

HILL COLLEGE

EQUAL OPPORTUNITY

Hill College is committed to the principle of equal opportunity in education and employment. The College does not discriminate against individuals on the basis of age, race, religion, sex, national origin, disability, or veteran status in the administration of its educational programs, activities, or employment policies.

NONDISCRIMINATION

Federal law prohibits the College from making preadmission inquiries regarding a student's disability. Information regarding a student's disability, voluntarily given or inadvertently received, will not adversely affect any admission decision. If a student requires special services and/or accommodations as a result of a disability, the student must notify the Office of Student Services. This voluntary self identification allows Hill College to prepare appropriate support services and/or accommodations to facilitate the student's learning. Confidentiality of the information will be maintained in accordance with the Family Education Rights and Privacy Act and shared only with College officials with a legitimate educational interest in the information. To the extent reasonably appropriate, the College will provide special services and/or accommodations to qualified individuals with a disability in accordance with Section 504 of the Rehabilitation Act. Hill College has designated the Vice President of Student Services as the Section 504 Coordinator.

Also, Hill College complies with state regulations that allow no illegal drugs on campus. Students caught with such a drug may be suspended and/or expelled from college for a specified period of time.

For information about Hill College, write or telephone the following:

Hill College
112 Lamar Drive
Hillsboro, TX 76645
(254) 659-7500

or visit Hill College on the
World Wide Web at

www.hillcollege.edu

BULLETIN
of
HILL COLLEGE
GENERAL CATALOG
for
2010-2012

Hill College is accredited by
the Commission on Colleges of the
Southern Association of Colleges and Schools
to award associate degrees.

*Contact the Commission on Colleges at
1866 Southern Lane
Decatur, Georgia 30033-4097 or call
404-679-4500*

for questions about the accreditation of Hill College.

Approved by
Texas Association of Community Colleges
The Texas Higher Education Coordinating Board

Member of

American Association of Community Colleges
The Association of Texas Colleges and Universities
The Texas Association of Music Schools
National Junior College Athletic Association
Texas Association of School Boards
Association of Community College Trustees
North Texas Community College Consortium
Texas Community College Association
Texas Community College Teachers Association

This catalog contains policies, regulations and procedures which were in existence as the publication went to press. The college reserves the right to make changes at any time to reflect current board policies and administrative regulations and procedures. **Please refer to the Hill College website at www.hillcollege.edu and/or contact individual departments for changes and updates.**

This bulletin is for informational purposes and does not
constitute a contract.

MESSAGE FROM THE PRESIDENT

Welcome to Hill College. Our campuses are located at Hillsboro, Cleburne, Burleson, Glen Rose, Clifton, and a Virtual Campus accessible anywhere.

Hill College is a comprehensive residential community college which opened in 1923. With a long tradition of history and academic excellence, Hill College is building for the future. We are meeting the needs of today's students with new programs and facilities.

If your goal is university transfer, we offer excellent transfer educational programs of study. Hill College has something unique! We provide dual admission to your choice of major universities! Enroll in Hill College and apply for admission to one of these fine institutions and be admitted while still a Hill College student. Then when your course of study is complete at Hill College, you are already admitted to the university. Students who are part of this program have rights and privileges of students already attending the university.

If you are interested in a technical career, we offer nationally recognized technical programs in areas as diverse as nursing, cosmetology, or Cisco training. Additionally, a varied array of non-credit workforce and continuing education courses will help you train for a new career or pursue your personal interests.

Hill College features outstanding athletic programs and a Texas tradition, the Bob Bullock Gym. The College boasts over 200 student athletes who have become professionals in baseball and rodeo!

We at Hill College have a comprehensive selection of student services. We pride ourselves on friendly and knowledgeable counselors and advisors to assist you.

We believe that all students should have access to excellent higher education. We are proud of our strong scholarship programs which provide well over \$500,000 per year to students attending Hill College.

Come join us in our educational community. We look forward to meeting you!

Sheryl Smith Kappus, Ph.D.

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I
GENERAL INFORMATION

Visit the Hill College website at
www.hillcollege.edu
and/or contact individual departments
for changes and updates.

PHILOSOPHY OF HILL COLLEGE

The Board of Regents, administrators, and faculty at Hill College are committed to the concept that our college be an open door to learning. With this goal in mind, we extend an educational opportunity to students of all ages who can profit from instruction. Every effort is made to provide equal access to the educational opportunities offered at Hill College without regard to race, creed, color, age, sex, national origin, or disability.

In keeping with this philosophy, Hill College recognizes and accepts the responsibility for providing curricula for university bound students, for students seeking career opportunities in a variety of occupations, and for persons of the community seeking cultural enrichment, short-term skill training, or personal improvement opportunities. The college will seek to achieve these goals within the limits of its legal responsibilities and available fiscal resources.

MISSION STATEMENT

Hill College accepts as its mission the task of providing high quality comprehensive educational programs and services. The college strives to enhance the educational, cultural, and economic development of its service area and to assist both individuals and the community to prepare for a more productive life.

PURPOSES OF HILL COLLEGE

The purposes of Hill College are defined in the Texas Education Code, Section 130.003, and shall be to provide:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. occupational programs leading directly to employment in semi-skilled and skilled occupations;
3. freshman and sophomore courses in arts and sciences;
4. continuing adult education programs for occupational or cultural upgrading;
5. compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. workforce development programs designed to meet local and statewide needs;
8. adult literacy programs and other basic skills programs; and
9. such other purposes as may be prescribed by the Coordinating Board, Texas College and University System, or local governing boards, in the best interest of post-secondary education.

Hill College exists to serve these purposes as they relate first to the local service areas, then to the State of Texas, and finally, to the nation. It has accepted the challenge of providing the resources, curricula, instructional support, and personnel required to best serve the many educational needs of its students and adult clients.

HISTORY OF HILL COLLEGE

The authorization to establish Hill College was issued in 1921 by the Attorney General of the State of Texas under the name of Hillsboro Junior College. The college first enrolled students in September of 1923. At that time there were only two public junior colleges in

the state, and Hillsboro Junior College became the first municipal junior college to be chartered in Texas.

Hillsboro Junior College operated continuously until July of 1950 when it closed after an attempt to establish a county-wide college system failed. The college lay dormant for eleven years during which time the charter was protected from forfeiture through the efforts of the late Senator Crawford Martin of Hillsboro.

On March 3, 1962, through the efforts of the media, local civic groups, and many others, a bond issue was passed for the purpose of building a new campus. The college opened for business in September of 1962 under a new name, Hill Junior College. The new college district was expanded by the voluntary annexation of five Hill County school districts other than the original Hillsboro school district. The district now included Hillsboro, Abbott, Bynum, Covington, Itasca, and Whitney.

In 1974, the college opened an extension center in Cleburne, Texas, located in Johnson County. The Johnson County Campus now includes six buildings on 32 acres of land and has more than 1,000 students enrolled in both day and night classes. In 1997 and 1998, the citizens of Alvarado, Cleburne, Godley, Grandview, Joshua, Keene, Rio Vista, and Venus approved a local maintenance and operation tax for the purpose of supporting the campus of Hill College in Johnson County.

The college dropped "junior" from its name in 1985 and became Hill College.

FACILITIES AND SERVICES

Hill College - Hill County Physical Plant

Hill College campus area includes 73.8 acres of land located just east of the City of Hillsboro on a hill overlooking I-35 and the 35 acre Hill College Reunion Grounds. Following its relocation to this site in 1962, the student population has continued to grow, and the college has expanded its facilities in order to meet the needs of the community and its students. Twenty permanent buildings have been erected on the main campus with over 250,000 square feet of space.

In the summer of 1985, the State of Texas deeded Hill College the Jefferson Davis State Park which is now called the Hill College Reunion Grounds Park. The park consists of thirty-five acres of land located one mile south of Hill College. Five acres of the park houses the college agriculture department and rodeo arena. Persons or groups wanting to use the park facilities may do so by contacting the president's office.

In 1986 the Vara Martin Daniel Performing Arts Center was completed. The Bob Bullock Sports Center was completed in 1988. The former home of the Runnin Rebels was converted to an activity center. In 1990, a new women's dormitory was completed. Also during 1990, a new classroom building was completed and opened. Another new women's dorm and a new science classroom/laboratory building were completed in 1992. The Governor Bill Daniel Student Center was completed in 1993. The Automotive Training Center and the Occupational-Technical Training Center were completed in 1994. These centers provide classroom and laboratory facilities for the Automotive Technology Program, the Welding Program, and the Criminal Justice Program. One of the latest additions to the campus was the construction of a new library which was completed in the Fall of 1996. The library is a full learning resource center. On the top floor is a spacious

library, and on the bottom floor is a teaching auditorium and computer lab. In the Fall of 1997, Hill College opened a new classroom and faculty office building, in the Summer of 1999, Hill College opened a new student cafeteria and bookstore complex, and in the Summer of 2005, HC opened a new nursing/cosmetology building. In 2008, through the generosity of the Hill College Foundation, Hill College completed a 1 million dollar renovation of the Bailey Dorm which houses male students on campus. Through these building projects and through continuous maintenance and beautification projects, the College has created an attractive campus conducive to teaching and learning.

Hill College - Johnson County Campus

In 1974, Hill College opened the Cleburne Extension Center. Since this time, Cleburne and Johnson County have experienced steady growth and so has the college. The campus was initially located on West Henderson Street in Cleburne at the site of the old Johnson County fair grounds. In 1987, over 75,000 square feet of warehouse space on Westhill Street was converted into a much needed occupational center. That space is still being used as the automotive technology, welding technology, and air conditioning/refrigeration technology center.

In 1997, the college was approached by concerned citizens requesting better facilities in Johnson County. A five-cent maintenance tax was passed by eight of the nine independent school districts in Johnson County. The ISD's consisted of Alvarado, Cleburne, Godley, Grandview, Joshua, Keene, Rio Vista, and Venus. The maintenance tax enabled the college to free student tuition to be used for revenue bonds.

In 1999, the college issued student revenue bonds to build new facilities on a permanent site overlooking Lake Cleburne on U.S. Hwy. 67, west of the City of Cleburne. The new campus consists of thirty-two (32) acres of land donated by Tolbert and Margaret Mayfield. The City of Cleburne entered into a long-term lease with the college for an additional fifteen (15) acres of adjoining land. The initial buildings that have been built on the new site consist of a classroom building, a library, and the Tolbert F. Mayfield Administration Building. A Student Center and the Margie Faye Wheat Kennon Health/Science Building was completed in 2001. A Technology Building was completed in the Summer of 2003. Additional buildings are planned as student enrollment grows.

Texas Heritage Museum

The Texas Heritage Museum has three divisions: Galleries & Collection, the Historical Research Center, and the Hill College Press.

Mission Statement

The Texas Heritage Museum's mission is to explore Texas and Texans during wartime and how those experiences affect us today.

The Texas Heritage Museum Galleries & Collection

The historical artifacts within the museum galleries and collections serve as tangible evidence of historical events while the accompanying text provides context to Texas history. Considerable thought and research goes into the galleries before they are displayed, and exhibits will continue to change to present fresh topics and perspectives. Whether in conjunction with classes or standing alone, students and visitors are able to learn Texas history from touring the facilities. The Texas Heritage Museum currently has six major exhibits: a Civil war gallery entitled "The Blue and Gray Gallery"; a WWII gallery

entitled “Texas at War 1939-1945”; “The Vietnam War and Texans’ Involvement”; “The Medal of Honor Memorial to Native-Born Texans”; The Texas Revolution entitled “Revolution & Republic”; and a sixth gallery on weapons from other wars that affect Texas. The museum houses over 16,000 artifacts from the 1830s to the present. The museum averages around 3,000 – 4,000 visitors a year and provides a hands on experience to visitors and students on Texas military history.

In 2009, the 81st Legislature of the State of Texas designated the Texas Medal of Honor Memorial at the Texas Heritage Museum as the official State Memorial to Texas-Born Medal of Honor Recipients. This memorial is to honor 56 native born Texans who received the Medal of Honor. The memorial was designed to enhance the Texas Heritage Museum’s mission statement, “To explore Texas and Texans during wartime and how those experiences affect us today.” The Memorial’s center features two WWII Texas Medal of Honor recipients: Audie Murphy, the most decorated soldier, and Samuel Dealey, the most decorated sailor. The memorial will enhance the Texas Heritage Museum’s Medal of Honor collections. The museum has an extensive collection of Audie Murphy’s personal artifacts from WWII along with James Harris’ Medal of Honor from WWII. The memorial will also compliment an extensive archival collection of photographs and documents of other Texan Medal of Honor recipients in the Historical Research Center.

The Historical Research Center

The Historical Research Center (HRC) aspires to be widely acknowledged by the community, by the people of Texas, by scholars world-wide, and by our professional peers, as one of the nation’s finest Civil War collections repositories, bringing international distinction to Hill College by advancing scholarly research and education at the college and beyond. The HRC has grown in the last 45 years to over 10,000 volumes and is one of the largest collections of books on the Civil War west of the Mississippi River. Included in the HRC is an extensive collection of maps, photographic collections, microfilm, and an archival depository that contains numerous files of soldiers’ letters, diaries, and unpublished manuscripts from all wars. Also featured in the HRC are original art, art prints, and sculptures depicting the War Between the States, and personal items belonging to Hill College graduate Bob Bullock during his term as Lieutenant Governor of Texas.

Hill College Press

The Hill College Press, established in 1964, publishes works of original and interpretative history that complement both the mission of the THM and the geographical setting of Central and North Texas. To date, the press has published thirty-nine full length books and six monographs, several of which have won literary and historical awards. The press publishes at least one book per year on one of the following subjects: Texas and Texans in conflict and war; social, multicultural, and historical subjects of importance to North and Central Texas; biographies of prominent Texans; and anthologies and documentary collections from the Historical Research Center. It also provides support with exhibits and programming development through tracts or pamphlets.

The Hill College Library System

The library system of Hill College is a combination of staff, materials and services existing to serve the students, faculty and administration of the college in their educational pursuits. Housing an up-to-date collection of items including books, periodical subscriptions, rolls of microfilm and electronic resources, the library system provides the

necessary research material for students to successfully complete their class assignments.

The primary access points to these resources are the two libraries, one on the Hill County Campus and one on the Johnson County Campus. The libraries provide access to the collections by means of a state of the art computerized library management system which includes online public catalogs, computerized periodical indexes and an automated circulation module. In addition, the library maintains a database network containing databases in various subject areas, most of which are full-text. The libraries supplement these in-house collections with a high speed connection to the Internet bringing to students the ever expanding information of that resource. In order to provide convenient access to the collections, the Hill County Campus library is open 75.5 hours per week including Sunday afternoons and nights. The Johnson County Campus library is open 75 hours per week including Saturday hours. The library also offers its card catalog and access to databases through the Internet so that students can access library information remotely from their home or other locations, 24 hours a day. As a member of the statewide TEXSHARE library initiative, students of Hill College are also eligible for a library card which allows full student privileges at the vast majority of academic libraries in the state.

In addition to the collection, the staff of the library provides a full range of library services including reference help, instruction in the use of the library and interlibrary loan. The library also makes available a computer lab where students can do research, access the Internet, type research papers and complete computer science course projects. Also available are areas providing audio-visual equipment and course tutorials and supplemental material for group or individual study.

Distance Learning

The goals for the Hill College distance learning programs go hand in hand with the stated mission and purpose for the institution. Hill College recognizes distance learning as a delivery system for educational instruction. The delivery system may be Internet, two-way interactive video, or a combination of these in conjunction with some regular on campus class meetings.

Through comprehensive educational programs and services which include technical, occupational, general education, and college transfer curricula, the Hill College distance learning courses are designed for students who are unable to travel to one of the main campus sites for traditional classroom instruction or who need to work in an independent mode to pursue academic goals. Distance education courses require strong commitment and dedication from both the student and the instructor.

Information Technology

Technology is a critical part of the day-to-day operations of Hill College that exists to enhance student learning and support the preservation, creation, transmission of knowledge to and from its constituents. In support of the institution's mission, core values and philosophy, the Information Technology Department's mission is to evaluate, recommend, and provide appropriate technology-based solutions, ensure availability, integration and technical support of such solutions and offer appropriate training in the use of the solutions to the constituents of the College.

In general, the Information Technology technologists maintain over 1200 devices on the Hill College network, consisting of computers, phones, printers, fax machines, wireless access points, switches, firewalls, battery backup power and other devices.

To learn more about how Information Technology enhances learning at Hill College, please contact the department of Information Technology.

The Hill College Bookstore

The Hill College Bookstore is operated for the convenience of the students and faculty. New textbooks are sold at moderate prices, and used texts will be sold, when available, at reasonable costs. At the end of each semester the College Store will repurchase or buy back limited number of textbooks remaining in adoption at prices based on the period of use and the condition of the book. School supplies are available to students and faculty at moderate prices.

Transcript Services

Copies of a student's transcript, a student's permanent record of classes taken at Hill College, are available upon written request from the Office of Enrollment Management. Adequate advance notice is required for a transcript. Contact the Office of Enrollment Management, Hill College, 112 Lamar Drive, Hillsboro, TX 76645.

Official transcripts may be withheld if a student has an administrative hold on his or her record or if a student has an outstanding financial obligation with the institution. Official transcripts will be released after all administrative holds have been released and all financial obligations to the institution have been discharged.

Motor Vehicle, Traffic, and Parking Regulations

Students who operate motor vehicles on campus are required to register the vehicles and to be familiar with and comply with the Traffic and Parking Regulations which are found in the Student Handbook. This Handbook and vehicle registration forms are available during registration or from the Office of Student Services.

II

ADMISSIONS

Visit the Hill College website at
www.hillcollege.edu
and/or contact individual departments
for changes and updates.

ADMISSION REQUIREMENTS

Hill College maintains an open admissions policy and constantly works to provide programs beneficial to all students.

Applications for admission and other documents necessary for admission should be addressed to the Office of Enrollment Management. Students may be admitted to Hill College by any one of the following methods:

1. **High School Graduate.** High school graduates will be admitted upon completion of an Application for Admission and presentation of a transcript. Individuals who have graduated from an accredited high school must submit an official high school transcript. Hill College defines an accredited high school as a Texas public high school authorized through the Texas Education Agency, the Texas Private School Accreditation Commission, the Southern Association of Colleges and Schools, or if located in a state other than Texas, that state's comparable agencies and/or regional accrediting association.

Individuals graduating from an unaccredited high school or home school must submit a notarized transcript or listing of studies to the Office of Enrollment Management.

2. **College Transfer.** An individual who is a transfer student from another college must be eligible for readmission to the institution in which the student last enrolled. Transfer students must meet the academic requirements of Hill College. Only credits from accredited institutions will be accepted.
3. **General Education Development Test.** A person who is at least 18 years of age but who has not graduated from high school will be admitted if their high school class has graduated and they have passed the General Education Development Test (GED).
4. **Individual Approval.** A person who is at least eighteen (18) years of age and who did not graduate from a high school may be considered for admission by Individual Approval. A request for admission by Individual Approval should be submitted to the Office of Enrollment Management. If approved, the following limitations and conditions will be placed on the students enrollment: (1) an official Hill College transcript will not be issued until the student has either passed the GED or completed fifteen (15) semester hours of college level courses with a GPA of 2.0 or better and (2) placement testing may be required in order to determine the student's readiness for the college's curricular offerings. Other limitations and conditions may be established by the College.
5. **Early Admissions/Concurrent Enrollment of High School Students.** Students who are currently attending high school may apply for the Early Admissions/Concurrent Enrollment Program at Hill College by completing an Application for Admission, submitting a letter of recommendation from their high school principal, and a current copy of their high school transcript. Other admission requirements apply: See Specialized Admissions - Early Admissions/Concurrent Enrollment Program. For additional information interested individuals should contact the Office of Enrollment Management.

6. Readmission. A Hill College student who has not attended the previous long semester (fall or spring) must apply for readmission through the Office of Enrollment Management. If the student has attended another college since his/her previous enrollment at Hill College, a current transcript of all college credits is required.
7. International Students. Hill College is authorized under federal law to enroll non-immigrant students seeking higher education in an academic field. International students seeking admission should submit the following:
 - a. Application for admission. The application should be submitted at least sixty (60) days prior to the beginning of classes for any given semester.
 - b. An official transcript of the last four years of secondary school. The official transcript must be an original with a certified English translation attached. The transcript must show each course completed and the grade earned as well as the date of graduation.
 - c. An official transcript from each college or university attended. The official transcript must be an original with a certified English translation attached. The transcript must show each course completed and the grade earned.
 - d. Proof of English proficiency is required, i.e., students applying for admission from English speaking countries, proof of ESL program completion, or TOEFL scores (go to www.hillcollege.edu for current TOEFL requirements).

For more information regarding TOEFL, go to www.toefl.org or write to:

Educational Testing Service
Rosedale Road
Princeton, New Jersey 08541

- e. Statement of financial support. This should include sponsor letters and proof of finances including bank statements.
- f. Two letters of reference or recommendation from individuals who have known them for at least one year.
- g. A \$200 deposit (including a \$50 non-refundable application processing fee) must be made before an I-20 will be issued. The deposit will be applied toward the health insurance premium for the first semester at Hill College. The student is responsible for payment of additional premiums at the time of registration. Health insurance must be maintained while on a Hill College I-20. The deposit may be applied toward tuition if proof of health insurance is provided. \$150 of the deposit is refundable in the event of visa denial. Proof of visa denial and request of refund must be made within 90 days of visa denial.
- h. All international students are required to live on campus during their first semester at Hill College. Any exception must be approved by the Director of Student Life or Dean of Students. A housing application and a \$50 non-refundable resident hall room fee must be made prior to an I-20 being issued. Additionally, there is a \$250 dorm deposit. Deposit or part deposit may be refundable if there are no damages.
- i. All items must be on file sixty (60) days prior to the beginning of classes. An I-20 will not be issued until each of the items requested above is on file in the Office of Enrollment Management.

- j. Students should be prepared to pay for and take a placement test prior to registration. Tuition, fees, and health insurance must be paid at the time of registration.
8. Applicants not eligible for enrollment under one of the methods listed above should contact the Office of Enrollment Management.

SPECIALIZED ADMISSIONS

Admission to Hill College does not guarantee admission to specific courses or programs of study. Prerequisites are required for some courses, and some programs of study require special approval. In addition, program approval/accreditation requirements, program costs, and/or availability of facilities make it necessary for some programs to require specialized admission procedures in addition to those outlined above for general enrollment at the College. These procedures are designed to ensure fairness to each applicant in these programs.

Cosmetology

In addition to the general admission requirements to Hill College, applicants to the cosmetology program must meet the following requirements:

1. The student must be a high school graduate or have completed a GED. This must be verified by an official transcript or GED transcript.
2. The student must furnish a current health certificate signed by a doctor. The certificate must have been issued during the past year.
3. The student must provide a money order for twenty-five dollars (\$25.00) made out to the Texas Department of Licensing and Regulations.
4. The student must complete a registration form for licensing by the Texas Department of Licensing and Regulations.

Nursing

Vocational Nursing

In addition to the general admission requirements to Hill College, applicants to the vocational nursing program must meet the following requirements:

1. The student must be a high school graduate or have completed a GED. This must be verified by an official transcript or GED transcript.
2. The student must achieve an acceptable score on the admissions entrance test.
3. A Hill College physical form must be completed and signed by a qualified health care provider and submitted to the college and on or before the designated date.
4. The student must submit three (3) Professional references. The Professional references should be sent to the Director from teachers, current or former employers. The Professional references should not be obtained from friends or relatives and should not be hand delivered.
5. The student must demonstrate qualifications and aptitude that are acceptable.

6. Completion of BIOL 2401, Anatomy & Physiology I, BIOL 2402, Anatomy & Physiology II, and PSYC 2301, General Psychology with a “C” or better from an accredited college prior to entry in the VN Program.
7. Student must meet the eligibility guidelines per the clinical facilities, for example: criminal history, drug testing.

Hill College maintains an open admission policy; however, the number of nursing students that can be accepted is limited by the Texas Board of Nursing and the availability of clinical instruction facilities. Since there are often more applicants for the nursing program than spaces available, applications for the nursing program will be screened by a selection committee. In addition to the general admission requirements to Hill College, all prospective candidates must have updated immunizations, completed physical (within three months of entrance), clear drug test, background check, and must take the pre-test when it is scheduled. Prospective candidates are selected for admission to the VN program based on a point system. Points are awarded for multiple areas including pre-entrance test scores and essay, professional references, medical experience, pre-LVN classes. Hill College reserves the right to refuse admission to the nursing program to any applicant whose application is deemed unsatisfactory.

L.V.N. to A.D.N. Transition Program

To be considered for possible selection in the L.V.N. – A.D.N. Transition Program, the prospective candidate must complete the following selection/testing criteria:

1. Complete the general Hill College admissions process.
2. Complete the L.V.N. – A.D.N. application.
3. Submit 3 professional references (1-employer; 1-nursing/academic faculty; 1-personal)
4. Submit a current resume
5. Submit all official college transcripts that document the completion of the following courses with a cumulative GPA of 2.50 or higher
 - BIOL 2401-Anatomy & Physiology I (if older than 5 years contact the Health Science program)
 - BIOL 2402-Anatomy & Physiology II (if older than 5 years contact the Health Science Program)
 - PSYC 2301-General Psychology
 - ENGL 1301-Composition
 - COSC 1301-Introduction to Computer Science
 - PSYC 2314-Human Growth and Development
 - BIOL 2421-Microbiology (if older than 5 years contact the Health Science Program)
 - Choose one of the following:
 CHEM 1406-Introductory Chemistry I (if older than 5 years contact the Health Science Program)
 MATH 1314-College Algebra
6. Submit documentation that you are current and up to date on the following immunizations:
 - 2 – MMR’s
 - Tetanus (within the last 10 years)
 - Current negative TB
 - Varicella immunity
 - Hepatitis B Series completed

- Current Health Care Provider CPR
- 7. Completed physical form
- 8. Documented TSI complete by a Hill College TSI officer
 - NOTE: The prospective student is required to contact the Hill College counseling center to determine if they must complete further testing as required for general college admission.
- 9. Complete all parts of the HESI Critical Thinking Assessment test; the student must call the Hill College testing center for an appointment. Call 817.760.5814 or 254.659.7814.
 - Take the HESI Critical Thinking test. Minimum passing on the HESI Critical Thinking is 700.

Hill College maintains an open admission policy; however, the number of nursing students that can be accepted is limited by the Texas Board of Nursing and the availability of clinical instruction facilities. Since there are often more applicants for the nursing program than spaces available, applications for the nursing program will be screened by a selection committee. In addition to the general admission requirements to Hill College, all prospective candidates must have a current Texas LVN license, updated immunizations, completed physical (with three months of entrance), clear drug test, background check, and must take the pre-test when it is scheduled. Prospective candidates are selected for admission to the LVN to ADN program based on a point system. Points are awarded for multiple areas including pre-entrance test scores and essay, professional references, medical experience and GPA from prerequisites. Hill College reserves the right to refuse admission to the nursing program to any applicant whose application is deemed unsatisfactory.

Professional Nursing L.V.N./Paramedic – A.D.N. Program

To be considered for possible selection for the Hill College LVN/Paramedic – ADN Transition Program you must complete the following selection/testing criteria:

1. Complete the general Hill College admissions process.
2. Complete the LVN/Paramedic – ADN application.
3. Submit a copy of license/certification for LVN/Paramedic
4. Submit 3 professional references (1-employer; 1-nursing/EMS/academic faculty; 1-personal)
5. Submit a current professional resume
6. Submit all official college transcripts that document the completion of the following courses with a cumulative GPA of 2.50 or higher
 - BIOL 2401-Anatomy & Physiology I (if older than 5 years contact the Health Science program)
 - BIOL 2402-Anatomy & Physiology II (if older than 5 years contact the Health Science Program)
 - BIOL 2421-Microbiology (if older than 5 years contact the Health Science Program)
 - PSYC 2301-General Psychology
 - ENGL 1301-Composition
 - BCIS 1305-Computer Business Applications
 - PSYC 2314-Human Growth and Development
 - Choose one of the following:
CHEM 1406-Introductory Chemistry I (if older than 5 years contact the Health Science Program)

MATH 1314-College Algebra

7. Submit documentation that you are current and up to date on the following immunizations:
 - 2 – MMR's
 - Tetanus (within the last 10 years)
 - Current negative TB
 - Varicella immunity
 - Hepatitis B Series completed
 - Current Health Care Provider CPR
8. Documentation that you are TSI complete (Must be determined by a Hill College TSI officer)
 - NOTE: The prospective student is required to contact the Hill College counseling center to determine if they must complete further testing as required for general college admission.
9. Complete the Critical Thinking Assessment test. The student must call the Hill College testing center for an appointment. 817-760-5814 in Cleburne or 254-659-7816 in Hillsboro. Minimum passing on the HISE Critical Thinking is 700.

The Hill College Health Science Department is not responsible for lost or misdirected mail.

Texas Board of Nursing (BON) Rules for all Nursing Programs

Texas Board of Nursing (BON) rules for all nursing programs are available at their website at <http://www.bon.state.tx.us/nursinglaw/rr.html> or the students may contact the Texas Board of Nursing (BON) directly or may seek additional clarification from the director of the nursing program.

Early Admissions/Concurrent Enrollment Program

Hill College sponsors an Early Admissions/Concurrent Enrollment Program for the benefit of qualified high school students. Students who participate in the Early Admissions/Concurrent Enrollment Program have the opportunity to accelerate their college program to save both time and money. Students enrolled in high school may be admitted under the following conditions:

A. Students who have completed their sophomore or junior year in an accredited high school and who seek to enroll in an academic course(s), a transfer course(s), or selected Technical Education courses in an Associate Degree Program may be admitted based on successful completion of the following:

1. Present exit-level TAKS (Texas Assessment of Knowledge and Skills) scores in all areas and successfully have passed all parts of the appropriate test.
2. Present a passing score on the Texas Higher Education Assessment (THEA) test or an approved alternative assessment instrument in a least one area (mathematics, reading, or writing) as deemed applicable by the college for the intended course or program. (Students who are exempt from the TSI

by rules of the Texas Higher Education Coordinating Board and by the policies of Hill College are also exempt.)

3. Students must have a completed Hill College Concurrent Enrollment Form signed by the superintendent, the high school principal, or designee.

4. Students must submit an application for admission, and a current high school transcript (prior to graduation).

5. Students are expected to be enrolled in no more than two college courses each semester. The Vice President of Instruction on a recommendation of a High School Official may grant a waiver to students who wish to enroll in more than two courses.

B. Students who have completed their freshman year in an accredited high school and who seek to enroll in Technical Education courses often referred to as Occupational/Vocational courses, may be enrolled in Technical Education Courses through Hill College Division of Continuing Education & Corporate Training upon successful completion of the criteria listed in this section. Technical Education students will **NOT** be taking courses for semester hour college credit but rather, will be earning Continuing Education Units. If a student would like to apply for semester hour credit for high school concurrent Technical Education courses, upon graduation, the student must apply for admission to Hill College and be accepted to the college. Upon successful admission to Hill College, an admission or guidance counselor will advise the student on the best method to apply for college credit in selected areas either through departmental placement exam, approved Tech Prep articulated credit or other testing methods in place at the college. Hill College Policies and Procedures clearly state the mechanisms in place for award of college credit through any of the following: CLEP, AP, Departmental Exam, Tech Prep, etc.

Technical Education Requirements:

1. Students must have a completed Hill College Concurrent Enrollment Form for Technical Education Programs signed by the Superintendent, the high school principal, or designee. (MUST BE COMPLETE & SIGNED)
2. Students are expected to be enrolled in four or more instructional clock hours (i.e., 4 - 50 minute periods) of high school and no more than two Technical Education courses each semester. The Vice President of Instruction may grant a waiver to students who request the opportunity to enroll in more than two Technical Education courses.
3. Students must complete, sign, and date the Continuing and Technical Education Registration Form.

Some students who are enrolled for Technical and Continuing Education (CE) courses may be placed in a classroom with students who are taking the same course for regular college credit. This is a practice known as INTEGRATED classes. The CE student will have the benefit of the same instruction but is not required to participate in the same assessment

instruments. Outcomes and assessments will be reviewed by the instructor, the executive director of continuing education & corporate training and designated personnel.

C. Students who are enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who have successfully completed their sophomore or junior year must satisfy the following:

1. Student must present an application for admission, a current transcript or notarized statement or class standing and a Hill College Early Enrollment Form signed by a high school official.
2. Present a passing score on the Texas Higher Education Assessment (THEA) test or an approved alternative assessment instrument in a least one area (mathematics, reading, or writing) as deemed applicable by the college for the intended course or program. (Students who are exempt from the TSI by rules of the Texas Higher Education Coordinating Board and by the policies of Hill College are also exempt.)

All students who participate in the Early Admissions/Concurrent Enrollment Program must maintain at least a 2.0 GPA to remain in good standing. Students will be enrolled provisionally on a semester by semester basis. Credit will be awarded according to state, local, and institutional policies in effect at the time of enrollment. Students participating in the Early Admissions/ Concurrent Enrollment Program must submit a final high school transcript upon graduation from their high school or a GED certificate.

Veterans

Veterans are admitted on the same basis as other students. Hill College is approved for Veterans Training under the GI Bill of Rights, Public Laws 358 and 550, and under the Vocational Rehabilitation Laws.

ACADEMIC FRESH START FOR ADMISSIONS DECISIONS

Texas Senate Bill 1321 (1993) allows students who were enrolled in a postsecondary institution 10 or more years ago to seek admission to Hill College without consideration of that work. Should the student seek admission under this option, then no college courses or credits ten (10) years or older will be evaluated. (A student's Texas Success Initiative (TSI) exemption based on work completed prior to the Fall of 1989 is retained regardless of any election of Academic Fresh Start.) This option does not relieve students from notifying the college of attendance at previous institutions nor of the need to submit transcripts indicating all previous course work attempted. For additional information on Academic Fresh Start, contact the Office of Enrollment Management.

