OR	
SPCH 1321 Business and Professional Communication	3
PSYC 2314 Human Growth & Development	3
Approved Visual/Performing Arts Elective	3
Approved Mathematics	3
	15

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# A.S. in SOCIOLOGY

**PROGRAM INFORMATION:** The program outlined below has been designed for students who plan to pursue a degree in sociology at a senior college or university after completing studies at Navarro College. Upon successful completion of the courses shown, the student will graduate from Navarro with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals

## FRESHMAN

### FALL

Subjects	Sem. Hrs.
ENGL 1301 Composition I	3
HIST 1301 United States History I OR	
HIST 2301 Texas History	3
ORIN 1100 FYE Beau Camp	1
SOCI 1301 Introductory Sociology	3
Approved MATH	3
Approved Physical/Life Science	4
	17

### SPRING

Subjects	Sem. Hrs.
ENGL 1302 Composition II OR	
ENGL 2311 Business & Technical Writing	3
HIST 1302 United States History II OR	
HIST 2301 Texas History	3
Approved Physical/Life Science	4
KINE Activity	1
Approved Visual/Performing Arts Elective	3
	14

## SOPHOMORE

### FALL

Subjects	Sem. Hrs.
GOVT 2305 Federal Government	3
Approved Humanities Core Elective	3
SOCI 2319 Minority Studies	3
SPCH 1315 Public Speaking OR	
SPCH 1321 Business and Professional Communication	3
Approved Free Elective	3
KINE Activity	1
	16

### SPRING

Subjects	Sem. Hrs.
GOVT 2306 Texas Government	3
Approved MATH	3
SOCI 1306 Social Problems	3
COSC 1401 Introduction to Computing	4
Approved SOCI Elective	3
	16

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# A.A. in SPEECH

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in speech communication at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Arts Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN

### FALL

Subjects	Sem. Hrs.
ENGL 1301      Composition I	3
HIST 1301      United States History I      OR	
HIST 2301      Texas History	3
ORIN 1100      FYE Beau Camp	1
SPCH 1311      Introduction to Speech	3
PSYC 2301      General Psychology OR	
SOCI 1301      Introductory Sociology	3
Approved Visual/Performing Arts Elective	3
	16

### SPRING

Subjects	Sem. Hrs.
ENGL 1302      Composition II OR	
ENGL 2311      Business & Technical Writing	3
HIST 1302      United States History II      OR	
HIST 2301      Texas History	3
MATH 1314      College Algebra	3
SPCH 1315      Public Speaking	3
Approved Humanities Elective	3
	15

## SOPHOMORE

### FALL

Subjects	Sem. Hrs.
GOVT 2305      Federal Government	3
Approved Humanities	3
Approved Foreign Language	4
Approved Physical/Life Science	4
COSC 1401      Introduction to Computing	4
KINE Activity	1
	19

### SPRING

Subjects	Sem. Hrs.
GOVT 2306      Texas Government	3
SPCH 1321      Business and Professional Communication	3
Approved Foreign Language	4
Approved Physical/Life Science	4
KINE Activity	1
	15

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter



# A.A. in THEATRE

## FRESHMAN

### FALL

#### Subjects

ENGL 1301	Composition I	Sem. Hrs.	3
HIST 1301	United States History I	OR	
HIST 2301	Texas History		3
ORIN 1100	FYE Beau Camp		1
DRAM 1310	Introduction to Theatre		3
DRAM 1120	Basic Theatre Practicum		1
COSC 1401	Introduction to Computing		4
KINE Activity			1
			16

### SPRING

#### Subjects

ENGL 1302	Composition II OR		
ENGL 2311	Business & Technical Writing	Sem. Hrs.	3
HIST 1302	United States History II	OR	
HIST 2301	Texas History		3
DRAM 2336	Voice for the Theatre		3
DRAM 1351	Acting I		3
DRAM 1121	Theatre Practicum II		1
Approved MATH			3
KINE Activity			1
			17

## SOPHOMORE

### FALL

#### Subjects

GOVT 2305	Federal Government	Sem. Hrs.	3
	Approved Social/Behavioral Science Elective		3
DRAM 1341	Makeup		3
DRAM 2120	Theatre Practicum III		1
	Approved Foreign Language		4
	Approved Physical/Life Science		4
			18

### SPRING

#### Subjects

GOVT 2306	Texas Government	Sem. Hrs.	3
	Approved Humanities Elective		3
DRAM 1352	Acting II		3
	Approved Physical/Life Science		4
SPCH 1315	Introduction to Speech OR		
SPCH 1321	Business and Professional Communication		3
			16

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.

# A.S. in VETERINARY SCIENCE

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in veterinary science at a senior college or university after completing their studies at Navarro College. Students will be awarded an Associate in Science Degree after successfully completing core requirements and a representative sample of the math and science courses listed below.

## PRE-VETERINARY

### FRESHMAN

#### FALL

Subjects		Sem. Hrs.
ENGL 1301	Composition I	3
HIST 1301	United States History I	OR
HIST 2301	Texas History	
CHEM 1411	General Chemistry I	4
MATH 2412	Pre-Calculus Math	4
ORIN 1100	FYE Beau Camp	1
		15

#### SPRING

Subjects		Sem. Hrs.
ENGL1302	Composition II OR	3
ENGL 2311	Business & Technical Writing	
HIST 1302	United States History II	OR
HIST 2301	Texas History	
CHEM 1412	General Chemistry II	4
MATH 2413	Calculus I	4
KINE Activity		1
		15

### SOPHOMORE

#### FALL

Subjects		Sem. Hrs.
GOVT 2305	Federal Government	3
BIOL 1413	General Zoology	4
	Approved Visual/Performing Arts Elective	3
SPCH 1315	Public Speaking	3
BIOL 1406	Biology for Science Majors I	4
KINE Activity		1
		18

#### SPRING

Subjects		Sem. Hrs.
GOVT 2306	Texas Government	3
COSC 1401	Introduction to Computing	4
	Approved Social/Behavioral Science Elective	3
	Approved Humanities Elective	3
BIOL 1407	Biology for Science Majors II	4
		17

Some universities may require the following:

CHEM 2423	Organic Chemistry I
CHEM 2425	Organic Chemistry II
PHYS 2425	University Physics I OR PHYS 1401 College Physics I
PHYS 2426	University Physics II OR PHYS 1402 College Physics II

This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter

# A.A.S. in WELDING TECHNOLOGY

**PROGRAM INFORMATION:** The AAS degree in Welding Technology is an expansion of the Welding Certificate initiated in 2009. The AAS degree is designed to enhance knowledge and skills, as well as provide opportunities for students wishing to go on to pursue a four-year BAAS degree in related fields. This program will prepare students for Welding careers in general fabrication shops, construction, and pipe welding by providing instruction and hands-on experience in welding layout, and fitting skills. Welding practices and principles will guide students in multiple welding processes. Students will develop a strong working knowledge of all arc welding processes, and proficiency in oxy/fuel and plasma torch cutting processes. The NCCER Core and Welding Curricula is built into the program curriculum allowing the students the opportunity to attain several nationally recognized certifications through NCCER during the course of study .

**ADDITIONAL INFORMATION:** The Navarro College Welding Program is offered at the Corsicana campus. In addition, dual credit is available to high school students participating in Welding programs at eligible high schools in the Navarro College service area. For additional information contact the Assistant Dean of Business and Technology at 903-875-7572.

## FRESHMAN FIRST SEMESTER

Subjects		Sem. Hrs.
WLDG 1428	Intro. to Shielded Metal Arc Welding	4
WLDG 1313	Intro. to Blueprint Reading for Welders	3
WLDG 1434	Intro. to GTAW	4
ORIN 1100	FYE Beau Camp	1
WLDG 1323	Welding, Safety, Tools, & Equip	3
		15

## SECOND SEMESTER

Subjects		Sem. Hrs.
WLDG 1312	Intro to Flux Cored Arc Welding	3
WLDG 1430	Intro to Gas Metal Arc Welding	4
WLDG 1457	Intermediate Shielded Metal Arc Welding	4
WLDG 1417	Intro to Layout and Fabrication	4
SPCH 1321	Business and Professional Communication	3
		18

## THIRD SEMESTER

Subjects		Sem. Hrs.
WLDG 1435	Introduction to Pipe Welding	4
WLDG 2447	Advanced Shielded Metal Arc Welding	4
WLDG 1327	Welding Codes and Standards	3
WLDG 2288	Internship-Welding Technology/Welder	2
		13

## SOPHOMORE FIRST SEMESTER

Subjects		Sem. Hrs.
WLDG 1337	Introduction to Welding Metallurgy	3
WLDG 2413	Intermediate Welding Multiple Processes	4
ENGL 1301	Composition I	3
	Approved Humanities/Fine Arts Elective	3
		13

## SECOND SEMESTER

Subjects		Sem. Hrs.
COSC 1401	Micro Computer Applications	4
	Approved Social/Behavioral Science	3
	Approved Math Elective	3
WLDG 1391	Special Topics in Welder/Welding Tech.	3
		13

## WELDING TECHNOLOGY CERTIFICATE

**TECH PREP:** Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

### FIRST SEMESTER

Subjects		Sem. Hrs.
WLDG 1428	Intro. to Shielded Metal Arc Welding	4
WLDG 1313	Intro. to Blueprint Reading for Welders	3
WLDG 1435	Intro. to Pipe Welding	4
WLDG 1323	Welding, Safety, Tools, & Equip.	3
		14

### THIRD SEMESTER

Subjects		Sem. Hrs.
WLDG 1434	Intro to Gas Tungsten Arc Welding	4
WLDG 2443	Advanced Shielded Metal Arc Welding	4
WLDG 1327	Welding Codes	3
WLDG 2288	Internship - Welding Technology/Welder	2
		13

### SECOND SEMESTER

Subjects		Sem. Hrs.
WLDG 1312	Intro to Flux Cored Arc Welding	3
WLDG 1430	Intro to Gas Metal Arc Welding	4
WLDG 1457	Intermediate Shielded Metal Arc Welding	4
WLDG 1417	Intro to Layout and Fabrication	4
		15



# COURSE DESCRIPTIONS

## ACCOUNTING (ACCT, ACNT)

### **ACCT 2401 PRINCIPLES OF ACCOUNTING I-FINANCIAL** **3 lec/3 lab (4 Cr.)**

### **ACCT 2402 PRINCIPLES OF ACCOUNTING II-MANAGERIAL**

### **3 lec/3 lab (4 Cr.)**

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing.

Prerequisite for ACCT 2402: ACCT 2401 or accounting program coordinator approval.

### **ACNT 1303 INTRODUCTION TO ACCOUNTING I**

### **2 lec/3 lab (3 Cr.)**

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

### **ACNT 1304 INTRODUCTION TO ACCOUNTING II**

### **2 lec/3 lab (3 Cr.)**

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. Prerequisite: ACNT 1303 or program coordinator approval.

### **ACNT 1305 FORENSIC ACCOUNTING**

### **3 lec (3 Cr.)**

Accounting fraud and examination designed to provide a basic understanding of the impact that fraud has on organization. Prerequisite ACNT 1303, ACCT 2401 or program coordinator approval.

### **ACNT 1329 PAYROLL AND BUSINESS TAX ACCOUNTING**

### **3 lec (3 Cr.)**

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in

a manual and computerized environment. Prerequisite ACNT 1303 or program coordinator approval.

### **ACNT 1331 FEDERAL INCOME TAX: INDIVIDUAL**

### **3 lec (3 Cr.)**

A study of the federal law for preparation of individual Income tax returns.

### **ACNT 1368 PRACTICUM (OR FIELD EXPERIENCE) - ACCOUNTING/TECHNOLOGY/TECH**

### **21 external learning experience (3 Cr.)**

Practical, general workplace training supported by an individualized learning plan enveloped by the employer, college, and student. Practicum must be taken in degree plan sequence and requires 336 hours (21 hours per week) of workplace training. Contact accounting program coordinator the semester prior to enrolling.

### **ACNT 1411 INTRODUCTION TO COMPUTERIZED ACCOUNTING**

### **3 lec /3 lab (4 Cr.)**

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. Prerequisite: ACNT 1303 or ACCT 2401 or accounting program coordinator approval.

### **ACNT 2302 ACCOUNTING CAPSTONE**

### **2 lec./3 lab (3 Cr.)**

Allows students to apply broad knowledge of accounting profession through discipline specific projects involving the integration of Individuals and teams performing activities to simulate workplace situations. Capstone must be taken in degree plan sequence. Contact accounting program coordinator prior to enrolling.

### **ACNT 2409 COST ACCOUNTING**

### **4 lec (4 Cr.)**

Budgeting, cost analysis and cost control systems using traditional and contemporary costing methods and theories in decision making. Prerequisite ACNT 1303, ACNT 1304, ACCT 2401 and ACCT 2402 or accounting program coordinator approval.

## AG MECHANIZATION (AGAH, AGME, DEMR, SMER)

### AGME 1207 AGRICULTURE EQUIPMENT TOOLS

**1 lec/3 lab (2 Cr.)**

Introduction to hand tool and shop equipment skills; including application, operation, maintenance, repair and safety.

### AGME 1209 EQUIPMENT REPAIR

**1 lec/3 lab (2 Cr.)**

Introduction to the skills required for maintenance, repair, and renovation of equipment.

### AGME 1353 HARVESTING EQUIPMENT

**2 lec/3 lab (3 Cr.)**

Operation and maintenance including adjustment techniques of harvesting equipment.

### AGME 1391 SPECIAL TOPICS IN AGRICULTURE MECHANIZATION: (ADVANCED HARVESTING II)

**2 lec/ 3lab (3Cr.)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology of occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

### DEMR 1166 PRACTICUM I

**(1 Cr.)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

### DEMR 1225 SMALL AIR-COOLED ENGINES

**1 lec/3 lab (2 Cr.)**

Fundamentals of air-cooled engines including repair and testing. This course includes the theory of operation, diagnosis, repair, predelivery procedures including assembly and adjustment of attachments and add-on accessories of small power equipment, utilized in lawn, turf, garden, and the rental equipment industry. The course includes the safety of both the 2 cycle and the 4 cycle engines.

### DEMR 1323 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) TROUBLESHOOTING AND REPAIR

**2 lec/3 lab (3 Cr.)**

Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs. Refrigerant recovery/recycling and ozone layer protection procedures are emphasized. Students, upon passing the air conditioning certification test, will be granted air conditioning certification.

### DEMR 1391 SPECIAL TOPICS IN DIESEL ENGINE MECHANIC AND REPAIR (J.D. Information Systems)

**2 lec/3 lab (3 Cr.)**

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.

### DEMR 1391 SPECIAL TOPICS IN DIESEL ENGINE MECHANIC AND REPAIRER (J.D. Harvesting Equipment II)

**2 lec/3 lab (3 Cr.)**

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.

### DEMR 1405 BASIC ELECTRICAL SYSTEMS

**3 lec/2 lab (4 Cr.)**

Basic principals of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.

### DEMR 1406 DIESEL ENGINE I

**2 lec/3 lab (4 Cr.)**

An introduction to the basic principles of diesel engines and systems.

### DEMR 1416 BASIC HYDRAULICS

**2 lec/6 lab (3 Cr.)**

Fundamentals of hydraulics including components and related systems. The operation, testing, repair and adjustment of the hydraulic components is emphasized. The use of technical language, and JIC symbols is also stressed. Safe operation with high pressure oil is also covered.



**DEMR 1421 POWER TRAINS I****2 lec/6 lab (4 Cr.)**

Fundamentals repair and theory of power trains including clutches, transmissions, drive shafts, and differentials, Emphasis on inspection and repair.

**DEMR 1449 DIESEL ENGINE II****2 lec/6 lab (4 Cr.)**

An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. This course includes the principles of design and construction of heavy-duty engines used throughout the power equipment and agriculture industries. Emphasis is placed on engine chamber design and injection systems. Principles and theories are studied by running, testing, diagnosing, disassembling and reassembling components, systems, and engines. Safety is emphasized throughout the course.

**DEMR 1466 PRACTICUM II****(4 Cr.)**

Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

**DEMR 2166 PRACTICUM II****(1Cr.)**

Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

**DEMR 2335 ADVANCED HYDRAULICS****2 lec/3 lab (3 Cr.)**

Advanced study of hydraulic systems and components including diagnostics and testing of hydraulic systems and electronics, electro-hydraulic and computer controlled systems as well.

**DEMR 2371 JOHN DEERE AGRICULTURE MANAGEMENT SOLUTIONS****2lec/3lab (3Cr.)**

This course will include Service Advisor Remote and JD Link to prepare the student for the servicing of the computers and programs provided with today's modern agriculture equipment. AMS Agriculture Management System) GPS, RTK, and PM Pro will be introduced and studies. 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.

**SMER 1166 PRACTICUM I****(1 Cr.)**

Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

**SMER 1291 SPECIAL TOPICS IN SMALL ENGINE MECHANIC AND REPAIR****1lec/3 lab (2 Cr.)**

Topics address recently identified and current events, skill, 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.

**SMER 1391 SPECIAL TOPICS IN SMALL ENGINE MECHANIC AND REPAIR****2 lec/3 lab (3 Cr.)**

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.

**SMER 1466 PRACTICUM II****(4 Cr.)**

Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the

student's general and technical course of study. The guided external experiences may be paid or unpaid.

### **SMER 2166 PRACTICUM II (1 Cr.)**

Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

### **SMER 2337 ADVANCED EQUIPMENT SERVICE 2 lec/3 lab (3 Cr.)**

Advanced study in areas of specialization in marine units, motorcycles, all-terrain vehicles, or outdoor power equipment.

## **AGRICULTURE (AGRI)**

### **AGRI 1131 INTRO TO AGRICULTURE INDUSTRY 1 lec (1 Cr.)**

An overview of agriculture: Orientation, career guidance, and current trends.

### **AGRI 1307 AGRONOMY 2 lec/2 lab (3 Cr.)**

Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control.

### **AGRI 1315 HORTICULTURE 2 lec/2 lab (3 Cr.)**

Survey of the general field of horticulture. Growth, fruiting habits, and propagation practices stressed. Study of principles of plant propagation including vegetables, ornamentals, pecans, and fruits. Methods of starting plants from seeds, cuttings, layers, buds, grafts, and bulbs are used. Sites, soils, fertilizers, and other factors influencing growth of plants are studied. Hydroponic growing techniques and indoor plant growth are also covered.

### **AGRI 1319 ANIMAL SCIENCE 2 lec/2 lab (3 Cr.)**

Basic course of study on various types, breeds, market classes and grades of livestock. Factors influencing efficiency in feeding, marketing, breeding, care and management are considered.

### **AGRI 2301 AGRICULTURAL POWER UNITS 2 lec/2 lab (3 Cr.)**

Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems.

### **AGRI 2317 AGRICULTURAL ECONOMICS 3 lec (3 Cr.)**

Survey of farm business and its organization and management; structure and operation of the marketing system; principles of use of credit in money management; lending agencies and their policies in regard to farm loans; and cost of using borrowed capital.

### **AGRI 2321 LIVESTOCK EVALUATION 3 lec/3 lab (3 Cr.)**

Selection, evaluation, and classification of livestock and livestock products.

### **AGRI 2403 AGRICULTURAL CONSTRUCTION 2 lec/4 lab (4 Cr.)**

Selection, use and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles.

## **ANTHROPOLOGY (ANTH)**

### **ANTH 2346 GENERAL ANTHROPOLOGY 3 lec (3 Cr.)**

A survey of the diversity and unity of humankind. Introduces the major subfields: physical anthropology, archeology and cultural anthropology.

## **ART (ARTS)**

### **ARTS 1301 ART APPRECIATION 3 lec (3 Cr.)**

Exploration of purposes and processes in the visual arts including evaluation of selected works. A lecture course open to all students. Emphasis is on the concepts and vocabulary related to the better understanding and enjoyment of visual art. Included is a study of important works of art, a study of the elements and principles of design, introduction to 2D and 3D media and critical evaluation of artwork. Field trip to a major art museum. Textbook required. MINIMUM OF 3 TESTS, POSSIBLE OTHER WRITING REQUIREMENTS. SATISFIES VISUAL ARTS CORE REQUIREMENT.

**ARTS 1303 ART HISTORY I****3 lec (3 Cr.)**

Examination of painting, sculpture, architecture, and other arts from prehistoric to present time. A lecture course that examines crafts, painting, sculpture, architecture and other art forms from the prehistoric through the Gothic timeframe. Emphasis is placed on how the important historical developments, thought, events and cultural exchange of thought results in artistic output. TEXTBOOK REQUIRED, TESTING. SATISFIES THE VISUAL ARTS CORE REQUIREMENT.

**ARTS 1304 ART HISTORY II****3 lec (3 Cr.)**

Examination of painting, sculpture, architecture, and other arts from prehistoric to present time. A lecture course that examines the painting, sculpture, architecture and other art forms from the Renaissance to the present time. The development of the concept of the artistic movement is emphasized. TEXTBOOK REQUIRED, TESTING. SATISFIES VISUAL ARTS CORE REQUIREMENT.

**ARTS 1311 DESIGN I****3 lec/3 lab (3 Cr.)**

Elements and principles of art using two- and three- dimensional concepts. This studio course stresses the fundamental concepts of two-dimensional design. The elements and principles of design are the tools with which class problems and assignments are creatively solved and new ideas are conceived. Color theory is thoroughly explored. NO TESTING, NO TEXTBOOK REQUIRED. SATISFIES THE VISUAL ARTS CORE REQUIREMENT.

**ARTS 1312 DESIGN II****3 lec/3 lab (3 Cr.)**

Elements and principles of arts using two- and three-dimensional concepts. This course applies the elements and principles of design toward creative problem-solving in three-dimensional projects. ARTS 1311 is not a prerequisite for 1312, but is recommended for art majors. NO TESTING, NO TEXTBOOK REQUIRED. SATISFIES VISUAL ARTS CORE REQUIREMENT.

**ARTS 1316 DRAWING I****3 lec/3 lab (3 Cr.)**

Investigation of drawing media and techniques including descriptive and expressive possibilities. This is a studio course of basic drawing skills based on analytical, responsive and conceptual approaches. Portfolio preparation is included as an integral part of the study. Field trip to major museums. NO

TESTING, TEXTBOOK OPTIONAL. SATISFIES VISUAL ARTS CORE REQUIREMENT.

**ARTS 1317 DRAWING II****3 lec/3 lab (3 Cr.)**

Investigation of drawing media and techniques Including descriptive and expressive possibilities. This studio class helps to guide the more advanced student as well as the student who is seeking to transfer toward the development of personal work and portfolio presentation. The student will continue to explore media possibilities and techniques. Field trip to major museums. NO TESTING, TEXTBOOK OPTIONAL. SATISFIES VISUAL ARTS CORE REQUIREMENT. Prerequisite: Arts 1316.

**ARTS 2316 PAINTING I****3 lec/3 lab (3 Cr.)**

Exploration of ideas using painting media and techniques. This studio course explores the techniques of painting media with special emphasis on color theory, painting composition with varied subject matter, traditional studio practice, and includes an introduction to exhibition practices. Field trip to major art museums. NO TESTING, NO TEXTBOOK REQUIRED. SATISFIES VISUAL ARTS CORE REQUIREMENT.

**ARTS 2317 PAINTING II****2 lec/4 lab (3 Cr.)**

Exploration of ideas using painting media and techniques. Along with the continued emphasis on the mastery of basic painting skills, the student is directed toward the development of personal statement and style. Instruction also helps prepare the student for continued painting study in other programs. Field trips to major art museums. NO TESTING, NO TEXTBOOK REQUIRED. SATISFIES VISUAL ARTS CORE REQUIREMENT. Prerequisite: Arts 1316.

**ARTS 2326 SCULPTURE I****2 lec/4 lab (3 Cr.)**

Exploration of ideas using sculpture media and techniques. Studio course exploring sculptural approaches in a variety of media.

**ARTS 2346 CERAMICS I****3 lec/3 lab (3 Cr.)**

Exploration of Ideas using basic ceramic processes. Introduction to ceramic processes. Basic materials and techniques, hand building, use of bisque forms, glazing and firing procedures, and introduction to the use of the potter's wheel. Outside work required.

**ARTS 2347 CERAMICS II****3 lec/3 lab (3 Cr.)**

Exploration of ideas using basic ceramic processes. Further investigation into ceramic processes and techniques.

Prerequisite: ARTS 2346.

**ARTS 2356 PHOTOGRAPHY I****3 lec/3 lab (3 Cr.)**

Introductory studio course in basic photographic processes and techniques. Includes camera operation, black and white camera techniques, knowledge of chemistry and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. (Cross-listed, with journalism emphasis, as COMM 1318) Outside work required. NO TESTING, TEXTBOOK OPTIONAL.

**ARTS 2357 PHOTOGRAPHY II****3 lec/3 lab (3 Cr.)**

Further investigation into photographic processes and techniques. Includes camera operation, black and white camera techniques, knowledge of chemistry and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. (Cross-listed, with journalism emphasis, as COMM 1318) Prerequisite: ARTS 2356 or approval of instructor. NO TESTING, TEXTBOOK OPTIONAL.

**ARTS 2289 ACADEMIC COOPERATIVE (2SCH version)****ARTS 2389 ACADEMIC COOPERATIVE (3SCH version)****1 lec/20 lab (3 Cr.)**

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of studio art and/or arts history. Work experience is open to students if their major career field is occupational education. Under supervision of instructor and employer, student is provided the opportunity to work for wages and is evaluated by instructor and employer. Prerequisite: approval of instructor.

**BIOLOGY (BIOL)****BIOL 1322 NUTRITION AND DIET THERAPY I****3 lec (3 Cr.)**

Study of the chemical, physical and sensory properties of food; nutritional quality; and food use and diet applications.

**BIOL 1406 BIOLOGY FOR SCIENCE MAJORS I****3 lec/3 lab (4 Cr.)**

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. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. Recommended prerequisite: MATH 1314 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

**BIOL 1407 BIOLOGY FOR SCIENCE MAJORS II****3 lec/3 lab (4 Cr.)**

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Recommended prerequisite: MATH 1314 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. Note: It is recommended that BIOL 1406 Biology for Science Majors I (Lecture and Laboratory) be taken before BIOL 1407.

**BIOL 1411 GENERAL BOTANY****3 lec/3 lab (4 Cr.)**

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. (This course is intended for science majors.) Laboratory activities will reinforce fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. (This course is intended for science majors.) Recommended prerequisite: MATH 1314 - Successful completion of College Algebra or concurrent enrollment in higher level mathematics is recommended.

**BIOL 1413 GENERAL ZOOLOGY****3 lec/3 lab (4 Cr.)**

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. (This course is intended for science majors.) Laboratory activities will reinforce fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. (This course is intended for science majors.) Recommended prerequisite: MATH 1314 - Successful completion of College Algebra or concurrent enrollment in higher level mathematics is recommended.

**BIOL 2306 ENVIRONMENTAL BIOLOGY****3 lec (3 Cr.)**

Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems. Note: This course does not fulfill the 4-hour lab science requirement.

**BIOL 2401 ANATOMY AND PHYSIOLOGY I****3 lec/3 lab (4 Cr.)**

Study of the structure and function of human anatomy, including the neural, integumentary, musculoskeletal. Content may be either integrated or specialized.

**BIOL 2402 ANATOMY AND PHYSIOLOGY II****3 lec/3 lab (4 Cr.)**

Study of the structure and function of human anatomy, including the endocrine, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.

**BIOL 2404 ANATOMY AND PHYSIOLOGY****3 lec/3 lab (4 Cr.)**

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.

**BIOL 2406 ENVIRONMENTAL BIOLOGY****3 lec/3 lab (4 Cr.)**

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and

their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Recommended prerequisite: MATH 1314 - Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

**BIOL 2420 MICROBIOLOGY FOR NON-SCIENCE MAJORS****3 lec/3 lab (4 Cr.)**

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology.

**BIOL 2421 MICROBIOLOGY FOR SCIENCE MAJORS****3 lec/3 lab (4 Cr.)**

Principles of Microbiology for Non-Science Majors, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Laboratory activities will reinforce principles of Microbiology for Non-Science Majors, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Prerequisites: CHEM 1411 General Chemistry I (lecture and lab) Plus one of the following biology sequences for majors:

BIOL 1406 Biology for Science Majors I (lecture and lab)

BIOL 1407 Biology for Science Majors II (lecture and lab)

or

BIOL 1411 General Botany (lecture and lab)

BIOL 1413 General Zoology (lecture and lab)



## BUSINESS (BUSG, BUSI, BMGT, HRPO, IBUS, MRKG)

### **BMGT 1301 SUPERVISION**

**3 lec (3 Cr.)**

The role of the supervisor. Includes functions as applied to leadership, counseling, motivation, and human relations skills.

### **BMGT 1327 PRINCIPLES OF MANAGEMENT**

**3 lec (3 Cr.)**

Concepts, terminology, principles, theory, and issues that are the substance of the practice of management.

### **BMGT 1331 PRODUCTION AND OPERATIONS MANAGEMENT**

**3 lec (3 Cr.)**

Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation.

### **BMGT 1368, 1369, 2368 PRACTICUM – BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL 21 external learning experience (3 Cr.)**

Practical, general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

### **BMGT 1391 SPECIAL TOPICS IN BUSINESS ADMINISTRATION AND MANAGEMENT**

**3 lec (3 Cr.)**

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.

### **BMGT 2309 LEADERSHIP**

**3 lec (3 Cr.)**

Concepts of leadership and its relationship to management. Helps prepare the student with leadership and communication skills needed to inspire and influence. Topics include the application of leadership skills in relation to the dynamic leader-follower-situational environment, creating an organizational culture and environment for successful leadership at all levels,

the role of leadership in the strategic management process including analysis of how organizations develop and implement strategy for achieving organizational objectives in a changing environment, and leadership's role in the strategic, tactical, and operational planning process.

### **BMGT 2311 CHANGE MANAGEMENT**

**3 lec (3 Cr.)**

Knowledge skills and tools that enable a leader/organization to facilitate change in a pro-active participative style.

### **BMGT 2371 PRINCIPLES OF PERSONNEL MANAGEMENT FOR MENTAL RETARDATION WORKERS**

**3 lec (3 Cr.)**

Introductory course focusing on basic management situations and problems that the new or potential manager is likely to encounter. The course provides specific grounding in procedures used at mental retardation centers in preparing job descriptions, evaluating work standards, using the Positive Performance Program, interviewing prospective employees and using the TDMHMR Management by Objectives system. It also allows the student to gain familiarity with management skills and communications techniques needed to be an effective manager.

### **BMGT 2488 INTERNSHIP I – MANAGEMENT TRAINING I**

**1 lec/20 lab (4 Cr.)**

Establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts at Mexia State School. The learning plan is developed between the college and the employer. Mexia State School employees only.

### **BUSG 2309 SMALL BUSINESS MANAGEMENT**

**3 lec (3 Cr.)**

A course on how to start and operate a small business. Topics include facts about small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

### **BUSG 2366, 2367 PRACTICUM (OR FIELD EXPERIENCE) – BUSINESS/COMMERCE, GENERAL**

**21 external learning experience (3 Cr.)**

Practical, general workplace training supported by an individualized learning plan developed by the employer,



college, and student. (This guided external experience may be paid or unpaid.)

### **BUSI 1301 BUSINESS PRINCIPLES**

#### **3 lec (3 Cr.)**

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

### **BUSI 1307 PERSONAL FINANCE**

#### **3 lec (3 Cr.)**

A study of the financial problems encountered in managing family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial issues, and savings and investment planning.

### **BUSI 2301 BUSINESS LAW**

#### **3 lec (3 Cr.)**

Principles of law that form the legal framework for business activity. Nature and scope of law; court systems; law of contracts; principal and agent; business organizations including partnerships and corporations.

### **HRPO 2301 HUMAN RESOURCES MANAGEMENT**

#### **3 lec (3 Cr.)**

Behavioral and legal approaches to the management of human resources in organizations.

### **HRPO 2307 ORGANIZATIONAL BEHAVIOR**

#### **3 lec (3 Cr.)**

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

### **IBUS 1354 INTERNATIONAL MARKETING MANAGEMENT**

#### **3 lec (3 Cr.)**

Analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international marketing plan.

### **MRKG 1301 CUSTOMER RELATIONS**

#### **3 lec (3 Cr.)**

Topics include general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the

professional development of the student. Emphasis will be placed on the importance of teamwork in an organization, internal and external customer relationships, professional communication, and resolving customer complaints. How to recover from and win back the angry customer and delivering exceptional customer service will be stressed.

### **MRKG 1311 PRINCIPLES OF MARKETING**

#### **3 lec (3 Cr.)**

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

## **BUSINESS INFORMATION TECHNOLOGY (HITT, HPRS, MRMT, POFI, POFL, POFM, POFT)**

### **HITT 1305 MEDICAL TERMINOLOGY I**

#### **2 lec/3 lab (3 Cr.)**

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

### **HITT 2346 ADVANCED MEDICAL CODING**

#### **2 lec/3 lab (3 Cr.)**

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: POFM 1300.

### **HPRS 2321 MEDICAL LAW AND ETHICS FOR HEALTH PROFESSIONALS**

#### **3 lec (3 Cr.)**

Principles, procedures, and regulations governing the legal and ethical relationships among physicians, patients, and health care professionals. Includes current ethical issues related to the various health care professions and patient confidentiality.

### **MDCA 1302 HUMAN DISEASE/PATHOPHYSIOLOGY**

#### **2 lec/2 lab (3 Cr.)**

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.

Note: HPRS 2301 will not substitute for this course.

### **MRMT 1307 MEDICAL TRANSCRIPTION I**

#### **2 lec/3 lab (3 Cr.)**

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Prerequisite: HITT 1305 and POFI 2401 or equivalent.

### **POFI 1301 COMPUTER APPLICATIONS I**

#### **2 lec/3 lab (3 Cr.)**

Overview of computer applications (the Windows operating system, Microsoft Word, and Microsoft Excel) including current terminology and technology. Introduction to computer hardware, software applications, and procedures. Prerequisite: POFT 1127 or POFT 1329

### **POFI 1341 COMPUTER APPLICATIONS II**

#### **2 lec/3 lab (3 Cr.)**

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, (Microsoft PowerPoint and Microsoft Access), and procedures. Prerequisite: POFI 1301.

### **POFI 2401 WORD PROCESSING**

#### **3 lec/3 lab (4 Cr.)**

Word processing software focusing on business applications. Prerequisite: POFT 1329, POFI 1301, or COSC 1401.

### **POFI 2431 DESKTOP PUBLISHING**

#### **3 lec/3 lab (4 Cr.)**

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Prerequisite: POFI 2401 or equivalent.

### **POFL 1305 LEGAL TERMINOLOGY**

#### **3 lec (3 Cr.)**

An overview of the areas of law and legal professions including spelling, pronunciation, and definition of legal terms.

### **POFM 1300 MEDICAL CODING BASICS**

#### **2 lec/3 lab (3 Cr.)**

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305, MDCA 1302, basic keyboarding and computer skills.

### **POFM 1317 MEDICAL ADMINISTRATIVE SUPPORT**

#### **2 lec/3 lab (3 Cr.)**

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third-party reimbursement. Prerequisite: HITT 1305 and POFI 2401 or equivalent.

### **POFT 1127 INTRODUCTION TO KEYBOARDING**

#### **1 lec/2 lab (1 Cr.)**

Skills development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

### **POFT 1301 BUSINESS ENGLISH**

#### **2 lec/3 lab (3 Cr.)**

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

### **POFT 1313 PROFESSIONAL WORKFORCE PREPARATION**

#### **3 lec (3 Cr.)**

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement. Prerequisite: POFT 1127 or POFT 1329.

### **POFT 1325 BUSINESS MATH USING TECHNOLOGY**

#### **2 lec/3 lab (3 Cr.)**

Business math problem-solving skills using office technology.

### **POFT 1329 BEGINNING KEYBOARDING**

#### **2 lec/3 lab (3 Cr.)**

Skills development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

### **POFT 2203 SPEED AND ACCURACY BUILDING**

#### **1 lec/2 lab (2 Cr.)**

Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy. Prerequisite: POFT 1329 or instructor approval.

**POFT 2312 BUSINESS CORRESPONDENCE  
AND COMMUNICATION****2 lec/3 lab (3 Cr.)**

Development of writing and presentation skills to help produce effective business communications. Prerequisite: POFT 1301.

**POFT 2431 ADMINISTRATIVE SYSTEMS (CAPSTONE)****3 lec/3 lab (4 Cr.)**

Advanced concepts of project management and office procedures integrating software applications.

**CHEMISTRY (CHEM)****CHEM 1405 INTRODUCTORY CHEMISTRY I****3 lec/3 lab (4 Cr.)**

Survey course introducing chemistry. Topics may include inorganic chemistry, organic chemistry, biochemistry, food/physiological chemistry, environmental/consumer chemistry. Emphasis on measurement, atoms, molecules, chemical bonding, types of chemical reactions, states of matter, solutions, colloids, rates of chemical reaction, chemical equilibrium, acids, and bases. Designed for non-science and allied health students. Basic laboratory experiments supporting theoretical principles, introduction of the scientific method, experimental design, data collection and analysis, and preparation of lab reports.

**CHEM 1407 INTRODUCTORY CHEMISTRY II****3 lec/3 lab (4 Cr.)**

Survey course introducing chemistry. Topics may include Inorganic chemistry, organic chemistry, biochemistry, food/physiological chemistry, environmental/consumer chemistry. Emphasis on nuclear chemistry, the study of alkanes, alkenes, alkynes, aromatic compounds, alcohols, phenols, ethers, alkyl halides, aldehydes, ketones, carboxylic acids, esters, amines, and amides. Designed for non-science and allied health students. Basic laboratory experiments supporting theoretical principles, introduction of the scientific method, experimental design, data collection and analysis, and preparation of lab reports. Prerequisite: CHEM 1405 with grade of "C" or better.

**CHEM 1411 GENERAL CHEMISTRY I****3 lec/3 lab (4 Cr.)**

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 presented in this course; introduction of the scientific methods, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: Math 1314-College Algebra or equivalent academic preparation. High school chemistry or CHEM 1405 -Introductory Chemistry I is strongly recommended.

**CHEM 1412 GENERAL CHEMISTRY II****3 lec/3 lab (4 Cr.)**

Continuation of CHEM 1411 with emphasis on gas laws, aqueous solutions, colligative properties, equilibrium, kinetics, acids and bases, coordination compounds, oxidation-reduction, electrochemistry, and nuclear chemistry. Prerequisite: CHEM 1411.

**CHEM 2423 ORGANIC CHEMISTRY I****3 lec/4 lab (4 Cr.)**

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined. Prerequisite: CHEM 1412 General Chemistry II with a grade of "C" or better.

**CHEM 2425 ORGANIC CHEMISTRY II****3 lec/4 lab (4 Cr.)**

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on

organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Laboratory activities reinforce advanced principles of organic chemistry, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Prerequisite: CHEM 2423.

## **CHILD DEVELOPMENT (CDEC, PMHS, SCWK, TECA)**

### **CDEC 1303 FAMILY AND THE COMMUNITY 3 lec (3 Cr.)**

A study of the relationship between the child, the family, the community, and early childhood educators including a study of parent education, family and community lifestyles, child abuse, and current issues.

### **CDEC 1311 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 3 lec (3 Cr.)**

An introduction to the profession of early childhood education focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.

### **CDEC 1318 NUTRITION, HEALTH AND SAFETY 3 lec (3 Cr.)**

A study of nutrition, health, safety, and related activities including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles is applied to a variety of settings.

### **CDEC 1319 CHILD GUIDANCE 3 lec (3 Cr.)**

An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting.

### **CDEC 1321 THE INFANT AND TODDLER 3 lec (3 Cr.)**

A study of appropriate infant and toddler (birth to 3 years) programs including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques.

### **CDEC 1327 RT5 INTRO. TO ACTIVE TREATMENT 3 lec (3 Cr.)**

This course provides competency-based education and training to help prepare students to work with people with mental retardation. Focus is on active treatment, normalization, and the integration of roles in the practical application of relevant concepts.

### **CDEC 1354 CHILD GROWTH AND DEVELOPMENT 3 lec (3 Cr.)**

A study of the principles of normal child growth and development from conception to adolescence. Focuses on physical cognitive, social and emotional domains of development.

### **CDEC 1358 RT13 LEARNING ACTIVITIES 3 lec (3 Cr.)**

A study of a variety of learning activities, how they correlate to levels of development, and instruction in the process of designing alternate learning activities based on individual client S.P.O.'s.

### **CDEC 1359 CHILDREN WITH SPECIAL NEEDS 3 lec/ (3 Cr.)**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues.

### **CDEC 1364 PRACTICUM IN CHILD DEVELOPMENT I 21 external learning experience (3 Cr.)**

Practical general training and experiences in the workplace. The college with the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid This course may be repeated if topics and learning outcomes vary.

**CDEC 1365 PRACTICUM IN CHILD DEVELOPMENT II**  
**21 external learning experience (3 Cr.)**

Practical general training and experiences in the workplace. The college with the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**CDEC 1371 DORMITORY ADMINISTRATION**  
**3 lec (3 Cr.)**

This course provides competency-based education and training to help prepare students for positions of responsibility in residential life. Focus is on subjects dealing with day-to-day operation of client dormitories. Students will demonstrate principles and skills covered in the written material.

**CDEC 1372 INTERDISCIPLINARY TEAM PROCESS**  
**3 lec (3 Cr.)**

Provides interdisciplinary team members with the skills and knowledge needed for developing and implementing effective habilitation plans. Topics include habilitation concepts and principles, assessment, developing the individualized program plan, the planning process, writing training programs, and active programming.

**CDEC 1395 SPECIAL TOPICS IN EARLY CHILDHOOD PROVIDER**  
**3 lec (3 Cr.)**

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.

**CDEC 1413 CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS**  
**3 lec/3 lab (4 Cr.)**

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children.

**CDEC 1419 RT 2 INTRODUCTION TO TRAINING AND DOCUMENTATION**  
**4 lec (4 Cr.)**

This course provides competency-based education and training to help prepare students to work with people who are mentally retarded. Focus is on the Gentle Teaching model, reinforcement

theory, and the implementation and required documentation of behavior plans.

**CDEC 1456 EMERGENT LITERACY FOR EARLY CHILDHOOD**  
**3 lec/3 lab (4 Cr.)**

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

**CDEC 1457 MATH & SCIENCE FOR EARLY CHILDHOOD**  
**3 lec/3 lab (4 Cr.)**

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play.

**CDEC 1458 CREATIVE ARTS FOR EARLY CHILDHOOD**  
**3 lec/3 lab (4 Cr.)**

An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

**CDEC 2326 ADMINISTRATION OF PROGRAMS FOR CHILDREN I**  
**3 lec (3 Cr.)**

A practical application of management procedures for early care and education programs including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

**CDEC 2341 THE SCHOOL AGE CHILD**  
**3 lec (3 Cr.)**

A study of appropriate age (5 to 13 years) programs including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.