ADMISSIONS COMMITTEE

College administrators, faculty, and staff constitute the Admissions Committee. The committee shall consider individual student requests for admission or readmission when the student does not meet the college's standard admission requirements. Requests for hearings are made to the Office of Enrollment Management.

CONTINUING EDUCATION & CORPORATE TRAINING

Hill College is committed to the educational and cultural development of citizens throughout its service area. The Division of Continuing Education & Corporate Training is a major expression of the college's orientation toward our mission and public service. It recognizes that people do not outgrow their need and desire to learn but rather continue throughout life to want and to seek new knowledge, understanding, and skills. The specific goals of the program are to:

1. Provide opportunities for people of all ages to enrich their cultural lives and pursue their personal interests;
2. Provide workforce education and training to adults to assist them in acquiring or upgrading technical skills leading to employment or job advancement;
3. Sponsor in-service training opportunities for area employers and professionals to satisfy organizational needs and educational requirements for licensing or credentialing; and,
4. Provide other instruction as required to meet community needs.

These programs typically consist of non-credit experiences such as short courses, seminars, workshops, and lectures. They can be custom tailored for the convenience of the student, business, or an employee and may be offered at a variety of locations. Enrollment is open to all interested individuals regardless of education background; however, a few certification courses have additional admission requirements, these include certain specialized courses, such as real estate, massage therapy, or cosmetology. Each continuing education course normally requires the payment of a small fee which is determined by the length and nature of the learning activity.

ADMISSION PROCEDURES

The procedures for entering Hill College are as follow:

1. Complete an online Application for Admission. (available at www.hillcollege.edu)
 - If you are going to live on campus, a completed dormitory application (with the \$50.00 non-refundable housing processing fee and a \$200 refundable dorm damage fee) and health forms are required. A meningitis vaccination is required a minimum of 10 days prior to occupancy. (All International Students are required to live in Hill College dormitories.)
2. Submit all required official transcripts. If you are a first- time college student, request your high school transcript be sent to the Enrollment Management at Hill College. If you are a transfer student, request each college attended to send an official transcript of credits directly to the Enrollment Management at Hill College. A personally delivered transcript will not be accepted as an official record unless it is delivered in a sealed college envelope. If not a high school graduate, send GED scores or contact Enrollment Management for further information.
3. Request any scores on the Texas Higher Education Assessment (THEA), Texas Academic Skills Program (TASP), ACCUPLACER, ASSET, COMPASS, American College Testing Program (ACT), or Scholastic Aptitude Test (SAT) be forwarded to Hill College.

4. Registration must be accomplished by the student in person if your admissions file is not complete. Time cards for fall and spring registrations are located in MyRebel. All other students should log onto Campus Connect Registration to register online for courses. Students should seek out their advisor prior to registration.

TEXAS SUCCESS INITIATIVE (TSI)

The 78th Texas Legislature passed SB 286 repealing the Texas Academic Skills Program (TASP) and creating the Texas Success Initiative (TSI) regarding student assessment and developmental education. The TSI requires mandatory assessment for all students. The bill authorizes the Texas Higher Education Coordinating Board to prescribe assessment instruments with a statewide passing standard. The TSI requires an institution to develop an individualized plan for each student who needs to attain college readiness. The initiative allows an institution to determine when a student is ready to perform freshman-level academic coursework. The institution must make its determination on an individual basis according to the needs of the student. SB 286 requires each institution to report annually to the Coordinating Board on the success of its students and the effectiveness of its Success Initiative.

Hill College's Developmental Education Plan is designed to provide guidelines for students under the Texas Success Initiative. The following components are included in the plan: Developmental program mission, organization, program objectives, design, outcomes and policies; assessment requirements for concurrent credit high school students and college students; testing exemptions; plan for academic success; criteria for determining college readiness; re-test criteria; information for academic advising; and program reporting and evaluation. An Individual Academic Success Plan will be developed by a counselor or developmental studies faculty advisor for students who do not meet the minimum passing academic standard.

Under TSI, all students seeking a degree or level two vocational certificate are required to test unless otherwise exempt based on one of the following:

1. Earned within the last five years, an ACT composite score of 23 or higher with individual mathematics and English scores of no less than 19. ACT scores are valid for five years from the date of testing.
2. Earned within the last five years, a SAT composite of 1070 or higher with a minimum of 500 on the verbal and math test. SAT scores are valid for five years from the date of testing.
3. A student who scores at least a 2200 in math on the exit-level TAKS is exempt from math testing. A student who scores at least a 2200 in English/Language Arts is exempt from reading and writing testing. These scores are valid for three years from the date of testing.
4. Possess an Associate's or Bachelor's degree from an institution of higher education.

5. A student who transfers from a private or independent institution of higher education or an accredited out-of-state institution and who have satisfactorily completed college-level coursework in math, English, and/or intensive reading (C or higher), as determined by the institution.
6. A student who enrolls in a level-one vocational certificate program; a program of 42 or fewer semester credit hours.
7. A student serving in the military or active duty as a member of the armed forces of the U.S., the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
8. A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States, of the Texas National Guard or service as a member of a reserve component of the armed forces of the U.S.
9. A student who is a non-degree or non-certificate seeking student. A casual enrichment student may enroll in up to 8 hours before testing.

To enroll as a non-degree or non-certificate seeking student, the following criteria must be met. The student:

1. Must not be seeking a degree or level-two certificate
 2. Must meet admissions requirements
 3. Cannot qualify for financial aid (PELL , student loans, work-study, etc...)
 4. Must meet all course prerequisites.
10. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.

Assessment Instruments

Hill College administers the Texas Higher Education Assessment (THEA) and the ACCUPLACER instruments to assess college readiness. ASSET and COMPASS scores are accepted from other institutions.

Criteria for Determining College Readiness

There are three ways for Hill College students to meet college readiness standards:

1. Pass one of the recommended assessment instruments, e.g., Texas Higher Education Assessment (THEA), ACCUPLACER, COMPASS, or ASSET.
2. Successfully complete the sequence of the prescribed developmental education courses in the deficient area with a "C" or higher.
3. Be exempt from testing.

REGISTRATION

The registration schedule is published in the schedule of classes of each semester and on the Hill College website. Traditional fall, spring, and summer semester classes are

available with mini semesters offered during the year. Registration includes completion of required forms, preparation of a class schedule, and payment of all tuition and fees. Registration can be completed by the student in person or via Campus Connect.

FLEXIBLE ENTRY REGISTRATION

Programs designated as Flexible Entry Programs include Child Care and Development, Cosmetology, Industrial Design Technology, and Welding. The Office Administration Technology program is an Open Entry/Open Exit program. The scheduled dates of entry for these programs is printed in each semesters Proposed Schedule of Classes. Information concerning other courses or programs scheduled at irregular times may be obtained from the Vice President of Instruction.

CAMPUS CONNECT

Through Campus Connect, on Hill College's Home Page at www.hillcollege.edu all students may view their transcript, final grades, account status, and class schedule. Students should connect the Office of Enrollment Management for information about on-line registration.

III

FEES AND FINANCIAL AID

Visit the Hill College website at
www.hillcollege.edu
and/or contact individual departments
for changes and updates.

RESIDENCE STATUS

The legal residence of each Hill College applicant for tuition purposes will be determined by the Office of Enrollment Management. Documentation may be required.

1. To be classified as a **Texas resident** a student must clearly establish residence in Texas for the **12** months preceding their enrollment for other than education purposes.
 - (a) An **In-District** resident is a Texas resident who resides in one of the following school districts at the time of their enrollment for other than educational purposes: Abbott, Bynum, Covington, Hillsboro, Itasca, and Whitney. In addition, the Hill College Board of Regents has authorized In-District status to students who reside in one of the following school districts, which support Hill College through a maintenance tax, at the time of their enrollment for other than educational purposes: Alvarado, Cleburne, Godley, Grandview, Joshua, Keene, Rio Vista, and Venus.
 - (b) An **Out-of-District** resident is a Texas resident who does not reside in one of the school districts listed above.
2. An **Out-of-State** resident is an individual who has not resided in Texas for the 12 months preceding their enrollment at Hill College.
3. An **Out-of-Nation** resident is an individual who is not a citizen or permanent resident of the United States. Contact the Office of Enrollment Management for information on visas that are eligible for in-state tuition.

The Board of Regents of Hill 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 has owned property which is subject to ad valorem taxation by the district for at least twelve months prior to enrollment. 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, prior to each enrollment.

The responsibility of registering under the proper residence classification is that of the student; and if there is any question regarding the student's correct residency classification, it is the responsibility of the student to discuss this matter with the Office of Enrollment Management.

EXPENSES

ROOM AND BOARD COSTS

Hill College has a 19 meal plan, which provides three meals a day, Monday through Friday, and two meals (lunch and dinner) on Saturday and Sunday. A meal plan is mandatory for all dorm students.

Room and board payment is required prior to moving into the dorm.

All students planning to reside in dormitories are required to pay a non-refundable \$50.00 fee. Additionally, there is a \$250.00 dorm deposit. Deposit or part deposit may be refundable if there are no damages.

Applications for housing are available in the Office of Student Life.

Please refer to the Hill College website at www.hillcollege.edu for current room and board charges. Room and board charges are subject to change without notice.

TUITION & FEE SCHEDULE

Tuition and fees are payable in full at the time of registration. Failure to make payments on time may result in student being withdrawn from classes!

Please refer to the Hill College website at www.hillcollege.edu for current tuition and fees schedule. Tuition and fees charges are subject to change without notice.

There is a \$200 surcharge for any course attempted more than twice.

PAYMENT OPTIONS

To help meet your educational expenses, Hill College is pleased to offer NBS (formerly FACTS) as a convenient online payment option. Students who choose to use NBS may select installment plans that are spread over several months, depending on the length of the semester. They may choose to make payments from their checking or savings account or by Visa, MasterCard, American Express or Discover credit cards. In addition to the variety of choices available, the student also has the convenience of paying online as soon as she or she has registered.

Payments may also be made at the business office.

The total installment payment must be paid in full on or before the date due.

1. Students who fail to make payments:
 - a. Will have a hold placed on their records;
 - b. Will be prohibited from registering for classes;
 - c. Will still be responsible for the full amount due under the contract;
 - d. Will receive no grades, awards, diplomas, and records, including but not limited to official transcripts to which they would otherwise be entitled and may be denied credit for the work done that semester.
 - e. Upon full payment of the amount due, the hold will be released.
2. Students adding courses will be required to pay the full cost for the additional courses at the time the courses are added.
3. Students dropping hours will pay installments on the basis of the original installment contract. Any and all refunds will be applied to the installment payment. (For students receiving Title IV aid, refunds will be applied in accordance with federal refund guidelines.)
4. Students withdrawing from the College must pay all tuition and fees owed. Withdrawal does not cancel or void installment payment plan contract.

REFUND POLICY

Hill College, as soon as practicable, shall refund tuition and mandatory fees collected for courses from which the student drops or withdraws. (The indicated percentages are applied to the tuition and mandatory fees collected for each course from which the student is withdrawing.) (Class days

refer to the number of calendar days the institution normally meets classes, not the days a particular course meets.)

1. Coordinating Board approved semester-length courses for which semester credit hours are awarded:
 - A. A 100 percent refund is to be made for courses dropped prior to the first class day.
 - B. During the fall or spring semester or comparable trimester:
 - i. during the first fifteen class days, 70 percent
 - ii. during the sixteenth through twentieth class days, 25 percent
 - iii. after the twentieth class day, none; and
 - C. Six-week summer semester:
 - i. during the first five class days, 70 percent
 - ii. during the sixth and seventh class days, 25 percent
 - iii. after the seventh class day, none.
2. For flex entry and non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):
 - A. prior to the first class day, 100 percent
 - B. after classes begin, see table:

Drops and Withdrawals		
Length of Class Term in Weeks	Last day for 70 percent refund	Last day for 25 percent refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Separate refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment, parking, yearbooks, etc.

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

The refund for all students receiving Title IV financial aid will be based on the last date of attendance and must be allocated in the following order: Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Student.

All other refunds will be made in accordance with state refund policies as published herein.

TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

The law specifies how a school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The title IV programs that are covered by this law at Hill College are: Federal Pell Grants, Academic Competitiveness Grants, Stafford Loans, PLUS loans, and Federal Supplemental Educational Opportunity Grants (SEOG).

When you officially withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If

you received (or Hill College or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due a post withdrawal disbursement (PWD). If the PWD includes loan funds, Hill College must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt. Hill College may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the PWD.

Hill College must also get your permission before it can disburse directly to you any Title IV grant funds that are part of a post-withdrawal disbursement.

There are some Title IV funds that if you were scheduled to receive cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL funds that you would have received had you remained enrolled past the 30th day.

If you receive (or Hill College or your parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds,
or
2. the entire amount of excess funds

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that the school may have. Therefore, you may still owe funds to the School to cover unpaid institutional charges. Hill College may also charge you for any Title IV

program funds that the school was required to return. If you do not already know what the refund policy is, you can ask the school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

UNOFFICIAL WITHDRAWALS AND TREATMENT OF TITLE IV AID

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, Hill College must assume, for Title IV purposes, that the student has unofficially withdrawn, and use the midpoint of the semester in the calculation to determine the amount of Title IV assistance earned. If the school can verify the student's last date of attendance at an academically related activity that is beyond the midpoint of the semester that date can be substituted, in the calculation, for the midpoint date.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaide.ed.gov.

OVERDUE FINANCIAL OBLIGATIONS

All accounts must be paid when due. Before the end of each semester or term, each student should determine that all accounts are paid. Non-payment of any such accounts will be entered on the student's record, and the Office of Enrollment Management will withhold any grades, credits, diplomas, and other benefits until the obligation is discharged.

The student may be dropped from the rolls for nonpayment of any financial obligation. A service fee is charged for each bad check.

FINANCIAL AID

The purpose of financial aid at Hill College is to provide financial assistance to any student who might be denied a college education because of insufficient funds (*based on documented need*). In addition to need-based assistance, Hill College offers a number of scholarships designed to recognize a student's academic, vocational, and/or athletic ability. These scholarships are awarded on the basis of ability and participation in specific activities. Information and applications are available in the Office of Enrollment Management. Any student, upon request, may review a copy of documents describing the institutions accreditation, approval, and licensing bodies by contacting the Office of the Vice President of Instruction or the Office of the President.

Early Admissions, Concurrent Enrollment, or students not determined to be a Regular student (as per Hill College's catalog description) are not eligible for student financial aid.

DEADLINES

Applications for Federal Financial Aid should be totally completed by **July 1st** for the Fall Semester, **November 1st** for the Spring Semester, and **April 1st** for the Summer Semester. For the purpose of Federal Financial Aid, summer is treated as one term and the Federal Aid used will be considered as continuation of the prior award year.

If the student's financial aid is not available on the date of registration, the student is then held responsible for tuition and fees. Students needing financial assistance should return the applications on or before the stated deadlines.

For the purposes of federal financial aid the two summer terms are considered one semester. Summer grants are available to continuing students (or to those who declare their intent to enroll in the succeeding fall semester). Eligibility criteria are established by the U.S. Department of Education and are subject to change.

Contact financial aid for students attending Summer II classes only.

Student loans will not be awarded after the last day to receive a "W" for any semester. These dates are published in each semester's class schedule.

FEDERAL ASSISTANCE

Federal Pell Grant- Federal Pell Grants are available to eligible undergraduate students who have not yet received a bachelor's degree or a professional degree, are enrolled in a degree or certificate program, meet program eligibility requirements, and have submitted a valid Student Aid Report. Students must establish grant eligibility by attending a face to face class prior to census date (12th class day). Students participating in online classes must establish grant eligibility prior to census date (12th class day) by submitting a post, submitting an assignment, or by the criteria set forth by the instructor. Award amounts adjust according to the number of hours a student is enrolled in and the award will adjust down when a student does not establish eligibility as described.

The eligibility criteria are demonstrated by financial need. Students planning to attend Hill College must complete the Free Application for Federal Student Aid. The results of this application will produce a dollar amount that the student and/or the families are reasonably expected to contribute toward their educational expenses. This amount is called the "Expected Family Contribution" or EFC. It is subtracted from the estimated cost of education determined by the school resulting in what is called demonstrated NEED. The EFC, along with a student's enrollment status and the length of his or her program of study, determine the student's award. Students may receive aid up to this amount of need but may not exceed it. The funds do not have to be repaid, unless a student who received Title IV funds withdraws, is dismissed or stops attending classes prior to the 60% point in the semester, then he/she may owe funds back to the Department of Education and/or Hill College. See Unofficial Withdrawals and the Treatment of Title IV Funds for grades of all F's.

Students enrolled in developmental only classes are not eligible for grants or loans.

Application Procedures

There are three (3) options to complete a FAFSA. On all applications Hill College must be identified as one of the schools that are eligible to receive the information. The identification number for Hill College-Hillsboro is 003573 and Cleburne is E00935.

Option 1 FAFSA on the Web

Hill College recommends that a student complete the Free Application for Federal Student Aid (FAFSA) via the web. The address is www.fafsa.ed.gov. This process allows the student to enter new applications or enter renewal applications. For an available computer on campus, you may contact the Office of Enrollment Management.

Option 2 Mail FAFSA to the Federal Processor (Student must call 1-800-433-3243 to request a paper FAFSA)

Mail the Free Application for Federal Student Aid to the federal processor per directions on the application. A student should receive a Student Aid Report (SAR) in approximately 4 to 6 weeks either by mail or email (if an email address was given on the FAFSA).

Option 3 Electronically Filing at Hill College

Hill College provides computers for electronic filing through the Office of Enrollment Management in Hillsboro or in the college library on the Cleburne Campus. No fee is charged for this service.

After receiving the information from the processor, the financial aid office will alert the student to the information that is needed to complete his or her file. Financial Aid awards will not be made until the student's file is judged complete by Enrollment Management.

Determination of Financial Need and Eligibility

The amount of financial aid that a student is eligible to receive will be determined by the "Estimated Family Contribution" (EFC) that is calculated by the Federal processor and which appears on the SAR and/or ISIR. This is the amount that a student and/or his or her family are expected to contribute towards the cost of meeting their educational expenses. Another factor that determines the amount of aid that will be received is the "Cost of Attendance" or "Cost of Education." This is the amount, as determined by federal and state guidelines, that it will cost the "average" student to attend Hill College per year (based on a 9-month budget). If you feel that you may have extenuating circumstances which might warrant additional expenses being added to your "Cost of Attendance" budget, contact the Office of Enrollment Management.

Federal Campus-Based Programs

Academic Competitiveness Grant (ACG)—Student is enrolled as a regular student, receiving Pell Grant, in an eligible program, is full time and a U.S. citizen are among the criteria for this grant. Students are encouraged to visit the financial aid office for additional information on this grant. The student's enrollment status on census date will determine the amount of the award. The funds do not have to be repaid, unless a student who received Title IV funds withdraws, is dismissed or stops attending classes prior to the 60% point in the semester, then he/she may owe funds back to the Department of Education and/or Hill College. See Unofficial Withdrawals and Treatment of Title IV Aid.

Federal Supplemental Educational Opportunity Grants (SEOG)--This grant is for undergraduates with exceptional need, that is, students with the lowest Expected Family Contribution (EFC) who are also Pell Grant recipients. SEOG is awarded on a first come-first serve basis. The student's enrollment status on census date will determine the amount of the award. The funds do not have to be repaid, unless a student who received Title IV funds withdraws, is dismissed or stops attending classes prior to the 60% point in

the semester, then he/she may owe funds back to the Department of Education and/or Hill College. See Unofficial Withdrawals and Treatment of Title IV Aid.

Federal Work-Study Program (FWS)--The purpose of the Federal Work-Study Program is to give part-time employment to students who need the income to help meet the cost of postsecondary education and to encourage FWS recipients in community service activities including *America Reads*. A student must have "financial need" to be eligible for a FWS position. The student's cost of attendance must be more than the amount of his or her Expected Family Contribution (EFC) as calculated by the Federal Need Analysis Methodology. The pay rate is above the minimum the law requires (subject to change). A portion of Federal Work-Study funds will be used to fund workers for community service employment. A small percentage of Federal Work-Study money is made available to less than full-time students. A student must be enrolled in at least six hours to be eligible. Upon request from the student, payment of FWS funds can be made directly to the student's account to offset any unpaid institutional balance.

The general conditions and terms applicable to any employment provided to a student as part of the student's financial assistance package are available for inspection in the Financial Aid Office, and a copy is given to those who apply for and/or receive Federal Work-study. Work-Study students have the option to sign a statement that allows the payroll department to apply their earnings toward their unpaid bill. The student has a right to rescind this statement at any time.

All awards from financial assistance programs funded by the federal or state government are administered according to laws and regulations governing those programs. Policy and guidelines are subject to change as required by federal, state, or institutional policy and guidelines.

William D. Ford Loan Program (DL)—Students interested in applying for a student loan will be required to complete a FAFSA, Master promissory Note and Entrance counseling. Entrance counseling (www.studentloans.gov) and the FAFSA (www.fafsa.ed.gov) are required each academic year. The Master promissory Note requires a signature once every ten years. If no disbursement is made within one year of signing, then the student will be required to sign a new Master promissory Note. Entrance and Exit counseling are required for the loan program. Policy and guidelines concerning loan counseling are ongoing and subject to change. Please refer to the website for the latest instructions on loan procedures. Repayment on a student loan begins 6 months after one of the following events: 1) the student graduates, 2) ceases to be enrolled at least 6 credit hours (half-time status) or 3) is no longer at Hill College. Exit counseling is then required by the student.

Loan checks will not be released for 30 days after class begins for first-year, first time borrowers. Contact the Office of Enrollments Management for additional information.

Student loans will not be awarded after the last day to receive a "W" for any semester. These dates are published in each semester's class schedule.

Students must have established eligibility in a minimum of 6 college hours prior to the 12th class day to benefit from student loans. To establish eligibility a student must have attended a face to face class and/or participated in an online class by submitting an email, assignment, post, or by the criteria as set forth by the instructor.

Satisfactory Academic Progress Standards (SAP)

All students receiving federal and/or state financial aid must demonstrate satisfactory academic progress (SAP) in accordance with institutional, state and/or federal guidelines. All periods of enrollment at Hill College must be counted, including semesters where the student did not benefit from financial aid. There are three components included in the standards that compose satisfactory academic progress: cumulative grade point average (GPA), successful completion of courses, and time frame.

- **Financial Aid Minimum Grade Point Average (GPA)**
A cumulative GPA of at least 2.0 must be maintained upon the completion of each semester. Grades of A, B, C, D, F, and S will be included. Grades of W, and I are not included in the GPA. Transfer hours that apply toward the **determined major** will be included in the cumulative financial aid GPA calculation when the grades are posted on the Hill College transcript. For financial aid calculation purposes, remedial classes are counted in the GPA
- **Successful Completion Rate**
75% of all hours attempted each semester must be completed to successfully maintain satisfactory academic progress (SAP). Hours attempted are measured according to enrollment on census date. Grades of F, W, and I are counted towards total hours attempted but not successfully completed each semester. For financial aid calculation purposes, remedial classes are counted in the completion rate.
- **Maximum Time Frame**
Federal guidelines stipulate that the maximum time frame for successful program completion may not exceed 150% of the published length of the program. Transfer hours that apply toward the determined major will count in the maximum time frame allowed. Repeated credits and remedial classes are counted in the maximum time frame calculation. Students who exceed the 150% maximum time frame limit will no longer be eligible to benefit from financial aid at Hill College.
- Students may change majors while attending Hill College. Only the hours that transfer to the new major will count towards the student's SAP. However, excessive major changes can result in a suspension status.
- Students enrolled in remedial (developmental) classes only are ineligible for federal assistance. There is a limit of 27 total hours for remedial course work. Remedial hours attempted beyond the 27 hour limit will not be included in course load for determining enrollment status for Title IV payment purposes.

Students will be allowed to repeat a course one time and be awarded federal aid when receiving a grade of I, W, F, or S.

Blank grades or I's will be considered failing until a letter grade replaces the incomplete or blank grade and will count in the completion rate. Students are responsible for advising the financial aid office when I's have been completed.

The grade of "D" will be considered failing in the Vocational Nursing program.

In addition to the standards indicated above, the Financial Aid Administrators may use professional judgment to terminate financial aid eligibility. This may occur in a situation such as when a student falls extensively below a satisfactory academic standard and

does not have a reasonable chance to meet the standard requirements by the end of the semester, or when a student fails all of their courses in a term.

Evaluation of Satisfactory Academic Progress Standards (SAP)

Academic progress is evaluated at the end of the fall and the spring semesters. All students receiving Title IV aid will be evaluated regardless of the number of hours enrolled. All course work will be evaluated whether or not the student received financial aid.

Students not meeting SAP are notified by email on their Hill College student email account. Students may also view their financial aid SAP status on their Campus Connect account.

Students are encouraged to enroll in summer terms to help achieve Financial Aid SAP. Students are responsible for alerting the Financial Aid administrators to reevaluate SAP at the end of the summer term.

- **Financial Aid Probation**
This is a warning semester. Students who fail to meet one or more of the SAP standards during a long semester will be placed on financial aid probation. Students on probation will be eligible to receive financial aid during the next semester.
- **Financial Aid Suspension**
Students currently on probation, and who fail to meet one or more of the stated SAP standards will be placed on financial aid suspension. Students on financial aid suspension will not benefit from financial aid, including student loans until the minimum SAP standards are met. Students on financial aid suspension are encouraged to continue their enrollment at Hill College. The student is responsible for payment of courses.
- **Re-Entry**
Students who are currently on suspension can regain an eligible status by enrolling at Hill College and successfully completing 12 credit hours with a 2.0 GPA and a 75% completion rate. These students are responsible for alerting the financial aid administrators of their success. The financial aid staff will evaluate the student's progress. If a favorable SAP status has been acquired, the student will be placed on financial aid probation. If the student remains above the minimum standards for the next long semester, the probation status will be removed.
- Students are responsible for notifying the financial aid administrators when they believe they have met the standards of satisfactory academic progress.

Appeal Procedure

Students not meeting SAP are notified by email with information on how to file an appeal. The application for an appeal is found on the Hill College web site under quick links. The appeal status may also be checked online. An appeal request should be completed at least 45 days prior to the end of the semester that the student is requesting financial aid. Students should be prepared with an alternate payment plan for tuition, fees, books, and supplies.

Appeals may be requested for, but are not limited to the following circumstances: personal tragedy; significant illness or injury; death of a family member; change in degree/major; or lapse of time since your previous enrollment at Hill College.

The appeal will be reviewed by a financial aid administrator and the student can view the status online. If the appeal is approved, financial aid eligibility will be restored for the next semester. Full eligibility will be determined by meeting the requirements set forth by the approval.

Students are responsible for checking their student email account, Campus Connect, or My Rebel for communication concerning file completion, award acceptance, and satisfactory academic progress.

If an appeal is denied, the student must complete a minimum of 12 Hill College hours, earning a 2.0 or better and a 75% completion rate prior to submitting a second appeal.

Students, whose appeal is denied, may within 10 days of receiving notification submit a second appeal. This appeal will be reviewed by the scholarship committee. Scholarship committee decisions are final and will be reported to the student in writing within 30 business days from receipt.

Dropping or Withdrawing from Courses

Reducing a student's enrollment during any semester may have significant penalty. If a student is considering dropping one or more courses or withdrawing from college after their financial aid has paid or after the end of the drop and add period, the student should contact the financial aid office to determine how this may affect their financial aid. This may include the following: 1) the student may be required to return some or all of the financial aid paid to their student account determined by the federally required return to Title IV process, 2) the student may be considered "deficient in attempted hours"; and, therefore, not making SAP progress, and 3) the student may go into repayment on federal loans if the student is enrolled less than ½ time for a period of time greater than the 6 month grace period or the grace period may be lost.

STATE ASSISTANCE

Texas Public Educational Grant (TPEG) – This grant may be available to students who are enrolled and have established "need" and in relation to the availability of funds. Hill College uses the results established by the Free Application for Federal Student Aid (FAFSA) as a basis to establish need. The student's enrollment status on census date will determine the amount of award.

Some TPEG funds are available to out-of-state students who have established "need" and meet eligibility requirements.

TEXAS Grant – To be eligible for the TEXAS grant program a student must be a Texas resident, graduate of a public or accredited private high school in Texas after the fall of 1998, completed a recommended or distinguished high school curriculum or equivalent, enrolled in at least 3/4 time - in an undergraduate degree or certificate program within 16 months of high school graduation, has not been convicted of a felony or crime involving a controlled substance, and established financial need according to the guidelines.

Students must apply for financial aid using the Free Application for Federal Student Aid (FAFSA), complete their financial aid file and their admissions file. In the first year of college, the academic standards are set by the institution. In subsequent years, the requirements are completion of at least 75 percent of the hours taken in the prior year, plus an overall financial aid GPA of at least 2.5 on a 4.0 scale. Once a student has received his/her first TEXAS Grant award, he/she has 6 years or 150 credit hours to be eligible if they maintain satisfactory progress.

TEXAS Equal Opportunity Grant – To receive a TGOG award, students must be a Texas resident, enroll at least half-time in the first 30 hours of a certificate or associate degree plan at a two-year institution, show financial need by completing the Free Application for Federal Student Aid (FAFSA), complete their financial aid file and their admissions file, not be convicted of a felony or crime involving a controlled substance, not have an associate's degree or baccalaureate degree, and not be eligible for a TEXAS Grant. Students who continue in college and who meet program academic standards can receive awards for up to 75 semester credit hours for four years, or until they receive an associate's degree, whichever comes first. The academic requirements for continuing in the program are completion of at least 75 percent of the hours taken in the prior academic year, plus an overall financial GPA of at least a 2.5 on a 4.0 scale (subject to change).

State Work-Study – This program provides a limited number of work opportunities for eligible students who are Texas residents and are not receiving an athletic scholarship.

Vocational Rehabilitation – The Texas Educational Agency, through the Vocational Rehabilitation Division, offers assistance for tuition and fees to students who are vocationally disabled as a result of being physically or mentally disabled. For further information, contact Vocational Rehabilitation, 2205 Austin Avenue, Waco, Texas or the TRC in your area.

Texas Exemptions and Waivers – The State of Texas and Hill College provide and fund several tuition and/or exemption and/or waivers. Interested students should contact the Office of Enrollment Management for additional information. Exemptions and waivers include, but are not limited to the following:

- Blind and Deaf Students
- AFDC or TANF
- Certified Education Aides
- Children of Disabled Fireman and Police Officers
- Competitive Academic Scholarships for Nonresident Students
- Early High School Graduates
- High School Valedictorians
- Senior Citizen (65 and over)
- Students in Foster Care or other residential care
- Firefighter Tuition Exemption

Benefits for Texas Veterans

Honorably discharged Texas veterans whose educational benefits from the Veterans Administration have been used up or lapsed may be entitled to free tuition under the state law. Texas Veterans who have exhausted their educational benefits may attend Hill College under the Hazelwood Act. All students qualifying for the Hazelwood Veteran's

benefits will be exempt from tuition and educational related fees up to a maximum of 150 credit hours. Student service fees and late charges will be the responsibility of the student and are to be collected at registration.

Requirements:

1. Qualify as a Texas resident
2. Was a Texas resident at the time of entrance into the service
3. Have an honorable discharge
4. Have a copy of discharge papers (DD214) on file in the Financial Aid Office
5. Present proof of ineligibility for educational benefits from the Veteran's Administration
6. Present proof of ineligibility for the Pell Grant or Supplemental Educational Opportunity Grant
7. Have served 180 days beyond basic training

Veterans should contact the VA representative in the Office of Enrollment Management for application procedures and to determine eligibility.

HILL COLLEGE INSTITUTIONAL SCHOLARSHIPS

Students and/or prospective students may be eligible for institutional scholarships based on academic and/or vocational excellence, achievement, or ability in various activities such as athletics, band, choir, music, drama, and rodeo. Some scholarships are based on financial need of the student (determined by the FAFSA); others have specific requirements as stipulated by the donor. For scholarship information, please go to the Hill College website at www.hillcollege.edu or contact the Office of Enrollment Management in Hillsboro or Cleburne. The deadline for applying for academic and endowed scholarships is **July 1st**. These scholarships are awarded on a yearly basis and must be reapplied for annually.

Academic Scholarships—Students with a GPA of 3.0 or better, on a 4.0 scale, can apply for an academic scholarship. Applications are available in the Financial Aid office and on the Hill College website. Application deadline is July 1.

Endowed Scholarships--Hill College offers several endowed scholarships. Scholarship applications are available in the Financial Aid office and on the Hill College website.

Activity/Departmental Scholarships--Hill College awards scholarships based on ability and/or participation in band, choir, drama, art, forensic/ debate, and for other activities as designated by the college. Scholarship awards are made by the director or department of each individual program.

Athletic Scholarships--Scholarships in programs such as men's and women's basketball, men's and women's rodeo, men's and women's soccer, women's softball, men's baseball, men's and women's golf and women's volleyball are awarded based on ability and/or participation in the program. These scholarships are awarded by the coach or director of the program.

Non-Institutional Scholarships--These scholarships are awarded to individuals by organizations and/or entities outside the institution. Organizations and/or individual recipients are responsible for notifying Hill College by **August 1** in order for the award to

be credited to the student's account in time for registration. Non-Institutional scholarships and/or awards will be credited to a student's account only after there is a signed statement from the donor stating that payment will be made directly to the college.

Other Benefits

Depending upon individual qualifications, students may receive benefits from the Veteran's Administration, Bureau of Indian Affairs, Social Security Administration, Workforce Investment Act (WIA), or Texas Rehabilitation Commission. Students interested in these benefits must see each organization respectively.

Veteran's Benefits and Services

Hill College is approved for Veterans Training under the GI Bill of Rights, Public Laws 358 and 550, and under the Vocational Rehabilitation Laws. The Office of Enrollment Management and the Business Office are prepared to render assistance to the veteran in applying for his/her educational benefits. Veterans should make arrangements for admission to Hill College and application for veteran's benefits as far in advance of the contemplated registration date as possible. As enrollment certifications are not mailed to the Veterans Administration until after the official census date of each term, VA students should be prepared to pay their tuition and fees at the time of registration.