**CDEC 2407 MATH AND SCIENCE FOR EARLY CHILDHOOD**  
**2 lec/4 lab (4 Cr.)**

An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.



**CDEC 2464 MENTORING FOR MENTAL RETARDATION WORKERS****28 hrs. external learning experience (4 Cr.)**

Practical general workplace training supported by an individual learning plan developed by Mexia State School and the college. The plan relates the workplace training and experience to practical application in the care of people with mental retardation.

**CDEC 2467 PRACTICUM IN CHILD DEVELOPMENT AND EARLY CHILDHOOD****2 lec/26 lab (4 Cr.)**

Practical general workplace training supported by an individualized learning plan developed by the employer, college and student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided learning external experiences will be completed at the Mexia State School, and is available for current employees only.

**PMHS 1301 PRE-SERVICE TRAINING****3 lab (3 Cr.)**

A better survey of the historical development of social services. Emphasis on current needs, practices, and projected changes. Topics include psychoanalytic theories in regard to mental retardation and children with mental disorders, and special problems faced by people with mental retardation.

**SCWK 2331 ABNORMAL BEHAVIOR****3 lec (3 Cr.)**

An exploration and identification of maladaptive behavior including characteristics, classification, diagnosis, and treatment modalities. Topics include factors associated with defining and identifying abnormal behavior.

**COMPUTER SCIENCE (COSC, IMED, INEW, ITCC, ITSC, ITSE, ITSW, ITNW)****COSC 1309 LOGIC DESIGN****3 lec (3 CR.)**

A discipline approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Discussion of methods for testing, evaluation, and documentation.

**COSC 1401 INTRODUCTION TO COMPUTING (4 SCH version)**

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

**COSC 1436 PROGRAMMING FUNDAMENTALS I****3 lec.3 lab (4 Cr.)**

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

**COSC 1437 PROGRAMMING FUNDAMENTALS II****3 lec/3 lab (4 Cr.)**

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisite: COSC 1336.

**INEW 2438 ADVANCED JAVA PROGRAMMING****(4 Cr.)**

A continuation of Java programming techniques such as servlets and advanced graphical functions.

**ITNW 1425 FUNDAMENTALS OF NETWORKING****3 lec/3 lab (4 Cr.)**

Instruction in networking technologies and their implementation. Topics include the OSI reference model; network protocols, transmission media, and networking hardware and software.

**ITSC 1265 PRACTICUM-COMPUTER AND INFORMATION SCIENCES, GENERAL****14 external learning experience (2 Cr.)**

Practical general training and experiences in the workplace. The college with the employer develop and document an individualized plan for the student. The plan relates the



workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**ITSC 1307 UNIX OPERATING SYSTEM I  
(3 Cr.)**

A study of the UNIX operating system including multiuser concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Includes introductory system management concepts.

**ITSC 1405 INTRODUCTION TO PC  
OPERATING SYSTEMS  
3 lec/3 lab (4 Cr.)**

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

**ITSC 1409 INTEGRATED SOFTWARE APPLICATIONS I  
3 lec/3 lab (4 Cr.)**

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Suggested prerequisite: keyboarding proficiency. Tech Prep articulated credit.

**ITSC 1425 PERSONAL COMPUTER HARDWARE  
3 lec/3 lab (4 Cr.)**

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting.

**ITSC 1491 SPECIAL TOPICS IN COMPUTER AND  
INFORMATION SCIENCES, GENERAL  
3 lec/3 lab (4 Cr.)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to technology or occupation and relevant to the professional development of the student.

**ITSC 2264 PRACTICUM, COMPUTER &  
INFORMATION SCIENCES, CAPSTONE  
14 external learning experience (2 Cr)**

Practical general training and experiences in the workplace. The college with the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**ITSC 2439 PERSONAL COMPUTER HELP  
DESK SUPPORT  
3 lec/3lab (4 Cr)**

Diagnosis and solution of user hardware and software related problems includes on-the-job projects in either a help desk lab or in short-term assignments for local business.

**ITSE 1311 BEGINNING WEB PROGRAMMING  
(3 Cr.)**

Skill development in web page programming, including mark-up and scripting languages.

**ITSE 1329 PROGRAMMING LOGIC & DESIGN  
3 lec (3 Cr.)**

A disciplined approach to problem solving with structured techniques and representation of algorithms using appropriate design tools. Discussion of methods for testing, evaluation, and documentation.

**ITSE 1345 INTRODUCTION TO ORACLE SQL  
(3 Cr.)**

An introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating and displaying data using Structured Query Language (SQL).

**ITSE 1407 INTRODUCTION TO C++ PROGRAMMING  
3 lec/3 lab (4 Cr.)**

Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data file structures, input/output devices, and files. Prerequisite: ITSE 1402 and ITSE 1329 or departmental approval.

**ITSE 1430 INTRODUCTION TO C# PROGRAMMING  
(4 Cr.)**

A study of C# syntax including data types, control structures, functions, syntax, and semantics of the language, classes, class relationships, and exception handling.

**ITSE 1492 SPECIAL TOPICS IN  
COMPUTER PROGRAMMING  
3 lec/3 lab (4 Cr.)**

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.

**ITSE 2302 INTERMEDIATE WEB PROGRAMMING  
(3 Cr.)**

Techniques for web development. Includes server-side and client-side scripting.

**ITSE 2413 WEB AUTHORIZING  
3 lec/3 lab (4 Cr.)**

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools.

**ITSE 2417 JAVA PROGRAMMING  
3 lec/3 lab (4 Cr.)**

Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets.

**ITSW 1310 INTRODUCTION TO  
PRESENTATION GRAPHICS SOFTWARE  
2 lec/2 lab (3 Cr.)**

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

**ITSW 1404 INTRODUCTION TO SPREADSHEETS  
3 lec/3 lab (4 Cr.)**

Instruction in the concepts, procedures, and importance of electronic spreadsheets.

**ITSW 1407 INTRODUCTION TO DATABASE  
3 lec/3 lab (4 Cr.)**

Introduction to database theory and the practical applications of a database.

**COMMUNICATIONS (COMM)****COMM 1129 NEWS PUBLICATIONS I  
1 lab (1Cr.)**

Students are required to work on the staff of at least one of the official college publications for prescribed periods under faculty supervision.

**COMM 1130 NEWS PUBLICATIONS II  
1 lab (1 Cr.)**

Students are required to work on the staff of at least one of the official college publications for prescribed periods under faculty supervision.

**COMM 2315 NEWS GATHERING & WRITING II  
3 lec (3 Cr.)**

Continuation of the aims and objectives of news gathering and writing with emphasis on advanced reporting techniques.

**COMM 1307 INTRODUCTION  
TO MASS COMMUNICATION  
3 lec (3 Cr.)**

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

**COMM 2301 INTRODUCTION TO TECHNOLOGY  
AND HUMAN COMMUNICATION  
3 lec (3 Cr.)**

A survey of emerging interactive communication technologies and how they influence human communication, including interpersonal, group decision-making, and public and private communication contexts.

**COMM 2311 NEWS GATHERING & WRITING I  
3 lec (3 Cr.)**

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner.

**COMM 2327 INTRODUCTION TO ADVERTISING  
3 lec (3 Cr.)**

Fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media.

**COMM 2330 INTRODUCTION TO PUBLIC RELATIONS**  
**3 lec (3 Cr.)**

Exploration of the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns.

## COSMETOLOGY (CSME)

**CSME 1265 PRACTICUM**  
**0 lec/0 lab 320 Ext. (2 Cr.)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.

**CSME 1348 PRINCIPLES OF SKIN CARE**  
**2 lec/4 lab (3 Cr.)**

An introduction to the theory and practice of skin care.

**CSME 1401 ORIENTATION TO COSMETOLOGY**  
**2 lec/6 lab (4 Cr.)**

An overview of the skills and knowledge necessary for the field of cosmetology. 128 contact hours required.

**CSME 1405 FUNDAMENTALS OF COSMETOLOGY**  
**2 lec/6 lab (4 Cr.)**

A course in the basic fundamentals of cosmetology. Topics include service preparation, manicuring, facials, chemical services, shampooing, haircutting, wet styling, comb-out styling, and salon management. 160 contact hours required.

**CSME 1434 COSMETOLOGY INSTRUCTOR I**  
**2 lec/6 lab (4 Cr.)**

This course covers the fundamentals of instructing cosmetology students. Classroom/clinic management; design teaching methodologies and instruction on how to implement lesson plans.

**CSME 1435 FYE BEAU CAMP TO THE INSTRUCTION OF COSMETOLOGY**  
**2 lec/6 lab (4 Cr.)**

An overview of the skills and knowledge necessary for the instruction of cosmetology students.

**CSME 1443 MANICURING & RELATED THEORY**  
**2 lec/6 lab (4 Cr.)**

Presentation of theory and practice of nail technology. Topics include terminology, application, and workplace competencies relating to nail technology. 128 contact hours required.

**CSME 1447 PRINCIPLES OF SKIN CARES/FACIALS AND RELATED THEORY**  
**2 lec/6 lab (4 Cr.)**

In-depth coverage of the theory and practice of skin care, facials and cosmetics. 128 contact hours required.

**CSME 1451 ARTISTRY OF HAIR, THEORY AND PRACTICE**

2 lec/8 lab (4 Cr.)

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. 160 contact hours required.

**CSME 1453 CHEMICAL REFORMATION AND RELATED THEORY**  
**2 lec/8 lab (4 Cr.)**

Presentation of the theory and practice of chemical reformation. Topics include terminology, application and workplace competencies related to chemical reformation. 160 contact hours required.

**CSME 2265 PRACTICUM - COSMETOLOGY**  
**0 lec/0 lab 320 Ext. (2 Cr.)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.

**CSME 2337 ADVANCED COSMETOLOGY TECHNIQUES**  
**2 lec/6 lab (3 Cr.)**

Mastery of advanced cosmetology techniques including hair design, professional cosmetology workplace competencies. 128 contact hours required.

**CSME 2343 SALON DEVELOPMENT**  
**2 lec/4 lab (3 Cr.)**

Exploration of salon development. Topics include professional ethics and goals, salon operation and record keeping. 96 contact hours required.

**CSME 2401 THE PRINCIPLES OF HAIR COLORING AND RELATED THEORY****2 lec/8 lab (4 Cr.)**

Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. 160 contact hours required.

**CSME 2414 COSMETOLOGY INSTRUCTOR II****2 lec/6 lab (4 Cr.)**

A continuation of the fundamentals of instructing cosmetology.

**CSME 2415 COSMETOLOGY INSTRUCTOR III****2 lec/6 lab (4 Cr.)**

Presentation of lesson plan assignments and evaluation techniques.

**CSME2439 ADVANCED HAIR DESIGN****4 lec 6 lab (4 Cr.)**

Advanced concepts in the theory and practice of hair design. 160 contact hours required.

**CSME 2441 PREPARATION FOR TEXAS DEPARTMENT OF LICENSING & REGULATION EXAMINATION****2 lec/6 lab (4 Cr.)**

CAPSTONE COURSE. 128 contact hours required.

**CSME 2444 COSMETOLOGY INSTRUCTOR IV****2 lec/6 lab (4 Cr.)**

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques.

**CSME 2445 INSTRUCTIONAL THEORY AND CLINIC OPERATION****2 lec/6 lab (4 Cr.)**

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

**CRIMINAL JUSTICE (CJCR, CJSA, CRIJ, SLPS)****CJCR 1166 0Y62 Practicum - Corrections****160 ext. hours (1 Cr.)**

Practicum or field experience consisting of 160 hours of on-the-job training. This is an external learning experience conducted at a TYC site. The OJT training is supervised by a TYC employee at the location where the training occurs.

**CJCR 1474 TYC PRE-SERVICE****3 lec/2 lab (4 Cr.)**

A four-credit-hour course taught over a two-week period, eight hours per day. Pre-service training is offered for TYC employees. TYC employees/students are exposed to a wide variety of subjects including HIV, AIDS, Juvenile Rights, Juvenile Health, Youth Movement, Preventing Sexual Misconduct, Cultural Awareness, Victims Rights, Suicide Prevention, Gangs and Use of Force Policies.

**CJSA 1348 ETHICS IN CRIMINAL JUSTICE****3 lec (3 Cr.)**

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

**CJSA 2364 PRACTICUM (OR FIELD EXPERIENCE) - CRIMINAL JUSTICE STUDIES****21 External learning experience (3 Cr.)**

Practical general training and experiences in the workplace. The college with the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE (CJSA 1322)****3 lec (3 Cr.)**

History and philosophy of criminal justice and ethical consideration; crime defined, and its nature and impact, overview of criminal justice system, prosecution and defense, trial process, and corrections. (Tech Prep equivalent CJSA 1322)

**CRIJ 1306 COURT SYSTEMS AND PRACTICES  
(CJSA 1313)**

**3 lec (3 Cr.)**

The judiciary in the criminal justice system, right to counsel, pretrial release, grand juries, adjudication process, types and rules of evidence and sentencing.

**CRIJ 1307 CRIME IN AMERICA (CJSA 1312)**

**3 lec (3 Cr.)**

The study of the nature of and extent of crime, impact and crime trends, social characteristics of specific crimes, and theories of crime causations and crime typology. (Tech Prep equivalent CJSA 1312)

**CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW**

**(CJSA 1327)**

**3 lec (3 Cr.)**

A study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties using Texas statutes as illustrations, criminal responsibility.

**CRIJ 1313 JUVENILE JUSTICE SYSTEM**

**3 lec/3 lab (3 Cr.)**

A study of the juvenile justice process. Topics include specialized juvenile law, role of juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

**CRIJ 2301 COMMUNITY RESOURCES IN CORRECTIONS**

**3 lec (3 Cr.)**

An introductory study of the role of the community in corrections, community programs for adults and juveniles; administration of community programs, legal issues, and future trends in community treatment.

**CRIJ 2313 CORRECTIONAL SYSTEMS AND PRACTICES**

**3 lec (3 Cr.)**

Corrections in the criminal justice systems, correctional role, institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (Tech Prep equivalent CJCR 1301)

**CRIJ 2314 CRIMINAL INVESTIGATION**

**3 lec (3 Cr.)**

Methods and procedures of types of investigation used in major and minor crimes, variety of sources of information, recognition,

evaluation, and preservation of evidence; preliminary and follow-up investigation, and identification of individuals.

**CRIJ 2323 LEGAL ASPECTS OF LAW ENFORCEMENT**

**3 lec (3 Cr.)**

History and philosophy of modern law including structure, definition and application of commonly used penal statutes and leading case laws, along with a review of elements of crime.

**CRIJ 2328 POLICE SYSTEMS AND PRACTICES**

**3 lec (3 Cr.)**

The police profession, organization of law enforcement systems, the police role, police discretion, ethics, police community interaction and current and future issues.

**SLPS 1191 SPECIAL TOPICS**

**IN SECURITY AND LOSS PREVENTION**

**1 lec (1 Cr.)**

Asset Protection/Loss Prevention personnel are recognized as an integral part of the Criminal Justice system. This one (1) hour introductory course focuses on a short history of the field of Loss prevention asset protection as well as the verbiage used to communicate in the industry. The student will also be exposed to definitions of administration and management issues related to corporate security functions, including strategic and operational management, risk management, management of emergencies and loss prevention. Industry professionals will contribute to the overall function of the class by offering in class presentations detailing industry needs, expectations and the basic requirements to have a career in Loss Prevention/Asset Protection.

**SLPS 1391 SPECIAL TOPICS IN HOMELAND SECURITY**

**3 lec/3 lab (4 Cr.)**

This third course in "Special Topics in Security and Loss Prevention" course is designed to provide students the necessary skills and abilities to enter the Loss Prevention field or to supplement the skill base already developed. The curriculum will provide the student with a strong understanding of what will be required, in the interview process, proper dress and behavior. This course will concentrate on safety and interviewing processes.

**SLPS 1491 SPECIAL TOPICS**

**IN SECURITY AND LOSS PREVENTION**

**2 lec/4lab (3Cr.)**

This four (4) hour Special Topics in Security and Loss Prevention course is designed to provide students the necessary skills and



abilities to enter the Loss Prevention field or to supplement the skill base already developed. The curriculum will provide the student with a strong base, including legal knowledge, risk assessment skills, a working knowledge of terminology, safety management, observation skills and learning CCTV systems and other appropriate skills through classroom and lab experiences. This course is great for those students who may already be employed in the field and are looking to enhance their knowledge for promotions, but don't want to commit to an entire degree program.

## DANCE (DANC)

### DANC 1347 JAZZ DANCE I

Instruction and participation in jazz dance technique.

### DANC 1348 JAZZ DANCE II

Instruction and participation in jazz dance technique.

### DANC 1351 DANCE PERFORMANCE I

Instruction and participation in dance performance.

### DANC 1352 DANCE PERFORMANCE II

Instruction and participation in dance performance.

### DANC 2347 JAZZ DANCE III

Instruction and participation in jazz dance technique.

### DANC 2348 JAZZ DANCE IV

Instruction and participation in jazz dance technique.

### DANC 2351 DANCE PERFORMANCE III

Instruction and participation in dance performance.

### DANC 2352 DANCE PERFORMANCE IV

Instruction and participation in dance performance.

## DRAMA (DRAM)

### DRAM 1220, 1221, 2220 THEATRE PRACTICUM 2 lec/4 lab (2Cr.)

A lecture-laboratory course open to all students interested in theatre. Credit is earned for work in all areas of technical theatre and participation in theatre productions. May be repeated for a maximum of four hours. Required of all theatre majors.

### DRAM 2121 THEATRE PRACTICUM

#### 1 lec/2 lab (1 Cr.)

A lecture-laboratory course open to all students interested in theatre. Credit is earned for work in all areas of technical theatre and participation in theatre productions. May be repeated for a maximum of four hours. Required of all theatre majors.

### DRAM 1310 INTRODUCTION TO THEATRE

#### 3 lec (3 Cr.)

A general survey of all phases of theatre including theatre history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Participation in major productions may be required. This is recommended as an elective to fulfill fine arts requirement of core curriculum. This is required of all theatre majors.

### DRAM 1330 STAGECRAFT I

#### 3 lec/3 lab (3 Cr.)

This is the study and application of visual aesthetics of design which may include the physical theater scenery construction and painting, properties, lighting, costume, makeup, and backstage organization. This is required of all theatre majors, but is opened to all students.

### DRAM 1341 MAKEUP

#### 2 lec/1 lab (3 Cr.)

This course is design and execution of makeup for the purpose of developing believable characters. It also includes discussion of basic makeup principles and partial experience of makeup application. Purchase of a makeup kit is required. This is a required course for all theatre majors.

### DRAM 1351 ACTING I/DRAM 1352 ACTING II

#### 2 lec/4 lab (3 Cr.)

The development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. There is also emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. It is required of all theatre majors.

### DRAM 1352 ACTING II

#### 2 lec/4 lab (3 Cr.)

This course is a continuation of DRAM 1351. Study will focus on practical experience in characterization and styles of acting. Prerequisite: DRAM 1351 or consent of instructor. It is required of all theatre majors.



**DRAM 2336 VOICE FOR THE THEATER****2 lec/4 lab (3 Cr.)**

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

**DRAM 2366, 2367 DEVELOPMENT OF THE MOTION PICTURE I & II****2 lec/4 lab (3 Cr.)**

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (Cross-listed as COMM 2366)

**ECONOMICS (ECON)****ECON 2301 PRINCIPLES OF ECONOMICS (MACROECONOMIC THEORY)****3 lec (3 Cr.)**

Analysis of the economy as a whole, national income, money and banking and monetary policy, public finance and fiscal policy, economic stabilization policies and growth, and related current economic problems.

**ECON 2302 PRINCIPLES OF ECONOMICS (MICROECONOMIC THEORY)****3 lec (3 Cr.)**

Basic price theory under market conditions of pure competition, monopoly, monopolistic competition, and oligopoly, distribution of the national income, and contemporary economic problems are emphasized.

**EDUCATION (EDUC)****EDUC 1301 INTRODUCTION TO THE TEACHING PROFESSION****3 lec/1 lab (3 Cr.)**

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in

small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

**EDUC 2301 INTRODUCTION TO SPECIAL POPULATIONS****3 lec/1 lab (3 Cr.)**

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; provides students with opportunities to participate in early field observations of P-12 special populations; 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.

**EMERGENCY MEDICAL SERVICES (EMSP)****EMSP 1160 CLINICAL-EMERGENCY MEDICAL TECHNICIAN-BASIC****4 ext hrs (1 Cr.)**

A health-related, work-based learning experience that helps enable the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 1161 CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICAL****(1 Cr.)**

A health-related, work-based learning experience that helps enable the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 1162 CLINICAL-EMERGENCY  
MEDICAL TECHNOLOGY/TECHNICAL  
(1 Cr.)**

A health-related, work-based learning experience that helps enable the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 1355 TRAUMA MANAGEMENT  
2 lec/3 lab (3 Cr.)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. At the completion of this course, the student will be able to integrate the pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. Prerequisites: BIOL 2401, BIOL 2420, EMSP 1438, EMSP 1456, EMSP 2348, EMSP 1161

**EMSP 1438 INTRODUCTION TO  
ADVANCED PRACTICE  
3 lec/3 lab (4 Cr.)**

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. At the completion of this course, the student will understand the roles and responsibilities of a paramedic within the EMS system and apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients. They will also be able to properly administer medications; communicate effectively with patients; and understand the medical/legal and ethical issues relating to EMS practice as well as the issues impacting the well being of the paramedic. Co-requisite: concurrent enrollment in EMSP 1456, EMSP 2348, EMSP 1355, 1161.

**PATIENT ASSESSMENT AND AIRWAY MANAGEMENT  
3 lec/3 lab (4 Cr.)**

A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. At the completion of this course, the student will be able to take a proper history and perform a comprehensive physical exam on any patient, develop a patient-care plan, communicate with others, and establish and/or maintain a patent airway, oxygenate, and ventilate a patient. Co-requisite: Concurrent Enrollment in EMSP 1438, EMSP 2348, EMSP 2444

**EMSP 1501 EMERGENCY MEDICAL  
TECHNICIAN- BASIC  
3 lec/8 lab (5 Cr.)**

Introduction to the level of Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at basic life support level with an ambulance service or other specialized services.

**EMSP 2143 ASSESSMENT-BASED MANAGEMENT  
0 lec/3 lab (1 Cr.)**

The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. At the completion of this course, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients with common complaints. Prerequisites: EMSP 1438, EMSP 1456, EMSP 2348, EMSP 2444, EMSP 1355, EMSP 2434, EMSP 2330, EMSP 2338, EMSP 2268, EMSP 2269.

**EMSP 2330 INTRODUCTION TO POPULATIONS  
2 lec/3 lab (3 Cr.)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. At the completion of this course, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for neonatal, pediatric, and geriatric patients, diverse patients, and chronically ill patients. Prerequisites: EMSP 1438, EMSP 1456, EMSP 2348, EMSP 2444. Co-requisite: concurrent enrollment in EMSP 2338, EMSP 2434, EMSP 1355.

**EMSP 2338 EMS OPERATIONS  
2 lec/3 lab (3 Cr.)**

A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. At the completion of this course, the student will be able to safely manage medical incidents, rescue situations, hazardous materials and crime scenes. Prerequisites: EMSP 1438, EMSP 1456, EMSP 2348, EMSP 2444. Co-requisite: concurrent enrollment in EMSP 2330, EMSP 2434, EMSP 1355.

**EMSP 2348 EMERGENCY PHARMACOLOGY****3 lec/0 lab (3 Cr.)**

A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. The course is designed to compliment cardiology, Introduction to Populations, and medical emergency courses. The student will display a command of general pharmacological terminology and general drug mechanisms, administration routes and procedures, and drug dose calculations. Students will demonstrate understanding of the pharmacodynamics, pharmacokinetics, indications, contraindications, possible side effects, and common drug interactions of a variety of medications used in out-of-hospital medical care. Co-requisite: concurrent enrollment in EMSP 1456, EMSP 1456, EMSP 2444.

**EMSP 2366 - Clinical III-EMERGENCY MEDICAL TECHNOLOGY/TECHNICAL (3 Cr.)**

A health-related, work-based learning experience that helps enable the student apply specialized occupations theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 2434 MEDICAL EMERGENCIES****3 lec/3 lab (3 Cr.)**

A detailed study of the knowledge and skills necessary to help reach competence in the assessment and management of patients with medical emergencies. At the completion of this course, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the medical patient. Prerequisites: EMSP 1438, EMSP 1456, EMSP 2348, EMSP 2444. Co-requisite: concurrent enrollment in EMSP 2338, EMSP 2330, EMSP 1355.

**EMSP 2444 CARDIOLOGY****3 lec/3 lab (4 Cr.)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. At the completion of this course, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression, and implement a treatment plan for the cardiac patient. Co-requisite: concurrent enrollment in EMSP 1456, EMSP 1456, EMSP 2348.

**ENGINEERING (ENGR)****ENGR 2301 ENGINEERING MECHANICS - STATICS****3 lec (3 Cr.)**

This is a three credit hour course. Topics include 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.

Pre-requisites: PHYS 2425 University Physics I

Concurrent enrollment in or previous completion of MATH 2414 Calculus II

**ENGR 2302 ENGINEERING MECHANICS - DYNAMICS****3 lec (3 Cr.)**

This is a three credit hour course. Topics include 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.

Pre-requisites: ENGR 2301 Engineering Mechanics - Statics

**ENGR 2303 ENGINEERING MECHANICS – STATICS & DYNAMICS****3 lec (3 Cr.)**

This course is a combined single-semester study of statics and dynamics using vector algebra and calculus. Topics include free body diagrams, equilibrium of force and force systems, dynamics of rigid bodies, force-acceleration, work-energy and impulse-momentum as they pertain to rigid two- and three-dimensional bodies. Prerequisite: PHYS 2425 and MATH 2413.

**ENGR 2305 ELECTRICAL CIRCUITS I****3 lec (3 Cr.)**

This course is a study of the 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.

Pre-requisites: PHYS 2425 University Physics I; MATH 2414 Calculus II

Pre-requisite/Co-requisite: MATH 2320 Differential Equations

## ENGLISH (ENGL)

### ENGL 1301 COMPOSITION I

#### 3 lec/1 lab (3 Cr.)

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.

### ENGL 1302 COMPOSITION II

#### 3 lec/1 lab (3 Cr.)

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.

### ENGL 2307 CREATIVE WRITING I

#### 3 lec (3 Cr.)

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. Prerequisites: ENGL 1301.

### ENGL 2311 TECHNICAL AND BUSINESS WRITING

#### 3 lec (3 Cr.)

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.

### ENGL 2322 BRITISH LITERATURE I

#### 3 lec (3 Cr.)

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 & 1302.

### ENGL 2323 BRITISH LITERATURE II

#### 3 lec (3 Cr.)

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 & 1302.

### ENGL 2327 AMERICAN LITERATURE I

#### 3 lec (3 Cr.)

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 & 1302.

### ENGL 2328 AMERICAN LITERATURE II

#### 3 lec (3 Cr.)

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 & 1302.

### ENGL 2332 WORLD LITERATURE I

#### 3 lec (3 Cr.)

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 and 1302.

### ENGL 2333 WORLD LITERATURE II

#### 3 lec (3 Cr.)

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 and 1302.

### ENGL 2341 FORMS OF LITERATURE

#### 3 lec (3 Cr.)

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Prerequisite: ENGL 1301 & 1302.

## ENVIRONMENTAL SCIENCE (ENVR)

### ENVR 1401 ENVIRONMENTAL SCIENCE I

**3 lec/3 lab (4 Cr.)**

General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment.

### ENVR 1402 ENVIRONMENTAL SCIENCE II

**3 lec/3 lab (4 Cr.)**

A continuation of ENVR 1401. General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment.

## FIRE PROTECTION TECHNOLOGY (FIRS/FIRT)

### FIRS 1301 FIREFIGHTER CERTIFICATION I

**2 lec/2 lab (3 Cr.)**

Firefighter safety and development. Curriculum includes Texas Commission on Fire Protection rules and regulations, firefighter safety, fire science, personal protective equipment, self-contained breathing apparatus, and fire reports and records.

### FIRS 1313 FIREFIGHTER CERTIFICATION III

**2 lec/3 lab (3 Cr.)**

This course will include a study of fire streams and pump operations as they relate to fundamental development of basic firefighter skills.

### FIRS 1319 FIREFIGHTER CERTIFICATION IV

**2 lec/3 lab (3 Cr.)**

Equipment, tactics, and procedures used in forcible entry, ventilation, salvage, and overhaul. This course will cover preparation for certification as a basic firefighter.

### FIRS 1323 FIREFIGHTER CERTIFICATION V

**2 lec/4 lab (3 Cr.)**

Ropes and knots, rescue procedures and techniques, and hazardous materials. This course will cover preparation for certification as a basic fire fighter.

### FIRS 1329 FIREFIGHTER CERTIFICATION VI

**2 lec/3 lab (3 Cr.)**

Fire inspection techniques and practices. Course content will emphasize fire-cause determination. Curriculum includes fire protection systems, wild land fire, and pre-incident planning. This course will cover preparation for certification as a basic firefighter.

### FIRS 1407 FIREFIGHTER CERTIFICATION II

**2 lec/2 lab (4 Cr.)**

Basic principles and skill development in handling fire service hose and ladders. Curriculum includes the distribution system of water supply, basic building construction, and emergency service communication, procedures, and equipment.

### FIRS 1433 FIREFIGHTER CERTIFICATION VII

**2 lec/5 lab (4 Cr.)**

Simulated emergency operations and hands-on live fire training exercises, incident management procedures, and combined operations using proper extinguishing methods. Emphasis on safety.

### FIRT 1301 FUNDAMENTALS OF FIRE PROTECTION

**3 lec (3 Cr.)**

Orientation to fire service, career opportunities, related fields. End-of-Course Outcomes: Describe a modern fire protection agency; outline the organizational and staffing requirements for fire protection; and identify public and private protection agencies.

### FIRT 1303 FIRE & ARSON INVESTIGATION I

**3 lec (3 Cr.)**

Basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination. End-of-Course Outcomes: Identify the cause and point of origin and the cause of the fire; list possible motives of fire setters; and describe the elements of investigation practices.

### FIRT 1307 FIRE PREVENTION CODES AND INSPECTIONS

**3 lec (3 Cr.)**

Local building and fire prevention codes. Fire prevention inspections, practices, and procedures. End-of-Course Outcomes: Apply provisions of local building and fire prevention codes to fire prevention inspections; and describe fire inspection practices and procedures including hazard recognition and correction.



**FIRT 1309 FIRE ADMINISTRATION I****3 lec (3 Cr.)**

Introduction to the organization and management of a fire department and the relationship of government agencies to fire service. Emphasis on fire service leadership from the perspective of the company officer. End-of- Course Outcomes: Explain the intra-organizational cooperation needed for a fire department to function properly; describe fundamental management and organizational principles; and demonstrate leadership and management skills at the company-grade level.

**FIRT 1315 HAZARDOUS MATERIALS I****3 lec (3 Cr.)**

The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation. End-of-Course Outcomes: Identify hazardous materials in various shipping and storage containers; explain chemical characteristics and how chemicals react under certain conditions; and describe the most effective methods of hazard mitigation.

**FIRT 1329 BUILDING CODES & CONSTRUCTION****3 lec (3 Cr.)**

Examination of building codes and requirements, construction types, and building materials. Includes walls, floorings, foundations, and various roof types and the associated dangers of each. End-of-Course Outcomes: Identify model building codes; and compare construction types related to fire behavior.

**FIRT 1338 FIRE PROTECTION SYSTEMS****3 lec (3 Cr.)**

Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. End-of-Course Outcomes: Identify the applications and explain the operation of fire detection, alarm, and extinguishing systems.

**FIRT 1345 HAZARDOUS MATERIALS II****3 lec (3 Cr.)**

Mitigation practices and techniques to help effectively control hazardous material spills and leaks. End-of- Course Outcomes: Demonstrate proper methods of mitigating a hazardous material incident; and describe the components of a hazardous incident management system including scene control, protective clothing and equipment, spill and leak control, and decontamination.

**FIRT 1349 FIRE ADMINISTRATION II****3 lec (3 Cr.)**

In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies. End-of- Course Outcomes: Explain the relationships with outside organizations and their impact on fire service operations; develop an organizational structure demonstrating interagency cooperation; and describe management principles and techniques for effective organizational performance.

**FIRT 1353 LEGAL ASPECTS OF FIRE PROTECTION****3 lec (3 Cr.)**

Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties. End-of-Course Outcomes: Summarize basic criminal and civil law; discuss relevant tort law; and describe state and federal legal systems.

**FIRT 1492 SPECIAL TOPICS****3 lec/1 lab (4 Cr.)**

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 help improve student proficiency.

**FIRT 2305 FIRE INSTRUCTOR I****3 lec/1 lab (3 Cr.)**

Preparation of fire and emergency services personnel to deliver instruction from a prepared lesson plan. Includes the use of instructional aids and evaluation instruments to meet the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Instructor I certification. **\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION.\*\***



### **FIRT 2309 FIREFIGHTING STRATEGIES AND TACTICS I**

**3 lec (3 Cr.)**

Analysis of 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. End-of-Course Outcomes: Identify potential scenarios in various fire situations; implement strategies and tactics; and describe components of an incident management system.

### **FIRT 2351 COMPANY OFFICER**

**3 lec (3 Cr.)**

A capstone course covering fire ground operations and supervisory practices. Includes performance evaluation of incident commander, safety officer, public information officer, and shift supervisor duties. End-of-Course Outcomes: Communicate verbally and in writing the procedures needed for effective departmental operation; evaluate inquiries and concerns from the community for the purposes of public education and public relations; and integrate safety plans, policies, and procedures to help ensure compliance with National FIRE PROTECTION ASSOCIATION (NFPA) STANDARD 1500.

## **FOREIGN LANGUAGE (FREN, SGNL, SPAN)**

### **FREN 1411 BEGINNERS' FRENCH I**

**3 lec/2 lab (4 Cr.)**

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

### **FREN 1412 BEGINNERS' FRENCH II**

**3 lec/2 lab (4 Cr.)**

A continuation of FREN 1411. Prerequisite: FREN 1411 or instructor's approval.

### **SGNL 1401 BEGINNING SIGN LANGUAGE I**

**3 lec/2 lab (4 Cr.)**

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing-impaired. Navarro College and some universities accept American Sign Language in lieu of a foreign language requirement.

### **SGNL 1402 BEGINNING SIGN LANGUAGE II**

**3 lec/2 lab (4 Cr.)**

A continuation of SGNL 1401. Prerequisite: SGNL 1401 or instructor's approval.

### **SPAN 1411 BEGINNING SPANISH I**

**3 lec/2 lab (4 Cr.)**

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**

**3 lec/2 lab (4 Cr.)**

A continuation of SPAN 1411. Prerequisite: SPAN 1411 or instructor's approval.

### **SPAN 2311 INTERMEDIATE SPANISH I**

**3 lec (3 Cr.)**

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. Prerequisite: SPAN 1412 or instructor's approval.

### **SPAN 2312 INTERMEDIATE SPANISH II**

**3 lec (3 Cr.)**

A continuation of SPAN 2311. Prerequisite: SPAN 2311 or instructor's approval.

## **GEOLOGY (GEOL)**

### **GEOL 1403 PHYSICAL GEOLOGY**

**3 lec/3 lab (4 Cr.)**

Principles of physical and historical geology. Study of Earth's composition, structure, and internal and external processes, it also includes the geologic history of the earth and the evolution of life.

### **GEOL 1405 ENVIRONMENTAL GEOLOGY**

**3 lec/3 lab (4 Cr.)**

The earth as a habitat and the interrelationships between humans and the environment. Geologic factors in urban and regional land use planning.

## GOVERNMENT (GOVT)

### GOVT 2305 FEDERAL GOVERNMENT

#### 3 lec (3 Cr.)

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: sophomore standing or consent of instructor.

### GOVT 2306 TEXAS GOVERNMENT

#### 3 lec (3 Cr.)

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: sophomore standing or consent of instructor.

## HISTORY (HIST)

### HIST 1301 UNITED STATES HISTORY I

#### 3 lec (3 Cr.)

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.

### HIST 1302 UNITED STATES HISTORY II

#### 3 lec (3 Cr.)

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.

### HIST 2301 TEXAS HISTORY

#### 3 lec (3 Cr.)

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.

### HIST 2311 WESTERN CIVILIZATION I

#### 3 lec (3 Cr.)

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. Recommended as a basic history course for all liberal arts majors.

### HIST 2312 WESTERN CIVILIZATION II

#### 3 lec (3 Cr.)

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. Recommended as second half of a basic history course for all liberal arts majors.

## HUMANITIES (HUMA)

### HUMA 1301 INTRODUCTION TO THE HUMANITIES

#### 3 lec (3 Cr.)

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

## INDUSTRIAL EQUIPMENT MAINTENANCE AND REPAIR (DEMR, ELMT, ELPT, HYDR, INMT )

### DEMR 1323 HEATING, VENTILATION, & AIR CONDITIONING (HVAC) TROUBLESHOOTING AND REPAIR

**2 lec/2 lab (3 Cr.)**

Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs.

### ELMT 1301 BASIC PROGRAMMABLE LOGIC CONTROLLERS

**2 lec/2 lab (3 Cr.)**

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment.

### ELMT 2333 INDUSTRIAL ELECTRONICS

**1 lec/2 lab (2 Cr.)**

A study of devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Presentation of programming schemes.

### ELMT 2337 ELECTRONIC TROUBLESHOOTING, SERVICE. AND REPAIR

**2 lec/2 lab (3 Cr.)**

In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventative maintenance. Emphasis on safety and proper use of test equipment. May be offered as a capstone course.

### ELPT 1311 BASIC ELECTRONIC THEORY

**3 lec (3 Cr.)**

An overview of the theory and practice of electrical circuits including calculations as applied to alternating and direct current.

### ELPT 1325 SURVEY OF NATIONAL ELECTRIC CODE

**3 lec (3 Cr.)**

An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on writing design, protection, methods, and materials; equipment for general use; and basic calculations.

### ELPT 1341 MOTOR CONTROL

**2 lec/2 lab (3 Cr.)**

Study of the operating principles of solid-state controls along with their practical applications. Topics include barking, jogging, plugging, and safety interlocks.

### ELPT 1345 COMMERCIAL WIRING

**2 lec/2 lab (3 Cr.)**

Instruction in commercial wiring methods.

### ELPT 1357 INDUSTRIAL WRITING

**2 lec/2 lab (3 Cr.)**

Writing methods used for industrial installations. Includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures.

### ELPT 2325 NATIONAL ELECTRIC CODE II

**3lec/3lab (3Cr.)**

In-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on writing protection and methods, special conditions, and advanced calculations.

### HYDR 1305 BASIC HYDRAULICS

**2 lec/2lab (3 Cr.)**

Fundamentals of hydraulics including types of hydraulic pumps, cylinders, valves, motors, and related systems. Introduction to hydraulic schematic symbols as related to components.

### INMT 1305 INTRO. TO INDUSTRIAL MAINTENANCE

**2 lec/2 lab (3 Cr.)**

Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry including lock-out/tag-out.

## KINESIOLOGY (KINE)

### **KINE 1101 AEROBICS I**

#### **3 lab (1 Cr.)**

Techniques for low-impact floor and step aerobics to help develop aerobic conditioning. Focus on lowering body fat and increasing muscle through aerobic exercise and basic nutritional guidelines. Three activity hours per week. One hour credit.

### **KINE 1102 AEROBICS II**

#### **3 lab (1 Cr.)**

Aerobically fit students interested in maintaining fitness level. Three activity hours per week. One hour credit. Prerequisite: KINE 1101.

### **KINE 1104 BOWLING I**

#### **3 lab (1 Cr.)**

Fundamentals of bowling skills, strategies and scoring. Three activity hours per week. One hour credit.

### **KINE 1105 BOWLING II**

#### **3 lab (1 Cr.)**

Develop proficiency of bowling skills for students with basic knowledge of bowling fundamentals. Three activity hours per week. One hour credit. Prerequisite: KINE 1104

### **KINE 1106/1107/2106/2107**

#### **CHEERLEADING I, II, III, IV**

#### **3 lab (1 Cr.)**

Varsity sport (Audition)

### **KINE 1110/1111/2110/2111**

#### **FITNESS DANCE FOR CHEERLEADERS I II, III, IV**

#### **3 lab (1 Cr.)**

This course is an aerobic workout course for varsity cheerleaders to improve cardiovascular endurance, flexibility, strength, and body composition. Instructor approval required.

### **KINE 1112 GOLF I**

#### **3 lab (1 Cr.)**

To develop competency in fundamental golf skills and to understand and apply rules, regulations and safety concepts in golf play.

### **KINE 1113 GOLF II**

#### **3 lab (1 Cr.)**

Exhibit competency in intermediate golf skills. Prerequisite: KINE 1112.

### **KINE 1114 JOGGING I**

#### **3 lab (1 Cr.)**

Develop cardiovascular endurance, flexibility and strength through jogging, stretching, and weight training. Physical fitness assessment leads to development of an individual fitness program.

### **KINE 1115 JOGGING II**

#### **3 lab (1 Cr.)**

Maintain cardiovascular fitness. Training principles for distance running and marathons. Prerequisite: KINE 1114.

### **KINE 1116 MARTIAL ARTS I**

#### **3 lab (1 Cr.)**

Martial arts form that stresses physical fitness and self defense.

### **KINE 1117 MARTIAL ARTS II**

#### **3 lab (1 Cr.)**

Demonstrate techniques of karate and mastery of intermediate karate skills. Prerequisite: KINE 1116.

### **KINE 1118 RACQUETBALL I**

#### **3 lab (1 Cr.)**

Selecting equipment and safety gear for racquetball. Serving skills and basic shots for recreational play. Three hours per week. One hour credit.

### **KINE 1119 RACQUETBALL II**

#### **3 lab (1 Cr.)**

Intermediate serving, stroke skills, and strategy for singles and doubles play. Prerequisite: KINE 1118.

### **KINE 1120/1121/2120/2121**

#### **VARSITY WOMEN'S SOCCER I, II, III, IV**

#### **3 lab (1 Cr.)**

Varsity Sport (Consent of instructor)

### **KINE 1122 SWIMMING I**

#### **3 lab (1 Cr.)**

Beginning-level instruction in basic strokes, freestyle, breaststroke, and backstroke. Emphasis on survival skills, floating, emergency procedures. Prerequisite: KINE 1122.

**KINE 1123 SWIMMING II****3 lab (1 Cr.)**

Intermediate-level instruction in improving basic strokes. Development of intermediate strokes, sidestroke, butterfly, competitive turns. Emphasis on cardiovascular conditioning, lap swimming.