Federal, State, and/or Hill College Financial Aid Policies and Procedures are subject to change. For the most up-to-date version of policies and procedures, visit our website at www.hillcollege.edu

IV

STUDENT INFORMATION

Visit the Hill College website at
www.hillcollege.edu
and/or contact individual departments
for changes and updates.

STATEMENT OF EQUAL OPPORTUNITY

With respect to the admission of students, the availability of student loans, grants, scholarships and job opportunities, the opportunity to participate in student activities conducted on premises owned or occupied by the college, the provision of student services, and the use of college housing, Hill College does not discriminate against

individuals on the basis of age, race, religion, sex, national origin, disability, or veteran status in the administration of its educational programs, activities, or employment policies.

Hill College provides for all students many services that help them obtain the maximum benefits from college experience as well as add enrichment and satisfaction to their personal development. All services are readily available to all students.

REGULAR STUDENT

A regular student is one that: is admitted into an aid eligible program and is seeking a degree in that program at your institution, is not enrolled in secondary school at the time they are receiving the aid, has either a HS diploma or GED or has passed an approved set of Ability to Benefit tests with the required scores AND is over the age of compulsory education in the state the institution is located in.

TRANSIENT STUDENT

A Transient Student is one that: does not meet the requirements of a regular student and is a student at a private or out of state institution of higher education wishing to take classes for a non consecutive semester at Hill College while away from their school and not seeking a degree from Hill College. Exempt from TSI.

NON DEGREE SEEKING STUDENT

Non Degree Seeking Student is one that: does not meet the requirements of a regular student and is, wishing to take classes for a non consecutive semester at Hill College while away from their school and not seeking a degree from Hill College. TSI liable.

CASUAL STUDENT

A Casual Student is one that: does not meet the requirements of regular student and is wishing to take up to 8 credit hours, is not seeking a degree and is not enrolled at another institution of higher education. A casual student is exempt from TSI and cannot take TSI eligible courses until becoming a regular student.

COUNSELING

Hill College has a staff of professional advisors to help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and develop personally and socially. Advisors 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. For the student who intends to pursue a four-year program, catalogs from many colleges/universities and other resources are available. Other services available include tutoring, individualized workshops, and seminars.

TESTING

Hill College is a testing center for the American College Testing (ACT) Program, the General Educational Development (GED) Program, and is a limited test center for the College Level Examination Program (CLEP).

Hill College is also a testing center for the Texas Higher Education Assessment (THEA), Quick THEA, and ACCUPLACER tests. According to the guidelines set forth by the Texas Success Initiative (TSI) college readiness program, these exams are utilized as placement instruments for the Hill College Developmental Education Plan. Hill College offers the THEA, Quick THEA, and ACCUPLACER on a regular basis to fulfill TSI requirements. Compass and ASSET scores are also accepted.

The HESI (Health Education Systems, Inc.) assessment test is required by the Hill College nursing department for entrance into the nursing programs as well as the LPN-GAP (L.V.N -A.D.N. Transition Program entrance exam) are also proctored through the Hill College Testing Centers. Additional services are available for online testing, correspondence test proctoring, instructional testing, and accommodations testing.

The Centers are located at the Johnson County and Hill County campuses. Please contact the Hill College testing center nearest you for more information about current tests available or to schedule an appointment. All tests are given by appointment only.

Please note: Additional testing information, contact names and phone numbers, and websites for the national test providers listed above can be accessed by visiting the Hill College Testing Centers webpage at: www.hillcollege.edu/StudentServices/index.aspx?id=common/testing.

STUDENT SUPPORT SERVICES PROGRAM

Hill College sponsors the Student Support Services program, a federal TRIO Project funded by the United States Department of Education. The program targets 175 students who are identified as economically disadvantaged, disabled, or first generation college students. The objective of the program is to retain participants in good academic standing in order to facilitate graduation and further educational goals at institutions of higher learning.

Services provided include career planning/interest testing, four-year university transfer assistance, individual/group advising, comprehensive academic advisement, financial aid assistance, cultural/educational activities, individual/group tutoring (free of charge), standardized testing to determine specific learning needs, study skills information, developmental studies instruction in reading, English, math, study skills, and English as a Second Language, referrals to agencies and resources, student orientation, and services for students with disabilities.

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Hill College is aware of and deeply concerned with the unique challenges that face the disabled student. The College is committed to reducing and/or eliminating the barriers that these students encounter. The Office of Student Services through the Counseling Center coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. The Office of Student Services and the Counseling Center work closely with Texas Department of Assistive and

Rehabilitative Services, related federal agencies, and other organizations that provide service and aid to the disabled in order to provide the fullest range of services possible.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination in the recruitment, admission, and treatment of students with disabilities. Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students requesting accommodation must provide documentation of the disability (as appropriate), complete an application for special accommodation/modification, and the student must schedule and participate in an interview with a Hill College Advisor in order to review the request for accommodation, determine appropriate services and/or accommodations, and plan their educational program.

Successful accommodation often requires advance planning. Students must make early contact (by the 6th week of a long semester) with the Counseling Center in order to identify needs and to ensure that services will be available in an effective and timely manner.

CARL PERKINS PROGRAM A Personal Development and Career Awareness Program

Hill College sponsors a Personal Development and Career Awareness Program which is funded by a federal grant under the Carl Perkins Vocational Education Act.

This program is designed to help special populations including the disabled, economically/educationally disadvantaged, persons with limited English proficiency, single pregnant women, single parents, individuals in non-traditional fields, and displaced homemakers. The program is designed to help individuals inventory their strengths and prepare for future employment and career opportunities.

Several workshops are offered throughout each semester and include topics such as study skills, problem solving skills, decision making skills, parenting skills, test taking skills, career planning, financial aid information, time management, stress management, job search and interviewing techniques, resume writing, goal setting and motivation techniques.

Students can participate in computer assisted occupational inventories, job interviews, assertiveness training, and activities designed to encourage positive attitudes toward success. The program is also designed to help individuals identify and work toward their career potential. Services offered by the Carl Perkins Program are of no charge to the students.

Limited funds are available to provide reimbursement to qualified vocational students for child care or transportation if they enroll at Hill College and meet specific requirements. (Child care must be provided by a licensed or registered day care facility.) Call 254/659-7500 in Hillsboro or 817/760-5500 in Cleburne for details.

THE LEARNING CENTER

The Learning Center is designed to provide students with the basic skills needed to achieve success in college-level courses and to pass TSI requirements. The students

served are those who may have test scores that reflect a need for skill building in any or all of the developmental courses, or those students who feel the need to review and develop basic educational skills because of an extended lapse of time since completion of previous schooling. Currently, developmental education courses are offered in math, reading, writing, and ESL.

The instructional formats vary and include individualized, self-paced and lecture approaches. Developmental classes and other support programs are specifically designed to help students gain the skills and self-confidence needed to successfully complete credit courses. Since the fall of 1989, the implementation of Texas House Bill 2182 (TSI) mandated that students who are not ready for college-level courses must take developmental classes.

In addition to the courses, the Learning Center also offers a writing lab used by the freshman composition classes on a referral basis. Basic study skills and test-taking skill seminars may also be scheduled during the semester.

CAREER SERVICES

Hill College provides career services in an effort to assist students seeking either full- or part-time employment. These services include online job search, online job board, area and region wide job fairs, contacts with local and area businesses including monthly updates from Chambers of Commerce about the job market, online and paper Occupational Outlook Handbook, resume writing, interviewing techniques, and on site job interviews.

Hill College is a member of the Placement Association of Texas (PAT), the Southwest Placement Association of Colleges and Employers (SWACE), the Metroplex Association of College Career Counselors (MAC3), and the National Association of College Career Counselors (NACE).

HEALTH SERVICES

While there are several first aid kits available throughout the campus and the branch campus, Hill College provides no on-campus facilities for treatment of illness or injury. In the event an emergency situation should arise which requires immediate medical attention, local medical emergency services should be contacted (911).

HOUSING

Hill College provides modern, air-conditioned, apartment type housing for men and two new residence halls for women students. Residence halls consist of spacious, modern suites with window blinds, furnishings, and resident managers. Special arrangements have been made to accommodate handicapped students in designated rooms. All Hill College students are required to live in college housing and eat in the college cafeteria except those who are married, over 21 years of age, or commuters from the homes of parents or relatives. Any exception must be approved. All International Students are required to live in the Hill College dormitories. Any exceptions must be approved by the Director of Student Life or Assistant Dean of Students.

Each student must complete an application for college housing and pay a non-refundable room fee in order to reserve a room. Room assignments are made on the basis of student preference where possible; therefore, early application is desirable. Where no preference is expressed, room assignments are made as applications are received without regard to age, race, religion, sex, national origin, disability or veteran status in the administration of its educational programs, activities, or employment policies. The college reserves the right to make reassignments of rooms or roommates as the need arises.

All residence halls will be closed during Thanksgiving, Christmas, between semesters, Easter, and spring break. Food service is not available during these times and additional charges will be incurred for students remaining in the residence halls.

LOST OR DAMAGED PROPERTY CHARGES

Students may be charged for loss of or damages to college property for which they are responsible. Non-payment of these obligations will result in the withholding of grades, transcripts, or graduation.

STUDENT INSURANCE

Student insurance is available to those students who desire insurance by the semester or annually. Information may be obtained from the Office of the Vice President of Student Services.

STUDENT ACTIVITIES AND ORGANIZATIONS

The college program of activities is designed to give students the opportunity for self-expression, to increase interest in academic courses, to promote good citizenship, and to provide wholesome recreation. The activities calendar of the college is planned by each campus's Student Government Association under the supervision of their advisor.

THE ACTIVITIES CALENDAR

The Activities Calendar is planned by the Student Government Association, class organizations, and other student activity groups. Social activities are under the supervision of the respective Student Services official with their prior approval. Student activities will not be scheduled during the week of or preceding semester examinations.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association represents the entire student body. It conducts all student body elections, plans most of the social activities, and handles other matters pertaining to the student welfare.

CLUBS

Campus clubs are organized to develop leadership, to foster cooperative group activity, and to meet social needs. The clubs to be organized during the year depend upon the interests of the students.

The following clubs are active during the school year:

Baptist Student Ministries
Drama Club
Phi Theta
Sigma Phi Omega
United Christian Fellowship
Young Democrats Club

HONOR SOCIETY

Phi Theta Kappa

The Nu Xi Chapter of Phi Theta Kappa was chartered by Hill College on November 17, 1964. Phi Theta Kappa is the international honorary scholarship society for community and technical colleges. The purposes of the society are to promote scholarship, develop character, and cultivate fellowship among the students of the junior colleges of the United States. To be invited to become a member of Phi Theta Kappa, a freshman must have a grade point average of 3.4; a sophomore must have a grade point average of 3.2; the student must be working toward an Associate Degree, and have the approval of a faculty committee which appraises the qualifications, character, and leadership qualities of the student. To remain a member of Phi Theta Kappa, a student must maintain a 3.0 grade point average.

THE HILL COLLEGE BANDS

The Hill College Symphonic Wind Ensemble is the primary instrumental music organization on campus. Membership is open to any student having previous band experience or by the approval of the director. All performances are concert in nature.

Smaller ensembles are drawn from the membership of the main performing organization. These include the Jazz Laboratory Band and the Jazz Ensemble.

All of the instrumental groups yield college credit.

THE COLLEGE CHOIR

The Hill College Chorale is the primary performing vocal music organization on campus. Membership is open. Smaller specialized ensembles are by audition. The chorale and various ensembles perform locally and at various state-wide functions.

THE HILL PLAYERS

The Hill Players are made up of students majoring in or interested in the field of drama. The group produces at least one major production each semester, along with a number of one-act plays and programs performed for local clubs and organizations. To be eligible for participation, a student should enroll in DRAM 1120, since rehearsals are held during the scheduled meeting of this class.

ATHLETICS

Hill College participates as a Division I member of the National Junior College Athletic Association (NJCAA) in Region V. The region is comprised of Division I schools in North and West Texas as well as New Mexico. Our programs have won several North Texas Junior College Athletic Conference Championships and consistently compete in the play-offs with several trips to the National Championships.

Hill College competes in women's volleyball, soccer, basketball, golf, and softball, and fields men's teams in golf, basketball, soccer, and baseball.

RODEO

Hill College is a member of and competes in the Southern Region of the National Intercollegiate Rodeo Association (N.I.R.A.). The rodeo team has been very successful since the team's beginning in 1977. Hill College has consistently had one of the largest rodeo programs in the country with around seventy competitors every year.

Horse stalls and a practice facility are furnished for team members. Numerous scholarships are available for students who participate in the Rodeo Program.

STANDARDS OF CONDUCT

The college student is considered a responsible adult. The student's enrollment indicates acceptance of those standards of conduct which appear in the Student Handbook and Residence Hall Guide. A copy of the handbooks may be obtained from the Office of the Vice President of Student Services.

OFFICIAL SUMMONS

Administrative officers of the college may request that a student come to the office to discuss matters concerning records, financial affairs, conduct, educational programs or other affairs. These requests are OFFICIAL SUMMONS. Failure to respond to an Official Summons may result in formal disciplinary action.

ABSENCE POLICY

Refer to individual course syllabus and outline for each class. It should be remembered that absences always result in work being missed and that in spite of the best efforts of both the instructor and the student, this usually means that grades will suffer.

RELIGIOUS HOLY DAYS & STUDENT ABSENCES

In accordance with Section 51.911, Texas Education Code, Hill College shall allow a student who is absent from class for the observance of a religious holy day 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 calendar day after the first day of the semester, the student notifies the instructor of each class the student had scheduled on that date that the student would be absent for a religious holy day.

In order for the absence to be considered as "Excusable," the religious organization must meet the requirements as outlined in the Education Code 51.911-Section 1 as enacted by the Texas Legislature.

STUDENT RECORDS

A permanent record is defined as one's accumulated record including data confirming a student's eligibility for admission and proof that registration requirements have been met. The procedures for the preparation and maintenance of all records are thorough and in keeping with standard practices. The permanent records are kept in the Office of Enrollment Management.

Personal Information about Students. College personnel are often called upon by outside agencies to give personal information concerning a particular student. When such requests are made, the college may:

1. Indicate whether or not the person is a student of the college;
2. Indicate the length of time that the individual has been a student;
3. Indicate whether the person is a full or part-time student;
4. Indicate degrees and awards received; or,
5. Provide other directory information.

Other information may be released regarding a student upon receipt of written consent from the student involved.

Confidentiality of Student Records

1. Transcripts, grade reports, and disciplinary reports will be released for off-campus use only upon the request of the student or by court order.
2. Requests for personal data on students from loan companies, employing agencies, and other such firms will be honored only upon the written request of the student.
3. Request for information for security checks by governmental agencies will be honored only with the student's permission.
4. Written requests for character appraisals of students from colleges and governmental agencies will be honored only with the student's permission.
5. College officials may use discretion in fulfilling other requests not specified above.

The student may have access to official records directly related to him/her and will have the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.

Authorized Access to Student Records. As provided in P.L. 93-380, the following will be provided access to a student's record without prior consent from the student.

1. Officials, faculty, and staff of Hill College who have a legitimate educational interest in the student's record.
2. Officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institutions if he/she so desires.
3. Individuals needing the information in connection with a student's application for or receipt of financial aid.
4. State or local officials to which educational data must be reported.
5. Legitimate organizations (A.C.T., C.E.E.B., E.T.S.) developing, validating, or administering predictive tests or student aid programs. Such data is not to be

released in any identifiable form and will be destroyed by the organization after the research has been completed.

6. Accrediting agencies.
7. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
8. In compliance with judicial order or pursuant to any lawfully issued subpoena.
9. Representatives of the Comptroller General of the United States, Secretary of Education, administrative heads of educational agencies, or state education authorities.

DIRECTORY INFORMATION

According to the federal Family Educational Rights and Privacy Act (FERPA), educational entities have the right to disclose certain “directory information.” Hill College has defined directory information as name, address, telephone number, major field of study, dates of attendance, classification, degrees and awards received, and the most recent previous institution attended. This information can be provided to anyone who inquires and usually includes but is not limited to other institutions, prospective employers, or family members.

Each student has the right to request this information not be released. There are forms available in the Office of Enrollment Management to make this request.

V

ACADEMIC INFORMATION

Visit the Hill College website at
www.hillcollege.edu
and/or contact individual departments
for changes and updates.

ACADEMIC INFORMATION

It is the obligation of the student to know his/her standing and rating in college classes during the semester and to secure these ratings before registering for the next semester. He/she is expected at all times to be familiar with his/her scholastic status. The advisors and counselors will confer with students concerning unsatisfactory work during and at the end of the semester. The object of such conferences will be to determine the cause of unsatisfactory work, to advise the student for improvement, and to offer any assistance which the college and instructors of the college might give the student.

Classification:

Freshman: Students with less than 30 semester hours of credit are freshman.

Sophomore: Students with 30-64 hours of credit are classified as sophomores.

TYPES OF DEGREES AND CERTIFICATES

Hill College offers the Associate in Arts Degree, the Associate in Arts in Teaching, the Associate in Applied Science Degree, Certificate of Technology, Certificate of Completion, and Marketable Skills Achievement Award.

A student who fails to graduate at the expected time and completes the remaining requirements at another institution may transfer up to 21 semester hours of work back to Hill College provided all work is completed within one year after leaving Hill College and his/her application for graduation is made within one year from the time that he/she completes the requirements. Any exception to this limit must be approved by the Vice President of Instruction.

SEMESTER HOURS AND CREDIT

The college operates on the semester plan with two long semesters of 16 weeks each and two summer terms.

The unit of credit in college is the semester hour, which is the credit earned by meeting a course one hour per week for a semester. Most college courses meet three times each week and give three semester hours of credit. The normal load for a student is five academic courses plus physical education, which would grant 16 semester hours credit for a semester and 32 semester hours for the long sessions. Only exceptional students, upon approval of the Vice President of Instruction, Vice President of Student Services, or designee may take more than 19 semester hours.

In the summer semester a student normally earns 6 semester hours in six weeks and 12 hours in twelve weeks. The Association of Texas Colleges sets 14 semester hours as the maximum which may be earned in a summer semester.

ARTICULATION AND TRANSFER

Hill College has the highest accreditation possible for any college or university. Because of this recognition, Hill 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 planned educational objectives. 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. Please refer to the college

website at www.hillcollege.edu for specific articulated programs with colleges and/or universities or speak to a counselor or advisor.

Counselors and advisers have access to a wide range of information on credit transfer. Students should work with a counselor or advisor to design an educational plan consistent with the student's educational goals. Changes in plans should be discussed with the counselor or advisor to avoid potential transfer problems.

In order to assist students transferring to other institutions within the State of Texas, Hill College has joined with other junior/community colleges and universities in the State of Texas and has adopted a common course numbering system. The purpose of the numbering system is to improve articulation and assist students who are transferring between institutions.

A senior college is authorized by the Association of Texas Colleges to accept 66 semester hours from a junior college. After attending a senior college, a student may transfer 6 additional hours (in addition to the 66) from the junior college provided the hours are approved in advance by the senior college.

Many schools will accept 72 semester hours from a junior college because of the heavy load required of freshman and sophomore students in some degrees.

RESOLUTION OF TRANSFER DISPUTES FOR LOWER-DIVISION COURSES

- A. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
 2. A student who receives notice as specified in subsection (1) of this section may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
 3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
 4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer shall notify the Commissioner of its denial and the reasons for the denial.
- B. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- C. Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.
- D. The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
- E. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

TRANSFER OF CREDIT

Credit for courses in which a passing grade (D or better) has been earned may be transferred to Hill College from a post-secondary institution that is accredited by one of the regional accrediting bodies. It is the responsibility of each transfer student to have official transcripts from all colleges attended sent to HC. A course from an accredited institution will be accepted in lieu of a specific course at HC only if evidence indicates the course is equivalent.

Course work completed at colleges and universities outside the United States will be considered for transfer on an individual basis. All foreign credentials submitted to HC must include the original transcript plus a certified English translation.

Transfer work from accredited institutions will be posted to the HC transcript when:

- all official transcripts have been received
- the student has been identified as seeking a certificate of degree from HC and
- the student has attempted at least six (6) semester hours at HC.

UNIVERSITY PARTNERSHIP PROGRAM

Hill College is working with university partners to develop upper-level degree course offerings on the Hill College campus that will enable students to complete a bachelor's degree without leaving Hill College or the Central Texas area. This makes it easier for students interested in continuing to a four-year degree program to get the right advice, take the right courses, and have a seamless transition.

Students receive course counseling, registration assistance, and introductions to the Partner University instructors. Dual admission participants will have access to various student benefits, such as:

- University credit for their work at Hill College
- Library usage on participating campuses
- Attendance to university student performances, sporting venue, & other events
- Access to university advisors
- Huge saving from lower housing costs and lower admissions costs by attending Hill College the first two years
- Transfer Scholarship Opportunities

Refer to the Hill College website for a complete listing of University Partners.

TEXAS TWO-STEP PROGRAM PARTNERS

The Texas TWO-STEP Project offers a seamless transition from an Associate's degree in specified areas at Hill College to a BA/BS at partnering Universities. This program will allow students to use technological interest as part of a four-year degree.

The Texas TWO-STEP Project (Technology Workforce Opportunities through Seamless Transitions and Educational Partnerships) allows a student to utilize up to 37 technical hours of coursework in a degree plan that focuses on a career goal.

Refer to the Hill College website for a complete listing of Texas TWO-STEP Project university partners.

TUITION REBATE PROGRAM (Texas Education Code ss.54.0065)

Students who graduate with a baccalaureate degree from a Texas public university may qualify to receive \$1,000 from the baccalaureate-granting institution if they meet the following criteria:

1. Must have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later,
2. Must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university,
3. Must have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree, and
4. Must have **attempted** no more than three hours in excess of the minimum number of semester hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, (except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

HILL COLLEGE GRADUATE GUARANTEE

Guarantee for Transfer Credit

The Hill College District guarantees to its Associate in Arts graduates and other students who have met the requirements of a 60 credit hour transfer plan the transferability of course credits to those Texas colleges or universities which cooperate in the development of Hill College District Course Selection Guides. If such courses are rejected by the college or the university, the student may take tuition-free alternate courses at Hill College which are acceptable to the college or university. Special Conditions which apply to the Guarantee are as follows:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in course Selection Guides dates 1992-93 or later;
2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution; and,
3. The guarantee applies to courses included in a written transfer (degree) plan - - which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made -- which must be filed with Hill College.
4. Only college-level courses with Community College Course Guide Manual approved numbers are included in this guarantee.
5. If all conditions are met and course or courses are not accepted by a receiving institution in transfer, the student must notify Hill College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.
6. If it is determined that the course or courses are not transferable, Hill College will allow the student to take up to six (6) semester credit hours of comparable courses, which are acceptable to the receiving institution.

7. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
8. The students' sole remedy against this College and its employees for academic deficiencies shall be limited to six (6) credit hours of tuition-free education under conditions described above.

Guarantee for Job Competency

If a recipient of an Associate in Applied Science degree, Certificate of Completion, or Certificate of Technology is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to six (6) tuition-free credit hours of additional skill training by the College under the condition of the guarantee policy. Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate in Applied Science degree, the Certificate of Completion, or Certificate of Technology beginning May, 1993, or thereafter in an occupational program identified in the college catalog.
2. The graduate must have completed the requirements for the Associate in Applied Science degree, the Certificate of Completion, or the Certificate of Technology at Hill College, with a minimum 75 percent of credits earned at Hill College, and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Hill College as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to six (6) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer are responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply the graduate will pass any licensing or qualifying examination for a particular career.
11. Student's sole remedy against District and its employees for skill deficiencies shall be limited to six (6) credit hours of tuition-free education under conditions described above.
12. The program can be initiated through a written contract with the office of the college president.

CREDIT BY EXAMINATION/EXPERIENCE (College Credit Granted for Non-Traditional Education)

Hill College supports the concept that learning can and does occur outside the traditional college classroom. In today's world, many students acquire substantial education through

intensive reading, travel, correspondence courses, television, and other non-traditional avenues of learning.

A maximum of 24 semester hours of credit may be earned by examination or other non-traditional forms of education and applied towards the degree.

A student planning to transfer to other institutions should consult with those institutions regarding their policies on acceptance of evaluated credit.

Student must be enrolled at HC in at least 6 semester credit hours for credit to be posted on the permanent record. A posting fee is charged to record the course on the student's permanent transcript. See Tuition and Fee Schedule on the college website at www.hillcollege.edu.

The course number, the course title, and the number of semester hours of credit will be recorded on the transcript. No grade points are earned; credit may not be used to meet residency requirements.

Evaluated Credit - (Evaluation of Credentials)

Students may earn credit by an evaluation of various credentials:

1. State or national board exams/certifications, (LVN, R.N., Cosmetology, Criminal Justice, etc....)
2. Non-traditional transcripts, (Hospital schools, cosmetology, etc....)
3. Nationally recognized tests or certifications.
4. Formal Military Training.

Advanced Placement Examinations (AP)

Entering freshmen who have participated in advancement placement courses in a secondary school and who present scores of 3 or above on the appropriate Advanced Placement Examination may be granted, on request, credit or placement for comparable courses at Hill College following enrollment. Credit may not be used to meet residency requirements. Requests for additional information on Advanced Placement (AP) credit at Hill College should be directed to the Counseling Center.

College Level Examination Program (CLEP)

Students who believe that they already possess the knowledge and/or skills taught in certain courses or programs offered by the college may obtain credit for one or more courses by successful taking of an examination. The College Level Examination Program (CLEP) is a national testing program administered by the Educational Testing Service. Hill College is a test center for CLEP. Hill College awards credit for students who successfully complete one or more CLEP subject examinations. Except in ENGL 1301, Composition, and ENGL 1302, Composition and Intro. to Literature, Hill College grants credit on the basis of the College Board CLEP General Examination Scores. To receive credit in ENGL 1301 and ENGL 1302, student must also pass a written essay. (For additional information, see a counselor.)

Scholastic Assessment Test I (SAT I & SAT II)

American College Test

Beginning freshman who present scores of 600 or better on the verbal or mathematics section of the Scholastic Assessment Test (SAT I) of the College Board or scores of 30 or better on the English or Mathematics sections of the American College Test (ACT) of the American College Testing Program may take the English and/or Mathematics Departmental Challenge Examination. Successful applicants may receive credit for ENGL 1301, ENGL 1302, MATH 1314, MATH 2413, and/or MATH 2414.

Departmental Challenge Examinations

Students are eligible to apply for this examination if they earned predominately "A" grades in the subject in high school, scored exceptionally high on a nationally recognized test and/or if they can demonstrate to the departmental chairperson significant and relevant experience in the subject area and a CLEP exam is not available in the course. Final approval for a Departmental Challenge Exam must be obtained through the Vice President of Instruction.

A grade of "B" or better must be earned on the exam in order to receive credit for the course.

ARTICULATED COURSES

Any high school student graduating with one or more years in a technical program may receive advanced placement or advanced standing in a parallel college program at Hill College. Advanced placement or advanced standing at Hill College can be awarded based on any one or any combination of the following:

1. Recommendation of the high school vocational instructor,
2. Recommendation of the high school vocational director,
3. Evaluation of the student's vocational program competency profile,
4. Departmental examinations.

A student should apply within a period of one year after high school graduation. A maximum of 15 semester hours of college credit can be awarded for courses provided the student has not enrolled in the same course or in a higher level sequential course at Hill College or another college. The student will be allowed to apply for advanced placement or advanced standing only one time. Credits earned in this manner will not become a part of the student's permanent record until an equivalent number of semester hours have been earned in regular classes at Hill College.

Students desiring credit by this means and who expect to transfer to another institution are advised to check with the receiving institution concerning the transferability of credit obtained by this method.

TECH PREP

Hill College is engaged in several areas of technical and professional career preparation by providing quality educational opportunities for all students. The Tech Prep Associate of Applied Science degree program is a viable component of this concept providing

educational and career preparation in technical fields to high school students who will be the workforce of tomorrow.

Tech Prep involves a sequence of knowledge and skills acquisition beginning as early in the educational preparation of students as possible - elementary or middle school. This career awareness preparation is followed by a guided, integrated high school plan of academic and technical subjects which connects the students to the community college. The Tech Prep curriculum in high schools and colleges represents a rigorous course of study which prepares a better educated worker with advanced skills and the ability to apply these skills.

Hill College, in partnership with the area ISD's, has developed and received approval from the Texas Higher Education Coordinating Board for numerous Tech Prep Associate of Applied Science degrees along with certificates.

Students seeking credit for articulated Tech Prep credit for courses taken in high school must work with a Hill College counselor upon entering the college. Students must declare their intent, complete all prescribed paperwork and provide appropriate documentation from their respective high school as defined by articulation paperwork.

INTERNATIONAL BACCALAUREATE DIPLOMA

The International Baccalaureate Diploma is an international program of courses and exams offered at the high school level. In keeping with Senate Bill 111 passed in 2005, the Hill College will grant (CR) credit for IB exams with certain required scores beginning Fall of 2006.

Texas institutions of higher education must award 24 hours of course specific college credit in subject appropriate areas on all IB exams scores of 4 or above as long as the incoming freshman have earned an IB diploma. However, course credit does not have to be awarded on any IB exams where the score received is a 3 or less. This may mean that such students will not receive 24 hours of college credit, even if they have an IB diploma.

Students must send an IB transcript to Hill College. All IB students must show proof of meeting the Texas Success Initiative (TSI) requirements prior to their initial enrollment at Hill College.

Students bringing in an IB transcript for credit evaluation should consider the total number of qualifying credits to be awarded. Additional hours above the required amount to graduate may have an adverse impact on students' financial aid or other grant programs. In addition, no Texas public university or college shall be required to accept in transfer or toward a degree program more than sixty-six (66) semester credit hours of lower division academic credit.

Hill College Credit of IBD- Policy 2005-2006

IB EXAMINATION	SCORE	HILL COLLEGE COURSE	CREDIT HOURS
BIOLOGY (SL)	4, 5, 6 or 7	BIOL 1406	4

BIOLOGY (SL)	4, 5, 6, or 7	BIOL 1406 & 1407	8
BUSINESS & MANAGEMENT	4, 5, 6 or 7	BUSI 1301	3
CHEMISTRY (SL)	4, 5, 6 or 7	CHEM 1411	4
CHEMISTRY (HL)	4, 5, 6, or 7	CHEM 1411 & 1412	8
COMPUTER SCIENCE	4, 5, 6 or 7	COSC 1301	3
ECONOMICS (SL)	4, 5, 6 or 7	ECON 2301 & 2302	6
ECONOMICS (HL)	4, 5, 6, or 7	ECON 2301 & 2302	6
ENGLISH (SL) Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
GEOGRAPHY	4, 5, 6 or 7	HL- GEOG 1301 7 1303 SL0 GEOG 1301	6
HISTORY OF THE AMERICAS (HL)	4, 5, 6, or 7	HIST 1301 & 1302	6
MATHEMATICS (HL)			
Mathematics (HL)	4, 5, 6 or 7	MATH 1314	6
Mathematics w/ Further Mathematics	4, 5, 6, or 7	MATH 1314 & 1316	9
Mathematical Methods	4, 5, 6 or 7	MATH 2413	5
MODERN LANGUAGES			
Language A1 or A2 (SL)			
French	4, 5, 6, or 7	FREN 1411 & 1412	8
Spanish	4, 5, 6 or 7	SPAN 1411 & 1412	8
Language A1 or A2 (HL)			
French	4, 5, 6 or 7	FREN 1411, 1412, 2311 & 2312	14
Spanish	4, 5, 6, or 7	SPAN 1411, 1412, 2311 & 2312	14
Language B (SL)			
French	4, 5, 6 or 7	FREN 1411 & 1412	8
Spanish	4, 5, 6, or 7	SPAN 1411 & 1412	8
Language B (HL)			
French	4, 5, 6 or 7	FREN 1411, 1412, 2311 & 2312	14
Spanish	4, 5, 6, or 7	SPAN 1411, 1412, 2311 & 2312	14
Language AB Initio			

French	4, 5, 6 or 7	FREN 1411	4
Spanish	4, 5, 6, or 7	SPAN 1411	4
MUSIC	4, 5, 6 or 7	MUSI 1306	6
PHILOSOPHY	4, 5, 6 or 7	PHIL 1301	3
PHYSICS (SL)	4, 5, 6, or 7	PHYS 1401	4
PHYSICS (HL)	4, 5, 6 or 7	PHYS 1401 & 1402	8
PSYCHOLOGY	4, 5, 6 or 7	PSYC 2301	3
THEATRE ARTS	4, 5, 6, or 7	DRAM 1310	3
VISUAL ARTS	4, 5, 6 or 7	ARTS 1301	3

GRADES

The grades used in college reports and records are A (excellent), B (above average), C (average), S (satisfactory), D (below average), F (failure), I (incomplete), W (withdrawn). (The grade of "S" may be assigned to students taking developmental or remedial courses.) The lowest passing grade is D.

Grade point averages are computed by assigning values to each grade as follows:

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

In calculating the grade-point average under the above system, a student with 12 hours of A's and 3 hours of F's would have 48 grade points divided by 15 semester hours, thus a grade-point average of 3.20 for the semester hours attempted. Under this system a student must have at least a 2.00 for the "C" average required for graduation.

In case of illness or similar emergency, a grade of incomplete (I) may be given. If course requirements are not completed during the next long semester, the grade of "I" will be changed to "F".

A student who repeats a course in an attempt to improve a grade will be awarded the grade from the last attempt.

GRADE REPORTS

Permanent grades are reported at the end of each semester via Campus Connect on the Hill College website at www.hillcollege.edu.

PRESIDENT'S LIST

The purpose of the President's List is to honor those students who achieve academic perfection by making the highest grade point average possible, 4.0, while enrolled in at least 12 semester hours of courses, excluding developmental/remedial courses.