**KINE 1124 TENNIS I****3 lab (1 Cr.)**

Stroke techniques for recreational play including groundstrokes, volleys, overhands, and serves. Terminology, scoring, and historical background of tennis.

**KINE 1125 TENNIS II****3 lab (1 Cr.)**

Intermediate skills for serving, drop shots, doubles and singles tournament play. Prerequisite: KINE 1124.

**KINE 1126/1127/2126/2127****VARSITY BASEBALL I, II, III, IV****3 lab (1 Cr.)**

Varsity sport. (Consent of instructor)

**KINE 1128/1129/2128/2129****VARSITY BASKETBALL I, II, III, IV****3 lab (1 Cr.)**

Varsity sport. (Consent of instructor)

**KINE 1130/1131/2130/2131****VARSITY FOOTBALL I, II, III, IV****3 lab (1 Cr.)**

Varsity sport. Focuses on on-field practice drills, film study, skill refinement, etc. Consent of instructor required.

**KINE 1132/1133/2132/2133****WALK-ON SKILLS FOR ALL SPORTS I, II, III, IV****3 lab (1 Cr.)**

Consent of instructor.

**KINE 1134/1135/2134/2135 STRENGTH AND CONDITIONING FOR ALL WALK ON SPORTS I, II, III, IV****3 lab (1 Cr.)**

Consent of instructor.

**KINE 1136 WEIGHTLIFTING I****3 lab (1 Cr.)**

Principles of weight training including progression, specificity,

overload through an individualized program of basic exercises to improve strength, endurance, and flexibility of major muscle groups.

**KINE 1137 WEIGHTLIFTING II****3 lab (1 Cr.)**

Intermediate applications of principles of progression, specificity, and overload. Prerequisite: KINE 1136.

**KINE 1138 CARDIOKICKBOXING I****3 lab (1 Cr.)**

A vigorous fitness class focusing on improving cardiovascular endurance. Stresses health-related fitness through the teaching of kickboxing skills.

**KINE 1139 CARDIOKICKBOXING II****3 lab (1 Cr.)**

Intermediate-level fitness course focusing on maintaining cardiovascular endurance. Intermediate kickboxing skills. Prerequisite: KINE 1138.

**KINE 1140/1141/2140/2141****VARSITY VOLLEYBALL I, II, III, IV****3 lab (1 Cr.)**

Varsity sport (Consent of instructor)

**KINE 1142/2142 SPECIAL TOPICS****3 lab (1 Cr.)**

Activity. Specific focus of study to be determined on semester basis. Prerequisite for KINE 2142:1142.

**KINE 1143/2143 PILATES****3 lab (1 Cr.)**

A body conditioning routine that helps build flexibility, strength, endurance and coordination. Prerequisite for 2143: 1143.

**KINE 1144/1145/2144/2145****VARSITY SOFTBALL I, II, III, IV****3 lab (1 Cr.)**

Varsity sport (Consent of instructor)

**KINE 1146/1147 FITNESS WALKING I, II****3 lab (1 Cr.)**

Designed to help develop cardiovascular endurance and leads to development of an individual fitness program. Prerequisite for 1147: KINE 1146.

**KINE 1148 INTRODUCTION TO HATHA YOGA****3 lab (1 Cr.)**

Practice of yogic postures, or "asana," defined as the physical positioning that coordinates breathing with moving and holding still for the purpose of strengthening parts of the body.

**KINE 1149 INTERMEDIATE HATHA YOGA****3 lab (1 Cr.)**

The refinement of the asanas (postures) covered in KINE 1148 with emphasis on breath work. Introduces more advanced asanas, emphasis on integrating yoga into daily routines at home and work. Prerequisite: KINE 1148.

**KINE 1151 SCUBA – OPEN WATER****1 lec/3 lab (1 Cr.)**

Classroom and lab activities to help prepare students to complete certification requirements for open-water scuba diving.

**KINE 1253 LIFEGUARDING****1 lec/1 lab (2 Cr.)**

Prerequisite: permission of instructor. Graduates are awarded the American Red Cross Advanced Swimmer Card and/or American Red Cross Life Saving Card.

**KINE 1301 INTRODUCTION TO PHYSICAL FITNESS & SPORT****3 lec (3 Cr.)**

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness.

**KINE 1304 PERSONAL/COMMUNITY HEALTH****3 lec (3 Cr.)**

Investigation of the principles and practices in relation to personal and community health.

**KINE 1306 FIRST AID****3 lec (3 Cr.)**

Instruction in and practice of first aid techniques.

**KINE 1308 SPORTS OFFICIATING I****3 lec (3 Cr.)**

Instruction in rules, interpretation, and mechanics of officiating selected sports.

**KINE 1309 SPORTS OFFICIATING II****3 lec (3 Cr.)**

Instruction in rules, interpretation, and mechanics of officiating selected sports.

**KINE 1321 COACHING/SPORTS/ATHLETICS I****3 lec (3 Cr.)**

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

**KINE 1322 COACHING/SPORTS/ATHLETICS II****3 lec (3 Cr.)**

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

**KINE 1331 PHYSICAL EDUCATION FOR ELEMENTARY EDUCATION MAJORS****3 lec (3 Cr.)**

An overview of the program of activities in elementary school physical education. Includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implications, physical fitness, and kinesiology.

**KINE 1338 CONCEPTS OF PHYSICAL FITNESS****2 lec/2 lab (3 Cr.)**

Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs.

**KINE 1346 DRUG USE & ABUSE****3 lec (3 Cr.)**

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors.

**KINE 2136 WEIGHTLIFTING III****3 lab (1 Cr.)**

Principles of weight training including progression, specificity, overload through an individualized program of basic exercises to improve strength, endurance, and flexibility of major muscle groups. Consent of instructor required. One hour credit.



**KINE 2255 WATER SAFETY INSTRUCTOR****3 lab (2 Cr.)**

Prerequisite: Advanced swimming skills. The ARC WSI card will be awarded to students successfully completing ARC requirements.

**KINE 2356 CARE & PREVENTION OF ATHLETIC INJURIES****3 lec (3 Cr.)**

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

**LEGAL ASSISTANT (LGLA)****LGLA 1301 LEGAL RESEARCH AND WRITING****3 lec (3 Cr.)**

This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer-assisted legal research, briefs, and legal memoranda.

**LGLA 1311 INTRODUCTION TO LAW****3 lec (3 Cr.)**

This course provides an overview of the law and legal system. Topics include elementary legal concepts of various areas of the law, procedures, terminology, ethical obligations of the paralegal, current issues in law, and the function, jurisdiction, practices, and principles of trial and appellate courts at state and federal levels.

**LGLA 1313 INTRODUCTION TO PARALEGAL STUDIES****3 lec (3 Cr.)**

This course provides an overview of the paralegal profession including ethical obligations, regulation, professional trends and issues, and the paralegal's role in assisting in the delivery of legal services. This course must be taken during the first year of enrollment in the paralegal program.

**LGLA 1345 CIVIL LITIGATION****3 lec (3 Cr.)**

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post-trial phases of litigation.

**LGLA 1353 WILLS, TRUSTS AND PROBATE ADMINISTRATION****3 lec (3 Cr.)**

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

**LGLA 1355 FAMILY LAW****3 lec (3 Cr.)**

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

**LGLA 2188 INTERNSHIP - PARALEGAL/LEGAL ASSISTANT (CAPSTONE)****1 lab (1 Cr.)**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Requires approval of the instructor. Requires 48 hours in the workplace.

**LGLA 2303 TORTS AND PERSONAL INJURY LAW****3 lec (3 Cr.)**

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

**LGLA 2307 LAW OFFICE MANAGEMENT****3 lec (3 Cr.)**

This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology.

**LGLA 2309 REAL PROPERTY****3 lec (3 Cr.)**

This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

**LGLA 2311 BUSINESS ORGANIZATIONS****3 lec (3 Cr.)**

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms or partnerships, corporations, and other emerging business entities.

**LGLA 2313 CRIMINAL LAW AND PROCEDURE****3 lec (3 Cr.)**

This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions.

**LGLA 2331 ADVANCED LEGAL RESEARCH AND WRITING****3 lec (3 Cr.)**

This course builds upon skills acquired in prior legal research and writing courses including computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms. Prerequisite: LGLA 1301 Legal Research & Writing.

**LGLA 2335 ADVANCED CIVIL LITIGATION****3 lec (3 Cr.)**

This course provides opportunities to implement advanced civil litigation techniques and builds upon skills acquired in prior civil litigation courses with emphasis on the paralegal's roles. Common law and statutory civil litigation concepts, ethical obligations of the paralegal assisting in civil litigation work, and alternative dispute resolution processes are reviewed. Prerequisites: LGLA 1313, LGLA 1311, LGLA 1345, ENGL 1301.

**LGLA 2388 INTERNSHIP - PARALEGAL/LEGAL ASSISTANT (CAPSTONE)****1 lec/2 lab (3 Cr.)**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Requires approval of the instructor. Requires 120 hours in the workplace.

**MASSAGE THERAPY (MSSG)****MSSG 1105 HYDROTHERAPY****1 lec/1 lab (1 Cr.)**

This course is a study of the use of accepted hydrotherapy and holistic healthcare modalities of external application of temperature for its reflexive effect. Meets the minimum 20 contact hour requirement for licensure. Prerequisites and/or co-requisites: Reading level 4 and courses taken in level sequence order or department chair approval. 32 contact hours.

**MSSG 1109 HEALTH AND HYGIENE****1 lec/1 lab (1 Cr.)**

This course is the study of safety and sanitation practices including universal precautions. The importance of proper body mechanics, maintaining a healthy lifestyle, maintaining the massage environment, and the advantage of therapeutic relationships is also included. Meets the minimum 20 contact hour requirement for licensure. Prerequisites and/or co-requisites: Reading level 4 and courses taken in level sequence order or department chair approval. 32 contact hours.

**MSSG 1207 BUSINESS PRACTICES & PROFESSIONAL ETHICS****2 lec (2 Cr.)**

This course is a study of physical and financial office practices and marketing. Includes ethical practices for massage therapists as established by law or regulatory agency. Meets the minimum 45 contact hours requirement of licensure. Prerequisite and/or co-requisites: Reading level 4 and courses taken in level sequence order or department chair approval. 48 contact hours.

**MSSG 1411 MASSAGE THERAPY FUNDAMENTALS I****2 lec/4 lab (4 Cr.)**

This course is an introduction to the theory and the application of skills necessary to perform Swedish massage to meet the minimum 125 contact hour requirement for licensure. Prerequisites and/or co-requisites: Reading level 4 and courses taken in level sequence order or department chair approval. 128 contact hours.

**MSSG 1413 ANATOMY AND PHYSIOLOGY FOR MASSAGE****3 lec/2 lab (4 Cr.)**

This course offers an in-depth coverage of the structure and function of the human body. Includes cell structure and

function, tissues, body organization, and the integumentary, skeletal, muscular, and nervous, and endocrine systems. Emphasizes homeostasis/wellness care. Meets the minimum 75 contact hour requirement for Anatomy and Physiology for licensure. Prerequisites and/or co-requisites: Reading level 4 and courses taken in level sequence order or department chair approval. 80 contact hours.

### **MSSG 2101 CHAIR MASSAGE**

**1 lec/1 lab (1 Cr.)**

This course provides therapy and practice of chair massage using proper techniques for a variety of settings. Prerequisites and/or co-requisites: Reading level 4 and courses taken in level sequence order or department chair approval. 16 contact hours.

### **MSSG 2186 INTERNSHIP-MASSAGE THERAPY/ THERAPEUTIC MASSAGE**

**6 lab (1 Cr.)**

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.

### **MSSG 2311 MASSAGE THERAPY FUNDAMENTALS II**

**1 lec/5 lab (3 Cr.)**

This course is a continuation of Massage Therapy Fundamentals I. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care. Completes the requirements for Massage Techniques for Licensure. Prerequisites and/or co-requisites: Reading level 4 and courses taken in level sequence order or department chair approval. 96 contact hours.

### **MSSG 2314 PATHOLOGY FOR MASSAGE**

**3 lec (3 Cr.)**

This course covers general discussion of pathologies as they relate to massage therapy. Includes universal precautions and their management in professional practice. Also covers etiology, signs, symptoms, and the physiological and psychological reactions to disease and injury. Meets the minimum 40 contact hour requirement

for licensure. Prerequisites and/or co-requisites: Reading level 4 and courses taken in level sequence order or department chair approval. 48 contact hours.

### **MSSG 2413 KINESIOLOGY FOR MASSAGE**

**4 lec (4 Cr.)**

This course focuses on applied study of human kinesiology. Muscle movements and dysfunctions will be discussed and palpated. Includes theory and practice of functional muscle testing. Meets the minimum 50 contact hour requirement for licensure. Prerequisites and/or co-requisites: Reading level 4 and courses take in level sequence order or department chair approval. 64 contact hours.

## **MATHEMATICS (MATH)**

### **MATH 1314 COLLEGE ALGEBRA**

**3 lec (3 Cr.)**

Topics include and in-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisites: MTH 1312, or meeting college algebra standard on THEA or the basic skills assessment test.

### **MATH 1316 PLANE TRIGONOMETRY**

**3 lec (3 Cr.)**

Topics Include an in-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Prerequisite: MATH 1314 or a satisfactory score on THEA or the basic skills assessment test.

### **MATH 1324 MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES I (Finite Mathematics)**

**3 lec (3 Cr.)**

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. Prerequisites: MTH 1312, or a satisfactory score on THEA or the basic skills assessment test.

**MATH 1325 MATH FOR BUSINESS & SOCIAL SCIENCES II****3 lec (3 Cr.)**

Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, anti-derivatives, integration, applications to management, economics, and business. Prerequisite: MATH 1324 or equivalent.

**MATH 1332 CONTEMPORARY MATHEMATICS I****1ec (3 Cr.)**

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and Elementary Statistical Methods. Appropriate applications are included. Pre-requisite: MTH 1074 or satisfactory score on THEA or the basic skills assessment test. Students planning on transferring to senior institutions should check the transferability of this course.

**MATH 1350 FUNDAMENTALS OF MATHEMATICS I****3 lec (3 Cr.)**

Concepts of sets, functions, numerations systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 College Algebra or the equivalent.

**MATH 1351 FUNDAMENTALS OF MATHEMATICS II****3 lec (3 Cr.)**

Concepts of geometry, probability, and Elementary Statistical Methods, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification. Prerequisite: MATH 1350 and College Algebra or the equivalent.

**MATH 2315 CALCULUS III****3 lec (3 Cr.)**

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-Calculus II.

**MATH 2318 LINEAR ALGEBRA****3 lec (3 Cr.)**

Introduces and provides models for application of the concepts of vector algebra. Topics 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-Calculus II.

**MATH 2320 DIFFERENTIAL EQUATIONS****3 lec (3 Cr.)**

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-Calculus II.

**MATH 2342 ELEMENTARY STATISTICAL METHODS****3 lec (3 Cr.)**

Topics include collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive Elementary Statistical Methods, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

**MATH 2412 PRE-CALCULUS MATH****4 lec (4 Cr.)**

Topics include an in-depth combined study of algebra, trigonometry, and other topics for calculus readiness.

**MATH 2413 CALCULUS I****4 lec (4 Cr.)**

Topics include 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-Pre-Calculus Math or equivalent preparation.

**MATH 2414 CALCULUS II****4 lec (4 Cr.)**

Topics include differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413-Calculus I.

## MEDICAL LABORATORY TECHNOLOGY (MLT)

### **MLAB 1201 INTRODUCTION TO CLINICAL LAB SCIENCE**

**1 lec/3 lab (2 Cr.)**

An introduction to clinical laboratory science including quality control, laboratory math, safety, basic laboratory equipment and techniques, medical terminology, accreditation and certification. Prerequisite: permission of instructor.

### **MLAB 1227 COAGULATION**

**1 lec/2 lab (2 Cr.)**

This course includes a study of the mechanism of coagulation, coagulation disorders, and procedures used to evaluate the coagulation process. Prerequisite: permission of instructor.

### **MLAB 1235 IMMUNOLOGY/SEROLOGY**

**2 lec/1 lab (2 Cr.)**

This course includes the theory and application of basic immunology including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. Prerequisite: permission of instructor.

### **MLAB 2238 ADVANCED TOPICS**

**2 lec (2 Cr.)**

This course examines the integration of all areas of the clinical laboratory and correlates laboratory testing data with diagnostic applications and pathophysiology using critical thinking skills. Literature search is conducted culminating in written reports. A review of the MLT curriculum is conducted to prepare students for the certification exam. A passing grade is required on the exit exam to complete the course. This course is taken during the last semester of the program. Prerequisite: permission of instructor.

### **MLAB 1311 URINALYSIS AND BODY FLUIDS**

**2 lec/3 lab (3 Cr.)**

This course includes the study of renal anatomy and physiology as well as physical, chemical and microscopic examination of urine, cerebrospinal fluid and other body fluids in health and disease. Prerequisite: permission of instructor.

### **MLAB 1331 PARASITOLOGY/MYCOLOGY**

**2 lec/3 lab (3 Cr.)**

This course includes a study of the taxonomy, morphology, and pathogenesis of human parasites, fungi and viruses with emphasis on laboratory identification of these organisms. Prerequisite: permission of instructor.

### **MLAB 1415 HEMATOLOGY**

**3 lec/3 lab (4 Cr.)**

This course includes the morphology and function of blood cells in health and disease, the maturation sequence of blood cells, and theory and practical application of routine and special hematology procedures, both manual and automated. Prerequisite: permission of instructor.

### **MLAB 1460 CLINICAL I**

**18 lab (4 Cr.)**

This course includes detailed education, training, work based experience and direct patient/client care at a clinical site in the following areas: phlebotomy, hematology, urinalysis, and immunology/serology. This clinical is generally taken between the student's freshman and sophomore year during the summer and consists of 288 hours in a clinical setting. Prerequisite: permission of instructor.

### **MLAB 2401 CLINICAL CHEMISTRY**

**3 lec/4 lab (4 Cr.)**

This course includes a study of the biochemistry and physiology of normal and pathological processes and the chemical variations that occur during disease. Laboratory techniques including the procedure, principles and clinical significance of tests used to analyze the following biochemical processes is covered: electrolytes, acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology. Prerequisite: permission of the instructor.

### **MLAB 2431 IMMUNOHEMATOLOGY**

**3 lec/4 lab (4 Cr.)**

This course includes the study of red blood cell antigens, antibodies, donor selection and processing, blood components, hemolytic transfusion reactions, autoimmune hemolytic anemia, and hemolytic disease of the newborn. Also included is blood group and Rh typing, antibody screens, antibody identification, compatibility testing, elution, and absorption techniques. Prerequisite: permission of instructor.



**MLAB 2434 CLINICAL MICROBIOLOGY****3 lec/4 lab (4 Cr.)**

This course includes a detailed study of bacteria found in humans as pathogens or normal flora. Emphasis is placed on the laboratory identification of bacteria, specimen collection, and determination of antimicrobial susceptibility. Prerequisite: permission of instructor.

**MLAB 2460 CLINICAL II****18 lab (4 Cr.)**

This course includes detailed education, training, work based experience and direct patient/client care at a clinical site in the following areas: Microbiology for Non-Science Majors, clinical chemistry, parasitology, and immunohematology and consists of 288 hours in a clinical setting. Prerequisite: permission of instructor.

**PLAB 1223 PHLEBOTOMY****1 lec/2 lab (Cr. 2)**

This course teaches skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Included are vacuum and butterfly collection devices, syringes, capillary skin puncture, blood culture, and specimen collection on adults, children, and infants. Emphasis is placed on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Prerequisite: permission of instructor.

**MULTIMEDIA TECHNOLOGY  
(ARTC, GRPH, IMED)****ARTC 1302 DIGITAL IMAGING I****2 lec/4 lab (3 Cr.)**

Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

**ARTC 1313 DIGITAL PUBLISHING I****2 lec/3 lab (3 Cr.)**

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

**ARTC 1317 TYPOGRAPHY****2 lec/2 lab (3 Cr.)**

A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards.

**ARTC 1359 VISUAL DESIGN FOR NEW MEDIA****2 lec/2 lab (3 Cr.)**

Visual design elements as they relate to the application painter. Emphasizes aesthetics and visual problem solving such as design issues, color management, hierarchy of information, image optimization, and effective layout.

**ARTV 1303 BASIC ANIMATION****2 lec/4 lab (3 Cr.)**

Examination of concepts, characters and storyboards for basic animation production. Emphasis on creating movement and expression utilizing traditional or electronically generated image sequences.

**ARTV 1341 3-D ANIMATION I****2 lec/4 lab (3 Cr.)**

Instruction in three-dimensional (3-D) modeling and rendering techniques including lighting, staging, camera, and special effects. Emphasis on 3-D modeling building blocks using primitives to create simple or complex objects.

**ARTV 1343 DIGITAL SOUND****2 lec/4 lab (3 Cr.)**

Instruction in digitizing sound and incorporating it into multimedia titles for various delivery systems. Emphasis on compression issues, sampling, synchronizing, and resource management.

**ARTV 1351 DIGITAL VIDEO****2 lec/4 lab (3 Cr.)**

Skill development in producing and editing video and sound for multimedia productions. Emphasis on the capture, editing, and outputting of video using a desktop digital video workstation.