DEAN'S LIST

At the end of each semester, a Dean's List of the highest ranking students will be compiled. In order to make the Hill College Dean's List, a student must complete at least 12 semester hours, excluding developmental/remedial courses, during the semester under consideration and earn a grade point average of 3.50 in all courses attempted during the semester.

ADDING AND DROPPING COURSES

Any change in a student's class schedule after registration and prior to the census date of the semester is accomplished by completing the official Add/Drop Form obtained from the Counseling Center. Students must pay a \$10.00 change of schedule fee to the Business Office if they wish to add or drop a course during this period of time. No course(s) may be added after the date designated by the school calendar as the last date to add a course.

A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop card from the Counseling Center. Other steps in the drop process to be taken by the student will be explained when the drop card is issued. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course.

Students may withdraw from a developmental course unless they are required by TSI to be in remediation. A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college or shows proof of passing the THEA or a board approved alternate test prior to the official final date to withdraw.

International students and students receiving financial aid or veterans' assistance should see the appropriate college official before dropping or withdrawing from any class. Any student who is considering dropping a course is encouraged to contact his/her instructor prior to initiating a drop or withdrawal.

DROP-LIMIT PROCEDURE

Section 51.907 of the Texas Education Code, enacted by the State of Texas during spring 2007, applies to students who enroll in a public institution of higher education as a first time freshman in fall 2007 or later.

Based on this law, Hill College may not permit a student to drop more than six courses during their undergraduate career, including courses taken at another Texas public institution of higher education. Any course that the student drops is counted towards the six course limit if "1) the student was able to drop the course without receiving a grade or

incurring an academic penalty; 2) the student's transcript indicates or will indicate that the student was enrolled in the course; and 3) the student is not dropping the course in order to withdraw from the institution." College credit taken while enrolled in high school and below college credit courses does not count towards the total of six courses.

All courses dropped after the census date (the 12th day of classes) are included in the six-course limit unless (1) the student resigns from all courses or (2) the drop is approved by an appropriate Hill College official as a Drop Exception. If a student drops a course and then later resigns from Hill College, the individual drop(s) from earlier in the semester will be counted as a part of the complete resignation and not count towards the six drop total. Once the six drops have been used, the student must complete all courses they are enrolled in regardless of academic performance.

Unusual circumstances may arise which prevents a student from satisfactorily completing a course. Drop Exceptions can be considered when the student provides documentation that the drop is required and that because of the circumstances, the student could not satisfactorily complete the course. Examples include (but are not limited to):

1. Illness
2. Care of sick, injured, or needy
3. Death in the family
4. Called to active duty service
5. Change of the student's work schedule that is beyond the student's control
6. Loss of transportation.
7. Loss of child care.
8. Lack of financial resources (supplies, travel, etc.).
9. Hill College determines that there is other good cause for the student to drop the course with appropriate documentation.

If one of the above exceptions is approved, the student will be allowed to drop the course and the drop will not count towards the six drop limit total.

The student has up to one year from the initial drop to petition for a Drop Exception.

WITHDRAWAL FROM THE COLLEGE

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Counseling Center. Full instructions for withdrawing from college will be given at the time the withdrawal form is picked up. Students may also withdraw from the college by sending a written request for such action to the Office of Enrollment Services. The request must include the student's signature, the student's current address, social security number, phone number, and course names and numbers of the courses for which the student is currently enrolled. The date postmarked on the envelope will be the official withdrawal date. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W." A student who discontinues class attendance and does not officially withdraw before the last day to drop a class will receive a performance grade for the course.

EXAMINATIONS

1. Semester Examinations. At the end of each semester examinations are given in all subjects according to a prepared schedule. Because of the value in bringing about a general view of a whole subject, no student is excused from any final examination for any reason. No final examination may be given other than on the regularly scheduled date unless approved by the Vice President of Instruction.
2. Postponed Examinations. A student who misses a semester examination for reason beyond control should petition in writing for a postponed examination. The student will be notified of the time and place of the postponed examination if the request is granted. Absence from an examination without valid reason will result in a grade of "F" for the course.

SCHOLASTIC STANDARDS OF PROGRESS

1. Measure of Quality. The records of all students who attempt 12 or more semester hours will be reviewed and evaluated at least once per year. A full-time student's record will be reviewed at the end of each semester. Full-time students and part-time students who have attempted 12 or more semester hours will be considered to be achieving satisfactory progress in "Good Standing" if they earn a cumulative 2.0 grade point average or higher (on a 4.0 scale).
2. Scholastic Probation. Students who do not achieve satisfactory progress (cumulative minimum G.P.A. of 2.0) will be placed on Scholastic Probation for the next long semester. Students on scholastic probation are on "attendance probation" and are expected to attend every class unless hindered by circumstances beyond their control. No unexcused absences or "cuts" are allowed. Such "cuts" may result in immediate suspension from classes.
3. Scholastic Suspension. Students who are on scholastic probation and fail to achieve minimum cumulative G.P.A. of 2.0 or higher during the next term will be placed on scholastic Suspension (suspended from enrollment for the next long semester). After serving a one semester suspension these students will be eligible to re-enter on scholastic probation.

A student may appeal this action by submitting an online appeal application located under MyRebel if there are extenuating circumstances which might alter the suspension status. Students are notified of the appeal decision through the online appeal status. If an appeal is denied, a student may request in writing to meet with the Admissions Committee for further review of circumstances.

4. Continued Scholastic Probation. Continued probation instead of suspension will be in effect for students who fail to achieve the cumulative 2.0 G.P.A. but in the current semester earn 12 or more semester hours with current 2.0 or higher G.P.A. When these students attain the cumulative minimum of 2.0 or higher G.P.A., they will be in "Good Standing."
5. Re-entry. Students who have been on suspension may re-enter on scholastic probation. If they fail to meet the minimum requirements as indicated, they will be placed on scholastic suspension for one calendar year. After one year the student may be admitted on scholastic probation. Should the student still not meet the minimum requirements, he/she will be placed on scholastic suspension again for

a calendar year and may be re-admitted only upon approval through the online appeal process.

STANDARDS OF PROGRESS IN REMEDIAL COURSES

Students who do not make satisfactory progress in mandatory remedial course(s) (regardless of overall G.P.A. will be placed on attendance probation. Students are expected to attend every class unless hindered by circumstances beyond their control.

TRANSCRIPTS OF CREDITS

Transcripts are copies of a student's permanent record of classes taken at Hill College. A student's written permission is required before a transcript may be released to a third party.

VI

GRADUATION REQUIREMENTS

Visit the Hill College website at
www.hillcollege.edu
and/or contact individual departments
for changes and updates.

GRADUATION INFORMATION

A formal graduation exercise is held annually at the end of the spring semester. This exercise is for those students who are completing requirements during that spring semester or who have completed requirements during the preceding summer or fall semesters.

Degrees and certificates are not awarded automatically. To be considered as a candidate for a degree or certificate, the student must submit an online graduation application by the designated deadline:

Completing in fall semester – October 1
Completing in spring semester – February 15
Completing in a summer term – July 1

Applications submitted after the deadline will be considered the following semester.

TYPES OF DEGREES AND CERTIFICATES

Hill College grants the:

1. Associate in Arts Degree
2. Associate of Arts in Teaching Degree
3. Associate in Applied Science Degree
4. Certificate of Technology
5. Certificate of Completion
6. Marketable Skills Achievement Award

The curriculum for the Associate in Arts Degree is designed for the student planning to transfer to a senior college or university.

The Associate in Applied Science Degree is awarded for successful completion of a two-year prescribed occupational competencies and curriculum.

The Certificate of Technology is awarded to those who complete the technical competencies of a two-year occupational curriculum.

The Certificate of Completion is awarded for successful completion of competencies and curriculum in an occupational program of less than two years in length.

A Marketable Skills Achievement (MSA) Award is a sequence of technical-based credit courses totaling 9-14 semester credit hours (SCH) within an approved program of study.

CORE CURRICULUM

Included in the degree requirements for the Associate in Arts is a basic core of general education courses or a core curriculum. The purpose of the Hill College core curriculum is to provide the skills, knowledge, and perspectives that help define the educated person. The core emphasizes the basic intellectual competencies--reading, writing, speaking, and critical thinking--as well as broad intellectual perspectives including historical consciousness; multi cultural awareness; numerical comprehension and analysis; and,

concern about ethics, aesthetics, and values. These competencies are designed not only to help students understand and appreciate their heritage, but also to enable them to prepare for responsible citizenship and successful living in a rapidly changing and highly technological world. Competency in each of the core components is established by successful completion of the core courses that is required for the Associate in Arts Degree.

In accordance with the laws of the State of Texas and the guidelines and procedures established by the Texas Higher Education Coordinating Board (THECB), all Texas public colleges and universities are required to establish a core curriculum. The law and the established guidelines indicate that if a student completes the core curriculum at one public college or university within the State of Texas, that block of courses may be transferred to any other public college or university within the State of Texas and must be substituted for the receiving institution's core curriculum. Further, in accordance with the law and the guidelines, a student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution, unless the THECB has approved a larger core curriculum for that institution.

The Hill College Core Curriculum requirements are described below.

These requirements must be met by every student pursuing an Associate in Arts degree at Hill College. (Exception: Students majoring in music should take the courses outlined in the Degree Plans and Programs of Study section, Music–Associate in Arts, instead of the general core courses.)

CORE CURRICULUM / GENERAL EDUCATION REQUIREMENTS

ARTS AND HUMANITIES

Communications		Hrs.
	ENGL1301, ENGL1302	6
	SPCH1315	3
Humanities		
	three (3) hours to be selected from:	
	ENGL2322, ENGL2323, ENGL2327, ENGL2328, ENGL2331, ENGL2332, HUMA1301, HUMA1302, SPAN2311, or SPAN2312	3
Visual & Performing Arts		
	three (3) hours to be selected from:	
	ARTS 1301, 1303, 1304 DRAM 1310, 2366, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310	3

SCIENCE AND MATHEMATICS

Mathematics		
	three (3) hours to be selected from:	
	MATH1314, MATH1316, MATH1324, MATH1325, MATH1342, MATH2320, MATH2412, MATH2413, MATH2414, or MATH 2415	3
Computer Science		
	three (3) hours to be selected from:	
	BCIS 1301/ COSC1301 (cross-referenced) BCIS 1305, COSC 1320, or COSC 1436	3/4
Natural (Laboratory) Sciences		
	two (2) courses to be selected from:	
	BIOL1406, BIOL1407, BIOL1408, BIOL1409, BIOL1411, BIOL1413, BIOL2401, BIOL2402, BIOL2421, CHEM 1406, CHEM1411, CHEM1412, CHEM1419, GEOL1401, GEOL1403, GEOL1404, PHYS1401, PHYS1402, PHYS1403, PHYS1404, PHYS2425, or PHYS2426	8

SOCIAL AND BEHAVIORAL SCIENCE

History & Government		
	HIST1301, HIST1302	6
	GOVT2305, GOVT2306	6
Social\Behavioral Science		
	three (3) hours to be selected from:	
	ANTH 2346, PSYC2301, PSYC 2314, SOCI1301, SOCI 2301, ECON2301, or ECON2302	<u>3</u>

TOTAL CORE CURRICULUM REQUIRED HOURS

44/45

THE ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree from Hill College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 62 semester hours of credit.*
2. The student must complete all core curriculum / general education requirements for graduation.
3. The student must demonstrate competency in oral communication by completing SPCH 1315, Public Speaking, and the competencies as prescribed in the course.
4. The student must earn at least 25 percent of the credit hours required for the degree at Hill College.
5. The student must have a 2.0 grade point average on all work from Hill College.
6. The student who entered college in the Fall of 1989 or later must satisfy the Texas Success Initiative (TSI) requirements in reading, writing, and mathematics, unless exempt.
7. The student must successfully complete a minimum of two physical education activity courses.
8. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Associate in Arts Degree.

THE ASSOCIATE OF ARTS IN TEACHING DEGREE

The Associate of Arts in Teaching Degree from Hill College is for students seeking initial Texas teacher certification either in EC-4 (except Early Childhood Specialization), 4-8, EC-12 or in Early Childhood Specialization only. The degree will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 65 semester hours of credit.*
2. The student must complete all core curriculum / general education requirements for graduation.
3. The student must demonstrate competency in oral communication by completing SPCH 1315, Public Speaking, and the competencies as prescribed in the course.
4. The student must earn at least 25 percent of the credit hours required for the degree at Hill College.
5. The student must have a 2.0 grade point average on all work from Hill College.
6. The student who entered college in the Fall of 1989 or later must satisfy the Texas Success Initiative (TSI) requirements in reading, writing, and mathematics, unless exempt.
7. The student must successfully complete a minimum of two physical education activity courses.
8. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Associate of Arts in Teaching Degree.

THE ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree from Hill College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 62 semester hours of credit.*
2. As part of the minimum 62 semester hour degree requirement, the student must complete a minimum of 15 semester hours of general education courses. The core of general education courses must include at least one course from each of the following areas: Humanities/Fine Arts, Social and Behavioral Sciences, natural sciences and mathematics. Student must complete ENGL 1301, Composition.
3. The student must complete the prescribed competencies and curriculum for a two-year occupational program as outlined in the degree plan listed under Programs of Study.
4. The student must demonstrate competency in oral communication by completing SPCH 1315, Public Speaking, and the competencies as prescribed in the course. Selected courses in the Emergency Medical Services (EMS) Program have been designated as speech intensive courses and as such satisfy the speech requirements for students in the EMS Program.
5. The student must earn at least 25 percent of the credit hours required for the degree at Hill College.
6. The student must have a 2.0 grade point average on all work from Hill College.
7. The student who entered college in the Fall of 1989 or later must satisfy the Texas Success Initiative (TSI) requirements in reading, writing, and mathematics, unless exempt.
8. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Associate in Applied Science Degree.

THE CERTIFICATE OF TECHNOLOGY

The Certificate of Technology from Hill College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 43 semester hours of credit.*
2. The student must complete the prescribed technical competencies and curriculum for the occupational program as outlined in this catalog under Programs of Study.
3. The student must earn at least 25 percent of the credit hours required for the degree at Hill College.
4. The student must have a 2.0 grade point average on all work from Hill College.
5. The student who entered college in the Fall of 1989 or later must satisfy the Texas Success Initiative (TSI) requirements in reading, writing, and mathematics, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Certificate of Technology.

THE CERTIFICATE OF COMPLETION

The Certificate of Completion from Hill College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 15 semester hours of credit.*
2. The student must complete the prescribed technical competencies and curriculum for the occupational program as outlined in this catalog under Programs of Study.
3. The student must earn at least 25 percent of the credit hours required for the degree at Hill College.
4. The student must have a 2.0 grade point average on all work from Hill College.
5. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Certificate of Completion.

THE MARKETABLE SKILLS ACHIEVEMENT AWARD

A Marketable Skills Achievement Award (MSA) is a sequence of technical-based credit courses totaling 9-14 semester credit hours (SCH) within an approved program of study. Typically, an external workforce advisory committee identifies the coursework (classes) to be included in the MSA award. Students may receive a dual benefit from earning a MSA because it helps to create a 'pathway' to program completion and can also demonstrate to potential employers a level of aptitude and workplace preparedness.

GRADUATION FEE

Hill College believes that every student should have the opportunity to participate in graduation following the completion of a program of study. Therefore, the college does not charge a graduation fee.

GRADUATION WITH HONORS

Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Hill College, and who have a grade point average of at least 3.5 (on a 4.0 scale) on all work attempted will graduate *cum laude* (with honors). Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Hill College, and who have a grade point average of at least 3.75 (on a 4.0 scale) on all work attempted will graduate *magna cum laude* (with high honors). Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Hill College, and who have a grade point average of at least 3.9 (on a 4.0 scale) on all work attempted will graduate *summa cum laude* (with highest honors).

VII
DEGREE PLANS AND
PROGRAMS OF STUDY

Visit the Hill College website at
www.hillcollege.edu
and/or contact individual departments
for changes and updates.

DEGREE PLANS AND PROGRAMS OF STUDY

The instructional programs at Hill College are organized into divisions. The names of the divisions and the subject areas in each division follow:

DIVISION OF HEALTH SCIENCES

Diagnostic Medical Sonography, Diagnostic Medical Sonography-Vascular Technology, Diagnostic Medical Sonography-Echocardiography, Diagnostic Medical Sonography-Echocardiography-Vascular Technology, Emergency Medical Services, L.V.N.-A.D.N. Transition Program, Vocational Nursing

DIVISION OF MATHEMATICS, SCIENCES, HUMANITIES, SOCIAL SCIENCES, EDUCATION, AND DEVELOPEMNTAL STUDIES

Anthropology, Art, Biology, Chemistry, Child Development, Developmental Education, Drama, Economics, Education & General Studies, Engineering, English, Foreign Languages, Geography, Geology, Government (Political Science), History, Humanities, Mathematics, Music, Philosophy, Physics, Psychology, Social Sciences, Sociology, Speech

DIVISION OF PHYSICAL EDUCATION

Athletic Trainer, Physical Education/Kinesiology

DIVISION OF TECHNICAL PROGRAMS, BUSINESS & COMPUTERS

Accounting & Business Administration, Agriculture Science, Automotive, Business Management, Computer Graphics & Web Development, Computer Science, Cosmetology, Criminal Justice, Drafting, Drug/Alcohol Abuse, Fire Protection, Gaming, Graphics, Industrial Maintenance, Medical Office Management, Office Administration Technology, Radiation Protection Technology, Salon & Spa Management, Tech Prep, Welding

SUGGESTED COURSES OF STUDY TRANSFER PROGRAMS

Several suggested courses of study are given in the pages that follow. In general, all students working on a Bachelors Degree should follow the Associate in Arts Degree Plan. Students who are undecided about a major field of study and who are planning to transfer to a senior institution are strongly advised to complete the Hill College Core Curriculum. In addition, undecided majors should follow the Liberal Arts/General Course of Study until such time a major is declared. Students planning to transfer to a senior college or university are advised to secure a copy of that institution's catalog and use it for additional guidance in course selection.

Variations in the course of study given and additional courses of study are quite possible and can be determined with assistance from proper administrative personnel. Students are advised to choose electives on the basis of their possible major field of study.

LIBERAL ARTS/GENERAL COURSE OF STUDY*

Associate in Arts

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Liberal Arts/General Course of Study, but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	3
HIST 1301 Hist. of U.S. to 1877.....	3	HIST 1302 Hist. of U.S. from 1877	3
MATH 1314 College Algebra or higher.	3	Math or elective	3
Laboratory Science.....	4	Laboratory Science	4
Foreign Language or Elective	3-4	Foreign Language or Elective	3-4
PHED Physical Education Activity	1	PHED Physical Education Activity	1
PSYC 1100 Learning Framework.....	1		18-19

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
**Sophomore English.....	3	**Sophomore English	3
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government.....	3

Social/Behavioral Science Elective..... 3	Visual & Performing Arts Elective	
	
	3	
BCIS 1305 Business Computer Applicat 3	SPCH 1315 Public Speaking	
	
	3	
Science or Electives 3-6	Science or Electives 3-	
	6	
18		15-
	18	

*Students should consult an advisor for additional guidance.

**One of the following: ENGL 2311,2322,2323,2327,2328,2331,2332.

FIELD OF STUDY CURRICULA

A field of study curriculum is a group of courses approved by the Texas Higher Education Coordinating Board that can be taken at the community college level and transferred as a block into a specialized bachelor's degree program at a state university. The number of hours required to complete each field of study varies among subject areas. In some cases, students will be able to complete the entire field of study as well as all the core curriculum courses. In other cases, students will be able to complete the field of study and partially complete the core curriculum.

ASSOCIATE OF ARTS IN TEACHING

FIELD OF STUDY IN EC-4 (except Early Childhood Degree Specialization), 4-8, EC-12

EC-4 (except Early Childhood Degree Specialization), 4-8, EC-12 Curriculum

Content Area and Hours	Number of Courses	Course Number
Mathematics (6 hours)	2 courses	MATH 1350 ¹ MATH 1351 ²
Sciences (6 hours)	2 courses	
Education (6 hours)	2 courses	EDUC 1301 EDUC 2301
Total Hours Field of Study: 18		

¹ Prerequisite for MATH 1350 is MATH 1314.

² Prerequisite for MATH 1351 is MATH 1350 and MATH 1314.

Core Curriculum/General Education Requirements

Content Area	Number of Hours	Course Numbers
Communications	6 hours 3 hours	ENGL 1301, ENGL 1302 SPCH 1315
Humanities	3 hours	ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, HUMA 1301, HUMA 1302, SPAN 2311, or SPAN 2312
Visual & Performing Arts	3 hours	ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310
Mathematics	3 hours	MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1342, MATH 2320, MATH 2412, MATH 2413, MATH 2414, or MATH 2415
Computer Science	3 hours	BCIS 1305
Natural (Laboratory) Science	8 hours	BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1406, CHEM 1411, CHEM 1412, CHEM 1419, GEOL 1401, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 2425, or PHYS 2426
History & Government	6 hours 6 hours	HIST 1301, HIST 1302 GOVT 2305, GOVT 2306
Social/Behavioral Science	3 hours	ANTH 2346, PSYC2301, PSYC 2314, SOCI1301, SOCI 2301, ECON2301, or ECON2302
Hill College Courses: Physical Education Activity	2 hours	PHED Physical Education Activity
Hill College Course: College Success Skills: Learning Framework	1 hour	PSYC 1100

Total Hours Core/Gen Ed: 47		
TOTAL HOURS FOR DEGREE: 65		Core Complete

**ASSOCIATE OF ARTS IN TEACHING
FIELD OF STUDY IN EC-4 EARLY CHILDHOOD DEGREE SPECILIZATION ONLY**

EC-4 Early Childhood Degree Specialization Only Curriculum

Content Area and Hours	Number of Courses	Course Numbers
Mathematics (6 hours)	2 courses	MATH 1350 ¹ MATH 1351 ²
Education (12 hours)	4 courses	TECA 1303 TECA 1311 TECA 1318 TECA 1354
Total Hours Field of Study: 18		

¹ Prerequisite for MATH 1350 is MATH 1314.

² Prerequisite for MATH 1351 is MATH 1350 and MATH 1314.

Core Curriculum/General Education Requirements

Content Area	Number of Hours	Course Numbers
Communications	6 hours 3 hours	ENGL 1301, ENGL 1302 SPCH 1315
Humanities	3 hours	ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, HUMA 1301, HUMA 1302, SPAN 2311, or SPAN 2312
Visual & Performing Arts	3 hours	ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310
Mathematics	3 hours	MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1342, MATH 2320, MATH 2412, MATH 2413, MATH 2414, or MATH 2415
Computer Science	3 hours	BCIS 1305
Natural (Laboratory) Science	8 hours	BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1406, CHEM 1411, CHEM 1412, CHEM 1419, GEOL 1401, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 2425, or PHYS 2426
History & Government	6 hours 6 hours	HIST 1301, HIST 1302 GOVT 2305, GOVT 2306
Social/Behavioral Science	3 hours	ANTH 2346, PSYC2301, PSYC 2314, SOCI1301, SOCI 2301, ECON2301, or ECON2302
Hill College Courses: Physical Education Activity	2 hours	PHED Physical Education Activity
Hill College Course: College Success Skills: Learning Framework	1 hour	PSYC 1100
Total Hours Core/Gen Ed: 47		
TOTAL HOURS FOR DEGREE: 65		Core Complete

ASSOCIATE IN ARTS
FIELD OF STUDY IN BUSINESS

Business Field of Study Curriculum

Content Area and Hours	Number and Type of Courses	Course Numbers
Economics (6 hours)	2 courses: Macro Economics Micro Economics	ECON 2301 ² ECON 2302 ²
Mathematics (3 hours)	1 course: Minimum content must be at the level of Calculus or above	MATH 1325 ^{1 2}
Computer Literacy (3 hours)	1 course: Business Computer Applications	BCIS 1305 ²
Speech (3 hours)	1 course: Public speaking with an emphasis (50% or more of course content) on the preparation and presentation of professional speeches, using computer technology when appropriate	SPCH 1315 ²
Accounting (8 hours)	2 courses: Financial & Managerial Accounting	ACCT 2401 ACCT 2402
Business (3 hours)	1 course	Business Elective
Total Hours Field of Study: 26		

¹ Prerequisite for MATH 1325 is MATH 1324. The background of the student may necessitate MATH 1314 for MATH 1324. Students should consult an academic advisor.

² ECON, MATH, BCIS, and SPCH satisfy core curriculum, as well as field of study, requirements.

Core Curriculum/General Education Requirements

Content Area	Number of Hours	Course Numbers
Communications	6 hours	ENGL 1301, ENGL 1302 (SPCH 1315 listed above)
Humanities	3 hours	ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, HUMA 1301, HUMA 1302, SPAN 2311, or SPAN 2312
Visual & Performing Arts	3 hours	ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310
Mathematics	3 hours	MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1342, MATH 2320, MATH 2412, MATH 2413, MATH 2414, or MATH 2415
Computer Science		(BCIS 1305 listed above)
Natural (Laboratory) Science	8 hours	BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1406, CHEM 1411, CHEM 1412, CHEM 1419, GEOL 1401, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 2425, or PHYS 2426
History & Government	6 hours 6 hours	HIST 1301, HIST 1302 GOVT 2305, GOVT 2306
Social/Behavioral Science	3 hours	ANTH 2346, PSYC2301, PSYC 2314, SOCI1301, SOCI 2301, ECON 2301, or ECON 2302
Hill College Courses: Physical Education Activity	2 hours	PHED Physical Education Activity
Total Hours Core/Gen Ed: 40		
TOTAL HOURS FOR DEGREE: 66		Core Complete

ASSOCIATE IN ARTS
FIELD OF STUDY IN COMMUNICATION (SPEECH)

Communication - Speech Field of Study Curriculum

Content Area and Hours	Number of Courses	Course Numbers
Historical/Theoretical/Analytical (9 hours)	3 courses	COMM 2301 SPCH 1311 SPCH 2333
Writing/Performance/Production (9 hours)	3 courses	SPCH 1342 SPCH 2335 SPCH 2341
Total Hours Field of Study: 18 hours		

Core Curriculum/General Education Requirements

Content Area	Number of Hours	Course Numbers
Communications	6 hours 3 hours	ENGL 1301, ENGL 1302 SPCH 1315
Humanities	3 hours	ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, HUMA 1301, HUMA 1302, SPAN 2311, or SPAN 2312
Visual & Performing Arts	3 hours	ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310
Mathematics	3 hours	MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1342, MATH 2320, MATH 2412, MATH 2413, MATH 2414, or MATH 2415
Computer Science	3 hours	BCIS 1305
Natural (Laboratory) Science	8 hours	BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1406, CHEM 1411, CHEM 1412, CHEM 1419, GEOL 1401, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 2425, or PHYS 2426
History & Government	6 hours 6 hours	HIST 1301, HIST 1302 GOVT 2305, GOVT 2306
Social/Behavioral Science	3 hours	ANTH 2346, PSYC2301, PSYC 2314, SOCI1301, SOCI 2301, ECON2301, or ECON2302
Hill College Courses: Physical Education Activity	2 hours	PHED Physical Education Activity
Hill College Course: College Success Skills: Learning Framework	1 hour	PSYC 1100
Total Hours Core/Gen Ed: 47		
TOTAL HOURS FOR DEGREE: 65		Core Complete

ASSOCIATE IN ARTS
FIELD OF STUDY IN COMPUTER SCIENCE

Computer Science Field of Study Curriculum

Content Area and Hours	Number of Courses	Course Numbers
Computer Science (16 hours)	4 courses	COSC 1436 ² COSC 1437 COSC 2436 COSC 2425
Mathematics (8 hours)	2 courses	MATH 2413 ^{1 2} MATH 2414 ^{1 2}
Physics (8 hours)	2 courses	PHYS 2425 ² PHYS 2426 ²
Total Hours Field of Study: 32 hours		

¹ Prerequisite for MATH 2413 is high school algebra, trigonometry and geometry or approval of the instructor. Prerequisite for MATH 2414 is MATH 2413.

² MATH, COSC, and PHYS satisfy core curriculum, as well as field of study, requirements.

Core Curriculum/General Education Requirements

Content Area	Number of Hours	Course Numbers
Communications	6 hours 3 hours	ENGL 1301, ENGL 1302 SPCH 1315
Humanities	3 hours	ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, HUMA 1301, HUMA 1302, SPAN 2311, or SPAN 2312
Visual & Performing Arts	3 hours	ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310
Mathematics		(MATH 2413 and MATH 2414 listed above)
Computer Science		(COSC 1436 listed above)
Natural (Laboratory) Science		(PHYS 2425 and PHYS 2426 listed above)
History & Government	6 hours 6 hours	HIST 1301, HIST 1302 GOVT 2305, GOVT 2306
Social/Behavioral Science	3 hours	ANTH 2346, PSYC2301, PSYC 2314, SOCI1301, SOCI 2301, ECON2301, or ECON2302
Hill College Courses: Physical Education Activity	2 hours	PHED Physical Education Activity
Hill College Course: College Success Skills: Learning Framework	1 hour	PSYC 1100
Total Hours Core/Gen Ed: 33		
TOTAL HOURS FOR DEGREE: 65		Core Complete

ASSOCIATE IN ARTS
FIELD OF STUDY IN CRIMINAL JUSTICE

Criminal Justice Field of Study Curriculum

Content Area and Hours	Number of Courses	Course Numbers
Criminal Justice (18 hours)	6 courses	CRIJ 1301 CRIJ 1306 CRIJ 1310 CRIJ 2313 CRIJ 2328 1 CRIJ elective course
Total Hours Field of Study: 18 hours		

Core Curriculum/General Education Requirements

Content Area	Number of Hours	Course Numbers
Communications	6 hours 3 hours	ENGL 1301, ENGL 1302 SPCH 1315
Humanities	3 hours	ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, HUMA 1301, HUMA 1302, SPAN 2311, or SPAN 2312
Visual & Performing Arts	3 hours	ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310
Mathematics	3 hours	MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1342, MATH 2320, MATH 2412, MATH 2413, MATH 2414, or MATH 2415
Computer Science	3 hours	BCIS 1305
Natural (Laboratory) Science	8 hours	BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1406, CHEM 1411, CHEM 1412, CHEM 1419, GEOL 1401, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 2425, or PHYS 2426
History & Government	6 hours 6 hours	HIST 1301, HIST 1302 GOVT 2305, GOVT 2306
Social/Behavioral Science	3 hours	ANTH 2346, PSYC2301, PSYC 2314, SOCI1301, SOCI 2301, ECON2301, or ECON2302
Hill College Courses: Physical Education Activity	2 hours	PHED Physical Education Activity
Hill College Course: College Success Skills: Learning Framework	1 hour	PSYC 1100
Total Hours Core/Gen Ed: 47		
TOTAL HOURS FOR DEGREE: 65		Core Complete

ASSOCIATE IN ARTS
FIELD OF STUDY IN ENGINEERING

Engineering Field of Study Curriculum

Content Area and Hours	Number of Courses	Course Numbers
Calculus (12 hours)	3 courses	MATH 2413 ^{1 2} MATH 2414 ^{1 2} MATH 2415 ^{1 2}
Differential Equations/Linear Algebra (3 hours)	1 course	MATH 2320
Physics (8 hours)	2 courses	PHYS 2425 ² PHYS 2426 ²
Engineering Mechanics (3 hours)	1 course	ENGR 2303
Total Hours Field of Study: 26 hours		

¹ Prerequisite for MATH 2413 is high school algebra, trigonometry and geometry or approval of the instructor. Prerequisite for MATH 2414 is MATH 2413.

² MATH and PHYS satisfy core curriculum, as well as field of study, requirements.

Core Curriculum/General Education Requirements

Content Area	Number of Hours	Course Numbers
Communications	6 hours 3 hours	ENGL 1301, ENGL 1302 SPCH 1315
Humanities	3 hours	ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, HUMA 1301, HUMA 1302, SPAN 2311, or SPAN 2312
Visual & Performing Arts	3 hours	ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310
Mathematics	3 hours	MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1342, MATH 2320, MATH 2412, MATH 2413, MATH 2414, or MATH 2415
Computer Science	3 hours	BCIS 1305
Natural (Laboratory) Science		(PHYS 2425 or PHYS 2426 listed above)
History & Government	6 hours 6 hours	HIST 1301, HIST 1302 GOVT 2305, GOVT 2306
Social/Behavioral Science	3 hours	ANTH 2346, PSYC2301, PSYC 2314, SOCI1301, SOCI 2301, ECON2301, or ECON2302
Hill College Courses: Physical Education Activity	2 hours	PHED Physical Education Activity
Hill College Course: College Success Skills: Learning Framework	1 hour	PSYC 1100
Total Hours Core/Gen Ed: 39		
TOTAL HOURS FOR DEGREE: 65		Core Complete

ASSOCIATE IN ARTS
FIELD OF STUDY IN MUSIC

Music Field of Study Curriculum

Content Area and Hours	Number of Courses	Course Numbers
Ensemble (4 hours)	4 courses	Band or Chorale
Applied Study (8 hours)	4 courses	Applied Music
Theory/Aural Skills (12-16 hours)	4 courses	
Music Literature (3 hours)	1 course	
Total Hours Field of Study: 31 hours		

Core Curriculum/General Education Requirements

Content Area	Number of Hours	Course Numbers
Communications	6 hours 3 hours	ENGL 1301, ENGL 1302 SPCH 1315
Humanities	3 hours	ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, HUMA 1301, HUMA 1302, SPAN 2311, or SPAN 2312
Visual & Performing Arts	3 hours	MUSI 1309
Mathematics	3 hours	MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1342, MATH 2320, MATH 2412, MATH 2413, MATH 2414, or MATH 2415
Computer Science	3 hours	BCIS 1305
History & Government	6 hours 3 hours	HIST 1301, HIST 1302 GOVT 2305 or GOVT 2306
Social/Behavioral Science	3 hours	ANTH 2346, PSYC2301, PSYC 2314, SOCI1301, SOCI 2301, ECON2301, or ECON2302
Hill College Course: College Success Skills: Learning Framework	1 hour	PSYC 1100
Total Hours Core/Gen Ed: 34		
TOTAL HOURS FOR DEGREE: 65		Core Complete

ASSOCIATE IN ARTS
FIELD OF STUDY IN NURSING

Nursing Field of Study Curriculum

Content Area and Hours	Number of Courses	Course Numbers
Anatomy & Physiology (8 hours)	2 courses	BIOL 2401 ¹ BIOL 2402 ¹
Microbiology (4 hours)	1 course	BIOL 2421 ¹
Chemistry (4 hours)	1 course	CHEM 1406
Nutrition (3 hours)	1 course	BIOL 1322
Psychology (6 hours)	2 courses	PSYC 2301 PSYC 2314
Mathematics (3 hours)	1 course	MATH 1342
Total Hours Field of Study: 28 hours		

¹ BIOL satisfy core curriculum, as well as field of study, requirements.