**ARTV 2341 ADVANCED DIGITAL VIDEO****2 lec/4 lab (3 Cr.)**

Instruction in the use of advanced digital video techniques for post-production. Emphasis on generation and integration of special effects, 2-D animation, and 3-D animation for film, video, CD-ROM, and the Internet. Exploration of new and emerging compression and video streaming technologies. Prerequisite: ARTV 1351.



**GRPH 1359 OBJECT-ORIENTED COMPUTER GRAPHICS**  
**2 lec/4 lab (3 Cr.)**

Mastery of tools and transformation options of an industry-standard drawing program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use the capabilities specific to vector (object-oriented) drawing software to manipulate both text and graphics with emphasis on the use of Bezier curves. Acquisition of images via scanning and the creative use of clip art is included.

**IMED 1301 INTRODUCTION TO MULTIMEDIA**  
**3 lec (3 Cr.)**

A survey of theories, elements, and hardware/software components of multimedia. Topics include digital-image editing, digital sound and video editing, animation, web page development, and interactive presentations. There will be an emphasis on conceptualizing and producing effective multimedia presentations.

**IMED 1345 INTERACTIVE MULTIMEDIA I**  
**2 lec/4 lab (3 Cr.)**

Exploration of the use of graphics and sound to create time-based interactive multimedia animations using industry-standard authoring software.

**IMED 1416 WEB PAGE DESIGN I**  
**3 lec/4 lab (4 Cr.)**

Instruction in Internet web page design and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics.

**IMED 2301 INSTRUCTIONAL DESIGN**  
**3 lec (3 Cr.)**

An in-depth study of the instructional design process based on learning theories including evaluation of models and design examples.

**IMED 2366 PRACTICUM**  
**0 lec/21 lab (3 Cr.)**

Practical general training and experiences in the workplace. The college with the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Prerequisite: approval of the instructor.

## MUSIC (MUSI, MUEN, MUAP)

**MUSI 1159, 2159 MUSICAL THEATER**  
**1 lec/4 lab (1 Cr.)**

Study and performance of works from musical theater repertoire.

**MUSI 1211 MUSIC THEORY I**  
**2 lec/1 lab (2 Cr.)**

A study of basic elements relating to the composition of music in the Western world. Includes such concepts as scales, key signatures, intervals, triads, chords, meters, and harmonic analysis. Prior knowledge of basic music fundamentals is necessary including staff, clefs, time signatures, pitches, and rhythms. Must be taken concurrently with Sight-Singing and Ear Training I. (MUSI-1216).

**MUSI 1212 MUSIC THEORY II**  
**2 lec/1 lab (2 Cr.)**

Continuing study of basic elements relating to the composition of music in the Western world. Includes such concepts as non-harmonic tones, figured bass, part-writing, voice leading, modulation, secondary dominants, harmonic analysis, and part-writing. Must be taken concurrently with MUSI 1217 Sight-Singing and Ear Training II. Prerequisite: MUSI 1211 or equivalent.

**MUSI 1216 SIGHT-SINGING AND EAR TRAINING I**  
**2 lec/1 lab (2 Cr.)**

Learning the skill of translating printed music into singing voice. Includes a study of Major and minor mode melodies with harmonic backgrounds of the principal chords. Aural study of beats, their division and subdivisions. Intervals and melodies having backgrounds of the principle chords. Harmonic progressions of the principal chords. To be taken concurrently with Theory I (MUSI 1211).

**MUSI 1217 SIGHT-SINGING AND EAR-TRAINING II**  
**2 lec/1 lab (2 Cr.)**

A continuation of MUSI 1216. Prerequisite: MUSI 1216 or equivalent. To be taken concurrently with Theory II (MUSI 1212).

**MUSI 1306 MUSIC APPRECIATION**  
**3 lec (3 Cr.)**

Survey of music for the non-music major. Includes review of the fundamentals of music and a survey of music and composers from the Medieval period through the 20th Century.

**MUSI 1307 MUSIC LITERATURE****3 lec (3 Cr.)**

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. Recommended for music majors.

**MUSI 1310 AMERICAN MUSIC****3 lec (3 Cr.)**

A survey of American Music designed for non music majors. Traces the development of Native American, English, African, and Hispanic music into their current forms: blues, jazz, gospel, Cajun, country, folk, rock 'n' roll, soul, salsa, tejano, asian, and hip hop.

**MUSI 2211 MUSIC THEORY III****2 lec/1 lab (2 Cr.)**

A continuation of MUSI 1212. Includes such concepts as part-writing and keyboard study of figured bass, exercises, composition in various small forms, and melodic harmonizations requiring all diatonic seventh chords, altered chords, ninth, 11th and 13th chords. To be taken concurrently with MUSI 2216 Sight-Singing and Ear- Training III. Prerequisites: MUSI 1211 & MUSI 1212, or equivalents.

**MUSI 2212 MUSIC THEORY IV****2 lec/1 lab (2 Cr.)**

A continuation of MUSI 2211. Prerequisite: MUSI 2211 or equivalent. Designed to be taken concurrently with Advanced Sight-Singing and Ear Training IV (MUSI 2217).

**MUSI 2216 SIGHT-SINGING AND EAR-TRAINING III****2 lec/1 lab (2 Cr.)**

Learning the skill of translating printed music into singing voice. Includes a study of major and minor Aural study of harmonic modulations, all diatonic seventh chords. Singing remote modulations and difficult melodies. Aural study of unusual and mixed meters: altered chords; ninth, 11th and 13th cords. To be taken concurrently with Theory III (MUSI 2211).

**MUSI 2217 SIGHT-SINGING AND EAR-TRAINING IV****2 lec/1 lab (2 Cr.)**

A continuation of MUSI 2216. Prerequisite: MUSI 2216 or equivalent. Designed to be taken concurrently with Theory IV (MUSI 2212).

**ENSEMBLES (MUEN)****MUEN 1121, 1122, 2121, 2122 MARCHING AND CONCERT BAND****1 lec/5 lab (1 Cr.)**

Required of all wind and percussion majors each semester. Performs at college athletic events and parades. Presents concerts. Open to students by consent of director. Five rehearsals per week and all performances required. Marching Band may be substituted for KINE activity requirements.

**MUEN 1131, 1132, 2131, 2132 JAZZ/STAGE BAND****2 lec/2 lab (1 Cr.)**

A large ensemble that explores all aspects of jazz from improvisation and composition to the performance requirements of such various styles as swing, Latin, ballad, and funk. Membership through audition only.

**MUEN 1133, 1134, 2133, 2134 BRASS ENSEMBLE****1 lec/2 lab (1 Cr.)**

Development of musical concepts through a variety of standard brass repertoire for small ensemble.

**MUEN 1136, 1137, 2136, 2137 WOODWIND ENSEMBLE****1 lec/2 lab (1 Cr.)**

Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.

**MUEN 1138, 1139, 2138, 2139 PERCUSSION ENS.****1 lec/2 lab (1 Cr.)**

Development of musical concepts through a variety of standard percussion repertoire for small ensemble.

**MUEN 1141, 1142, 2141, 2142 COLLEGE CHORALE****3 lec/ 3 lab (1 Cr.)**

A large choir that performs a wide variety of music covering classical, Broadway, and popular. This group gives several performances each semester both on and off campus and also stages a large-scale musical in the spring. Membership is open to all students wishing to perform and learn more about choral music. Membership through audition only.

**MUEN 1143, 1144, 2143, 2144 GUITAR ENSEMBLE****1 lec/2 lab (1 Cr.)**

Development of musical concepts through a variety of standard guitar repertoire.

**MUEN 1151, 1152, 2151, 2152 COLLEGIATE SINGERS  
2 lec/ 2 lab (1 Cr.)**

A small touring group that performs the more popular musical styles from pop to madrigals. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

**MUEN 1153, 1154, 2153, 2154 CHAMBER SINGERS  
2 lec/2 lab (1 Cr.)**

A medium-sized choir that performs chamber and classical music. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

**MUSI 1114 PIANO CLASS FOR MUSIC MAJORS I  
2 lab (1 Cr.)**

Class instruction in the fundamentals of keyboard technique for those with little or no piano background. Designed for the music major in preparation for piano placement exams required by universities. \$40 lab fee.

**MUSI 1115 PIANO CLASS FOR MUSIC MAJORS II  
2 lab (1 Cr.)**

A continuation of MUSI 1114. Prerequisite: MUSI 1114 or consent of instructor.

**MUSI 1183, 1184 CLASS VOICE  
2 lab (1 Cr.)**

Class instruction in fundamentals of correct breathing, tone production and diction. Laboratory course designed for students with little or no previous voice training to aid in developing a pleasing tone quality produced with ease and proper enunciation. \$40 lab fee.

**MUSI 1192 CLASS GUITAR I  
1 lec/2 lab (1 Cr.)**

Class instruction for beginning students in fundamentals of guitar techniques for those with little or no guitar background. \$40 lab fee.

**MUSI 1193 CLASS GUITAR II  
2 lab (1 Cr.)**

A continuation of MUSI 1192. Prerequisite: MUSI 1192 or consent of instructor. \$40 lab fee.

**MUSI 2114 PIANO CLASS FOR MUSIC MAJORS III  
2 lab (1 Cr.)**

Class instruction for second-year music majors. Continued preparation for piano placement exams required by universities. Prerequisite: MUSI 1115 or consent of instructor. \$40 lab fee.

**MUSI 2115 PIANO CLASS FOR MUSIC MAJORS IV  
2 lab (1 Cr.)**

A continuation of MUSI 2114. Prerequisite: MUSI 2114 or consent of instructor. \$40 lab fee.

**MUSI 2183, 2184 CLASS VOICE  
2 lab (1 Cr.)**

A continuation of MUSI 1184. Prerequisite: MUSI 1184 or consent of instructor. \$40 lab fee.

**MUSI 2192 CLASS GUITAR III  
2 lab (1 Cr.)**

Class instruction for second-year guitar students. Prerequisite: MUSI 1193 or consent of instructor.

## PRIVATE MUSIC INSTRUCTION (MUAP)

Students who enroll for private instruction in applied music must meet the following requirements for the amount of credit indicated for each course. Credit: 1 semester hour Lecture: 1 30-minute lesson per week (Semester Fee: \$50) Credit: 2 semester hours Lecture: 2 30-minute lessons or 1 hour lesson per week. (Semester Fee: \$90) Students who register for private instruction in voice, piano, or instrumental must understand that all private instruction is scheduled TBA (to be arranged), meaning the day and time or lesson(s) each week is "to be arranged" with the teacher of that applied area. Consequently, the student must contact the teacher or arrange his/her lesson time(s) during the first week of the semester.

### FLUTE - PRIVATE INSTRUCTION

MUAP 1117 - Freshman - 30 min.

MUAP 1118 - Freshman - 30 min.

MUAP 1217 - Freshman - 1 hr.

MUAP 1218 - Freshman - 1 hr.

MUAP 2117 - Sophomore - 30 min.

MUAP 2118 - Sophomore - 30 min.

MUAP 2217 - Sophomore - 1 hr.

MUAP 2218 - Sophomore - 1 hr.

**OBOE - PRIVATE INSTRUCTION**

MUAP 1121 - Freshman - 30 min.  
 MUAP 1122 - Freshman - 30 min.  
 MUAP 1221 - Freshman - 1 hr.  
 MUAP 1222 - Freshman - 1 hr.  
 MUAP 2121 - Sophomore - 30 min.  
 MUAP 2122 - Sophomore - 30 min.  
 MUAP 2221 - Sophomore - 1 hr.  
 MUAP 2222 - Sophomore - 1 hr.

**BASSOON - PRIVATE INSTRUCTION**

MUAP 1125 - Freshman - 30 min.  
 MUAP 1126 - Freshman - 30 min.  
 MUAP 1225 - Freshman - 1 hr.  
 MUAP 1226 - Freshman - 1 hr.  
 MUAP 2125 - Sophomore - 30 min.  
 MUAP 2126 - Sophomore - 30 min.  
 MUAP 2225 - Sophomore - 1 hr.  
 MUAP 2226 - Sophomore - 1 hr.

**CLARINET - PRIVATE INSTRUCTION**

MUAP 1129 - Freshman - 30 min.  
 MUAP 1130 - Freshman - 30 min.  
 MUAP 1229 - Freshman - 1 hr.  
 MUAP 1230 - Freshman - 1 hr.  
 MUAP 2129 - Sophomore - 30 min.  
 MUAP 2130 - Sophomore - 30 min.  
 MUAP 2229 - Sophomore - 1 hr.  
 MUAP 2230 - Sophomore - 1 hr.

**SAXOPHONE - PRIVATE INSTRUCTION**

MUAP 1133 - Freshman - 30 min.  
 MUAP 1134 - Freshman - 30 min.  
 MUAP 1233 - Freshman - 1 hr.  
 MUAP 1234 - Freshman - 1 hr.  
 MUAP 2133 - Sophomore - 30 min.  
 MUAP 2134 - Sophomore - 30 min.  
 MUAP 2233 - Sophomore - 1 hr.  
 MUAP 2234 - Sophomore - 1 hr.

**TRUMPET - PRIVATE INSTRUCTION**

MUAP 1137 - Freshman - 30 min.  
 MUAP 1138 - Freshman - 30 min.  
 MUAP 1237 - Freshman - 1 hr.  
 MUAP 1238 - Freshman - 1 hr.  
 MUAP 2137 - Sophomore - 30 min.  
 MUAP 2138 - Sophomore - 30 min.

MUAP 2237 - Sophomore - 1 hr.  
 MUAP 2238 - Sophomore - 1 hr.

**HORN - PRIVATE INSTRUCTION**

MUAP 1141 - Freshman - 30 min.  
 MUAP 1142 - Freshman - 30 min.  
 MUAP 1241 - Freshman - 1 hr.  
 MUAP 1242 - Freshman - 1 hr.  
 MUAP 2141 - Sophomore - 30 min.  
 MUAP 2142 - Sophomore - 30 min.  
 MUAP 2241 - Sophomore - 1 hr.  
 MUAP 2242 - Sophomore - 1 hr.

**TROMBONE - PRIVATE INSTRUCTION**

MUAP 1145 - Freshman - 30 min.  
 MUAP 1146 - Freshman - 30 min.  
 MUAP 1245 - Freshman - 1 hr.  
 MUAP 1246 - Freshman - 1 hr.  
 MUAP 2145 - Sophomore - 30 min.  
 MUAP 2146 - Sophomore - 30 min.  
 MUAP 2245 - Sophomore - 1 hr.  
 MUAP 2246 - Sophomore - 1 hr.

**EUPHONIUM/BARITONE - PRIVATE INSTRUCTION**

MUAP 1149 - Freshman - 30 min.  
 MUAP 1150 - Freshman - 30 min.  
 MUAP 1249 - Freshman - 1 hr.  
 MUAP 1250 - Freshman - 1 hr.  
 MUAP 2149 - Sophomore - 30 min.  
 MUAP 2150 - Sophomore - 30 min.  
 MUAP 2249 - Sophomore - 1 hr.  
 MUAP 2250 - Sophomore - 1 hr.

**TUBA - PRIVATE INSTRUCTION**

MUAP 1153 - Freshman - 30 min.  
 MUAP 1154 - Freshman - 30 min.  
 MUAP 1253 - Freshman - 1 hr.  
 MUAP 1254 - Freshman - 1 hr.  
 MUAP 2153 - Sophomore - 30 min.  
 MUAP 2154 - Sophomore - 30 min.  
 MUAP 2253 - Sophomore - 1 hr.  
 MUAP 2254 - Sophomore - 1 hr.

**PERCUSSION - PRIVATE INSTRUCTION**

MUAP 1157 - Freshman - 30 min.  
 MUAP 1158 - Freshman - 30 min.  
 MUAP 1257 - Freshman - 1 hr.

MUAP 1258 - Freshman - 1 hr.  
 MUAP 2157 - Sophomore - 30 min.  
 MUAP 2158 - Sophomore - 30 min.  
 MUAP 2257 - Sophomore - 1 hr.  
 MUAP 2258 - Sophomore - 1 hr.

### **GUITAR - PRIVATE INSTRUCTION**

MUAP 1161 - Freshman - 30 min.  
 MUAP 1162 - Freshman - 30 min.  
 MUAP 1261 - Freshman - 1 hr.  
 MUAP 1262 - Freshman - 1 hr.  
 MUAP 2161 - Sophomore - 30 min.  
 MUAP 2162 - Sophomore - 30 min.  
 MUAP 2261 - Sophomore - 1 hr.  
 MUAP 2262 - Sophomore - 1 hr.

### **ORGAN - PRIVATE INSTRUCTION**

MUAP 1165 - Freshman - 30 min.  
 MUAP 1166 - Freshman - 30 min.  
 MUAP 1265 - Freshman - 1 hr.  
 MUAP 1266 - Freshman - 1 hr.  
 MUAP 2165 - Sophomore - 30 min.  
 MUAP 2166 - Sophomore - 30 min.  
 MUAP 2265 - Sophomore - 1 hr.  
 MUAP 2266 - Sophomore - 1 hr.

### **PIANO (Keyboard) PRIVATE INSTRUCTION**

MUAP 1169 - Freshman - 30 min.  
 MUAP 1170 - Freshman - 30 min.  
 MUAP 1269 - Freshman - 1 hr.  
 MUAP 1270 - Freshman - 1 hr.  
 MUAP 2169 - Sophomore - 30 min.  
 MUAP 2170 - Sophomore - 30 min.  
 MUAP 2269 - Sophomore - 1 hr.  
 MUAP 2270 - Sophomore - 1 hr.

### **VOICE - PRIVATE INSTRUCTION**

MUAP 1181 - Freshman - 30 min.  
 MUAP 1182 - Freshman - 30 min.  
 MUAP 1281 - Freshman - 1 hr.  
 MUAP 1282 - Freshman - 1 hr.  
 MUAP 2181 - Sophomore - 30 min.  
 MUAP 2182 - Sophomore - 30 min.  
 MUAP 2281 - Sophomore - 1 hr.  
 MUAP 2282 - Sophomore - 1 hr.

## **NURSING**

### **ASSOCIATE DEGREE NURSING (RNSG)**

All RNSG courses require admission to the ADN Program.

#### **RNSG 1201 PHARMACOLOGY**

##### **1 lec/4 lab (2 Cr.)**

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities as well as the skills of the nurse in safe administration of medications within a legal/ethical framework. Prerequisites: BIOL 2401, BIOL 2402, BIOL 2420. Co-requisites: RNSG 1413, RNSG 1261.

#### **RNSG 1261 CLINICAL--NURSING FOUNDATIONS**

##### **8 external hours (2 Cr.)**

##### **(16 clinical hours a week for 8 weeks)**

Clinical experience involving direct patient/client nursing care in selected long-term care and acute care clinical facilities. The student will be expected to apply foundations of nursing practice theory, concepts, and skills as well as demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: BIOL 2401, BIOL 2402, BIOL 2420. Co-requisites: RNSG 1413, RNSG 1201.

#### **RNSG 1262 CLINICAL--NURSING PRACTICE I FOR ARTICULATING STUDENTS**

##### **6 external hours (2 Cr.) (16 hours a week)**

Clinical experience involving direct patient/client care in selected clinical facilities. The student will be expected to begin the application of the concepts and skills of the associate degree nurse with adult and child population as well as begin to demonstrate RN-level legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: 28 hours of general education courses specified on degree plan. Co-requisite: RNSG 1417.

#### **RNSG 1263 CLINICAL--NURSING PRACTICE II FOR ARTICULATING STUDENTS**

##### **6 external hours (2 Cr.) (16 hours a week)**

Clinical experience involving direct patient/client care of adult populations in selected clinical facilities. The student will be expected to expand the application of concepts and skills of the associate degree nurse as well as demonstrate RN-level legal and ethical behavior, safety practices, interpersonal and



teamwork skills, and appropriate communication. Prerequisites: RNSG 1417, RNSG 1262. Co-requisite: RNSG 1442.

### **RNSG 1361 CLINICAL--NURSING CARE OF CLIENTS WITH COMMON HEALTH CARE NEEDS**

#### **12 external hours (3 Cr.) (16 hours a week)**

Clinical experience involving the provision of nursing care to diverse clients/families experiencing surgical, locomotion, maladjustment, and reproductive common health care needs as well as care of the woman and family throughout the maternity cycle in selected clinical facilities. The student will be expected to apply related theory, concepts, and skills as well as demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 1413, RNSG 1261, RNSG 1201. Co-requisite: RNSG 2504.

### **RNSG 1413 FOUNDATIONS OF NURSING PRACTICE**

#### **3 lec/4 lab (4 Cr.)**

Introduction to the role of the associate degree nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, BIOL 2402, BIOL 2420. Co-requisites: RNSG 1261, RNSG 1201.

### **RNSG 1417 CONCEPTS OF NURSING PRACTICE I FOR ARTICULATING STUDENTS**

#### **3 lec/3 lab (4 Cr.) (8 lec/8 lab)**

Provides the articulating student the opportunity to examine the role of the professional nurse; application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Prerequisites: 28 hours of general education courses specified on degree plan. Co-requisite: RNSG 1262.

### **RNSG 1442 CONCEPTS OF NURSING PRACTICE II FOR ARTICULATING STUDENTS**

#### **3 lec/3 lab (4 Cr.) (8 lec/8 lab)**

Provide continuing opportunity to examine the roles of the professional nurse and apply systematic problem solving processes and critical thinking skills; focuses on the utilization of leadership and management skills in the provision of care to small groups of adult patients and their families and competency in knowledge, judgment, skills, and professional

values within a legal/ethical framework. Prerequisites: RNSG 1417, RNSG 1262. Co-requisite: RNSG 1263.

### **RNSG 2161 CLINICAL--MENTAL HEALTH NURSING**

#### **4 external hours (1 Cr.) (4 clinical hrs. a week)**

Clinical experience involving patient/client nursing care in selected mental health clinical facilities. The student will be expected to apply mental health concepts and skills as well as demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 2514, RNSG 2461. Co-requisite: RNSG 2213.

### **RNSG 2201 CARE OF CHILDREN AND FAMILIES**

#### **1lec/3 lab (2 Cr.) (3 lec./8 lab)**

Study of concepts related to the provision of nursing care for children and families. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: RNSG 2504, RNSG 1361. Co-requisite: RNSG 2261.

### **RNSG 2213 MENTAL HEALTH NURSING**

#### **1 lec/ 4 lab (2 Cr.)**

Study of the principles and concepts of mental health, psychopathology, and treatment modalities related to mental health nursing care of clients and their families. Emphasis on therapeutic communication, critical thinking skills, and a systematic problem-solving process as a framework for providing care to clients and families experiencing mental health problems as well as the role of the associate degree nurse in caring for clients and families experiencing mental health problems. Prerequisites: RNSG 2514, RNSG 2461. Co-requisite: RNSG 2161.

### **RNSG 2261 CLINICAL--NURSING CARE OF CHILDREN AND FAMILIES**

#### **6 external hours (2 Cr.)**

#### **(16 clinical hrs. a week for 6 weeks)**

Clinical experience involving the provision of nursing care to children and families in selected clinical facilities. The student will be expected to apply nursing of children and families theory, concepts, and skills as well as demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 2504, RNSG 1361. Co-requisite: RNSG 2201.



### **RNSG 2262 CLINICAL--INTEGRATED CLIENT MANAGEMENT**

#### **12 external hours (2 Cr.) (12 clinical hrs. a week)**

Clinical experience involving direct patient/client care in selected clinical facilities. The student will be expected to apply management/leadership skills of the associate degree nurse as well as demonstrate critical thinking skills, legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 2213, RNSG 2161. Co-requisite: RNSG 2435.

### **RNSG 2435 INTEGRATED CLIENT CARE MGT. 4 lec/week (4 Cr.)**

Application of independent nursing interventions to care for diverse patients and families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: RNSG 2213, RNSG 2161. Co-requisite: RNSG 2262. Exit exam and/or remediation required.

### **RNSG 2461 CLINICAL--NURSING CARE OF CLIENTS WITH COMPLEX HEALTH CARE NEEDS 16 external hours (4 Cr.) (16 clinical hrs. a week)**

Clinical experience involving the provision of nursing care to patients/clients with complex health care needs in selected clinical facilities. The student will be expected to apply related theory, concepts, and skills as well as demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 2201/2261 or RNSG 1442/1263. Co-requisite: RNSG 2514.

### **RNSG 2504 INTERGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS 4 lec/4 lab (5 Cr.)**

Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse patients and families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the interdisciplinary health care team. Content includes applicable

competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: RNSG 1413, RNSG 1261, RNSG 1201. Co-requisite: RNSG 1361.

### **RNSG 2514 INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS 4 lec/4 lab (5 Cr.)**

Application of a systematic problem-solving process, critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the interdisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework.. Prerequisites: RNSG 2201/2261 or RNSG 1442/1263. Co-requisite: RNSG 2461.

## **VOCATIONAL NURSING (VN)**

All VNSG Courses require admission to the VN Program.

### **VNSG 1122 VOCATIONAL NURSING CONCEPTS 1 lec/0 lab (1 Cr.)**

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Included also are concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Co-requisites: VNSG 1505, 1423, 1331, 1327, 1226, 1260.

### **VNSG 1133 GROWTH AND DEVELOPMENT 1 lec/0 lab (1 Cr.)**

This courses focuses on the study of the basic aspects of growth and development throughout the lifespan. Emphasis is placed on growth and development of the individual's body, mind, and personality as influenced by the environment. Prerequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226, 1260. Co-requisites: VNSG 1429, 1334, 2431, 1230, 1460.

**VNSG 1191 SPECIAL TOPICS  
IN PRACTICAL NURSING (ROLE TRANSITION)  
0 lec/2 lab (1 Cr.) (12-week summer course)**

This course focuses on the role transition of the student nurse to the graduate nurse with attention to the skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Co-requisites: VNSG 1432, 1136, 1238, 1219, 1261.

**VNSG 1219 PROFESSIONAL DEVELOPMENT  
2 lec (2 Cr.) (12-week summer course)**

This course is a study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Co-requisites: VNSG 1432, 1136, 1238, 1191, 1261.

**VNSG 1236 MENTAL HEALTH  
2 lec (2 Cr.) (12-week summer course)**

This course is an introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanism, and therapeutic communication skills. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Co-requisites: VNSG 1432, 1238, 1219, 1191, 1261.

**VNSG 1238 MENTAL ILLNESS  
2 lec (2 Cr.) (12-week summer course)**

This course is a study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Co-requisites: VNSG 1432, 1136, 1219, 1191, 1261.

**VNSG 1260 CLINICAL I PRACTICAL NURSE  
16 clinical hours a week for eight weeks (2 Cr.)  
(8 external hours)**

Clinical experience focuses on direct client nursing care in selected long-term care and acute-care facilities. The student will be expected to apply foundations of nursing practice, theory, concepts and skills, demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and utilize appropriate communication with clients, families, staff, and peers. Co-requisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226.

**VNSG 1261 CLINICAL III PRACTICE NURSE  
16 clinical hours a week for 10 weeks (2 Cr.) (10  
external hours)**

Clinical experience focusing on direct client care of adult and pediatric populations in selected acute-care facilities. The student will be expected to apply the concepts and skills of the licensed vocational nurse and demonstrate LVN-level legal and ethical behavior, safety practices, interpersonal and teamwork skills, and utilize appropriate communication with clients, families, staff and peers. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Co-requisites: VNSG 1432, 1136, 1238, 1219, 1191.

**VNSG 1327 ESSENTIALS OF MEDICATION ADMIN.  
2 lec/4 lab (3 Cr.)**

This course focuses on 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. Co-requisites: VNSG 1505, 1423, 1331, 1122, 1226, 1260.

**VNSG 1330 MATERNAL-NEONATAL NURSING  
3 lec (3 Cr.)**

This course focuses on utilization of the nursing process in the assessment and management of the childbearing family. Emphasis is placed on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Prerequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226, 1260. Co-requisites: VNSG 1133, 1429, 1334, 2431, 1460.

**VNSG 1331 PHARMACOLOGY  
3 lec (3 Cr.)**

This course focuses on the fundamentals of medications and their diagnostic, therapeutic, and curative effects. It includes nursing interventions utilizing the nursing process. Co-requisites: VNSG 1505, 1423, 1327, 1122, 1226, 1260.

**VNSG 1334 PEDIATRICS  
3 lec (3 Cr.)**

This course is a study of childhood diseases and childcare from infancy through adolescence. Focus is placed on the care of the well and the ill child utilizing the nursing process. Prerequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226, 1260. Co-requisites: VNSG 1133, 1429, 2431, 1230, 1460.

**VNSG 1423 BASIC NURSING SKILLS****2 lec/6 lab (4 Cr.)**

This course focuses on mastery of entry-level nursing skills and competencies for a variety of health care settings. Includes utilization of the nursing process as the foundation for all nursing interventions. Co-requisites: VNSG 1505, 1331, 1327, 1122, 1226, 1260.

**VNSG 1429 MEDICAL-SURGICAL NURSING I****4 lec/1 lab (4 Cr.)**

This course focuses on the application of the nursing process to the care of adult patients experiencing medical- surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Prerequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226, 1260. Co-requisites: VNSG 1133, 1334, 2431,1230, 1460.

**VNSG 1432 MEDICAL-SURGICAL NURSING II****4 lec/1 lab (4 Cr.) (12-week summer course)**

This course is a continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. It includes a variety of health care settings. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Co-requisites: VNSG 1136, 1238, 1219, 1191, 1261.

**VNSG 1460 CLINICAL II PRACTICAL NURSE****16 clinical hours per week (4 Cr.)**

Clinical experience involving the provision of nursing care to diverse clients/families in selected acute care facilities, as well as care of the woman and family throughout the maternity cycle in selected clinical facilities. The student will be expected to apply related theory, concepts, and skills, demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and utilize appropriate communication with clients, families, staff, and peers. Prerequisites: VNSG 1505, 1323, 1331, 1327, 1122, 1226, 1260. Co-requisites: VNSG 1133, 1429, 1334, 2431, 1230.

**VNSG 1505 HEALTH SCIENCE****5 lec/1 lab (5 Cr.)**

Introduction to the general principles of anatomy and physiology, nutrition, and Microbiology for Non-Science Majors that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions. Co-requisites: VNSG 1423, 1331, 1327, 1122, 1226, and 1260.

**VNSG 2431 ADVANCED NURSING SKILLS****2 lec/6 lab (4 Cr.)**

This course focuses on mastery of advanced-level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Prerequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226, 1260. Co-requisites: VNSG 1133, 1429, 1334, 1230, 1460.

**OCCUPATIONAL THERAPY ASSISTANT (HPRS, OTHA)**

All OTHA courses require admission to the OTA Program. Studies in Health Professions and Related Services (HPRS courses) are open for registration for all Navarro College students.

**HPRS 1101 INTRODUCTION TO HEALTH PROFESSIONS****1 lec/0 lab (1 cr.)**

An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

**HPRS 1205 MEDICAL LAW/ETHICS FOR HEALTH CARE PROFESSIONALS****1 lec/3 lab (2 Cr.)**

Introduction to the relationship between legal aspects and ethics in health care with emphasis on the responsibilities of health care professionals.

**HPRS 1206 ESSENTIALS OF MEDICAL TERMINOLOGY****1 lec/2 lab (2 Cr.)**

A study of common medical terminology, word origin, structure and application. Focus is on the ability to use medical references as resource tools.

**HPRS 2301 PATHOPHYSIOLOGY****3 lec/0 lab (3 Cr.)**

Study of the pathology and general health management of disease and injuries across the lifespan. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Note: MCDA 1302 will not substitute for this course.

**HPRS 2321 MEDICAL LAW/ETHICS  
FOR HEALTH CARE PROFESSIONALS****3 lec (3 Cr.)**

Introduction to the relationship between legal aspects and ethics in health care with emphasis on the responsibilities of health care professionals.

**OTHA 1161 CLINICAL IN OTA I****6 external hours (1 Cr.)**

Health-Related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in settings serving children or adolescents. Direct supervision is provided by the clinical professional. The in-class seminar is designed to reinforce topics and experiences that occur on off-campus sites and on-campus during lectures and labs. Prerequisites: OTHA 1311; OTHA 1309. Co-requisites: OTHA 1315; OTHA 1341.

**OTHA 1162 CLINICAL IN OTA II****6 external hours (1 Cr.)**

Health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in settings serving adults. Direct supervision is provided by the clinical professional. The in-class seminar complements topics and experiences that occur on off-campus sites and on-campus during lectures and labs. Prerequisites: OTHA 1341; OTHA 1315; OTHA 1161. co-requisites: OTHA 1349; OTHA 2402; OTHA 1319.

**OTHA 1163 CLINICAL IN OTA III****6 external hours (1 Cr.)**

Health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in setting serving children and adults with psychosocial challenges. Direct supervision is provided by the clinical professional. The in-class seminar complements topics and experiences that occur on off-campus sites and on-campus during lectures and labs. Prerequisites: OTHA 1349; OTHA 1319; OTHA 2402; OTHA 1162. Co-requisites: OTHA 2309. (0 lec/0 lab/6 ext. hours per week)

**OTHA 1309 HUMAN STRUCTURE  
AND FUNCTION IN OCCUPATIONAL THERAPY****2 lec/4 lab (3 Cr.)**

Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves and biomechanical assessment procedures. The

student is also introduced to assessment procedures for muscle strength and joint range of motion and basic principles of exercise. Prerequisites: Admission to OTA Program; approved biology elective (2 hours lec/4 hours lab/week)

**OTHA 1311 OCCUPATIONAL PERFORMANCE  
THROUGHOUT THE LIFESPAN****2 lec/4lab (3 Cr.)**

General principles of occupational therapy throughout age appropriate occupations; identify the client factors that affect occupational performance; select appropriate intervention strategies for this population; and adapt contexts to support occupational performance. Prerequisites: Admission to OTA Program; approved biology elective ( 2 hours lec/4 hours lab/ week)

**OTHA 1315 THERAPEUTIC USE OF  
OCCUPATIONS OR ACTIVITIES I****2 lec3 lab (3 Cr.)**

Various occupations or activities used as therapeutic interventions in occupational therapy with pediatric/ adolescent populations. Emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities for the pediatric population. Prerequisites: OTHA 1405; OTHA 1311; OTHA 1309. Co-requisites: OTHA 1341; OTHA 1161.

**OTHA 1319 THERAPEUTIC INTERVENTIONS I****2 lec/4 lab (3 Cr.)**

Concepts, techniques, and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy. There is an emphasis on the occupational therapy assistant's role in the process. Prerequisites: OTHA 1315; OTHA 1341; OTHA 1161. Co-requisites: OTHA 1349; OTHA 2402; OTHA 1162.

**OTHA 1341 OCCUPATION PERFORMANCE  
FROM BIRTH TO ADOLESCENCE****2 lec/4 lab (3 Cr.)**

Instruction in occupational performance of newborns through adolescents. Topics include frames of reference, evaluation tools and techniques, and intervention strategies specific to this population. Prerequisites: OTHA 1405; OTHA 1311; OTHA 1309. Co-requisites: OTHA 1315; OTHA 1161.

### **OTHA 1349 OCCUPATION PERFORMANCE OF ADULTHOOD**

**2 lec/4 lab (3 Cr.)**

Occupational performance of adults and includes frames of reference, evaluation strategies specific to this population. Prerequisites: OTHA 131; OTHA 1341; OTHA 1161L. Co-requisites: OTHA 2402; OTHA 1319; OTHA 1162

### **OTHA 1405 PRINCIPLES OF OCCUPATIONAL THERAPY**

**2 lec/4 lab (4 Cr.)**

Introduction to occupational therapy including the historical development and philosophy. Emphasis on the roles of the occupational therapy assistant. Topics include occupation in daily life; education and functions of the OT practitioner; frames of reference and occupational therapy models; occupational therapy personnel educational roles, and functions; current health care environment including OT practice areas; moral, legal, and ethical issues; communication in OT, including medical terminology and service documentation. Prerequisite: Admission into the OTA program; Approved biology elective.

### **OTHA 2235 HEALTH CARE MANAGEMENT IN OCCUPATIONAL THERAPY**

**1 lec/3 lab (2 Cr.)**

Role of the occupational therapy assistant in health care delivery. Topics include documentation and reimbursement; credentialing; occupational therapy standards and ethics; health care team role delineation; and management of resources, including environment, personnel, and budget. Prerequisites: OTHA 1349; OTHA 2402; OTHA 1319; OTHA 1162

### **OTHA 2305 THERAPEUTIC INTERVENTION II**

**2 lec/3 lab (3 Cr.)**

Current rehabilitative interventions across the lifespan. Topics include strategies to enhance occupational performance and assess interventions to achieve the established goals. Prerequisites: OTHA 1349; OTHA 1319; OTHA 2402; OTHA 1162

### **OTHA 2309 MENTAL HEALTH IN OCCUPATIONAL THERAPY**

**2 lec/4 lab (3 Cr.)**

Promotion of mental health and wellness through occupational therapy. Topics include theory, assessments, and intervention strategies to enhance occupational performance. Prerequisites: OTHA 1349; OTHA 1319; OTHA 2402; OTHA 1162. Co-requisites: OTHA 1163

### **OTHA 2366 AND 2367 PRACTICUM IN OTA I**

**21 external hours (3 Cr.)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Prerequisite: Successful completion of all required courses and approval of OTA program director.

### **OTHA 2402 THERAPEUTIC USE OF OCCUPATIONS OR ACTIVITIES II**

**3 lec/4 lab (4 Cr.)**

Advanced techniques and applications used in traditional and non-traditional practice settings. The student will prioritize techniques for planning, selecting, and implementing occupations or activities for adult populations treated in occupational therapy. Prerequisites: OTHA 1341; OTHA 1315; OTHA 1161. Co-requisites: OTHA 1349; OTHA 1319; OTHA 1162

## **FYE BEAU CAMP (ORIN)**

### **ORIN 1100 FYE BEAU CAMP**

**1 lec (1 NDCr.)**

Required of all full-time students as entering freshmen. Designed to help prepare students for integration into and success in college. Topics include improving study skills, budgeting time, and educational and personal choices. Opportunities to appraise abilities, interests, personality traits, and develop plans for career development. Online and face-to-face components are required. Completion of the course is required for graduation from Navarro College for students seeking the A. A., A. S., or A.A.S degree.



## PASS DEPARTMENT (MTH, READ, WRIT)

\*Developmental studies courses may not be applied toward degrees or certificates. Credit awarded is non degree credit (Nedcor). Residence Life students may not enroll in online developmental classes.

## DEVELOPMENTAL MATHEMATICS (MTH)

### MTH 1071 ESSENTIALS OF MATHEMATICS I 3 lec/1 lab (3 NDCr.)\*

A basic-level course with emphasis on the fundamental arithmetic operations of addition, subtraction, multiplication, and division. Topics include operations with whole numbers, fractions, percents, basic geometry, ratios, decimals, proportions, measurement concepts, and word problems.

### MTH 1074 INTRODUCTORY ALGEBRA 3 lec/1 lab (3 NDCr.)\*

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real number systems.

### MTH 1312 INTERMEDIATE ALGEBRA 3 lec/1 lab (3 NDCr.)\*

Introduction to algebra for students not prepared for MATH 1314 or MATH 1324. Topics include relations and functions, solving linear and quadratic equations, inequalities, polynomials, factoring, stated problems, rational expressions, proportions, introduction to complex numbers, and exponential expressions. Prerequisite: Satisfactory score on basic skills test or MTH 1074.

### NCBM 1071 NON-COURSE BASED MATH I 1 lab (1 NDCr.)

A one hour, non-course based, accelerated lab including arithmetic operations, basic algebraic concepts and notation, geometry, and real number systems. No tuition charge; only testing fee.

### NCBM 10741 NON-COURSE BASED MATH II 1 lab (1NDCr.)

A one hour, non-course based, accelerated lab including relations and functions, solving linear and quadratic equations, inequalities, polynomials, factoring, stated problems, rational

expressions, proportions, Introduction to complex numbers, and exponential expressions. No tuition charge, only testing fee. Prerequisite: Satisfactory score on basic skills test or MTH 1071.

### READING (READ) READ 1071 READING AND STUDY SKILLS I 3 lec/1 lab (3 NDCr.)\*

Reading and Study Skills is an introductory non-degree, non-credit course designed to help meet the learning needs of students who enter college under-prepared in the following areas: vocabulary, comprehension, reading rate, and study skills. A portion of the required work is of an independent nature with students selecting from a variety of choices including computer software, newspapers, and other learning resources.

### READ 1071 ESOL READING AND STUDY SKILLS I FOR NON-NATIVE ENGLISH SPEAKERS 3 lec/1 lab (NDCr.)\*

Course for speakers of other languages designed to teach basic English reading skills, including vocabulary, comprehension, reading rate, and study skills. Prepares students to function in college classes that require English language reading proficiency. Prerequisite: Non-native English speaker whose THEA score (or approved alternative test) indicates that the student should be placed in Developmental Reading 1071.

### READ 1072 ADVANCED READING COMPREHENSION 3 lec (3 NDCr.)\*

A non-degree, non-credit course designed to help meet the needs of students who are only slightly under prepared for their college reading responsibilities. Emphasis is placed on comprehending college texts and other educational materials.

### WRITING (WRIT) WRIT 1071 WRITING SKILLS I 3 lec/1 lab (3 NDCr.)\*

A course designed to identify and help eliminate deficiencies in the basic writing skills that are necessary for college-level academic work. The course reviews the fundamentals of grammar and teaches the basics of writing paragraphs and short essays.

### WRIT 1071 ESOL WRITING SKILLS FOR NONNATIVE ENGLISH SPEAKERS 3 lec/1 lab (3 NDCr.)\*

A course for speakers of other languages designed to help teach basic English language writing skills. The course reviews



the fundamentals of grammar and teaches the basics of writing paragraphs and short essays. Prepares students to function in college classes that require written English language proficiency. Prerequisite: non-native English speaker whose THEA score (or approved alternative test) indicates that the student should be placed in Developmental Writing 1071.

### **WRIT 1072 WRITING SKILLS II**

**3 lec (3 NDCr.)\***

A class intended to give beginning and under-prepared writers experience in the processes of writing and to give them a working knowledge of English grammatical rules. This course is for students whose assessment test scores show a need for work in basic writing skills and for any student who wishes to reinforce existing skills. While grammar, punctuation, and spelling will be emphasized in the course, their primary mastery through application in regular writing assignments will determine the student's success in the course.

## **PETROLEUM TECHNOLOGY (INMT, INTC, PTRT, RBTC)**

### **INMT 2345 INDUSTRIAL TROUBLESHOOTING**

**2 lec/2 lab (3 Cr.)**

An advanced study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures.

### **INTC 1305 INSTRUMENTATION**

**2 lec/2 lab (3 Cr.)**

A survey of the instrumentation field and the professional requirements of the instrumentation technician including an introduction to computer and calculator applications involved in basic electronic circuit analysis.