Core Curriculum/General Education Requirements

Content Area	Number of Hours	Course Numbers
Communications	6 hours 3 hours	ENGL 1301, ENGL 1302 SPCH 1315
Humanities	3 hours	ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, HUMA 1301, HUMA 1302, SPAN 2311, or SPAN 2312
Visual & Performing Arts	3 hours	ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310
Mathematics	3 hours	MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1342, MATH 2320, MATH 2412, MATH 2413, MATH 2414, or MATH 2415
Computer Science	3 hours	BCIS 1305
Natural (Laboratory) Science		(BIOL 2401, BIOL 2402, BIOL 2421 is listed above)
History & Government	6 hours 6 hours	HIST 1301, HIST 1302 GOVT 2305, GOVT 2306
Social/Behavioral Science	3 hours	ANTH 2346, PSYC2301, PSYC 2314, SOCI1301, SOCI 2301, ECON2301, or ECON2302
Hill College Courses: Physical Education Activity	2 hours	PHED Physical Education Activity
Total Hours Core/Gen Ed: 38		
TOTAL HOURS FOR DEGREE: 66		Core Complete

ASSOCIATE IN ARTS
AGRI-BUSINESS/AGRICULTURE ECONOMICS

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Agri-Business/Agriculture Economics, but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
AGRI 1231 The Ag Industry	2	AGRI 1307 Agronomy	3
AGRI 1319 Animal Science	3	AGRI 2317 Intro. to Ag Economics	3
*MATH 1325 Calculus for Bus/Eco.....	3	ENGL 1302 Comp. and Intro. to Lit	3
ENGL 1301 Composition	3	HIST 1302 History of U.S. from 1877	3
HIST 1301 History of U.S. to 1877.....	3	PHED Physical Education Activity	1
SPCH 1315 Public Speaking	3	Lab Science	4
PHED Physical Education Activity	1		17
PSYC 1100 Learning Framework	1		

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SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BCIS 1305 Business Computer Applicat	3	GOVT 2306 Texas Government	3

ECON 2301 Principles of Economics	3
GOVT 2305 Federal Government.....	3
ACCT 2401 Prin. Of Financial Accounting ...	4
Lab Science	4
	17

ECON 2302 Principles of Economics	3
Humanities	Elective
	3
ACCT 2402 Prin. Of Managerial Acct	
	4
Visual & Performing Arts Elective	
	3
	16

*Students not prepared to enter directly into calculus should consult with a counselor in choosing the appropriate math course.

ASSOCIATE IN ARTS
AGRICULTURE

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Agriculture, but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	
		3	
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	
		3	
*Laboratory Science.	4	*Laboratory	Science
		4	
AGRI 1231 The Agriculture Industry	2	*AGRI Elective	
		3	
AGRI 1319 Animal Science	3	AGRI 1307 Agronomy	
		3	
PSYC 1100 Learning Framework	1	PHED Physical Education Activity	
PHED Physical Education Activity	1	1	
		17	

17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Literature	3	BCIS 1305 Business Computer Applicat	
		3	

GOVT 2305 Federal Government.....3	GOVT 2306 Texas Government 3	
*AGRI Elective.....3	Visual & Performing Arts Elective 3	
AGRI 2317 Intro. to Ag Economics.....3	SPCH 1315 Public Speaking 3	
*MATH 1314 College Algebra or higher.....3	Elective 3	
Social & Behavioral Science Elective3		15

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* Students should consult counselor or academic advisory for course approval as degree requirements vary.

ASSOCIATE IN ARTS
ART

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Art, but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	
		3	
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	
		3	
ARTS 1303 Art History I.	3	SPCH 1315 Public Speaking	
		3	
ARTS 1316 Drawing I	3	ARTS 1317 Drawing II	
		3	
ARTS 1311 Design I.....	3	ARTS 1312 Design II	
		3	
Social & Behavioral Science Elective	3	PHED Physical Education Activity	
		1	
PHED Physical Education Activity	1	ARTS 1304 Art History II	
		3	
PSYC 1100 Learning Framework	1		
	20	19	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore English.....	3	ENGL Sophomore English	
		3	

GOVT 2305 Federal Government.....	3
Laboratory Science.....	4
Foreign Language Elective	3-4
MATH 1314 College Algebra	3
18	16-

GOVT 2306 Texas Government	
3	
Laboratory	Science
4	
Foreign Language Elective	3-
4	
BCIS 1305 Business Computer Applicat	
3	
	16-
18	

ASSOCIATE IN ARTS
ART
COMMUNICATION DESIGN
COMMERCIAL ART/COMPUTER ART

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Art Communication Design (Commercial Art/Computer Art), but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	
		3	
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	
		3	
ARTS 1303 Art History I.	3	ARTS 1304 Art History II	
		3	
ARTS 1316 Drawing I	3	ARTS 1317 Drawing II	
		3	
ARTS 1311 Design I	3	ARTS 1312 Design II	
		3	
MATH 1314 College Algebra or higher	3	PHED Physical Education Activity	
		1	
PSYC 1100 Learning Framework	1	BCIS 1305 Business Computer Applicat	
	19	3	
		19	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
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ARTS 2348 Digital Art I..... 3

GOVT 2305 Federal Government..... 3

Laboratory Science..... 4

Social/Behavioral Science Elective..... 3

ENGL 2331 World Literature I or
 ENGL 2332 World Literature II..... 3

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ARTS 2313 Design Communications I

 3

GOVT 2306 Texas Government

 3

Laboratory Science

 4

PHED Physical Education Activity

 1

SPCH 1315 Public Speaking

 3

ARTS 2349 Digital Art II

 3

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ASSOCIATE IN ARTS
BEHAVIORAL SCIENCE
(Psychology, Sociology, and Social Work)

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Behavioral Science (Psychology, Sociology, and Social Work), but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	
		3	
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	
		3	
Laboratory Science.....	4	Laboratory Science	
		4	
*MATH 1314 College Algebra or MATH 1324 Pre-Cal for Busi/Econ	3	*MATH 1324 Statistics or MATH 1325 Calculus for Busi/Econ	
		3	
PSYC General Psychology	3	SOCI 1301 Intro. to Sociology	
		3	
PHED Physical Education Activity	1	PHED Physical Education Activity	
		1	
PSYC 1100 Learning Framework	1		
	18		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore English.....	3	ENGL Sophomore English	
		3	

GOVT 2305 Federal Government.....3	GOVT 2306 Texas Government 3
**SPAN 1411 Elem. Spanish or PSYC or SOCI.....3-4	**SPAN 1412 Elem. Spanish or Elective3-- 4
BUSI 1305 Business Computer Applicat3	SOCI or PSYC 3
SPCH 1315 Public Speaking3 15-	Visual or Performing Arts Elective 3
16	15- 16

*Degree requirements vary, please consult your advisor.

**Recommend SPAN 1411 and SPAN 1412 for Social Work majors.

ASSOCIATE IN ARTS
BIOLOGY AND PRE-PROFESSIONAL HEALTH
(Pre-Medical, Pre-Dental, and Pre-Veterinary)

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Biology and Pre-Professional Health (Pre-Medical, Pre-Dental, and Pre-Veterinary), but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	3
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	3
BIOL 1406 General Biology I for Majors	4	BIOL 1407 General Biology II for Majors	4
*MATH 2413 Calculus I	4	MATH 2414 Calculus II	4
CHEM 1411 General Chemistry	4	CHEM 1412 General Chemistry	4
PHED Physical Education Activity	1	PHED Physical Education Activity	1
PSYC 1100 Learning Framework	1		1
	20		19

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Literature	3	SPCH 1315 Public Speaking	3

GOVT 2305 Federal Government..... 3

**PHYS 1401 General Physics I or
PHYS 2425 Mechanics, Heat, Sound 4

Visual & Performing Arts Elective 3

BCIS 1305 Business Computer Applicat 3
16

GOVT 2306 Texas Government

.....
3
**PHYS 1402 General Physics II or
PHYS 2426 Elect., Magnetism, Light

.....
4
Social & Behavioral Science Elective

.....
3
ENGL Sophomore Literature

.....
3

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*Students not prepared to enter directly into calculus should consult with a counselor in choosing the appropriate math course.

**Students should consult their advisor for specific course selection.

ASSOCIATE IN ARTS
CHEMISTRY/PHYSICS

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Chemistry/Physics, but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	3
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	3
*MATH 2413 Calculus I.	4	MATH 2414 Calculus II	4
CHEM 1411 General Chemistry I	4	CHEM 1412 General Chemistry II	4
BCIS 1305 Business Computer Applicat	3	Social & Behavioral Science Elective	3
PHED Physical Education Activity	1	PHED Physical Education Activity	1
PSYC 1100 Learning Framework	1		18
	19		

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Literature	3	SPCH 1315 Public Speaking	3
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government	3

MATH 2415 Calculus III.....	4	MATH 2320 Differential Equations	
		
		3	
PHYS 2425 Mechanics, Heat, Sound	4	PHYS 2426 Electricity, Magnetism, Light	
		
		4	
Visual & Performing Arts Elective	3	Elective	
		
17		3	
			16

*Students not prepared to enter directly into calculus should consult with a counselor in choosing the appropriate math course.

ASSOCIATE IN ARTS
 DRAMA

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Drama, but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	3
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	3
SPCH 1315 Public Speaking	3	Social & Behavioral Science Elective	3
DRAM 1310 Introduction to Theater	3	DRAM 1330 Introduction to Tech. Theater	3
DRAM 1120 Drama Participation.....	1	DRAM 1121 Drama Participation	1
BCIS 1305 Business Computer Applicat	3	MATH 1314 College Algebra	3
PSYC 1100 Learning Framework	1	PHED Physical Education Activity	1
PHED Physical Education Activity	1		17
	18		

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Literature	3	ENGL Sophomore Literature	3

GOVT 2305 Federal Government.....	3	GOVT	2306	Texas	Government
Laboratory Science.....	4	3			
Foreign Language.....	4	Laboratory			Science
DRAM 1351 Introduction to Acting.....	3	4			
DRAM 2120 Drama Participation.....	1	Foreign Language			
		4			
		DRAM 2121 Drama Participation			
		1			
		SPCH 2341 Oral Interpretation			
		3			
	18	18			

ASSOCIATE IN ARTS
ENGLISH

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in English, but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	
		3	
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	
		3	
Foreign Language.....	4	Foreign	Language
		4	
Laboratory Science.....	4	Laboratory Science	
		4	
PSYC 1100 Learning Framework	1	Visual & Performing Arts Elective	
		3	
PHED Physical Education Activity	1	PHED Physical Education Activity	
		1	
	16	18	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 2322 English Literature	3	ENGL 2323 English Literature II	
		3	
ENGL 2327 American Literature I or ENGL 2331 World Literature I.....	3	ENGL 2328 American Literature II or ENGL 2332 World Literature II	
		3	

GOVT 2305 Federal Government..... 3
 Foreign Language..... 3
 MATH 1314 College Algebra or higher 3
 SPCH 1315 Public Speaking 3

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GOVT 2306 Texas Government

 3
 Foreign Language

 3
 Social & Behavioral Science Elective

 3
 BCIS 1305 Business Computer Applicat

3

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ASSOCIATE IN ARTS
GEOLOGY

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Geology, but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	3
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	3
*MATH 2413 Calculus I	4	MATH 2414 Calculus II	4
GEOL 1403 Physical Geology	4	GEOL 1404 Historical Geology	4
BCIS 1305 Business Computer Applicat	3	SPCH 1315 Public Speaking	3
PHED Physical Education Activity	1	PHED Physical Education Activity	1
PSYC 1100 Learning Framework	1		18
	19		

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Literature	3	Visual & Performing Arts Elective	3
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government	3

MATH 2415 Calculus III.....	4	Social & Behavioral Science Elective	
		
		3	
CHEM 1411 General Chemistry I	4	CHEM 1412 General Chemistry II	
		
		4	
PHYS 2425 Mechanics, Heat, Sound	4	PHYS 2426 Elect., Magnetism, Light	
		
		4	
	18		17

*Students not prepared to enter directly into Calculus I should consult with a counselor in order to choose an appropriate mathematics course.

ASSOCIATE IN ARTS
LANGUAGES

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Languages, but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	
		3	
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	
		3	
Foreign Language.....	4	Foreign	Language
		4	
Laboratory Science.....	4	Laboratory Science	
		4	
PSYC 1100 Learning Framework	1	Visual & Performing Arts Elective	
		3	
PHED Physical Education Activity	1	PHED Physical Education Activity	
		1	
	16		18

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore English.....	3	*ENGL Sophomore English	
		3	
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government	
		3	

Foreign Language.....	3	Foreign Language	3	I
MATH 1314 College Algebra	3	Social & Behavioral Science Elective	3	
SPCH 1315 Public Speaking	3	BCIS 1305 Business Computer Applicat	3	
Elective	3	Elective	3	
	18		18	

ASSOCIATE IN ARTS
MATHEMATICS

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Mathematics, but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	
		3	
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	
		3	
*MATH 2413 Calculus I	4	MATH 2414 Calculus II	
		4	
CHEM 1411 General Chemistry I	4	CHEM 1412 General Chemistry II	
		4	
BCIS 1305 Business Computer Applicat	3	Visual & Performing Arts Elective	
		3	
PHED Physical Education Activity	1	PHED Physical Education Activity	
		1	
PSYC 1100 Learning Framework	1		
	19	18	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Literature	3	SPCH 1315 Public Speaking	
		3	
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government	
		3	

MATH 2415 Calculus III.....4

PHYS 2425 Mechanics, Heat, Sound.....4

Computer Programming Elective.....4

18

MATH Elective

.....
4

PHYS 2426 Elect., Magnetism, Light

.....
4

Social & Behavioral Science Elective

.....
3

17

*Students not prepared to enter directly into Calculus I should consult with a counselor in order to choose an appropriate mathematics course.

**Students should consult advisor prior to course selection.

ASSOCIATE IN ARTS
PHYSICAL EDUCATION
(Athletics, Health, & Physical Education)

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Physical Education (Athletics, Health, & Physical Education), but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	
		3	
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	
		3	
Laboratory Science.....	4	Laboratory Science	
		4	
PHED 1301 Intro to Physical Fit. & Sport	3	PHED Elective	
		3	
PHED Elective	3	MATH 1314 College Algebra	
		3	
PHED Physical Education Activity	1	PHED Physical Education Activity	
		1	
PSYC 1100 Learning Framework	1		
	18	17	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore English.....	3	ENGL Sophomore English	
		3	

GOVT 2305 Federal Government..... 3	GOVT 2306 Texas Government 3
Social & Behavioral Science Elective 3	PHED Elective 3
PHED 1308 Sports Officiating I..... 3	SPCH 1315 Public Speaking 3
BCIS 1305 Business Computer Applicat 3	Visual & Performing Arts Elective 3
PHED Elective 3	PHED Elective 3
18	18

ASSOCIATE IN ARTS
PHYSICAL EDUCATION
Athletic Trainer

Completion of the recommended curriculum outlined below will lead to the Associate in Arts Degree in Physical Education. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	3
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	3
BIOL 2401 Human A&P I.....	4	BIOL 2401 Human A&P II	4
PHED 1301 Intro to Physical Fit. & Sport	3	PHED 2356 Care & Preven. Of Athlet Injur	3
PHED 1306 First Aid.....	3	MATH 1314 College Algebra	3
PSYC 1100 Learning Framework	1	PHED 2156 Taping & Bandaging of Athletic Injuries	1
	17		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore English.....	3	ENGL 2311 Technical Writing	3
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government	3
PSYC 2301 General Psychology	3	PHED 1304 Personal/Commu.Health I	3

PHED 1338 Concepts of Physical Fitness... 3

BCIS 1305 Business Computer Applicat 3

15

SPCH 1315 Public Speaking

.....
3

Visual & Performing Arts Elective

.....
3

15

ASSOCIATE IN ARTS
PRE-PHYSICAL THERAPY

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Pre-Physical Therapy, but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	
		3	
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	
		3	
*MATH 2413 Calculus I	4	BIOL 1406 General Biology I for Majors	
		4	
CHEM 1411 General Chemistry I	4	CHEM 1412 General Chemistry II	
		4	
PSYC 2301 General Psychology	3	PSYC 2314 Human Growth & Develop	
		3	
PHED Physical Education Activity	1	PHED Physical Education Activity	
		1	
PSYC 1100 Learning Framework	1		
	19	18	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Literature	3	SPCH 1315 Public Speaking	
		3	
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government	
		3	

BIOL 2401 Human A&P I.....	4	BIOL 2402 Human A&P II	4
BCIS 1305 Business Computer Applicat	3	ENGL Sophomore Literature	3
Visual & Performing Arts Elective	3	Social & Behavioral Science Elective	3
	16		16

*Students not prepared to enter into calculus should consult with a counselor in choosing the proper math course sequence.

ASSOCIATE IN ARTS
SOCIAL SCIENCE
(History, Government, Political Science)

Hill College will grant an Associate of Arts degree once a student completes the 44 credit hour core curriculum and completes the minimum total of 62 credit hours. The recommended course of study listed below may indicate more hours than are necessary to obtain the Associate in Arts Degree in Social Science (History, Government, Political Science), but also indicates the maximum number of hours a student may transfer to a university. This recommended program of study does not reflect an articulation agreement with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their program of study.

Please refer to the beginning of this chapter of the catalog (Chapter VI, Graduation Requirements) for a listing of the official requirements for an Associate of Arts Degree.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ENGL 1302 Comp. and Intro. to Lit	
		3	
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877	
		3	
Laboratory Science.....	4	Laboratory Science	
		4	
SPCH 1315 Public Speaking	3	BCIS 1305 Business Computer Applicat	
		3	
Social & Behavioral Science Elective	3	MATH 1314 College Algebra or higher	
		3	
PHED Physical Education Activity	1	PHED Physical Education Activity	
		1	
PSYC 1100 Learning Framework	1		
		17	
	18		

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore English.....	3	ENGL Sophomore English	
		3	

GOVT 2305 Federal Government.....	3	GOVT	2306	Texas	Government
Laboratory Science.....	4	3			
Foreign Language.....	4	Foreign			Language
HIST 2321 World Civilization I	3	4			
		HIST 2322 World Civilization II			
		3			
		Performing Arts Elective			
		3			
	17				
		16			

PROGRAMS IN TECHNICAL EDUCATION

Programs Leading to Level I–TSI Waived Certificate of Completion

Automotive Technology (Basic, Automotive [2 awards])
Chemical Dependency Correctional Counseling
Child Care and Development (Worker, Provider)
Computer Science (Microcomputer Applications) (Networking and
Communications [Cisco CCNA Certification, Network Support
I, Network Support II, Cisco, Microsoft, Security]
(Networking and Communications [Web Development, Computer
Graphics, Programming])
Corrections
Cosmetology (Operator, Cosmetology Instructor, Nail Tech, Facial
Specialist/Esthetician, Salon & Spa Management)
Drafting and Design Technology (Basic CAD, CAD)
Emergency Medical Services/Intermediate
Evidence Technology
Fire Protection Technology (Basic Fire Fighter)
General Criminal Justice Education
Industrial Mechanical (Basic, Maintenance)
Management (Basic Management Skills)
Office Administration Technology (Office Support I, Office Support II)
Pre-Vocational Nursing
Vocational Nursing
Welding (Basic Arc, Semi Automatic, Special Arc)

**Programs Leading to
Level II–TSI Required
Certificate of Technology**

Automotive Technology (Advanced)
Child Care and Development Administrator
Computer Science (Microcomputer Applications,
Networking & Communications) (Networking & Communications
[Computer Graphics, Programming, Web Development])
Drafting and Design Technology (CAD)
Emergency Medical Services/Paramedic
Industrial Mechanical (Maintenance)
Management (Management Development, Entrepreneurship/Small
Business Management, Sales/Retail Management)
Office Administration Technology (Medical Office Assistant, Office
Administration)
Vocational Nursing Tract
Welding Technology

**Programs Leading to
TSI Required
Associate of Applied Science Degrees:**

Associate Degree Nursing (RN)
Automotive Technology
Child Care & Development
Computer Science (Microcomputer Applications,
Networking & Communications, Networking & Communications,
[Web Development, Programming, Computer Graphics])
Cosmetology
Criminal Justice (Corrections, Law Enforcement,
LE: Texas Peace Officer)
Diagnostic Medical Sonography
Diagnostic Medical Sonography-Vascular Technology (Enhanced Skills)
Diagnostic Medical Sonography/Echocardiography
Diagnostic Medical Sonography/Echocardiography-Vascular Technology (Enhanced Skills)
Drafting and Design Technology (CAD)
Drug & Alcohol Abuse Counseling
Emergency Medical Services
Industrial Maintenance
L.V.N. to A.D.N. Transition Program
Management (Management Development, Entrepreneurship/Small
Business Management, Sales/Retail Management)
Office Administration Technology (Medical Office
Assistant, Office Administration)
Paramedic to A.D.N. Transition Program
Radiation Protection Technology
Salon & Spa Management
Welding

Programs Leading to Board Certification

Basic Fire Fighter
Emergency Medical Services
Cosmetology
Registered Nurse
Vocational Nursing

Marketable Skills Awards

Industrial Mechanical Technology
Salon and Spa Management
Welding

OCCUPATIONAL EDUCATION

Occupational education is a term which describes any form of education, training or retraining which is designed to prepare persons to enter or continue in gainful employment in any recognized occupation. In Texas, the primary responsibility for providing occupational education at the postsecondary level has been given to the community colleges. Hill College has accepted the responsibility for providing high quality occupational programs that are specifically tailored to meet the needs of people in the geographic area served by the college.

The occupational offerings at Hill College include technical programs in the field of business, industry, technology, and allied health. In order to assure that these programs continue to provide relevant training, the college makes use of industry advisory committees. Each individual program has an operational advisory committee made up of persons from business and industry who advise college officials in matters such as curriculum and current business and industry expectations.

ENROLLMENT IN OCCUPATIONAL PROGRAMS

To enroll in an occupational program, the student must meet the requirements for entrance to Hill College. Refer to the descriptions of the individual programs on the following pages for any special requirements.

CURRICULA IN OCCUPATIONAL PROGRAMS

On the following pages, specific courses of study that are required in each of the occupational programs are outlined. The counselors, advisors, or occupational instructors will provide additional information about the programs of study and assist the student in selecting a course of study.

Students are advised to choose electives on the basis of their possible major field of study. Students may register for Cooperative Work Experience Courses (see course description) to fulfill program requirements.

PROGRAMS LEADING TO THE ASSOCIATE IN
APPLIED SCIENCE DEGREE
THE CERTIFICATE OF TECHNOLOGY AND/OR
THE CERTIFICATE OF COMPLETION

AUTOMOTIVE TECHNOLOGY
Basic Automotive Repair
Certificate of Completion

Completion of the requirements listed below leads to a Certificate of Completion in Basic Automotive Repair and qualifies the student to pursue further college training or to seek employment in the field of basic automotive repair.

	Sem. Hours
AUMT 1305 Introduction to Automotive Technology	
3	
AUMT 2428 Automotive Service	
4	
AUMT 1407 Automotive Electrical Systems	
4	
AUMT 1410 Automotive Brake Systems	
4	

15

Level I -- TSI waived certificate.

Capstone Experience: After successful completion of the basic certificate, the student will have mastered the skills necessary to obtain employment in the automotive industry and be eligible to take the Automotive Service Excellence (ASE) exam for automotive brakes upon successful employment and experience for two years.

AUTOMOTIVE TECHNOLOGY
Automotive Repair Technology
Certificate of Completion

Completion of the requirements listed below leads to the Certificate of Completion in Automotive Repair Technology and qualifies the student to pursue further college training or to seek employment in the field of automotive repair technology.

Hours	Sem.
AUMT 1305 Introduction to Automotive Technology	
3	
AUMT 2428 Automotive Service	
4	
AUMT 1407 Automotive Electrical Systems	
4	
AUMT 2421 Electrical Lighting & Accessories	
4	
AUMT 2417 Engine Performance Analysis I	
4	
AUMT 2434 Engine Performance Analysis II	
4	
AUMT 1410 Automotive Brake Systems	
4	
AUMT 1416 Suspension & Steering	
4	

31

Level I -- TSI waived certificate.

Capstone Experience: After successful completion of the basic certificate, the student will be eligible to take the Automotive Service Excellence (ASE) exam for automotive electrical systems.

AUTOMOTIVE TECHNOLOGY
Advanced Automotive Repair Technology
Certificate of Technology

Completion of the requirements listed below leads to the Certificate of Technology in Advanced Automotive Repair Technology and qualifies the student to pursue further college training or to seek employment in the field of advanced automotive repair technology.

	Sem. Hours
First Semester	
AUMT 2428 Automotive Service	
4	
AUMT 1407 Automotive Electrical Systems	
4	
AUMT 2421 Electrical Lighting & Accessories.....	
4	
AUMT 1305 Introduction to Automotive Technology	
3	
	15
Second Semester	
AUMT 1410 Automotive Brake Systems	
4	
AUMT 1416 Suspension and Steering.....	
4	
AUMT 2301 Automotive Management.....	
3	
AUMT 2417 Engine Performance Analysis I.....	
4	
AUMT 2434 Engine Performance Analysis II.....	
4	
	19
Third Semester	
AUMT 1445 Automotive Heating and Air Conditioning	
4	
AUMT 2413 Manual Drive Train and Axles	
4	
AUMT 2443 Advanced Emission Diagnostics	
4	

+AUMT 2380 Coop. – Automotive
Technology
3

15

+Capstone Experience
Level II -- TSI required certificate.

AUTOMOTIVE TECHNOLOGY
Associate in Applied Science

Completion of the requirements listed below leads to an Associate in Applied Science and qualifies the student to pursue further college training or to seek employment in the field of automotive technology.

First Year/First Semester									Sem.
Hours									
AUMT		2428							Automotive
Service									
4									
AUMT	1407		Automotive						Electrical
Systems									
4									
AUMT	1305	Introduction		to					Automotive
Technology									
3									
AUMT	2417	Engine		Performance					Analysis
I.....									
4									
AUMT	2434	Engine		Performance					Analysis
II.....									
4									
									19
First Year/Second Semester									
AUMT	1410		Automotive						Brake
Systems									
4									
AUMT	2421	Electrical		Lighting					&
Accessories.....									
4									
AUMT	1445	Automotive		Heating		and			Air
Conditioning									
4									
AUMT	1416			Suspension					and
Steering.....									
4									
ENGL									1301
Composition									
3									
									19
Second Year/First Semester									
AUMT		2301							Automotive
Management.....									
3									
AUMT	2413	Automotive		Drive		Train			and
Axles									
4									
AUMT	2443			Advanced					Emission
Diagnostics									
4									

AUMT	2380	Coop.	–	Automotive	
Technology				
3					
MATH		College		Level	
Mathematics				
3					
					17
Second Year/Second Semester					
+AUMT	2381	Coop.	–	Automotive	
Technology				
3					
BCIS	1305		Business	Computer	
Applications				
3					
SPCH		1315		Public	
Speaking				
3					
SOCI	1301		Introduction	to	
Sociology				
3					
Humanities/Fine				Arts	
Elective				
3					
					15
+Capstone Experience					
AAS -- TSI required.					

CHILD CARE AND DEVELOPMENT
 Child Care/Child Development Worker
 Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion and enables the student to seek employment in the field of child care and development or pursue further college training.

	Sem. Hours
CDEC 1311 Educating Young Children.....	
3	
CDEC 1318 Wellness of the Young Child.....	
3	
CDEC 1358 Creative Arts for Early Childhood.....	
3	
CDEC 1421 Infant and Toddler.....	
4	
+CDEC 2426 Administration of Programs for Children I.....	
4	17
+Capstone Experience	
Level I -- TSI waived certificate.	

CHILD CARE AND DEVELOPMENT
 Child Care/Child Development Provider
 (Director Preparation I)
 Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion and enables the student to seek employment in the field of child care and development or pursue further college training.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CDEC 1311 Educating Young Children	3	CDEC 2441 School Age Child	4
CDEC 1318 Wellness of the Young Child....	3	+CDEC 2428 Admin. Of Prog for Child II	4
CDEC 1358 Creative Arts for Early Childhood	3	BUSI 1301 Business Principles or Approved Business Elective	3
CDEC 1421 Infant and Toddler.....	4	PHED 1306 First Aid	3
CDEC 2426 Admin. Of Prog for Child I.....	4	Elective	3
			3
			17

17

+Capstone Experience
 Level I -- TSI waived certificate.

CHILD CARE AND DEVELOPMENT
 Child Care/Child Development Administrator
 (Director Preparation II)
 Certificate of Technology

Completion of the curriculum outlined below leads to the Certificate of Technology and enables the student to seek employment in the field of child care and development or pursue further college training.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CDEC 1311 Educating Young Children	3	CDEC 2441 School Age Child	4
CDEC 1318 Wellness of the Young Child....	3	CDEC 2428 Admin. Of Prog for Child II	4
CDEC 1358 Creative Arts for Early Childhood	3	BUSI 1301 Business Principles or Approved Business Elective	3
CDEC 1421 Infant and Toddler.....	4	PHED 1306 First Aid	3
CDEC 2426 Admin. Of Prog for Child I.....	4	Elective	3
			3
			17

17

Third Semester	Sem. Hrs.
CDEC 1303 Families, School & Community.	3
CDEC 1354 Child Growth & Development ..	3
CDEC 1459 Children/Special Needs	4
+CDEC 2366 Practicum (or Field Experience) Child Care/Provider/Assistant.....	3
ENGL 1301 Composition	3
	16

+Capstone Experience
 Level II -- TSI required certificate.

CHILD CARE & DEVELOPMENT
Associate in Applied Science

Completion of the requirements listed below leads to the Associate in Applied Science Degree and qualifies the student to pursue further college training or to seek employment in the field of child care and development.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CDEC 1311 Educating Young Children	3	CDEC 2441 School Age Child	4
CDEC 1318 Wellness of the Young Child....	3	CDEC 2428 Admin for Prog for Child II	4
CDEC 1358 Creative Arts for Early Childhood.....	3	BUSI 1301 Business Principles or Approved Business Elective	3
CDEC 1421 Infant and Toddler.....	4	PHED 1306 First Aid	3
CDEC 2426 Admin for Prog for Child I	4	ENGL 1301 Composition	3
PSYC 1100 Learning Framework	1	PHED Physical Education Activity	1
	18		18

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CDEC 1303 Families, School, & Community.....	3	PSYC 2301 General Psychology	3
CDEC 1354 Child Growth & Development ..	3	SOCI 1301 Intro. to Sociology	3
CDEC 1459 Children/Special Needs	4	Humanities/Fine Arts Elective	3
CDEC 2366 Practicum (or Field Experience) Child Care/Provider/Assistant.....	3	GOVT 2305 Federal Government	3
		MATH 1314 College Algebra or higher	3

SPCH 1315 Public Speaking 3
PHED Physical Education Activity 1
17

+CDEC 1494 Special Topics in Child
Care/Provider/Assistant or
CDEC 1496 Special Topics in Child Care
& Support Services Mgmt

.....
4

19

+Capstone Experience
AAS Degree -- TSI required.

COMPUTER SCIENCE
Microcomputer Applications
Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of computer science, microcomputer applications.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ACCT 2401 Prin. of Financial Accounting	
		4	
BCIS 1305 Business Computer Applicat	3	*ITSE Programming Group I	
		4	
ITSE 1329 Prog. Logic and Design.....	3	+ITSW 1307 Intro. to Database	
		3	
ITSW 1304 Intro. to Spreadsheets.....	3	ITSW 1301 Intro. to Word Processing	
		3	
ITNW 1337 Intro. to the Internet	3	ITSC 1305 PC Operating Systems I or	
ITSC 1325 Personal Comp. Hardware	3	ITSC 1307 UNIX Operating System	
		3	

+Capstone Experience

*Programming Group I: ITSE 1407, 1418, 1431, 2417

Level I -- TSI waived certificate.

COMPUTER SCIENCE
Microcomputer Applications
Certificate of Technology

Completion of the curriculum outlined below leads to the Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of computer science, microcomputer applications.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ACCT 2401 Prin. of Financial Accounting	4
BCIS 1305 Business Computer Applicat	3	*ITSE Programming Group I	4
ITSE 1329 Prog. Logic and Design.....	3	ITSW 1307 Introduction to Database	3
ITSW 1304 Introduction to Spreadsheets	3	ITSW 1301 Intro to Word Processing	3
ITSW 1337 Introduction to the Internet	3	ITSC 1305 PC Operating Systems I or	3
ITSC 1325 Personal Comp. Hardware	3	ITSC 1307 UNIX Operating System (Linux)	3

Third Semester	Sem. Hrs.
ITSW 1310 Presentation Media Software.....	3
ITXX Approved Elective.....	3
ITSC 1309 Integr Software Applications I	3
+ITSC 2435 Application Problem Solving	4

+Capstone Experience

*Programming Group I: ITSE 1407, 1418, 1431, 2417
Level II -- TSI required certificate.

COMPUTER SCIENCE
Microcomputer Applications
Associate in Applied Science

Completion of the requirements listed below leads to the Associate in Applied Science Degree and qualifies the student to pursue further college training or to seek employment in the field of computer science, microcomputer applications.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	ACCT 2401 Prin. of Financial Accounting	
		4	
BCIS 1305 Business Computer Applicat	3	*ITSE Programming Group I	
		4	
ITSE 1329 Prog. Logic and Design.....	3	ITSW 1307 Introduction to Database	
		3	
ITSW 1304 Introduction to Spreadsheets	3	ITSW 1301 Intro to Word Processing	
		3	
ITSW 1337 Introduction to the Internet	3	ITSC 1305 PC Operating Systems I or	
ITSC 1325 Personal Comp. Hardware	3	ITSC 1307 UNIX Operating System	
PSYC 1100 Learning Framework	1	(Linux)	
		3	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ITSW 1310 Presentation Media Software	3	SPCH 1315 Public Speaking	
		3	
ITXX Approved Elective	3	Social & Behavioral Science Elective	
		3	
ITSC 1309 Integr. Software Applications I	3	Humanities/Fine Arts Elective	
		3	
***ITSE Programming Group II	4	PHED Physical Education Elective	
		1	
ACCT 2402 Prin. of Managerial Accounting	4	MATH 1314 College Algebra or	
PHED Physical Education Activity	1	MATH 1342 Statistics or higher	
		3	
		+ITSC 2435 Appli. Problem Solving or	

+Capstone Experience

*Programming Group I: ITSE 1407, 1418, 1431, 2417

**Programming Group II: ITSE 2421, 2431, 2449, 2451, IMED 2451, INEW 2438

Approved Humanities/Fine Arts Elective: HUMA 1301/1302, DRAM 1310/2366,
ARTS 1301/1303/1304/1311/1312/1316/1317/2313/2314/2316/2317/
2343/2356/2357/2366, MUSI 1306/1308/1309

Approved Social & Behavioral Science Elective: PSYC 2301, SOCI 1301,
HIST 1301/1302, GOVT 2305/2306, ECON 2301/2302

AAS Degree -- TSI required.

COMPUTER SCIENCE
Networking and Communications
Certificate of Completion
(Cisco CCNA Certification)

Completion of the curriculum outlined below leads to the Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of computer science, networking and communications (Cisco CCNA Certification).

Hours							Sem.
BCIS		1305		Business			Computer
Applications.....							
3							
ITMT	1400	Implementing	&	Supporting	Microsoft	Windows	XP
Professional.....							
4							
ITSC		1325		Personal			Computer
Hardware.....							
3							
ITCC		1402		CCNA	1:		Networking
Basics.....							
4							
ITCC	1406	CCNA	2:	Router	and		Routing
Basics.....							
4							
ITCC	1442	CCNA	3:	Switching	Basics	and	Intermediate
Routing.....							
4							
+ITCC		1446		CCNA	4:		WAN
Technologies.....							
4							

+Capstone Experience
Level I -- TSI waived certificate.

COMPUTER SCIENCE
Networking and Communications
Certificate of Completion
(Network Support I)

Completion of the curriculum outlined below leads to the Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of computer science, networking and communications (Network Support I).

Hours							Sem.
ITMT	1440	Managing	&	Maintaining	a	Microsoft	Windows Server
Environment.....							
4							
ITMT	1400	Implementing	&	Supporting		Microsoft	Windows XP
Professional.....							
4							
ITCC	1402			CCNA		1:	Networking
Basics.....							
4							
BCIS		1305				Business	Computer
Applications.....							
3							
ITSC		1325				Personal	Computer
Hardware.....							
3							
ITSC		1307		UNIX		Operating	System
I.....							
3							
+ITSY		1400		Fundamentals		of	Information
Security.....							
4							

+Capstone Experience
Level I -- TSI waived certificate.

COMPUTER SCIENCE
Networking and Communications
Certificate of Completion
(Network Support II/Cisco Specialization)

Completion of the curriculum outlined below leads to the Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of computer science, networking and communications – Network Support II/Cisco Specialization.

First Year/First Semester	Sem. Hours
ITMT 1440 Managing & Maintaining a Microsoft Windows Server Environment.....	
4	
ITMT 1400 Implementing & Supporting Microsoft Windows XP Professional	
4	
BCIS 1305 Business Computer Applications.....	
3	
ITCC 1402 CCNA 1: Networking Basics	
4	
ITCC 1406 CCNA 2: Router and Routing Basics	
4	
First Year/Second Semester	
ITCC 1442 CCNA 3: Switching Basic and Intermediate Routing	
4	
+ITCC 1446 CCNA 4: WAN Technologies.....	
4	
ITSC 1325 Personal Computer Hardware	
3	
ITSC 1307 UNIX Operating System I.....	
3	
ITSY 1400 Fundamentals of Information Security	
4	

+Capstone Experience.
Level I -- TSI waived certificate.

COMPUTER SCIENCE
Networking and Communications
Certificate of Completion
(Network Support II/Microsoft Specialization)

Completion of the curriculum outlined below leads to the Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of computer science, networking and communications – Network Support II/Microsoft Specialization.

First Year/First Semester	Sem. Hours
ITMT 1440 Managing & Maintaining a Microsoft Windows Server Environment.....	
4	
ITMT 1400 Implementing & Supporting Microsoft Windows XP Professional	
4	
ITSY 1400 Fundamentals of Information Security	
4	
BCIS 1305 Business Computer Applications.....	
3	
ITMT 1450 Implementing, Managing, & Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services	
4	
First Year/Second Semester	
ITCC 1402 CCNA 1: Networking Basics	
4	
ITSC 1325 Personal Computer Hardware	
3	
ITSC 1307 UNIX Operating System I.....	
3	
ITMT 2400 Planning, Implementing, & Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure.....	
4	
+ITMT 2430 Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure.....	
4	
+Capstone Experience.	
Level I -- TSI waived certificate.	

COMPUTER SCIENCE
Networking and Communications
Certificate of Completion
(Network Support II/Security Specialization)

Completion of the curriculum outlined below leads to the Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of computer science, networking and communications – Network Support II/Security Specialization.

First Year/First Semester	Sem. Hours
ITMT 1440 Managing & Maintaining a Microsoft Windows Server Environment.....	
4	
ITMT 1400 Implementing & Supporting Microsoft Windows XP Professional	
4	
ITSY 1400 Fundamentals of Information Security	
4	
BCIS 1305 Business Computer Applications.....	
3	
ITSY 2401 Firewalls and Network Security or ITSY 2442 Incident Response & Handling or ITSY 2443 Computer System Forensics or ITSY 2430 Intrusion Detection.....	
4	
 First Year/Second Semester	
ITCC 1402 CCNA 1: Networking Basics	
4	
ITSC 1325 Personal Computer Hardware	
3	
ITSC 1307 UNIX Operating System I.....	
3	
ITSY 1442 Information Technology Security	
4	
+ITSY 2400 Operating System Security	
4	
 +Capstone Experience.	
Level I -- TSI waived certificate.	

COMPUTER SCIENCE
Networking and Communications
Certificate of Technology

Completion of the curriculum outlined below leads to the Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of computer science, networking and communications.

ITMT	1440	Managing & Maintaining a Microsoft Windows Server Environment.....	4
ITMT	1400	Implementing & Supporting Microsoft Windows XP Professional.....	4
ITSY	1400	Fundamentals of Information Security.....	4
BCIS	1305	Computer Business Applications.....	3
ENGL	1301	English Composition.....	3
ITCC	1402	CCNA 1: Networking Basic.....	4
ITSC	1307	UNIX Operating System I.....	3
ITSC	1325	Personal Computer Hardware.....	3
		Technical Option (3 courses must be from the same option group).....	4
		Technical Option (3 courses must be from the same option group).....	4
		Technical Option (3 courses must be from the same option group).....	4
		Technical Option (3 courses must be from the same option group).....	4
		+Technical Option (3 courses must be from the same option group).....	4

Technical Option #1 (Microsoft Networking)
ITMT 1450 Implementing, Managing, & Maintaining a Microsoft Windows

Server Services	2003	Network	Infrastructure:	Network
4				
ITMT 2400 Planning, Implementing, & Maintaining a Microsoft Windows Server Infrastructure	2033	Active		Directory
4				
ITMT 2430 Designing a Microsoft Windows Server 2003 Active Directory and Infrastructure				Network
4				
ITMC Elective			Approved	ITMC
4				
ITMC Course			Approved	ITMC Design
4				
Technical Option #2 (Cisco Networking)				
ITCC Basics	1406	CCNA	2:	Router and Routing
4				
ITCC Routing	1442	CCNA	3:	Switching Basics and Intermediate
4				
ITCC Technologies	1446	CCNA	4:	WAN
4				
Technical Option #3 (Computer and Network Security)				
ITSY Security	1442		Information	Technology
4				
ITSY Security	2400		Operating	System
4				
ITSY Security	2401	Firewalls	and	Network
4				
ITSY Handling	2442	Incident	Response	&
4				
ITSY Forensics	2443		Computer	System
4				
ITSY Detection		2430		Intrusion
4				

+Capstone Experience
Level II -- TSI required certificate.

COMPUTER SCIENCE
Networking and Communications
Associate in Applied Science

Completion of the requirements listed below leads to the Associate in Applied Science Degree and qualifies the student to pursue further college training or to seek employment in the field of computer science, networking and communications.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ITCC 1402 CCNA 1:Networking Basic.....	4	ITSC 1325 Personal Computer Hardware	3
BCIS 1305 Business Computer Applicat	3	ITSY 1400 Fund. Of Info. Security	4
ITMT 1400 Impl & Support. Microsoft Windows XP Professional.....	4	MATH 1314 College Algebra or MATH 1342 Statistics or higher level	3
ITMT 1440 Managing & Maintaining a Microsoft Windows Server 2003 Env.	4	Technical Option (3 courses must be from the same option group	4
PSYC 1100 Learning Framework	1	Technical Option (3 courses must be from the same option group	4

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Technical Option (3 courses must be from the same option group.....	4	Technical Option (3 courses must be from the same option group	4
Technical Option (3 courses must be from the same option group.....	4	Technical Option (3 courses must be from the same option group	4
ITSC 1307 UNIX Operating System I	3	+Technical Option (3 courses must be from the same option group	4
ENGL 1301 Composition I	3	PHED Physical Education Elective	1

PHED Physical Education Activity 1

Humanities/Fine Arts Elective

.....
3

Social & Behavioral Science Elective

.....
3

Technical Option #1 (Microsoft Networking)

ITMT 1450 Implementing, Managing, & Maintaining a Microsoft Windows

Server

2003

Network

Infrastructure:

Network

Services
4

ITMT 2400 Planning, Implementing, & Maintaining a Microsoft Windows

Server

2003

Active

Directory

Infrastructure
4

ITMT 2430 Designing a Microsoft Windows Server 2003 Active Directory

and

Network

Infrastructure
4

ITMC

Approved

ITMC

Elective
4

ITMC

Approved

ITMC

Design

Course
4

Technical Option #2 (Cisco Networking)

ITCC

1406

CCNA

2:

Router

and

Routing

Basics
4

ITCC

1442

CCNA

3:

Switching

Basics

and

Intermediate

Routing
4

ITCC

1446

CCNA

4:

WAN

Technologies
4

Technical Option #3 (Computer and Network Security)

ITSY	1442	Information	Technology
Security			
4			
ITSY	2400	Operating	System
Security			
4			
ITSY	2401	Firewalls	and
Security			Network
4			
ITSY	2442	Incident	Response
Handling.....			&
4			
ITSY	2443	Computer	System
Forensics			
4			
ITSY	2430		Intrusion
Detection.....			
4			

+Capstone Experience
AAS Degree -- TSI required.

Approved Humanities/Fine Arts Elective: HUMA 1301/1302, DRAM 1310/2366/
ARTS 1301/1303/1304/1311/1312/1316/1317/2313/2314/2316/2317/
2343/2356/2357/2366, MUSI 1306/1308/1309
Approved Social & Behavioral Science Elective: PSYC 2301, SOCI 1301,
HIST 1301/1302, GOVT 2305/2306, ECON 2301/2302

COMPUTER SCIENCE
Networking and Communications
Computer Graphics Design/Computer Animation Specialization
Certificate of Completion

Completion of the requirement listed below leads to a Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of computer science/networking and communications – computer graphics design/computer animation specialization.

First Year/First Semester

BCIS 1305 Business Computer Applications	3
ARTC 1325 Introduction to Computer Graphics.....	3
PHTC 1300 Digital Photography	3
ARTV 1211 Storyboard	2
ARTV 1341 3D Animation I.....	3
ITSE 1407 Introduction to C++ Programming or ITSE 2417 Java Programming	4

First Year/Second Semester

ARTV 2341 3D Animation II	3
+ARTV 1345 3D Modeling and Rendering.....	3
IMED 1301 Introduction to Multimedia	3
ARTV 1343 Digital Sound	3
ARTV 1351 Digital Video I	3
RTVB 2030 Film and Video Editing.....	3

+Capstone Experience

Level I –TSI waived certificate

COMPUTER SCIENCE
Networking and Communications
Computer Graphics Design/Computer Animation Specialization
Certificate of Technology

Completion of the requirement listed below leads to a Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of computer science/networking and communications – computer graphics design/computer animation specialization.

	Sem. Hours
First Year/First Semester	
BCIS 1305 Business Computer Applications	3
ARTC 1325 Introduction to Computer Graphics.....	3
PHTC 1300 Digital Photography	3
ARTV 1211 Storyboard	2
ARTV 1341 3D Animation I.....	3
ITSE 1407 Introduction to C++ Programming or ITSE 2417 Java Programming	4
First Year/Second Semester	
ARTV2341 3D Animation II	3
ARTV1345 3D Modeling and Rendering	3
IMED1301 Introduction to Multimedia	3
ARTV1343 Digital Sound	3
ARTV1351 Digital Video I	3
RTVB2030 Film and Video Editing.....	3
Second Year/First Semester	
ENGL1301 Composition	3
+ARTV2335 Portfolio Development for Animation	3
ITSC1307 Unix Operating System I or ITSC 1305 Introduction to PC Operating Systems.....	3
ITSE Programming Elective	4
+Capstone Experience	
Level II –TSI required certificate	

COMPUTER SCIENCE
Networking and Communications
Computer Graphics Design/Computer Animation Specialization
Associate of Applied Science

Completion of the requirement listed below leads to a Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of computer science/networking and communications – computer graphics design/computer animation specialization.

	Sem. Hours
First Year/First Semester	
BCIS1305 Business Computer Applications	3
ARTC1325 Introduction to Computer Graphics.....	3
PHTC1300 Digital Photography	3
ARTV1211 Storyboard	2
ARTV1341 3D Animation I.....	3
ITSE1407 Introduction to C++ Programming or ITSE 2417 Java Programming	4
First Year/Second Semester	
ARTV 2341 3D Animation II	3
ARTV 1345 3D Modeling and Rendering.....	3
IMED 1301 Introduction to Multimedia	3
ARTV 1343 Digital Sound	3
ARTV 1351 Digital Video I	3
RTVB 2030 Film and Video Editing.....	3
Second Year/First Semester	
ENGL 1301 Composition	3
+ARTV 2335 Portfolio Development for Animation	3
ITSC 1307 Unix Operating System I or ITSC 1305 Introduction to PC Operating Systems.....	3
ITSE Programming Elective	4
PHED Physical Education Activity	1
Second Year/Second Semester	
SPCH 1315 Public Speaking	3
MATH 1314 College Algebra or MATH 1342 Statistics.....	3
Behavioral/Social Science Elective	3
Humanities/Fine Arts Elective	3
PHED Physical Education Activity	1

+Capstone Experience
AAS Degree -- TSI required.

COMPUTER SCIENCE
 Networking and Communications
 Computer Graphics Design/Multimedia Specialization
 Certificate of Completion

Completion of the requirement listed below leads to a Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of computer science/networking and communications – computer graphics design/multimedia specialization.

	Sem. Hours
First Year/First Semester	
BCIS 1305 Business Computer Applications	3
ARTC 1325 Introduction to Computer Graphics.....	3
PHTC 1300 Digital Photography	3
IMED 1316 Web Page Design	3
IMED 1301 Introduction to Multimedia	3
IMED 1345 Interactive Multimedia I	3
 First Year/Second Semester	
+IMED 2345 Interactive Multimedia I	3
ARTV 1351 Digital Video I	3
ARTV 1343 Digital Sound	3
ARTV 1211 Storyboard	2
COMM 2304 Introduction to Cinematic Production	3
 +Capstone Experience	
Level I –TSI waived certificate	

COMPUTER SCIENCE
Networking and Communications
Computer Graphics Design/Multimedia Specialization
Certificate of Technology

Completion of the requirement listed below leads to a Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of computer science/networking and communications – computer graphics design/multimedia specialization.

	Sem. Hours
First Year/First Semester	
BCIS 1305 Business Computer Applications	3
ARTC 1325 Introduction to Computer Graphics.....	3
PHTC 1300 Digital Photography	3
IMED 1316 Web Page Design	3
IMED 1301 Introduction to Multimedia	3
IMED 1345 Interactive Multimedia	3
 First Year/Second Semester	
IMED 2345 Interactive Multimedia	3
ARTV 1351 Digital Video I	3
ARTV 1343 Digital Sound	3
ARTV 1211 Storyboard	2
COMM 2304 Introduction to Cinematic Production	3
 Second Year/First Semester	
ENGL1301 Composition	3
+IMED 2311 Portfolio Development.....	3
ITSE 1407 Introduction to C++ Programming	4
ARTV 2351 Digital Video II	3
ITSC 1307 Unix Operating System I.....	3
 +Capstone Experience	
Level II –TSI required certificate	

COMPUTER SCIENCE
Networking and Communications
Computer Graphics Design/Multimedia Specialization
Associate of Applied Science

Completion of the requirement listed below leads to a Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of computer science/networking and communications – computer graphics design/multimedia specialization.

	Sem. Hours
First Year/First Semester	
BCIS 1305 Business Computer Applications	3
ARTC 1325 Introduction to Computer Graphics.....	3
PHTC 1300 Digital Photography	3
IMED 1316 Web Page Design I	3
IMED 1301 Introduction to Multimedia	3
IMED 1345 Interactive Multimedia I	3
First Year/Second Semester	
IMED 2345 Interactive Multimedia II	3
ARTV 1351 Digital Video I	3
ARTV 1343 Digital Sound	3
ARTV 1211 Storyboard	2
COMM 2304 Introduction to Cinematic Production	3
Second Year/First Semester	
ENGL 1301 Composition	3
+IMED 2311 Portfolio Development.....	3
ITSC 1307 Unix Operating System I	3
ITSE 1407 Introduction to C++ Programming	4
ARTV 2351 Digital Video II	3
Second Year/Second Semester	
SPCH 1315 Public Speaking	3
MATH 1314 College Algebra or MATH 1342 Statistics.....	3
Behavioral/Social Science Elective	3
Humanities/Fine Arts Elective	3
ITSC 1325 PC Hardware	3
+Capstone Experience	
AAS Degree -- TSI required.	

COMPUTER SCIENCE
 Networking and Communications
 Computer Graphics Design/Web Development Specialization
 Certificate of Completion

Completion of the requirement listed below leads to a Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of computer science/networking and communications – computer graphics design/web development specialization.

First Year/First Semester	Sem. Hours
BCIS 1305 Business Computer Applications	3
ARTC 1325 Introduction to Computer Graphics.....	3
PHTC 1300 Digital Photography	3
IMED 1316 Web Page Design I	3
IMED 2359 Interactive Web Elements	3
First Year/Second Semester	
ITSC 1305 Introduction to PC Operating Systems.....	3
ITSE 1407 Introduction to C++ Programming or ITSE 2417 Java Programming	4
+IMED 1345 Interactive Multimedia I	3
IMED 1301 Introduction to Multimedia	3
ARTC 1313 Digital Publishing.....	3
ARTV 1351 Digital Video I	3
+Capstone Experience	
Level I –TSI waived certificate	

COMPUTER SCIENCE
Networking and Communications
Computer Graphics Design/Web Development Specialization
Certificate of Technology

Completion of the requirement listed below leads to a Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of computer science/networking and communications – computer graphics design/web development specialization.

	Sem. Hours
First Year/First Semester	
BCIS 1305 Business Computer Applications	3
ARTC 1325 Introduction to Computer Graphics.....	3
PHTC 1300 Digital Photography	3
IMED 1316 Web Page Design I	3
IMED 2359 Interactive Web Elements	3
First Year/Second Semester	
ITSC 1305 Introduction to PC Operating Systems.....	3
ITSE 1407 Introduction to C++ Programming or ITSE 2417 Java Programming	4
IMED 1345 Interactive Multimedia I	3
IMED 1301 Introduction to Multimedia	3
ARTC 1313 Digital Publishing.....	3
ARTV 1351 Digital Video I	3
Second Year/First Semester	
IMED 2345 Interactive Multimedia II	3
ENGL 1301 Composition I	3
ITSC 1307 Unix Operating System I	3
ITSE Elective	4
+IMED2311 Portfolio Development for Web Design/Multimedia.....	3
+Capstone Experience	
Level II –TSI required certificate	

COMPUTER SCIENCE
Networking and Communications
Computer Graphics Design/Web Development Specialization
Associate of Applied Science

Completion of the requirement listed below leads to an Associate of Applied Science and qualifies the student to pursue further college training or to seek employment in the field of computer science/networking and communications – computer graphics design/web development specialization.

	Sem. Hours
First Year/First Semester	
BCIS 1305 Business Computer Applications	3
ARTC 1325 Introduction to Computer Graphics.....	3
PHTC 1300 Digital Photography	3
IMED 1316 Web Page Design I	3
IMED 2359 Interactive Web Elements	3
First Year/Second Semester	
ITSC 1305 Introduction to PC Operating Systems.....	3
ITSE 1407 Introduction to C++ Programming or ITSE 2417 Java Programming	4
IMED 1345 Interactive Multimedia I	3
IMED 1301 Introduction to Multimedia	3
ARTC 1313 Digital Publishing.....	3
ARTV 1351 Digital Video I	3
Second Year/First Semester	
IMED 2345 Interactive Multimedia II	3
ENGL 1301 Composition I	3
ITSC 1307 Unix Operating System I	3
ITSE Elective	4
+IMED 2311 Portfolio Development for Web Design/Multimedia.....	3
PHED Physical Education Activity	1
Second Year/Second Semester	
SPCH 1315 Public Speaking	3
MATH 1314 College Algebra or MATH 1342 Statistics	3
Behavioral/Social Science Elective	3
Humanities/Fine Arts elective.....	3
PHED Physical Education Activity	1
+Capstone Experience	
AAS Degree -- TSI required.	

COMPUTER SCIENCE
Programming
Certificate of Completion

Completion of the requirements listed below leads to a Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of computer science/programming/business programming specialization or game development specialization.

Hours				Sem.
BCIS	1305	Business		Computer
Applications.....				
3				
ITSE	1329	Programming	Logic	and
Design.....				
3				
ITSE			Programming	Group
I.....				
4				
ITSE			Programming	Group
II.....				
4				
+ITSE		Programming Group I (Technical Opt. 1)		
Programming		Group	III	(Technical Opt.
2).....				
4				
ITSC	1325	Personal		Computer
Hardware				
3				
ITSC 1305 PC Operating Systems or				
ITSC	1307	UNIX	Operating	System
I.....				
3				
Technical				
Option				3
/4				
Technical				
Option				3
/4				
Technical				
Option				3
/4				

- Technical Option 1: Business Programming
ACCT 2401 Principles of Financial Accounting
ACCT 2402 Principles of Managerial Accounting
BUSI 1301 Introduction to Business
*ITSW 1307 Introduction to Database
*ITSE 1350 System Analysis and Design

Technical Option 2: Game Development

*PHTC 1300 Photo Digital Imaging I
*IMED 1316 Web Page Design I
ARTV 1341 3-D Animation I
ARTV 2341 3-D Animation II
ARTV 1343 Digital Sound
ARTV 1345 3-D Modeling and Rendering

Programming Group I: ITSE 1407/1418/1431/2417 **NOTE: Students in Technical Option 2 MUST take ITSE 1407**

Programming Group II: ITSE 2431/2449/2451, INEW 2438 **NOTE: Students in Technical Option 2 MUST take ITSE 2431**

Programming Group III: ITSE 2421

+Capstone Experience.
Level I -- TSI waived certificate.

COMPUTER SCIENCE
 Programming
 Certificate of Technology

Completion of the requirements listed below leads to a Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of computer science/programming/business programming specialization or game development specialization.

First Semester Sem. Hours

Technical	
Option	3
/4	
BCIS 1305 Business Computer Applications.....	
3	
*ITSE 1329 Programming Logic and Design.....	
3	
*ITSE Programming Group I.....	
4	
ITSC 1325 Personal Computer Hardware	
3	

Second Semester

Technical	
Option	3
/4	
*ITSC 1305 PC Operating Systems or ITSC 1307 UNIX Operating System I.....	
3	
Technical	
Option	3
/4	
*ITSE Programming Group II.....	
4	
*ITSE Programming Group I or III.....	
4	

Third Semester

Technical	
Option	
4	
+ITSE Programming Group II or III.....	
4	

Technical

Option
4
SPCH 1315 Public
Speaking.....
3

Technical Option 1: Business Programming
ACCT 2401 Principles of Financial Accounting
ACCT 2402 Principles of Managerial Accounting
BUSI 1301 Introduction to Business
*ITSW 1307 Introduction to Database
*ITSE 1350 System Analysis and Design

Technical Option 2: Game Development
*PHTC 1300 Photo Digital Imaging I
*IMED 1316 Web Page Design I
ARTV 1341 3-D Animation I
ARTV 2341 3-D Animation II
ARTV 1343 Digital Sound
ARTV 1345 3-D Modeling and Rendering

Programming Group I: ITSE 1407/1418/1431/2417 **NOTE: Students in Technical Option 2 MUST take ITSE 1407**

Programming Group II: ITSE 2431/2449/2451, INEW 2438 **NOTE: Students in Technical Option 2 MUST take ITSE 2431**

Programming Group III: ITSE 2421

+Capstone Experience.
Level II -- TSI required certificate.

COMPUTER SCIENCE
Programming
Associate in Applied Science

Completion of the requirements listed below leads to an Associate in Applied Science and qualifies the student to pursue further college training or to seek employment in the field of computer science/programming/business programming specialization or game development specialization.

First Semester	Sem. Hours
BCIS 1305 Business Computer Applications.....	
3	
*ITSE 1329 Programming Logic and Design.....	
3	
ITSC 1325 Personal Computer Hardware	
3	
ENGL 1301 Composition I.....	
3	

PSYC 1100 Learning Framework	1
Second Semester	
*ITSE Programming Group I	4
Technical Option	3
/4	
*ITSC 1305 PC Operating Systems or ITSC 1307 UNIX Operating System I	3
Technical Option	3
/4	
Humanities/Fine Arts Elective	3
Third Semester	
*ITSE Programming Group II	4
*ITSE Programming Group I or III	4
Technical Option	4
PHED Physical Education Activity	1
SPCH 1315 Public Speaking	3
Fourth Semester	
*ITSE Programming Group II or III	4
Technical Option	4
+ITSC 2435 Application Problem Solving or ITSC 1380 Cooperative Education – Computer and Information Sciences, General	3
/4	

MATH 1314 College Algebra or MATH 1342 Statistics or higher level
math.....
3
PHED Physical Education
Activity
1
Behavioral/Social Science
Elective
3

Approved Humanities/Fine Arts Electives: HUMA 1301/1302, DRAM 1310/2366, ARTS
1301/1303/1304/1311/1312/1316/1317/2313/2314/2316/2317/2343/
2356/2357/2366, MUSI 1306/1308/1309

Approved Social Science Electives: PSYC 2301, SOCI 1301, HIST 1301/1302, GOVT 2305/2306,
ECON 2301/2302

Technical Option 1: Business Programming
ACCT 2401 Principles of Financial Accounting
ACCT 2402 Principles of Managerial Accounting
BUSI 1301 Introduction to Business
*ITSW 1307 Introduction to Database
*ITSE 1350 System Analysis and Design

Technical Option 2: Game Development
*PHTC 1300 Photo Digital Imaging I
*IMED 1316 Web Page Design I
ARTV 1341 3-D Animation I
ARTV 2341 3-D Animation II
ARTV 1343 Digital Sound
ARTV 1345 3-D Modeling and Rendering

Programming Group I: ITSE 1407/1418/1431/2417 **NOTE: Students in Technical Option 2 MUST take ITSE 1407**

Programming Group II: ITSE 2431/2449/2451, INEW 2438 **NOTE: Students in Technical Option 2 MUST take ITSE 2431**

Programming Group III: ITSE 2421

+Capstone Experience.
AAS Degree: TSI required.

COSMETOLOGY

The Cosmetology Program at Hill College is licensed by the Texas Department of Licensing and Regulation. Hill College offers courses in four areas of Cosmetology each leading to licensing by the Texas Cosmetology Commission. These areas include Cosmetology Operator, Cosmetology Instructor, Nail Tech, and Facial Specialist/Esthetician. The capstone experience in each area is the licensure exam of the Texas Cosmetology Commission.

COSMETOLOGY OPERATOR Certificate of Completion

A program designed to provide the student with the skills and knowledge required to pass the Texas Department of Licensing and Regulation licensing examination and for successful entry into the field of Cosmetology.

	Sem. Hours
First Semester	
CSME 1401 Orientation to Cosmetology	4
CSME 1405 Fundamentals of Cosmetology	4
CSME 1451 Artistry of Hair	4
CSME 1453 Chemical Reformation and Related Theory	4
	16
Second Semester	
CSME 1543 Manicuring and Related Theory	5
CSME 1547 Prin. of Skin Care/Facials and Related Theory	5
CSME 2337 Advanced Cosmetology Techniques	3
CSME 2401 Principles of Hair Coloring and Related Theory	4
	17
Third Semester	
CSME 2439 Advanced Hair Design	4
+CSME 2541 Prep. for the Texas Cosmetology Commission Exam	5
	9
+Capstone Experience	
Level I -- TSI waived certificate.	

COSMETOLOGY INSTRUCTOR
Certificate of Completion

To enter the program, student must possess an operator's license. Successful completion of Certificate of Completion - Cosmetology Instructor enables the student to take the Texas Department of Licensing and Regulation Instructor Examination, and seek employment in the field of cosmetology as a cosmetology instructor.

First Semester	Sem. Hours
CSME 1434 Cosmetology Instructor I.....	4
CSME 1435 Orientation to the Instruction of Cosmetology.....	4
CSME 2414 Cosmetology Instructor II.....	4
	12
Second Semester	
CSME 2415 Cosmetology Instructor III.....	4
CSME 2444 Cosmetology Instructor IV.....	4
+CSME 2445 Instructional Theory and Clinic Operation.....	4
	12
+Capstone Experience	
Level I -- TSI waived certificate.	

COSMETOLOGY
Associate in Applied Science

Completion of the requirements listed below leads to the Associate in Applied Science Degree in Cosmetology and qualifies the student to take the Texas Department of Licensing and Regulation Operator's Exam (after the first 42 semester hours) and to enter the field of Cosmetology as a cosmetologist.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CSME 1401 Orien. To Cosmetology.....	4	CSME 1543 Manicur & Related Theory	
		5	
CSME 1405 Fund. Of Cosmetology.....	4	CSME 2401 Princ. Of Hair Col/Rela	
		4	
CSME 1453 Chemical Reformation and Related Theory	4	CSME 1547 Princ. Of Skin Care/ Facials & Related Theory	
		5	
CSME 1451 Artistry of Hair.....	4	CSME 2337 Adv. Cosmetology Tech	
		3	
	16	17	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem.Hrs.
CSME 2439 Adv. Hair Design.....	4	BCIS 1305 Business Computer Applicat	
		3	
+CSME 2541 Prep. For Tx Cosm.Com Ex ..	5	MATH 1314 College Algebra or higher	
		3	
ENGL 1301 Composition	3	SPCH 1315 Public Speaking	
		3	
Approved Elective.....	3	Social & Behavioral Science Elective	
		3	
	15	Humanities/Fine Arts Elective	
		3	
		15	

+Capstone Experience
AAS Degree -- TSI required.

COSMETOLOGY
 Facial Specialist/Esthetician
 Certificate of Completion

Completion of the requirements listed below leads to the Certificate of Completion in Facial Specialist/Esthetician and qualifies the student for the Texas Department of Licensing and Regulation Facial Specialist/Esthetician Examination, and to enter the field of cosmetology as a facial specialist/esthetician.

First Semester	Sem. Hours
CSME 1420 Orientation to Facial Specialist	4
CSME 1421 Principles of Facial/Esthetic Technology I	4
CSME 1547 Prin. of Skin Care/Facials & Related Theory	5
	13
Second Semester	
CSME 1348 Principles of Skin Care	3
CSME 1545 Principles of Facial/Esthetic Technology II	5
+CSME 2531 Principles of Facial/Esthetic Technology III	5
	13
+Capstone Experience	
Level I -- TSI waived certificate.	

COSMETOLOGY
Nail Technology
Certificate of Completion

Completion of the requirements listed below leads to the Certificate of Completion in Nail Technology and qualifies the student for the Texas Department of Licensing and Regulation Examination, and to enter the field of cosmetology as a manicurist.

	Sem. Hours
First Semester	
CSME 1430 Orientation to Nail Technology	4
CSME 1431 Principles of Nail Technology I	4
	8
Second Semester	
CSME 1441 Principles of Nail Technology II.....	4
+CSME 2530 Nail Enhancement	5
	9
+Capstone Experience	
Level I -- TSI waived certificate.	

COSMETOLOGY
Salon and Spa Management
Certificate of Completion

Completion of the requirements listed below leads to the Certificate of Completion in Salon and Spa Management qualifies the student to enter the field of salon and spa management or to pursue further college training.

First Semester	Sem. Hours
+FSHN 2309 Fashion Image	3
CSME 1493 Special Topics in Cosmetic Services, General	4
NUPC 2230 Infection Control and Aseptic Techniques.....	2
ACNT 1303 Intro. to Accounting I	3
BMGT 1301 Supervision	3
PSYC 1100 Learning Framework	1
	16
+Capstone Experience	
Level I -- TSI waived certificate.	