### **PTRT 1191 SPECIAL TOPICS**

**16 lec (1 Cr.)**

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. Required orientation course for students enrolling in the AAS or Certificate in Petroleum Technology Program.

### **PTRT 1301 OVERVIEW OF PETROLEUM INDUSTRY**

**3 lec (3 Cr.)**

An overview of the entire petroleum industry. Purposes and proper procedures in a variety of different petroleum technologies: exploration, drilling, production, transportation, marketing, and refining.

### **PTRT 1307 PRODUCTION METHODS**

**2 lec/2 lab (3 Cr.)**

An introduction to the two different methods associated with petroleum production: natural flow and artificial lift. The student will also develop skills and competency in lease-layout and specific recovery methods, such as water flooding, chemical flooding, thermal processes and CO<sub>2</sub> injections.

### **PTRT 1309 CORROSION BASICS**

**3 LEC (3 Cr.)**

Principles of corrosion such as basic electrochemistry processes. Addresses the deterioration of materials, devices, or pieces of oil field (or other) machinery/equipment. Emphasis on terminology associated with metallic and nonmetallic corrosion.

### **PTRT 1312 PETROLEUM REGULATIONS**

**3 lec (3 Cr.)**

Regulatory requirements and structures associated with the petroleum industry.

### **PTRT 1313 INDUSTRIAL SAFETY**

**2 lec/2 lab (3 Cr.)**

An overview for petroleum and manufacturing workers of state/federal regulations and guidelines, which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards, such as confined space entry, emergency action, lock out/tag out, and other work-related subjects.

### **PTRT 1317 NATURAL GAS PROCESSING**

**2 lec/2 lab (3 Cr.)**

An overview of natural gas processing operations. Fundamentals of gas processing, the nature of heat and how it implements the process, gas plant processing equipment, and procedures from raw material to the refined product.

### **PTRT 1321 OILFIELD HYDRAULICS**

**2 lec/2 lab (3 Cr.)**

Presents hydraulics applicable to drilling, completion and production. Includes calculating and evaluating the characteristics of the flowing and static fluids in various tubular and annular systems.

**PTRT 1324 PETROLEUM INSTRUMENTATION****2 lec/2 lab (3 Cr.)**

Surveys the instruments, measurements and control devices used within the major aspects of the petroleum industry. Basic terminology, functions and applications of the various instruments will be discussed.

**PTRT 1391 NATURAL GAS PROCESSING II****2 lec/2 lab (3 Cr.)**

A course in accuracy, quality, and validation of gas and liquid measurement techniques for field and plant operating personnel. General principles of correct techniques of measurement and proper procedures to correct errors will be emphasized.

**PTRT 2280 COOPERATIVE EDUCATION – PETROLEUM****1 lec/10 external (2 Cr.)**

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.

**PTRT 2323 NATURAL GAS PRODUCTION****2 lec/2 lab (3 Cr.)**

An overview of the aspects of natural gas production including gas well testing, field handling of gas, well casing head gas, separation, metering, and dehydration equipment, and gas compression/transportation systems.

**PTRT 2359 PETROLEUM COMPUTER APPLICATIONS****2 lec/2 lab (3 Cr.)**

Computer applications used in the petroleum industry. Includes the automation of open and closed loop systems.

**PTRT 2432 ARTIFICIAL LIFT****2 lec/4 lab (3 Cr.)**

Practical aspects of artificial lift in conventional production systems. Designed for students who have completed production methods PTRT 1307.

**RBTC 1309 PNEUMATICS****2 lec/4 lab (4 Cr.)**

A study of principles of pneumatics including formulas, functions, and circuits with hands-on experience in these industrial automated systems.

**PHILOSOPHY (PHIL)****PHIL 1301 INTRODUCTION TO PHILOSOPHY****3 lec (3 Cr.)**

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.

**PHIL 1304 INTRODUCTION TO WORLD RELIGIONS****3 lec (3 Cr.)**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.

**PHIL 1316 HISTORY OF RELIGIONS I****3 lec (3 Cr.)**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.

**PHIL 1317 HISTORY OF RELIGIONS II****3 lec (3 Cr.)**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.

**PHIL 2306 INTRODUCTION TO ETHICS****3 lec (3 Cr.)**

Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards.

**PHYSICS (PHYS)****PHYS 1305 ELEMENTARY PHYSICS I****3 lec (3 Cr.)**

Conceptual level survey of topics in physics. Intended for liberal arts and other non-science majors. May or may not include a laboratory.

**PHYS 1401 COLLEGE PHYSICS I****3 lec/3 lab (4 Cr.)**

This is a 4 semester hour course which is an algebra/trigonometry-level approach toward physics for students preparing for medical, dental, or other science-related fields. Topics include 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. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving.

Pre-requisite: MATH 1314 – College Algebra and MATH 1316 – Plane Trigonometry or MATH 2312/2412 Pre-Calculus

### **PHYS 1402 COLLEGE PHYSICS II**

#### **3 lec/3 lab (4 Cr.)**

This four semester hour course is a continuation of PHYS 1401. Topics include the study of the 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 and This laboratory-based course accompanies PHYS 1302, College Physics II. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving.

Prerequisite: PHYS 1401 College Physics I

### **PHYS 1403 STARS AND GALAXIES**

#### **3 lec/3 lab (4 Cr.)**

This course, designed for non-science majors, will explore our Milky Way galaxy, stars and stellar systems, galaxies, cosmology, and the tools used to study astronomy.

### **PHYS 1404 THE SOLAR SYSTEM**

#### **3 lec/3 lab (4 Cr.)**

This course, designed for non-science majors, will explore the solar system, the motions of the planets in the sky, constellations, and the history of astronomy.

### **PHYS 1415 PHYSICAL SCIENCE I**

#### **3 lec/3 lab (4 Cr.)**

This course, designed for non-science majors, is a survey of topics in astronomy and physics including their relationship to the environment.

### **PHYS 1417 PHYSICAL SCIENCE II**

#### **3 lec/3 lab (4 Cr.)**

This course, designed for non-science majors, is a survey of topics in chemistry, meteorology, and geology and their relationships within the environment.

### **PHYS 2425 UNIVERSITY PHYSICS I**

#### **3 lec/3 lab (4 Cr.)**

This is a four semester hour calculus-level physics course. It involves the 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. Basic laboratory experiments supporting theoretical principles presented in the classroom lecture involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.

Pre-requisite: MATH 2413 Calculus I

### **PHYS 2426 UNIVERSITY PHYSICS II**

#### **3 lec/3 lab (4 Cr.)**

Continuation of PHYS 2425. Topics include the study of the 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, and Laboratory experiments supporting theoretical principles presented in the classroom lecture involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports.

Pre-requisite: PHYS 242, MATH 2414 Calculus II

## POWER PLANT OPERATIONS AND MAINTENANCE (ELMT, IEIR, MCHN)

### ELMT 1266 PRACTICUM – ELECTROMECHANICAL TECHNOLOGY/ELECTROMECHANICAL ENGINEERING TECHNOLOGY

**16 external hrs (2 Cr.)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

### ELMT 1491 SPECIAL TOPICS IN ELECTROMECHANICAL TECHNOLOGY/TECHNICIAN

**3 lec/3 lab (4 Cr.)**

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 help improve student proficiency.

### ELMT 2337 ELECTRONIC TROUBLESHOOTING, SERVICE, AND REPAIR

**2 lec/2 lab (3 Cr.)**

In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventative maintenance. Emphasis on safety and proper use of test equipment. May be offered as a capstone course.

### IEIR 1306 ELECTRIC MOTORS

**2 lec/3 lab (3Cr.)**

Fundamentals of single and three-phase alternating current motors and direct current motors, including operating principles, characteristics, application, selection, installation, maintenance, and troubleshooting.

### IEIR 1343 INDUSTRIAL EQUIP. MAINTENANCE

**3 lec/3 lab (3 Cr.)**

Maintenance and repair of power transmission systems involving gear, V-belt, and chain drives with emphasis on both plain and anti-friction bearings. Introduces theory of various types of pumps and compressors. Laboratory activities include maintenance, repair, and overhaul procedures used on common process pumps and compressors.

### MCHN 1320 PRECISION TOOLS AND MEASUREMENT

**3 lec/3 lab (4 Cr.)**

An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece-part measurements while using standard measuring tools.

## PSYCHOLOGY (PSYC)

### PSYC 2301 GENERAL PSYCHOLOGY

**3 lec (3Cr.)**

A survey of the major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior.

### PSYC 2302 APPLIED PSYCHOLOGY

**3 lec (3Cr.)**

Survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work, and government work.

### PSYC 2306 HUMAN SEXUALITY

**3 lec (3 Cr.)**

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom.

### PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT

**3 lec (3 Cr.)**

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.

### PSYC 2315 PSYCHOLOGY OF ADJUSTMENT

**3 lec (3 Cr.)**

Study of the processes involved in adjustment of individuals to their personal and social environments.

### PSYC 2319 SOCIAL PSYCHOLOGY

**3 lec (3Cr.)**

Study of individual behavior within the social environment. May include topics such as the socio-psychological process,

attitude formation and change, interpersonal relations, and group processes. Recommended prerequisite: PSYC 2301.

**PSYC 2389 ACADEMIC COOPERATIVE IN PSYCHOLOGY**  
**3 lec (3 Cr.)**

An instructional program designed to integrate on-campus college study with practical, hands-on experience in the social sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and social institutions. This course is designed for the sophomore student who is interested in pursuing a major in psychology. The student must be recommended for the course by a college Advisor, instructor, or administrator and must have the instructor's approval before enrolling in the course.

## SOCIOLOGY (SO CI)

**SOCI 1301 INTRODUCTORY SOCIOLOGY**  
**3 lec (3 Cr.)**

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.

**SOCI 1306 SOCIAL PROBLEMS**  
**3 lec (3 Cr.)**

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. Recommended prerequisite: SOCI 1301.

**SOCI 2301 MARRIAGE & THE FAMILY**  
**3 lec (3 Cr.)**

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

**SOCI 2319 MINORITY STUDIES**  
**3 lec (3 Cr.)**

This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion. Recommended prerequisite: SOCI 1301.

**SOCI 2389 ACADEMIC COOPERATIVE IN SOCIOLOGY**  
**3 lec (3 Cr.)**

An instructional program designed to integrate on-campus college study with practical, hands-on experience in the social sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and social institutions. The student will specifically study the social institution of education. This course is designed for the sophomore student who is interested in pursuing a major in sociology or education. The student must be recommended for the course by a college Advisor, instructor, or administrator and must have the instructor's approval before enrolling in the course.

## SPEECH (SPCH)

**SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION**  
**3 lec (3 Cr.)**

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

**SPCH 1315 PUBLIC SPEAKING**  
**3 lec (3 CR.)**

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.



**SPCH 1321 BUSINESS AND PROFESSIONAL COMMUNICATION****3 lec (3 Cr.)**

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.

**WELDING (WLDG)****WLDG 1200 INTRODUCTION TO WELDING FUNDAMENTALS****1 lec/3 lab (2 Cr.)**

An introduction to the fundamentals of equipment used in oxyacetylene and arc welding including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes, and basic metallurgy. Tech Prep articulated credit.

**WLDG 1221 STUDIES IN WELDER/WELDING TECHNOLOGY WELDING (SMAW)****1 lec/3 lab (2 Cr.)**

A continuation of the introductory layout and fabrication course, which covers design and production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Tech Prep articulated credit.

**WLDG 1312 INTRO TO FLUX CORED ARC WELDING****2 lec/2 lab (3 Cr.)**

An overview of terminology, safety procedures and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes.

**WLDG 1313 INTRO TO BLUEPRINT READING FOR WELDERS****2 lec/2 lab (3 Cr.)**

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

**WLDG 1323 WELDING SAFETY, TOOLS AND EQUIPMENT****2 lec/2 lab (3 Cr.)**

An introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols, and blueprints.

**WLDG 1327 WELDING CODES****2 lec/2 lab (3 Cr.)**

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive, and nondestructive test methods.

**WLDG 1428 INTRO TO SHIELD AND METAL ARC WELDING (SMAW)****2 lec/ 4 lab (4 Cr.)**

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxyfuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

**WLDG 1430 INTRO TO GAS METAL ARC WELDING****2 lec/4 lab (4 Cr.)**

A study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs

**WLDG 1434 INTRO TO GAS TUNGSTEN ARC WELDING (GTAW)****2 lec/4 lab (4 Cr.)**

Principles of Gas Tungsten Arc Welding (GTAW) set up, GTAW equipment. Instruction in various positions and joint designs.

**WLDG 1435 INTRO TO PIPE WELDING****2 lec/4 lab (4 Cr.)**

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.



**WLDG 1457 INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW)****2 lec/4 lab (4 Cr.)**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions.

**WLDG 2288 INTERNSHIP - WELDING TECH WELDER****6 External Hrs./96 Contact Hrs. (2 Cr.)**

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.

**WLDG 2406 INTERMEDIATE PIPE WELDING****2 lec/4 lab (4 Cr.)**

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.

**WLDG 2447 ADVANCED GAS METAL ARC WELDING (GMAW)****2 lec/4 lab (4 Cr.)**

Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions and directions.



# EXECUTIVE OFFICERS

## **Richard M. Sanchez** **District President**

Ed.D., Western Michigan University  
M.A., California Polytechnic State University  
B.A., Northern Arizona University

## **Kenneth Martin** **President, Ellis County Campuses**

Ed.D., Baylor University  
M.S., B.S., Texas A&M University - Commerce  
Graduate Studies: Texas A&M University - Commerce,  
Baylor University  
L.P.C.

## **Harold Housley** **Vice President for Academic Affairs**

Ph.D., University of Southern Mississippi  
B.S., University of Southern Mississippi

## **Maryann Torres Hailey** **Vice President of Student Services**

Licensed Professional Counselor  
M.S., Texas A&M University, Kingsville  
B.S., Texas A&M University, College Station  
Graduate Studies: Amber University,  
University of North Texas

## **Gertrud Moreno** **Vice President of Finance and Administration**

Certified Public Accountant  
M.B.A., Texas A&M University at Kingsville  
B.S., University of Central Texas  
A.S., Central Texas College

## **Tommy W. Stringer** **Vice President of Institutional Advancement & Director of Navarro College Foundation**

Ph.D., University of North Texas  
M.A., Oklahoma State University  
B.A., Oklahoma Christian College

## **Dewayne Gragg** **Vice President of Enrollment Management, Student Success, and Institutional Studies**

M.Ed., Texas A&M University – Commerce  
B.S., Texas A&M University - Commerce  
A.A.S., Navarro College  
Graduate Studies: Texas A&M University – Commerce

## **Marcy Ballew** **Associate Vice President of Human Resources**

M.S., Tarleton State University  
B.B.A., Tarleton State University

# FACULTY & STAFF

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## NAVARRO COLLEGE PIPER PROFESSORS

Navarro College has had six faculty members recognized for outstanding achievement in the teaching profession with the prestigious Minnie Stevens Piper Professor Award. This award is granted annually from among nominees from all accredited colleges and universities in Texas. The Navarro College Piper Professors are:

**Margaret Pannill, English, 1961**  
**Lucile M. Boyd, Languages, 1971**  
**Geraldine Johnston, English, 1978**  
**H. McAfee Daniel, English, 1986**  
**Richard E. Miller, Ph.D., Psychology/Sociology, 1989**  
**Tommy W. Stringer, Ph.D., History, 1994**

## NAVARRO COLLEGE PROFESSOR EMERITI

**James Chapman, Government**  
**H. McAfee Daniel, English Sandra Dowd, Art**  
**Sheila Herod, Music**  
**Lary Reed, Executive Vice President**

## NAVARRO COLLEGE COMMUNITY ADVISOR COMMITTEE

The Navarro College Community Advisory Committee is a representative group of Navarro County citizens appointed by the college district president. The functions of the committee are to advise the district president of programs and services that may be needed in Navarro County and to assist the district president in establishing a stronger college presence within the county. Members of the committee include:

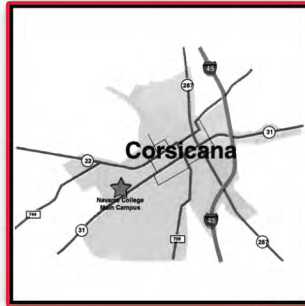
**Mr. Dick Aldama**  
**Reverend Earnest Betts**  
**Ms. Barbara Brown**  
**Ms. Elmeree Rhodes-Burrell**  
**Mr. Pedro Cohen**  
**Mr. Mike Gage**  
**Mr. Richard Garcia**  
**Ms. Sherry Gullatt**  
**Mr. Lewis Palos**  
**Mr. Bernard Porter, Jr.**  
**Ms. Ro Ross**  
**Ms. Jessica Starek**

# CAMPUS LOCATIONS

## Corsicana

3200 W. 7<sup>th</sup> Avenue  
Corsicana, TX 75110

**1.800.NAVARRO**



## Midlothian

899 Mount Zion Road  
Midlothian, TX 76065

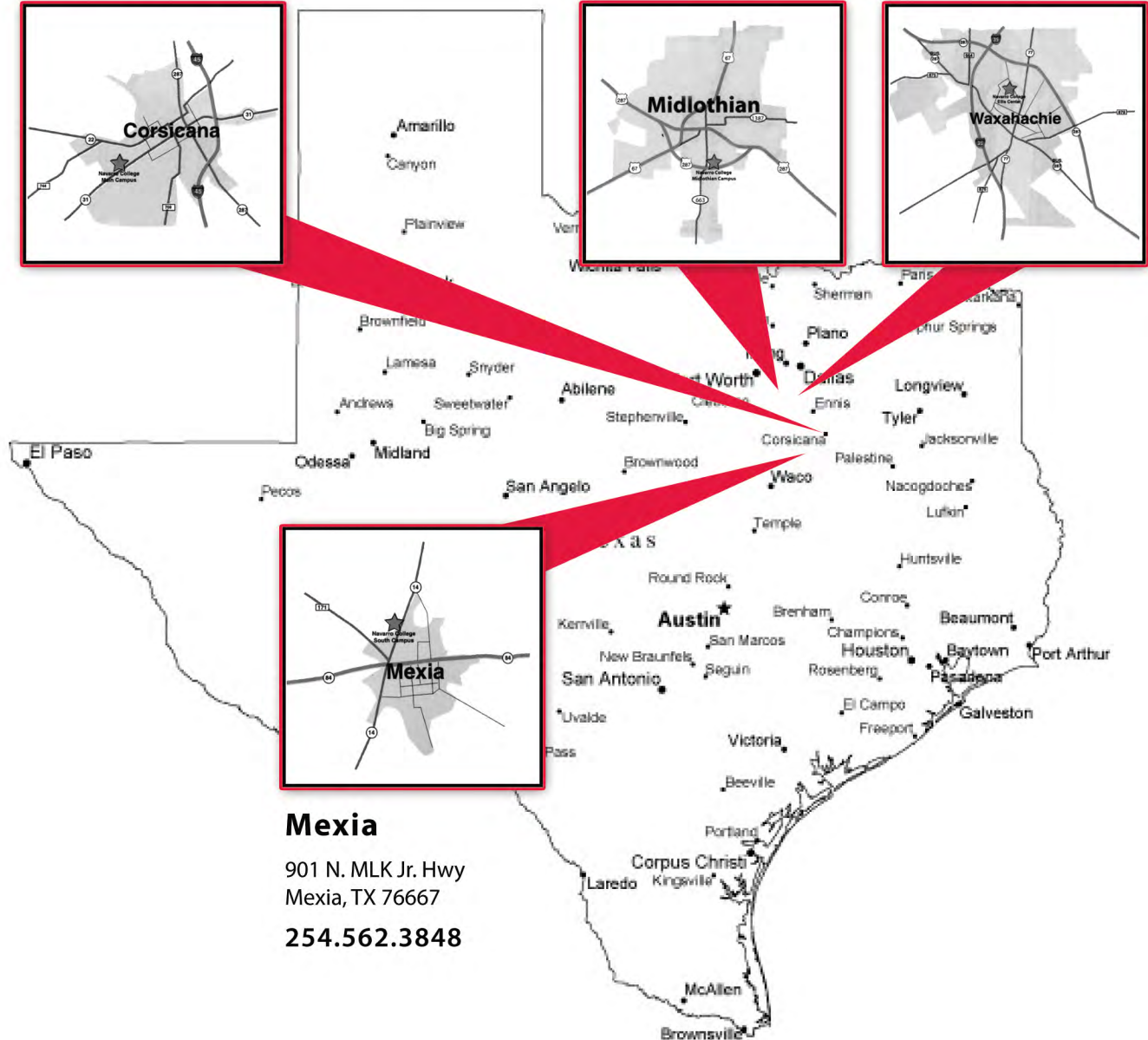
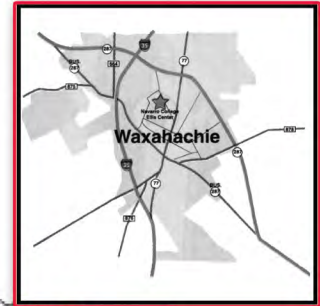
**972.775.7200**



## Waxahachie

1900 John Arden Drive  
Waxahachie, TX 75165

**972.937.7612**



## Mexia

901 N. MLK Jr. Hwy  
Mexia, TX 76667

**254.562.3848**

FOR MORE INFORMATION VISIT OUR WEBSITE AT:

**[www.NavarroCollege.edu](http://www.NavarroCollege.edu)**

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NAVARRO COLLEGE

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