COSMETOLOGY
Salon and Spa Management
Associate of Applied Science

Completion of the requirements listed below leads to Associate of Applied Science in Salon and Spa Management qualifies the student to enter the field of salon and spa management or to pursue further college training.

	Sem. Hours
First Semester	
CSME 1493 Special Topics in Cosmetic Services, General	4
ACNT 1303 Intro. to Accounting I	3
BCIS 1305 Busi Computer Applications.....	3
NUPC 2230 Infection Control and Aseptic Techniques.....	2
MRKG 1302 Principles of Retailing.....	3
PSYC 1100 Learning Framework	1
	16
Second Semester	
BMGT 1301 Supervision.....	3
ENGL 1301 Composition	3
MATH 1314 College Algebra or higher math	3
SPCH 1315 Public Speaking	3
CSME 1492 Special Topics in Cosmetology Instruction	4
	16
Third Semester	
ACNT 1304 Intro to Accounting II	3
ITNW 1337 Introduction to the Internet.....	3
POFT 1329 Beginning Keyboarding	3
+CSME 2343 Salon Development	3
Humanities/Fine Arts Elective	4
	16
Fourth Semester	
POFT 1301 Business English	3
POFT 1321 Business Math.....	3
FSHN 2309 Fashion Image.....	3
ITSC 1309 Integrated Software Applications I	3
Behavioral/Social Science Elective	3
	15
+Capstone Experience	
AAS Degree -- TSI required.	

SALON AND SPA MANAGEMENT
Marketable Skills Award

A marketable skills award has been adopted by the advisory committee as follows:

CSME 1493 Soft Skills
NUPC 2230 Infection Control
FSHN 2309 Fashion Image

CRIMINAL JUSTICE
 Chemical Dependency Correctional Counseling
 Certificate of Completion

Completion of the requirements listed below leads to a Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of criminal justice/chemical dependency correctional counseling.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
DAAC 1311 Counseling Theories	3	CRIJ 1313 Juvenile Justice System	3
CRIJ 1301 Introduction to Criminal Justice ..	3	CJCR 1304 LE-Probation & Parole	3
DAAC 1319 Introduction to Alcohol & Other Drug Addictions	3	CRIJ 2301 LE- Community Resources in Corrections	3
DAAC 1309 Assessment Skills of Alcohol & Other Drug Addictions	3	+DAAC 2366 Practicum (or Field Experience) – Substance Abuse/ Addiction Counseling	3
DAAC 2307 Addicted Family Intervention....	3	DAAC 2354 Dynamics/ Group Counseling	3
CRIJ 2313 LE-Correctional Systems and Practices	3		15
	18		
+Capstone Experience			
Level I -- TSI waived certificate.			

CRIMINAL JUSTICE
Drug and Alcohol Abuse Counseling
Associate of Applied Science

Completion of the requirements listed below leads to an Associate of Applied Science Degree and qualifies the student to pursue further college training or to seek employment in the field of criminal justice/drug and alcohol abuse counseling.

First Year/First Semester							Sem.
Hours							
ENGL		1301					Composition
I.....							
3							
PSYC			2301				General
Psychology.....							
3							
HIST		1301		U.S.		History	to
1877.....							
3							
DAAC				1311			Counseling
Theories.....							
3							
DAAC	1319		Introduction	to	Alcohol	and	Other
Addictions.....							Drug
3							
PSYC					1100		Learning
Framework.....							
1							
PHED						Physical	Education
Activity.....							
1							

17

First Year/Second Semester							
ENGL		1302		Composition		and	Introduction
Literature.....							to
3							
HIST			1302		U.S.		History
1877.....							from
3							
DAAC	1309		Assessment	Skill	of	Alcohol	and
Addictions.....							Other
3							Drug
DAAC					2354		Dynamics
Counseling.....							of
3							Group
MATH							College
Math.....							Level
3							
PHED						Physical	Education
Activity.....							
1							

				16
Second Year/First Semester				
SOCI	1301		Introduction	to
Sociology			
3				
GOVT		2305		Federal
Government			
3				
SPCH		1315		Public
Speaking			
3				
DAAC	2307		Addicted	Family
Intervention			
3				
DAAC	1317		Basic	Counseling
Skills			
3				
PHED			Physical	Education
Activity			
1				

16

Second Year/Second Semester				
BCIS	1305		Business	Computer
Applications			
3				
GOVT		2306		Texas
Government			
3				
+DAAC	2563	Clinical	–	Substance Abuse/Addiction
Counseling			
5				
PHED			Physical	Education
Activity			
1				
Visual		and	Performing	Arts
Elective			
3				

15

+Capstone Experience.
AAS degree -- TSI required.

CRIMINAL JUSTICE
Corrections
Certificate of Completion

Completion of the requirements listed below leads to a Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of criminal justice/corrections options.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CRIJ 1313 Juvenile Justice System.....	3	CRIJ 1307 Crime in America	
		3	
CRIJ 1301 Introduction to Criminal Justice .	3	CJCR 1304 LE-Probation & Parole	
		3	
CRIJ 1306 Court Systems & Practices	3	CRIJ 2301 LE- Community Resources in Corrections	
		3	
CRIJ 1310 Fundamentals of Crim Law	3	+CRIJ 2313 LE-Correctional Systems and Practices	
		3	
CRIJ 2323 Legal Aspects of Law Enforce ..	3	CRIJ 2328 Police Systems & Practices OR DAAC 1317 Basic Counseling Skills	
15		3	
			15

+Capstone Experience
Level I -- TSI waived certificate.

CRIMINAL JUSTICE
Corrections
Associate in Applied Science

Completion of the requirements listed below leads to the Associate in Applied Science Degree and qualifies the student to pursue further college training or to seek employment in the field of criminal justice/corrections option.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CRIJ 1301 Introduction to Criminal Justice..	3	CRIJ 1310 Fundamentals of Crim Law	
		3	
CRIJ 1306 Court Systems & Practices	3	CRIJ 1307 Crime in America	
		3	
ENGL 1301 Composition	3	CJLE 1327 Interviewing & Report Writing	
		3	
PSYC 2301 General Psychology	3	MATH College Level Math	
		3	
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877.	
		3	
PHED Physical Education Activity.	1	PHED Physical Education Activity.	
		1	
PSYC 1100 Learning Framework.	1		
	17	16	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CRIJ 2313 LE-Correctional Systems and Practices	3	+CRIJ 2323 Legal Aspects of Law Enforcement	
		3	
SOCI 1301 Introduction to Sociology.....	3	CJCR 1304 LE-Probation & Parole	
		3	
GOVT 2305 Federal Government OR GOVT 2306 Texas Government	3	CRIJ 2328 Police Systems & Practices OR DAAC 1317 Basic Counseling Skills	
		3	

SPCH 1315 Public Speaking. 3

CRIJ 2301 LE-Community Resources
in Corrections..... 3

15

Humanities/Fine Arts Elective

.....
3

BCIS 1305 Business Computer Applicat.
.....

3

CRIJ 1313 Juvenile Justice System
.....

3

18

+Capstone Experience
AAS Degree -- TSI required.

CRIMINAL JUSTICE
Evidence Technology
Certificate of Completion

Completion of the requirements listed below leads to a Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of criminal justice/evidence technology.

	Sem. Hours
First Year/First Semester	
ENGL 2311 Technical Writing.....	
3	
ARTS 2356 Photography I.....	
3	
CRIJ 1301 Introduction to Criminal Justice.....	
3	
BCIS 1305 Business Computer Applications.....	
3	
CJSA 1308 Criminalistics I.....	
3	
CJLE 1327 Interviewing & Report Writing for Criminal Justice Professions	
3	18
First Year/Second Semester	
+CJSA 2389 Internship – Criminal Justice/Safety Studies.....	
3	
CRIJ 2314 Criminal Investigation.....	
3	
CRIJ 1310 Fundamentals of Criminal Law	
3	
CRIJ 2323 Legal Aspects of Law Enforcement.....	
3	12
+Capstone Experience	
Level I -- TSI waived certificate.	

CRIMINAL JUSTICE
 General Criminal Justice Education
 Certificate of Completion

Completion of the requirements listed below leads to a Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of criminal justice/general criminal justice education.

	Sem. Hours
First Year/First Semester	
CRIJ 1301 Introduction to Criminal Justice.....	
3	
CRIJ 1306 Court Systems and Practices	
3	
CRIJ 2301 Community Resources in Corrections.....	
3	
CRIJ 1310 Fundamentals of Criminal Law	
3	
CRIJ 1313 Juvenile Justice System.....	
3	
	15
First Year/Second Semester	
CRIJ 1307 Crime in America.....	
3	
CJLE 1327 Interviewing & Report Writing for Criminal Justice Professions	
3	
+CRIJ 2314 Criminal Investigation.....	
3	
CRIJ 2323 Legal Aspects of Law Enforcement.....	
3	
CRIJ 2328 Police Systems and Practices	
3	
	15
+Capstone Experience	
Level I -- TSI waived certificate.	

CRIMINAL JUSTICE
Law Enforcement
Associate in Applied Science

Completion of the requirements listed below leads to the Associate in Applied Science Degree and qualifies the student to pursue further college training or to seek employment in the field of criminal justice/law enforcement option.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CRIJ 1301 Introduction to Criminal Justice..	3	CRIJ 1310 Fundamentals of Crim Law	
		3	
CRIJ 1306 Court Systems & Practices	3	CRIJ 1307 Crime in America	
		3	
ENGL 1301 Composition	3	ENGL 1302 Composition & Intro to Literat	
		3	
PSYC 2301 General Psychology	3	MATH College Level Math	
		3	
HIST 1301 History of U.S. to 1877.....	3	HIST 1302 History of U.S. from 1877.	
		3	
PHED Physical Education Activity.	1	PHED Physical Education Activity.	
		1	
PSYC 1100 Learning Framework.	1		
	17	16	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CRIJ 2328 Police Systems and Practices.....	3	+CRIJ 2323 Legal Aspects of Law Enforcement	
		3	
SOCI 1301 Introduction to Sociology.....	3	CRIJ 1313 Juvenile Justice System	
		3	
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government	
		3	
SPCH 1315 Public Speaking.	3	Humanities/Fine Arts Elective	
		3	

PHED Physical Education Activity. 1

CRIJ 2314 Criminal Investigation..... 3

16

PHED Physical Education Activity.

.....
1

BCIS 1305 Business Computer Applicat.

.....
3

16

+Capstone Experience
AAS Degree -- TSI required.

CRIMINAL JUSTICE
Law Enforcement: Texas Peace Officer
Associate in Applied Science

Completion of the requirements listed below leads to the Associate in Applied Science Degree and qualifies the student for the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) licensed peace officer examination, to pursue further college training or to seek employment in the field of criminal justice/law enforcement.

First Semester	Sem. Hours
CRIJ 2323 Legal Aspects of Law Enforcement.....	
3	
CRIJ 1301 Introduction to Criminal Justice.....	
3	
CRIJ 1313 Juvenile Justice System.....	
3	
ENGL 1301 Composition.....	
3	
PSYC 1100 Learning Framework.....	
1	
PSYC 2301 General Psychology.....	
3	
PHED Physical Education Activity.....	
1	
MATH College Level Math.....	
3	
20	
Second Semester	
CRIJ 1310 Fundamentals of Criminal Law.....	
3	
CRIJ 1306 Court Systems and Practices.....	
3	
SOCI 1301 Introduction to Sociology.....	
3	
BCIS 1305 Business Computer Applications.....	
3	
PHED Physical Education Activity.....	
1	

CRIJ 2313 Correctional Systems and Practices	3	16
Third Semester		
CRIJ 2314 Criminal Investigations	3	
CRIJ 2328 Police Systems and Practices	3	
SPCH 1315 Public Speaking	3	
PHED Physical Education Activity	1	
ARTS 2356 Photography I	3	
CRIJ 2301 Community Resources in Corrections.....	3	16
Fourth Semester		
CJLE 2420 Texas Peace Officer Procedures.....	4	
CJLE 2421 Texas Peace Officer Law	4	
+CJLE 2522 Texas Peace Officer Skills	5	
CJLE 1253 Texas Peace Officer Review	2	15
+Capstone Experience		
AAS Degree -- TSI required.		

DIAGNOSTIC MEDICAL SONOGRAPHY

Associate in Applied Science

Completion of the curriculum outlined below leads to an Associate in Applied Science in Diagnostic Medical Sonography and is designed to prepare individuals to seek employment in the field of Diagnostic Medical Sonography. After obtaining an Associate in Applied Science in Diagnostic Medical Sonography, the graduate has the option of completing an additional 12 credit hours to obtain an enhanced skills certificate in vascular sonography.

Prerequisites	Sem. Hrs.	First Semester	Sem. Hrs.
HITT 1305 Medical Terminology I.....	3	ENGL 1301 Composition	
		
		3	
BCIS 1305 Business Computer Applicat	3	DMSO 1210 Introduction to Sonography	
		
		2	
BIOL 2401 Anatomy & Physiology I.....	4	DMSO 1302 Basic Ultrasound Physics	
		
		3	
MATH 1314 College Algebra	3	DMSO 1160 Clinical-Sonography Techniq	
		
		1	
PSYC 2301 General Psychology	3	DMSO 1451 Sonographic Sectional	
		Anatomy	
		
		4	
		BIOL 2402 Anatomy & Physiology II	
		
		4	
			17
Second Semester	Sem. Hrs.	Third Semester	Sem. Hrs.
SPCH 1315 Public Speaking	3	DMSO 1355 Sonographic Pathophysiology	
		
		3	
DMSO 1441 Abdominopelvic Sonography ..	4	DMSO 1361 Clinical	
		
		3	
DMSO 1460 Clinical	4	DMSO 2405 Sonography of Obstetrics/	
DMSO 1342 Intermediate Ultrasound		Gynecology	
Physics	3	
	14	4 DMSO 2243 Advanced Ultrasound	
		Principles & Instrumentation	
		
		2	
			12
Fourth Semester	Sem. Hrs.		
Humanities/Fine Arts Elective	3		

DMSO 2342 Sonography of High Risk Obstetrics.....	3
+DMSO 2130 Advanced Ultrasound And Review.....	1
DMSO 2245 Advanced Sonographic Practices.....	2
DMSO 2460 Clinical	
4	13

+Capstone Experience
AAS Degree -- TSI required.

VASCULAR TECHNOLOGY

Enhanced Skills Certificate

Restricted enrollment for Enhanced Skills Certificate. Student is required the prerequisite of an AAS in Diagnostic Medical Sonography to enroll.

First Semester	Sem. Hrs.
DSVT 1300 Principles of Vascular Tech.....	3
DSVT 2200 Vascular Technology Applicat..	2
+DSVT 2461Clinical.....	4
DSVT 2335 Advanced Non-Invasive Vascular Technology	3
	12
+Capstone Experience	

DIAGNOSTIC MEDICAL SONOGRAPHY/ECHOCARDIOGRAPHY
Associate in Applied Science

Completion of the curriculum outlined below leads to an Associate in Applied Science in Echocardiography Technology and enables the student to take the examination of echocardiographic sonographers and seek employment in the field of echocardiography sonography. After obtaining an Associate in Applied Science in Echocardiography Technology, the graduate has the option of completing an addition 12 credit hours to obtain an enhanced skills certificate in vascular sonography.

Prerequisites Sem. Hours

HITT 1305 Medical Terminology	3
BIOL 2401 Anatomy & Physiology I.....	4
MATH 1314 College Algebra	3
BCIS 1305 Business Computer Applications.....	3
PSYC 2301 General Psychology.....	3

16

First Semester

DSAE 1203 Introduction to Echocardiography Techniques	2
BIOL 2402 Anatomy & Physiology II.....	4
DMSO 1302 Basic Ultrasound Physics	3
DSAE 1315 Principles of Adult Echocardiography	3
DSAE 1260 Clinical-Echocardiography Technology	2
DSAE 1205 Cardiovascular Pharmacology.....	2

16

Second Semester

ENGL 1301 Composition I.....	3
------------------------------	---

DSAE 2304 Echocardiographic Evaluation of Pathology I.....	
3	
DSAE 2660 Clinical-Echocardiography Technology	
6	
DSAE 1440 Diagnostic Electrocardiography	
4	16

Third Semester	
SPCH 1315 Public Speaking	
3	
Humanities/Fine Arts Elective	
3	
DSAE 2437 Echocardiographic Evaluation of Pathology II.....	
4	
DSAE 2661 Clinical-Echocardiography Technology	
6	
+DSAE 2235 Advanced Echocardiography	
2	18

+ Capstone Experience
AAS Degree: TSI required.

VASCULAR TECHNOLOGY
Enhanced Skills Certificate

Restricted enrollment for Enhanced Skills Certificate. Student is required the prerequisite of an AAS in Diagnostic Medical Sonography/Echocardiography to enroll.

First Semester	Sem. Hrs.
DSVT 1300 Principles of Vascular Tech.....	3
DSVT 2200 Vascular Technology Applicat..	2
+DSVT 2461 Clinical.....	4
DSVT 2335 Advanced Non-Invasive Vascular Technology	3
	12

+ Capstone Experience

DRAFTING AND DESIGN
Certificate of Completion in Basic Computer Aided Drafting

Completion of the curriculum outlined below leads to the Certificate of Completion in Basic CAD and enables the student to seek employment in the field of Basic CAD or pursue further college training.

	Sem. Hours
DFTG 1325 Blueprint Reading and Sketching	
3	
DFTG 1305 Technical Drafting	
3	
DFTG 2312 Technical Illustration and Presentation.....	
3	
DFTG 2319 Intermediate Computer Aided Drafting	
3	
DFTG 1329 Electro-Mechanical Drafting	
3	
DFTG 1309 Basic Computer Aided Drafting	
3	
	18

Capstone Experience – The student will submit a portfolio of work from each course completed to be judged by the Drafting and Design Department. This submitted portfolio will be representative of all work completed in the program. The student may complete Drafting Cooperative Work Experience in lieu of the portfolio.

Level 1 – TSI waived certificate.

DRAFTING AND DESIGN
Certificate of Completion in Computer Aided Drafting

Completion of the curriculum outlined below leads to the Certificate of Completion in Computer Aided Drafting and enables the student to seek employment in the field of Computer Aided Drafting or pursue further college training.

	Sem. Hours
DFTG 1325 Blueprint Reading and Sketching	3
DFTG 1305 Technical Drafting	3
DFTG 2312 Technical Illustration and Presentation.....	3
DFTG 2319 Intermediate Computer Aided Drafting	3
DFTG 1329 Electro-Mechanical Drafting	3
DFTG 1309 Basic Computer Aided Drafting	3
DFTG 1310 Specialized Basic Computer Aided Drafting	3
DFTG 2332 Advanced Computer Aided Drafting	3
DFTG 2317 Descriptive Geometry	3
DFTG 2340 Solid Modeling/Design	3
BCIS 1305 Business Computer Applications.....	3

33

Capstone Experience – The student will submit a portfolio of work from each course completed to be judged by the Drafting and Design Department. This submitted portfolio will be representative of all work completed in the program. The student may complete Drafting Cooperative Work Experience in lieu of the portfolio.

Level 1 – TSI waived certificate.

DRAFTING AND DESIGN
Certificate of Technology in Computer Aided Drafting and Design

Completion of the curriculum outlined below leads to the Certificate of Technology in Computer Aided Drafting and Design and enables the student to seek employment in the field of Drafting and Design or pursue further college training.

	Sem. Hours
DFTG 1325 Blueprint Reading and Sketching	3
DFTG 1305 Technical Drafting	3
DFTG 2312 Technical Illustration and Presentation.....	3
DFTG 2317 Descriptive Geometry	3
DFTG 1329 Electro/Mechanical Drafting	3
DFTG 1309 Basic Computer Aided Drafting	3
DFTG 2319 Intermediate Computer Aided Drafting	3
DFTG 2332 Advanced Computer Aided Drafting	3
DFTG 1310 Specialized Basic Computer Aided Drafting	3
DFTG 2340 Solid Modeling/Design	3
*DFTG Drafting Specialty Area	3
*DFTG Drafting Specialty Area	3
*DFTG Drafting Specialty Area	3
+DFTG 2338 Final Project.....	3

MATH 1316	
Trigonometry.....	3
BCIS 1305 Business Computer	
Applications.....	3

The Certificate of Technology in Drafting and Design Technology is offered with options in two specialty areas. To be granted the Certificate of Technology in Drafting and Design Technology the student must select one area of specialization and complete all of the required courses in that area. Areas of specializations and courses are to be selected from the following:

- *Option I: Architectural Drafting
 DFTG 1315, 1317, 2321, 2327
- *Option II: Electrical/Machine Drafting
 DFTG 1333, 1358, 2302, 2313, 2323

+ Capstone Experience

Level II - TSI Required Certificate.

DRAFTING AND DESIGN
 Computer Aided Drafting and Design
 Associate in Applied Science

Completion of the curriculum outlined below leads to the Associate in Applied Science degree in Computer Aided Drafting and Design and enables the student to seek employment in the field of Computer Aided Drafting or pursue further college training.

First Semester	Sem. Hours
DFTG 1325 Blueprint Reading and Sketching	
3	
DFTG 1305 Technical Drafting	
3	
DFTG 2312 Technical Illustration and Presentation	
3	
DFTG 1309 Basic Computer Aided Drafting	
3	
Elective	
3	
MATH College Level Math	
3	
PSYC 1100 Learning Framework	
1	
	19

Second Semester	
DFTG 1329 Electro/Mechanical Drafting	
3	
DFTG 1310 Specialized Basic Computer Aided Drafting	
3	
MATH 1316 Trigonometry	
3	
DFTG 2319 Intermediate Computer Aided Drafting	
3	
BCIS 1305 Business Computer Applications	
3	
PHED Physical Education Activity	
1	
	16

Third Semester

DFTG 2317 Descriptive Geometry	3
DFTG 2340 Solid Modeling/Design	3
DFTG 2332 Advanced Computer Aided Drafting	3
*DFTG Drafting Specialty Area	3
ENGL 1301 Composition	3
Humanities/Fine Arts Elective	3

18

Fourth Semester *DFTG Drafting Specialty Area	3
*DFTG Drafting Specialty Area	3
+DFTG 2338 Final Project.....	3
Social & Behavioral Science Elective	3
SPCH 1315 Public Speaking.....	3
PHED Physical Education Activity	1

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The Associate of Applied Science Degree in Drafting and Design Technology is offered with options in two specialty areas. To be granted the AAS Degree in Drafting and Design Technology the student must select one area of specialization and complete all of the required courses in that area. Areas of specializations and courses are to be selected from the following:

- *Option I: Architectural Drafting
DFTG 1315, 1317, 2321, 2327
 - *Option II: Electrical/Machine Drafting
DFTG 1333, 1358, 2302, 2313, 2323
 - + Capstone Experience
- AAS Degree - TSI Required.

DRAFTING AND DESIGN
Certificate of Advanced Skills

Students may receive a Certificate of Advanced Skills by successfully completing the previous AAS curriculum **plus** the following courses. Advanced specialty areas are listed below.

		Sem. Hours
*DFTG Area	Advanced	Specialty
3		
*DFTG Area	Advanced	Specialty
3		
*DFTG Area	Advanced	Specialty
3		
*DFTG Area	Advanced	Specialty
3		

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The Certificate of Advanced Skills is offered with options in two different advanced specialty areas. To be granted the certificate the student must select one area of specialization and complete all the required courses in that area. Areas of specialization and courses are to be selected from the following.

- ADVANCED SPECIALTY AREAS**
- *Option I: Architectural Drafting
 DFTG 2300,2328,2330,2336
 - *Option II: Electrical/Mechanical
 DFTG 2306, 2336,2350,2356,2358

AAS Degree with Certificate of Advanced Skills – TSI required

EMERGENCY MEDICAL SERVICES
Emergency Medical Services/Intermediate
Certificate of Completion

Completion of the requirements listed below leads to Certificate of Completion in Emergency Medical Services/Intermediate and qualifies the student to pursue further college training or to seek employment in the field of emergency medical services.

Prerequisite for all EMS Awards	Sem. Hrs.	First Semester	Sem. Hrs.
EMSP 1501 EMT Basic	5	BIOL 2401 Anatomy & Physiology I	
		4	
EMSP 1160 Basic Clinical	1	EMSP 1438 Intro. to Advance Practice	
		4	
	6	EMSP 1356 Patient Assess & Airway Mgmt	
		3	
		EMSP 1355 Trauma Management	
		3	
		EMSP 1161 Intermediate Clinical.	
		1	
		15	

Second Semester	Sem. Hrs.
BIOL 2402 Anatomy & Physiology II	4
EMSP 2348 Emergency Pharmacology	3
EMSP 2544 Cardiology	5
EMSP 1162 Paramedic Clinical I1	1
	13

Capstone Experience: Successful completion of the Texas Department of Health, Certification/licensure test for Emergency Medical Technician - Intermediate.

Level I – TSI waived certificate

EMERGENCY MEDICAL SERVICES
Emergency Medical Services/Paramedic
Certificate of Technology

Completion of the requirements listed below leads to Certificate of Technology in Emergency Medical Services/Paramedic and qualifies the student to pursue further college training or to seek employment in the field of emergency medical services.

Prerequisite for all EMS Awards	Sem. Hrs.	First Semester	Sem. Hrs.
EMSP 1501 EMT Basic	5	BIOL 2401 Anatomy & Physiology I	
		
		4	
EMSP 1160 Basic Clinical	1	EMSP 1438 Intro. to Advance Practice	
		
		4	
	6	EMSP 1356 Patient Assess & Airway Mgmt	
		
		3	
		EMSP 1355 Trauma Management	
		
		3	
		EMSP 1161 Intermediate Clinical	
		
		1	
		15	

Second Semester	Sem. Hrs.	Third Semester	Sem. Hrs.
BIOL 2402 Anatomy & Physiology II	4	EMSP 2143 Assessment Based Mgmt.....	1
EMSP 2348 Emergency Pharmacology.....	3	EMSP 2434 Medical Emergencies	4
EMSP 2544 Cardiology	5	EMSP 2430 Special Populations.....	4
EMSP 1162 Paramedic Clinical I.....	1	EMSP 1163 Paramedic Clinical II.....	1
	13		10

Fourth Semester	Sem. Hrs.
EMSP 2338 EMS Operations	3
EMSP 2135 Adv. Cardiac Life Support.....	1
EMSP 1145 International Trauma Life Support	1
EMSP 2460 Paramedic Clinical III.....	4
	9

Capstone Experience: Successful completion of the Texas Department of Health, Certification/licensure test for Emergency Medical Technician - Paramedic.

Level II – TSI required certificate.

EMERGENCY MEDICAL SERVICES
Associate in Applied Science

Completion of the requirements listed below leads to an Associate of Applied Science in Emergency Medical Services and qualifies the student to pursue further college training or to seek employment in the field of emergency medical services.

Prerequisite for all EMS Awards	Sem. Hrs.	First Semester	Sem. Hrs.
EMSP 1501 EMT Basic	5	BIOL 2401 Anatomy & Physiology I	4
EMSP 1160 Basic Clinical	1	EMSP 1438 Intro. to Advance Practice	4
	6	EMSP 1356 Patient Assess & Airway Mgmt	3
		EMSP 1355 Trauma Management	3
		EMSP 1161 Intermediate Clinical	1
		BCIS 1305 Business Computer Applicat	3
			18

Second Semester	Sem. Hrs.	Third Semester	Sem. Hrs.
BIOL 2402 Anatomy & Physiology II	4	EMSP 2143 Assessment Based Mgmt	1
EMSP 2348 Emergency Pharmacology	3	EMSP 2434 Medical Emergencies	4
EMSP 2544 Cardiology	5	EMSP 2430 Special Populations	4
EMSP 1162 Paramedic Clinical I.	1	EMSP 1163 Paramedic Clinical II	1
PSYC 2301 General Psychology	3	ENGL 1301 Composition	3
	16		13

Fourth Semester	Sem. Hrs.
EMSP 2338 EMS Operations	3
EMSP 2135 Adv. Cardiac Life Support	1
EMSP 1145 International Trauma Life Support	1
EMSP 2460 Paramedic Clinical III	4
ENGL 1302 Composition II or	

ENGL2311 Technical Writing

.....
3

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Capstone Experience: Successful completion of the Texas Department of Health, Certification/licensure test for Emergency Medical Technician - Paramedic.

AAS Degree – TSI required.

FIRE PROTECTION TECHNOLOGY
 Basic Fire Fighter Academy
 Certificate of Completion

Completion of the curriculum outlined below leads to a Certificate of Completion and enables the student to seek employment in the field of fire fighting or pursue further college training.

FIRS	1401	Firefighter	Sem. Hours Certification
I.....			
4			
FIRS	1407	Firefighter	Certification
II.....			
4			
FIRS	1313	Firefighter	Certification
III.....			
3			
FIRS	1319	Firefighter	Certification
IV.....			
3			
FIRS	1323	Firefighter	Certification
V.....			
3			
FIRS	1329	Firefighter	Certification
VI.....			
3			
FIRS	1433	Firefighter	Certification
VII.....			
4			

Capstone Experience: Successful completion of the Texas Department of Health certification test for EMT-Basic and Texas State Fire Commission certification test for fire fighters.

Level I -- TSI waived certificate.

INDUSTRIAL MECHANICAL TECHNOLOGY
 Industrial Maintenance Technology I
 Certificate of Completion

Completion of the requirements listed below leads to a Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of industrial maintenance technology.

				Sem. Hours and
DFTG Sketching	1325	Blueprint	Reading	
3				
INMT Maintenance	1305	Introduction	to	Industrial
3				
ELPT Theory	1411		Basic	Electrical
4				
PTAC Equipment	1410	Process	Technology	I -
4				
WLDG Fundamentals		1421		Welding
4				

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A minimum of 25% of the semester hours must be completed at Hill College.

Level I -- TSI waived certificate.

INDUSTRIAL MECHANICAL TECHNOLOGY
 Industrial Maintenance Technology II
 Certificate of Completion

Completion of the requirements listed below leads to a Certificate of Completion and qualifies the student to pursue further college training or to seek employment in the field of industrial maintenance technology.

HYDR Systems	1301	Rigging	and	Sem. Hours Conveying
3				
DFTG Sketching	1325	Blueprint	Reading	and
3				
INMT Maintenance	1305	Introduction	to	Industrial
3				
ELMT Power	1305		Basic	Fluid
3				
ELPT Theory	1411		Basic	Electrical
4				
MCHN Measurement*	1320	Precision	Tools	and
3				
MCHN I*	1438	Basic	Machine	Shop
4				
WLDG Fundamentals		1421		Welding
4				
PTAC Equipment	1410	Process	Technology	I -
4				
ELPT Transformers	2405		Motors	and
4				

35

*It is recommended that these two courses must be taken during the same semester.

A minimum of 25% of the semester hours must be completed at Hill College

Level I -- TSI waived certificate.

INDUSTRIAL MECHANICAL TECHNOLOGY
Industrial Maintenance Technology III
Certificate of Technology

Completion of the requirements listed below leads to a Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of industrial maintenance technology.

HYDR Systems	1301	Rigging	and	Sem. Hours Conveying
3				
DFTG Sketching	1325	Blueprint	Reading	and
3				
INMT Maintenance	1305	Introduction	to	Industrial
3				
ELMT Power	1305		Basic	Fluid
3				
ELPT Theory	1411		Basic	Electrical
4				
MCHN Measurement*	1320	Precision	Tools	and
3				
MCHN I*	1438	Basic	Machine	Shop
4				
WLDG Fundamentals		1421		Welding
4				
PTAC Equipment	1410	Process	Technology	I -
4				
ELPT Transformers	2405		Motors	and
4				
+CBFM Maintenance		2317		Mechanical
3				
PTAC I	1332		Process	Instrumentation
3				
ELPT I	2419	Programmable	Logic	Controllers
4				
BCIS Applications	1305		Business	Computer
3				

+Capstone Experience: The final project in CBFM 2317 will demonstrate the student's comprehensive knowledge and skills to perform advanced level Maintenance Tasks or successful completion of Cooperative Work Experience.

*It is recommended that these two courses must be taken during the same semester.

A minimum of 25% of the semester hours must be completed at Hill College

Level II -- TSI required certificate.

INDUSTRIAL MECHANICAL TECHNOLOGY
Associate in Applied Science

Completion of the requirements listed below leads to an Associate in Applied Science and qualifies the student to pursue further college training or to seek employment in the field of industrial maintenance technology.

First Semester	Sem. Hrs.		Second Semester	Sem. Hrs.
INMT 1305 Intro to Industrial Maint.....	3		ELPT 1411 Basic Electrical Theory	4
HYDR 1301 Rigging & Conveying Systems	3		ELMT 1305 Basic Fluid Power	3
DFTG 1325 Blueprint Reading & Sketching	3		PTAC 1410 Process Technology I - Equip	4
BCIS 1305 Business Computer Applicat.	3		SPCH 1315 Public Speaking	3
PSYC 1100 Learning Framework.	1		ENGL 1301 Composition.	3
	13			17
Third Semester	Sem. Hrs.		Fourth Semester	Sem. Hrs.
MCHN 1320 Precision Tools & Measurement ..	3		Management	Elective 3
MCHN 1438 Basic Machine Shop I	4		Social & Behavioral Science Elective	3
Humanities/Fine Arts Elective	3		PTAC 1332 Process Instrumentation I	3
WLDG 1421 Welding Fundamentals.	4		ELPT 2419 Programmable Logic Control I.	4
	14			13
Fifth Semester	Sem. Hrs.			
ELPT 2405 Motors and Transformers.....	4			
MATH 1314 College Algebra	3			
+CBFM 2317 Mech. Maintenance	3			
	10			

+Capstone Experience: The final project in CBFM 2317 will demonstrate the student's comprehensive knowledge and skills to perform advanced level Maintenance Tasks or successful completion of Cooperative Work Experience.

A minimum of 25% of the semester hours must be completed at Hill College.

AAS Degree -- TSI required.

INDUSTRIAL MECHANICAL TECHNOLOGY
Marketable Skills Award

A marketable skills award has been adopted by the advisory committee as follows:

INMT	1305	Introduction to Industrial Maintenance
ELPT	1411	Basic Electrical Theory
WLDG	1421	Introduction to Welding Fundamentals

MANAGEMENT
Basic Management Skills
Certificate of Completion

Completion of the requirements listed below leads to the Certificate of Completion - Basic Management Skills and qualifies the student to pursue further college training or to seek employment in the field of management--basic management skills.

	Hours	Semester
BUSI Principles	1301	Business
3		
BMGT Supervision		1301
3		
HRPO Relations	1311	Human
3		
ACCT Acct.....	2401	Principles of Financial
4		
BMGT Management	1327	Principles of
3		
+BMGT Management	1305	Communications in
3		
PSYC Framework	1100	Learning
1		

20

Level I -- TSI waived certificate.
+Capstone Experience

MANAGEMENT
 Entrepreneurship & Small Business Management
 Certificate of Technology

Completion of the requirements listed below leads to the Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of management--option-entrepreneurship & small business management.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BUSI 1301 Business Principles	3	ENGL 1301 Composition	3
BMGT 1301 Supervision.....	3	ACCT 2402 Principles of Managerial Acct	4
HRPO 1311 Human Relations.....	3	ITNW 1337 Introduction to Internet	3
ACCT 2401 Principles of Financial Acct	4	BUSG 1315 Small Business Operations	3
BMGT 1327 Principles of Management.....	3	MRKG 1302 Principles of Retailing.....	3
BMGT 1305 Communications in Mgmt.....	3	PHED Physical Education Activity	1
PSYC 1100 Learning Framework.....	1		17
	20		
 Third Semester	 Sem. Hrs.		
SPCH 1315 Public Speaking	3		
HRPO 2301 Human Resources Mgmt.....	3		
BUSG 2309 Small Business Management ..	3		
PHED Physical Education Activity.....	1		
+BUSG 1341 Small Business Financing.....	3		
ECON 2301 Principles of Macro-Econ or Business/Management Elective.....	3		
	16		

Level II -- TSI required certificate.
 +Capstone Experience

MANAGEMENT
 Entrepreneurship & Small Business Management
 Associate in Applied Science

Completion of the requirements listed below leads to an Associate in Applied Science and qualifies the student to pursue further college training or to seek employment in the field of management--option-entrepreneurship & small business management.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BUSI 1301 Business Principles	3	ENGL 1301 Composition	3
BMGT 1301 Supervision.....	3	ACCT 2402 Principles of Managerial Acct	4
HRPO 1311 Human Relations.....	3	ITNW 1337 Introduction to Internet	3
ACCT 2401 Principles of Financial Acct.	4	BUSG 1315 Small Business Operations	3
BMGT 1327 Principles of Management.	3	MRKG 1302 Principles of Retailing.	3
BMGT 1305 Communications in Mgmt.....	3	PHED Physical Education Activity	1
PSYC 1100 Learning Framework	1		17
	20		

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
SPCH 1315 Public Speaking	3	+BMGT 2341 Strategic Management	3
HRPO 2301 Human Resources Mgmt.....	3	BMGT 2311 Change Management	3
ECON 2301 Principles of Macro-Econ.....	3	MRKG 1311 Principles of Marketing	3
BUSG 2309 Small Business Management/ Entrepreneurship	3	Humanities/Fine Arts Elective	3

		MATH College Level Math.
	
		3
BUSG 1341 Small Business Financing.....	3	ECON 2302 Principles of Micro-Econ or
PHED Physical Education Activity	1	Business/Management Elective.
	16
		3
		18
AAS Degree -- TSI required.		
+Capstone Experience		

MANAGEMENT
Management Development
Certificate of Technology

Completion of the requirements listed below leads to the Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of management--option-management development.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BUSI 1301 Business Principles	3	ENGL 1301 Composition	3
BMGT 1301 Supervision.....	3	ACCT 2402 Principles of Managerial Acct	4
HRPO 1311 Human Relations.....	3	ITNW 1337 Introduction to Internet	3
ACCT 2401 Principles of Financial Acct	4	BMGT 1325 Office Management	3
BMGT 1327 Principles of Management.....	3	PHED Physical Education Activity.....	1
BMGT 1305 Communications in Mgmt.....	3	ECON 2302 Principles of Micro-Econ or	3
PSYC 1100 Learning Framework.....	1	Business/Management Elective	3
	20		17

Third Semester	Sem. Hrs.
SPCH 1315 Public Speaking	3
HRPO 2301 Human Resources Mgmt.....	3
HRPO 1305 Mgmt. and Labor Relations	3
PHED Physical Education Activity.....	1
ECON 2301 Principles of Macro-Econ.....	3
+BMGT 2382 Cooperative Education or	3-5
BMGT 2588 Internship.....	3-5
	16-
	18

Level II -- TSI required certificate.
+Capstone Experience

MANAGEMENT
 Management Development
 Associate in Applied Science

Completion of the requirements listed below leads to an Associate in Applied Science and qualifies the student to pursue further college training or to seek employment in the field of management--option-management development.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BUSI 1301 Business Principles	3	ENGL 1301 Composition	3
BMGT 1301 Supervision.....	3	ACCT 2402 Principles of Managerial Acct	4
HRPO 1311 Human Relations	3	ITNW 1337 Introduction to Internet	3
ACCT 2401 Principles of Financial Acct.	4	BMGT 1325 Office Management	3
BMGT 1327 Principles of Management.....	3	PHED Physical Education Activity.....	1
BMGT 1305 Communications in Mgmt	3	ECON 2302 Principles of Micro-Econ or	3
PSYC 1100 Learning Framework	1	Business/Management Elective	3
	20		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
SPCH 1315 Public Speaking	3	BMGT 2341 Strategic Management	3
HRPO 2301 Human Resources Mgmt.....	3	BUSG 2317 Business Law/Commercial	3
ECON 2301 Principles of Macro-Econ.....	3	QCTC 1301 Total Quality Management	3
HRPO 1305 Mgmt and Labor Relations.	3	Humanities/Fine Arts Elective	3

PHED Physical Education Activity. 1
BMGT 2382 Cooperative Education or
BMGT 2588 Internship.....3-5

16 -

18

MATH College Level Math.
.....
3
+BMGT 2383 Cooperative Education or
BMGT 2589 Internship.....3-5

18-

20

AAS Degree -- TSI required.
+Capstone Experience

MANAGEMENT
Sales & Retail Management
Certificate of Technology

Completion of the requirements listed below leads to the Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of management--option-sales & retail management.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BUSI 1301 Business Principles	3	ENGL 1301 Composition	3
BMGT 1301 Supervision.....	3	ACCT 2402 Principles of Managerial Acct	4
HRPO 1311 Human Relations.....	3	ITNW 1337 Introduction to Internet	3
ACCT 2401 Principles of Financial Acct	4	MRKG 2333 Principles of Selling	3
BMGT 1327 Principles of Management.....	3	MRKG 1302 Principles of Retailing.....	3
BMGT 1305 Communications in Mgmt.....	3	PHED Physical Education Activity	1
PSYC 1100 Learning Framework.....	1		17
	20		

Third Semester	Sem. Hrs.
SPCH 1315 Public Speaking	3
ECON 2301 Principles of Macro-Econ.....	3
BUSG 2309 Small Business Management Entrepreneurship	3
PHED Physical Education Activity.....	1
+QCTC 1305 Teaming.....	3
	13

Level II -- TSI required certificate.
+Capstone Experience

MANAGEMENT
Sales & Retail Management
Associate in Applied Science

Completion of the requirements listed below leads to an Associate in Applied Science and qualifies the student to pursue further college training or to seek employment in the field of management--option-sales & retail management.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BUSI 1301 Business Principles	3	ENGL 1301 Composition	3
BMGT 1301 Supervision.....	3	ACCT 2402 Principles of Managerial Acct	4
HRPO 1311 Human Relations	3	ITNW 1337 Introduction to Internet	3
ACCT 2401 Principles of Financial Acct.	4	MRKG 2333 Principles of Selling	3
BMGT 1327 Principles of Management.....	3	MRKG 1302 Principles of Retailing.....	3
BMGT 1305 Communication in Mgmt.....	3	PHED Physical Education Activity	1
PSYC 1100 Learning Framework	1		17
	20		

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
SPCH 1315 Public Speaking	3	+BMGT 2341 Strategic Management	3
BUSG 2309 Small Business Management Entrepreneurship	3	MRKG 1311 Principles of Marketing	3
		MATH College Level Math.	3
ECON 2301 Principles of Macro-Econ.....	3	QCTC 1301 Total Quality Management	3

QCTC 1305 Teaming.....3

PHED Physical Education Activity. 1

13

Humanities/Fine Arts Elective

.....
3

MRKG 2348 Marketing Research and
Strategies.

.....
3

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AAS Degree -- TSI required.
+Capstone Experience

NURSING

PRE - VOCATIONAL NURSING Certificate of Completion

Completion of the requirements listed below leads to the Certificate of Completion and is designed to provide the student with the knowledge and preparation to pursue further college studies in the allied field.

				Sem. Hours
HITT		1305		Medical
Terminology				
3				
VNSG				1216
Nutrition.....				
2				
VNSG				1331
Pharmacology				
3				
BIOL	2401	Anatomy	&	Physiology
I.....				
4				
BIOL	2402	Anatomy	&	Physiology
II.....				
4				
PSYC		2301		General
Psychology.....				
3				

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Level I -- TSI waived certificate.

Capstone Experience: Passing comprehensive departmental exam.

VOCATIONAL NURSING
Certificate of Completion

Completion of the requirements listed below leads to the Certificate of Completion and is designed to provide the student with the skill and knowledge required to pass the National Council of State Boards of Nursing (Texas-VN).

Locations of the classes are at the Hill County Campus, Hillsboro; Johnson County Campus, Cleburne; Clifton Extension Center, Clifton; and Glen Rose Extension Center, Glen Rose. Please contact the program director at each location for the entry dates and additional information about the program. Also see Section III, Admissions, Specialized Admissions–Vocational Nursing.

Required Pre-Requisites						Sem. Hours
PSYC			2301			General
Psychology.....						
3						
BIOL	2401		Anatomy	&		Physiology
I.....						
4						
BIOL	2402		Anatomy	&		Physiology
II.....						
4						
						11
VNSG						1216
Nutrition.....						
2						
VNSG	1360	Clinical	I	Practical	Nursing	(LPN
Training).....						
3						
VNSG	1500	Nursing	in	Health	&	Illness
I.....						
5						
VNSG	1461	Clinical	II	Practical	Nursing	(LPN
Training).....						
4						
VNSG	1509	Nursing	in	Health	&	Illness
II.....						
5						
VNSG	1510	Nursing	in	Health	&	Illness
III.....						
5						
VNSG		1330		Maternal		Neonatal
Nursing						
3						
VNSG						1331
Pharmacology.....						
3						
VNSG						1334
Pediatrics.....						
3						

+VNSG Training)..... 4	1462	Clinical	III	Practical	Nursing	(LPN
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Level I -- TSI waived certificate.
+Capstone Experience

L.V.N. to A.D.N. TRANSITION PROGRAM
Associate of Applied Science

Completion of the requirements listed below leads to the Associate of Applied Science degree and is designed to provide the student with the skill and knowledge required to pass the National Council of State Boards of Nursing (Texas-RN) NCLEX-RN examination

Location for the program is at the Johnson County Campus, Cleburne. Please contact the Director of A.D.N. program at the Johnson County Campus for the entry dates and additional information about the program. Also see Section III, Admissions, Specialized Admissions—L.V.N. to A.D.N. Transition Program.

Required Prerequisites				Sem. Hours
BIOL	2401	Anatomy	&	Physiology
I.....				
4				
BIOL	2402	Anatomy	&	Physiology
II.....				
4				
BCIS	1305	Business		Computer
Applications.....				
3				
PSYC		2301		General
Psychology.....				
3				
PSYC	2314	Human	Growth	and
Development.....				
3				
ENGL		1301		English
Composition.....				
3				
CHEM 1406 Introductory Chemistry I OR				
	MATH 1314 College Algebra			4-
3				
BIOL		2421		Microbiology
(Bacteriology).....				
4				
				28-27
First Semester				Sem. Hours
Humanities/Fine				Arts
Elective				
3				
RNSG	1327	Transition	from Vocational	to Professional
Nursing				
3				

6

Credit in the following courses is awarded after successful completion of RNSG 1327—Transition from Vocational to Professional Nursing

VNSG	1509	Nursing	in	Health	and	Illness	
II.....							
5							
VNSG	1510	Nursing	in	Health	and	Illness	
III.....							
5							
VNSG	1362	Clinical	–	Licensed	Vocational	Nurse	(LVN)
Training.....							
3							
							13

Second Semester							Sem. Hours
RNSG	2462	Clinical	–	Nursing	–	Registered	Nurse
Training.....							
4							
RNSG	2514	Integrated	Care	of	the	Client	with
Needs.....							Complex
5							Health
SPCH 1311							Care
Introduction to							
Speech							
Communications							
OR							
SPCH							Public
1315							
Speaking.....							
3							
							12

Third Semester							Sem. Hours
+RNSG	2463	Clinical	–	Nursing	–	Registered	Nurse
Training.....							
4							
RNSG	2535			Integrated		Client	Care
Management.....							
5							
							9

+Capstone Experience
AAS Degree – TSI required.

PARAMEDIC TO A.D.N. TRANSITION PROGRAM
Associate of Applied Science

Completion of the requirements listed below leads to the Associate of Applied Science degree and is designed to provide the student with the skill and knowledge required to pass the NCLEX – RN through the Texas Board of Nursing.

Location for the program is at the Johnson County Campus, Cleburne. Please contact the Director of A.D.N. program at the Johnson County Campus for the entry dates and additional information about the program. Also see Section III, Admissions, Specialized Admissions–Paramedic to ADN Transition Program.

BIOL	2401	Anatomy	&	Sem. Hours Physiology
I.....				
4				
BIOL	2402	Anatomy	&	Physiology
II.....				
4				
BCIS	1305	Business		Computer
Applications.....				
3				
PSYC		2301		General
Psychology.....				
3				
PSYC	2314	Human	Growth	and
Development.....				
3				
ENGL		1301		English
Composition.....				
3				
CHEM 1406 Introductory Chemistry I or MATH 1314 College Algebra.....				
4- 3				
BIOL		2421		Microbiology
(Bacteriology).....				
4				
SPCH		1315		Public
Speaking.....				
3				
ARTS		1301		Art
Appreciation.....				
3				
RNSG	1261	Clinical	–	Nursing – Registered Nurse
Training.....				
2				
RNSG	1417	Concepts	of	Nursing Practice I for Articulating
Students.....				
4				
RNSG	2462	Clinical	–	Nursing – Registered Nurse
Training.....				
4				

RNSG	2463	Clinical	–	Nursing	–	Registered	Nurse
Training.....							
4							
RNSG	2514	Integrated	Care	of	the	Client	with
Needs.....						Complex	Health
5						Care	Care
RNSG		2535		Integrated		Client	Care
Management.....							
5							

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+Capstone Experience
AAS Degree – TSI required.

Credit in the following courses is awarded after successful completion of RNSG 1417, Concepts of Nursing Practice I for Articulating Students and RNSG 1261, Clinical – Nursing – Registered Nurse Training.

EMSP		1163		Clinical		–	EMT
Technician.....							
1							
EMSP				2338			EMS
Operations.....							
3							
EMSP		2135		Advanced		Cardiac	Life
Support.....							
1							
EMSP				2434			Medical
Emergencies.....							
4							
EMSP		2143		Assessment			Based
Management.....							
1							

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VOCATIONAL NURSING Tract
Certificate of Technology

Completion of the requirements listed below leads to a Certificate of Technology and is designed to provide the student with the skill and knowledge required to pass the National Council of State Boards of Nursing (Texas-VN).

Location for the program is at the Hill County Campus, Hillsboro. Please contact the Director of Nursing program at the Hill County Campus for the entry dates and additional information about the program. Also see Section III, Admissions, Specialized Admissions–Vocational Nursing Tract.

BIOL	2401		Anatomy		&		Sem. Hours Physiology
I.....							
4							
BIOL	2402		Anatomy		&		Physiology
II.....							
4							
PSYC			2301				General
Psychology.....							
3							
PSYC	2314		Human		Growth		and
Development.....							
3							
RNSG							1301
Pharmacology.....							
3							
BIOL							1322
Nutrition.....							
3							
RNSG	1513		Foundations		for		Nursing
Practice.....							
5							
RNSG	1160	Clinical	–	Nursing	–	Registered	Nurse
Training.....							
1							
RNSG	1441		Common		Concepts	of	Adult
Health.....							
4							
RNSG	1161	Clinical	–	Nursing	–	Registered	Nurse
Training.....							
1							
RNSG	1162	Clinical	–	Nursing	–	Registered	Nurse
Training.....							
1							
RNSG	1412	Nursing	Care	of	the	Childbearing	& Childrearing
Family.....							
4							
RNSG		2313			Mental		Health
Nursing.....							
3							

RNSG Training..... 1	2160	Clinical	–	Nursing	–	Registered	Nurse
RNSG Heath..... 3	1343		Complex		Concepts	of	Adult
RNSG Training..... 2	1262	Clinical	–	Nursing	–	Registered	Nurse
VNSG Development..... 2	1219		Leadership		and		Professional
+VNSG Concepts..... 2		1222			Vocational		Nursing

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+Capstone Experience
Level II -- TSI required certificate.

ASSOCIATE DEGREE NURSING (RN)
Associate of Applied Science

Completion of the requirements listed below leads to the Associate of Applied Science degree and is designed to provide the student with the skill and knowledge required to pass the National Council of State Boards of Nursing (Texas-RN) NCLEX-RN.

Location for the program is at the Hill County Campus, Hillsboro. Please contact the Director of Nursing program at the Hill County Campus for the entry dates and additional information about the program. Also see Section III, Admissions, Specialized Admissions—Associate Degree Nursing.

BIOL	2401	Anatomy	&	Sem. Hours Physiology
I.....				
4				
BIOL	2402	Anatomy	&	Physiology
II.....				
4				
PSYC		2301		General
Psychology.....				
3				
PSYC	2314	Human	Growth	and
Development.....				
3				
CHEM 1406 Introductory Chemistry or MATH 1314 College Algebra.....				4-3
RNSG				1301
Pharmacology.....				
3				
BIOL				1322
Nutrition.....				
3				
ENGL		1301		Composition
I.....				
3				
BCIS	1305	Business		Computer
Applications.....				
3				
RNSG	1513	Foundations	for	Nursing
Practice.....				
5				
RNSG	1160	Clinical	–	Nursing
Training.....			–	Registered
1				Nurse
RNSG	1441	Common		Concepts
Health.....				of
4				Adult
RNSG	1161	Clinical	–	Nursing
Training.....			–	Registered
1				Nurse

RNSG	1162	Clinical	–	Nursing	–	Registered	Nurse
Training.....							
1							
RNSG	1412	Nursing	Care	of	the	Childbearing	& Childrearing
Family.....							
4							
BIOL							2421
Microbiology.....							
4							
RNSG		2313			Mental		Health
Nursing.....							
3							
RNSG	2160	Clinical	–	Nursing	–	Registered	Nurse
Training.....							
1							
RNSG	1343		Complex		Concepts	of	Adult
Health.....							
3							
RNSG	1262	Clinical	–	Nursing	–	Registered	Nurse
Training.....							
2							
Humanities/Fine							Arts
Elective.....							
3							
SPCH	1315	Public	Speaking	or	SPCH	1311	Introduction to Speech
Communications.....							
3							
RNSG	2331		Advanced		Concepts	of	Adult
Health.....							
3							
RNSG	2161	Clinical	–	Nursing	–	Registered	Nurse
Training.....							
1							
RNSG	1153	Care	of	the	High	Risk	Childbearing
Family.....							
1							
RNSG	2101		Care	of	Children		and
Families.....							
1							
RNSG	1166	Practicum	(or	Field	Experience)	Nursing	– RN –
Training.....							
1							

72-71

+Capstone Experience
AAS Degree – TSI required.

OFFICE ADMINISTRATION TECHNOLOGY

Medical Office Assistant

Certificate of Technology

Completion of the requirements listed below leads to a Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of office administration technology.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFT 1329 Beginning Keyboarding	3	POFM 1309 Medical Office Procedures	3
ITSW 1304 Introduction to Spreadsheets	3	HITT 1305 Medical Terminology I	3
POFT 1301 Business English	3	POFM 1327 Medical Insurance	3
ITSW 1301 Intro to Word Processing.	3	POFT 2301 Intermediate Keyboarding	3
*ACCT 2401 Principles of Financial Acct.	4	POFI 2340 Advanced Word Processing.	3
POFM 1302 Medical Software Applicat	3		3
	19		15

Third Semester	Sem.Hrs.
POFT 1321 Business Math.....	3
POFT 1220 Job Search Skills.....	2
SPCH 1315 Public Speaking	3
ITSW 1307 Introduction to Database.....	3
+MDCA 1343 Medical Insurance or POFM 1380 Coop. Edu.-Med. Admin Ass't/Secretary.....	3
	14

*Student may take ACNT 1303 and ACNT 1304 instead of ACCT 2401.

+Capstone Course

Level II -- TSI required certificate.

OFFICE ADMINISTRATION TECHNOLOGY
 Medical Office Assistant Option
 Associate in Applied Science

Completion of the requirements listed below leads to the Associate in Applied Science Degree and qualifies the student to pursue further college training or to seek employment in the field of office administration technology.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFT 1329 Beginning Keyboarding	3	POFM 1309 Medical Office Procedures	
		3	
PSYC 1100 Learning Framework	1	POFM 1327 Medical Insurance	
		3	
POFM 1302 Medical Software Applicat	3	HITT 1305 Medical Terminology I	
		3	
POFT 1301 Business English.....	3	POFT 2301 Inter. Keyboarding	
		3	
ITSW 1301 Intro to Word Processing.	3	PHED Physical Education Activity.	
		1	
*ACCT 2401 Principles of Financial Acct.	4	POFI 2340 Advanced Word Processing.	
		3	
ITSW 1304 Introduction to Spreadsheets. ...	3		
	20	16	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition	3	+MRMT 1307 Medical Transcription I	
		3	
POFT 1321 Business Math.....	3	Social & Behavioral Science Elective	
		3	
POFT 1220 Job Search Skills.....	2	BCIS 1305 Business Computer Applicat	
		3	
PHED Physical Education Activity.	1	Humanities/Fine Arts Elective	
		3	
ITSW 1307 Introduction to Database.....	3	SPCH 1315 Public Speaking.	
		3	

MDCA 1343 Medical Insurance or
 POFM 1380 Coop. Edu-Med. Admin.
 Ass't/Secretary..... 3
 15

MATH 1314 College Algebra or MATH 1342
 Statistics or higher level math.

 3

18

*Student may take ACNT 1303 and ACNT 1304 instead of ACCT 2401.

+Capstone Course

AAS Degree — TSI required.

OFFICE ADMINISTRATION TECHNOLOGY

Office Support I

Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion and enables the student to seek employment in the field of office administration technology or pursue further college training.

POFT		1329			Sem. Hours
Keyboarding.....					Beginning
3					
+ITSC	1309	Integrated	Software		Applications
I.....					
3					
ITSW	1301	Introduction	to		Word
Processing.....					
3					
*ACCT	2401	Principles	of		Financial
Accounting.....					
4					
ITSW	1304		Introduction		to
Spreadsheets.....					
3					
POFT		1301			Business
English.....					
3					

19

*Student may take ACNT 1303 and ACNT 1304 instead of ACCT 2401.

+Capstone Experience

Level I – TSI waived certificate.

OFFICE ADMINISTRATION TECHNOLOGY

Office Support II

Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion and enables the student to seek employment in the field of office administration technology or pursue further college training.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFT 1329 Beginning Keyboarding	3	POFT 1321 Business Math	3
POFT 1301 Business English	3	POFT 1220 Job Search Skills	2
ITSC 1309 Integrated Software Applicat I....	3	POFT 2301 Intermediate Keyboarding	3
ITSW 1301 Intro to Word Processing.	3	POFT 1307 Proofreading & Editing	3
*ACCT 2401 Principles of Financial Acct.	4	POFT 1319 Records & Info Mgmt I.	3
ITSW 1304 Introduction to Spreadsheets. ...	3	+POFT 1309 Admin. Office Procedures I or POFT 1380 Coop. Edu.-Administ. Ass't./Secr. Sci., General or POFM 1309 Medical Office Proced	3
	19		17

*Student may take ACNT 1303 and ACNT 1304 instead of ACCT 2401.

+Capstone Experience

Level I -- TSI waived certificate.

OFFICE ADMINISTRATION TECHNOLOGY

Office Administration
Certificate of Technology

Completion of the requirements listed below leads to a Certificate of Technology and qualifies the student to pursue further college training or to seek employment in the field of office administration technology.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFT 1329 Beginning Keyboarding	3	POFT 1321 Business Math	3
POFT 1301 Business English	3	POFT 1220 Job Search Skills	2
ITSC 1309 Integrated Software Applicat I....	3	POFT 2301 Intermediate Keyboarding	3
ITSW 1301 Intro to Word Processing.	3	POFT 1307 Proofreading & Editing	3
*ACCT 2401 Principles of Financial Acct.	4	POFT 1319 Records & Info Mgmt I.	3
ITSW 1304 Introduction to Spreadsheets.	3	POFT 1309 Admin. Office Procedures I or POFT 1380 Coop. Edu.-Administ. Ass't./Secr. Sci., General	3
	19		17
Third Semester	Sem. Hrs.		
ITSW 2334 Advanced Spreadsheets.....	3		
ITSW 1310 Present. to Media Software.....	3		
SPCH 1315 Public Speaking	3		
+POFT 1349 Admin. Office Proced II or POFT 1381 Coop. Edu.-Administ. Ass't./Secr. Sci., General	3		
ITSW 1307 Introduction to Database.....	3		
	15		

*Student may take ACNT 1303 and ACNT 1304 instead of ACCT 2401.

+Capstone Course

Level II -- TSI required certificate.

OFFICE ADMINISTRATION TECHNOLOGY

Office Administration
Associate in Applied Science

Completion of the requirements listed below leads to the Associate in Applied Science Degree and qualifies the student to pursue further college training or to seek employment in the field of office administration technology.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFT 1329 Beginning Keyboarding	3	POFT 1321 Business Math	
		3	
ITSW 1304 Introduction to Spreadsheets	3	POFT 1220 Job Search Skills	
		2	
ITSC 1309 Integrated Software Applicat I....	3	POFT 1319 Records & Info Mgmt I	
		3	
POFT 1301 Business English.....	3	POFT 2301 Inter. Keyboarding	
		3	
ITSW 1301 Intro to Word Processing.	3	POFT 1307 Proofreading & Editing.	
		3	
*ACCT 2401 Principles of Financial Acct.	4	POFT 1309 Admin. Office Proced I or	
	19	POFT 1380 Coop. Edu.-Administ.	
		Ass't./Secr. Sci., General	
		3	
		17	

SOPHOMORE YEAR

First Semester	Sem.	Second Semester	Sem.
Hrs.		Hrs.	
ITSW 2334 Advanced Spreadsheets	3	ENGL Composition	1301
		
ITSW 1310 Presentation Media Software.....	3	3 Social & Behavioral Science Elective	
		
SPCH 1315 Public Speaking	3	3 BCIS 1305 Business Computer Applicat	
		
PHED Physical Education Activity. ...	1	3 Humanities/Fine Arts Elective	
		
ITSW 1307 Introduction to Database.....	3	3 MATH college level mathematics.	
+POFT 1349 Admin. Office Proced II or		
POFT 1381 Coop. Edu- Administ. Ass't/Secretary Science, General.	3	3 15	

16

*Student may take ACNT 1303 and ACNT 1304 instead of ACCT 2401.

+Capstone Course

AAS Degree — TSI required.

RADIATION PROTECTION TECHNOLOGY
Associate in Applied Science

Completion of the requirements listed below leads to an Associate in Applied Science and qualifies the student to pursue further college training or to seek employment in the field of radiation protection technology.

First Semester Hrs.	Sem.	Second Semester Hrs.	Sem.
ENGL 1301 Composition	3	NUCP 2301 Radiation Protection I 3	
BCIS 1305 Business Computer Applicat	3	NUCP 1345 Radiation Biophysics 3	
MATH 1314 College Algebra	3	NUCP 1319 Radiation Physics 3	
PSYC 1100 Learning Framework.	1	ENGL 2311 Technical Writing 3	
NUCP 1391 Special Topics-Nuclear/ Nuclear Power Technology/Technician	3	CHEM 1411 General Chemistry. 4	
		16	
			13
Third Semester Hrs.	Sem.	Fourth Semester Hrs.	Sem.
NUCP 1341 Personnel & Environmental Monitoring	3	PHYS 1401 General College Physics 4	
NUCP 2302 Radiation Protection II.....	3	NUCP 2331 Radiation Protection III 3	
NUCP 2311 Radioactive Waste Disposal and Management	3	NUCP 2335 Radiological Emergencies 3	
		BMGT 2347 Critical Thinking and Problem Solving	

9

.....
3
GOVT 2305 Federal
Government
.....

3

16

Fifth Semester	Sem.
Hrs.	
SPCH 1315 Public Speaking	3
+NUCP 2680 Coop-Ed-Nuclear/Nuclear Power Technology/Technician	6
NUCP 1391 Special Topics-Nuclear/ Nuclear Power Technology/Technician	3
ITCC 1402 CCNA 1: Networking Basics	4

16

AAS Degree -- TSI required.
+Capstone Experience

WELDING
Marketable Skills Award

Marketable skills awards have been adopted by the advisory committee as follows:

Plate Welding

WLDG 1413 Blueprint Reading

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)

WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)

Production Welding

WLDG 1413 Blueprint Reading

WLDG 1430 Introduction to Gas Metal Arc (GMAW) Welding

WLDG 2447 Advanced Gas Metal Arc (GMAW) Welding

GTAW Welding

WLDG 1413 Blueprint Reading

WLDG 1434 Introduction to Gas Tungsten Arc (TIG) Welding

WLDG 2451 Advanced Gas Tungsten Arc (TIG) Welding

WELDING
Basic Arc Welding Skills
Certificate of Completion

Completion of the requirements listed below leads to a Certificate of Completion in Basic Arc Welding Skills and qualifies the students to pursue further college training or to seek employment in the field of welding.

	Sem. Hours
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	
4	
WLDG 1413 Introduction to Blueprint Reading for Welders	
4	
WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	
4	
WLDG 1435 Introduction to Pipe Welding	
4	

16

Level I — TSI waived certificate.

CAPSTONE EXPERIENCE: Successful completion of the ASME Pipe Test.

WELDING
Semi-Automatic Welding
Certificate of Completion

Completion of the requirements listed below leads to a Certificate of Completion in Semi-Automatic Welding and qualifies the students to pursue further college training or to seek employment in the field of welding.

	Sem. Hours
WLDG 1430 Introduction to Gas Metal Arc (GMAW) Welding	
4	
WLDG 1413 Introduction to Blueprint Reading for Welders	
4	
WLDG 2447 Advanced Gas Metal Arc Welding (GMAW)	
4	
WLDG 2413 Welding Using Multiple Processes	
4	

16

Level I — TSI waived certificate.

CAPSTONE EXPERIENCE: Successful completion of AWS B-U2-GF Welding Procedure.

WELDING
Special Arc Welding Skills
Certificate of Completion

Completion of the requirements listed below leads to a Certificate of Completion in Special Welding Skills and qualifies the student to pursue further college training or to seek employment in the field of welding.

	Sem. Hours
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	
4	
WLDG 1413 Introduction to Blueprint Reading for Welders	
4	
WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	
4	
WLDG 1435 Introduction to Pipe Welding	
4	
WLDG 1430 Introduction to Gas Metal Arc (MIG) Welding	
4	
WLDG 1434 Introduction to Gas Tungsten Arc (TIG) Welding	
4	
WLDG 2413 Welding Using Multiple Processes	
4	
WLDG Approved Welding Elective	
4	

32

Level I -- TSI waived certificate.

CAPSTONE EXPERIENCE: Successful completion of the AWS Entry Level Welder Qualification, AWS QC10-95.

.....
3

WLDG 1428 Introduction to Shielded Metal Arc Welding
(SMAW)

.....
4

WLDG 1457 Intermediate Shielded Metal Arc Welding
(SMAW)

.....
4

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Level II -- TSI required certificate.

CAPSTONE EXPERIENCE: Successful completion of the AWS Entry Level Welder Qualification, AWS QC10-95. This test will be given in WLDG 2309.

WELDING
Associate in Applied Science

Completion of the requirements listed below leads to the Associate in Applied Science Degree and qualifies the student to pursue further college training or to seek employment in the field of welding.

FRESHMAN YEAR

First Semester Hrs.	Sem.	Second Semester Hrs.	Sem.
ENGL 1301 Composition	3	SPCH 1315 Public Speaking	3
PHED Physical Education Activity	1	MATH College Level Mathematics	3
WLDG 1457 Intermediate (SMAW).....	4	WLDG 1435 Intro. to Pipe Welding	4
WLDG 1428 Intro to (SMAW).....	4	WLDG 1430 Intro. to (GMAW)	4
WLDG 1413 Intro. to Blueprint Reading For Welders.	4	WLDG 1323 Welding Safety, Tools, and Equipment.	3
PSYC 1100 Learning Framework	1		17

17

SOPHOMORE YEAR

First Semester Sem. Hrs.	Semester	Second Semester Hrs.	Sem.
PSYC 2301 General Psychology .	3	WLDG 2406 Intermediate Pipe Welding	4
Humanities/Fine Arts Elective	3	WLDG 1327 Welding Codes	3

WLDG Approved Welding Elective	4	Elective	3
BCIS 1305 Business Computer Applicat.	3	WLDG 2451 Advanced (GTAW)	4
WLDG 1434 Intro to (GTAW).....	4	WLDG 2413 Intermediate Welding Using Multiple Processes.	4
17		PHED Physical Education Activity.	1
			19

AAS Degree -- TSI required.

CAPSTONE EXPERIENCE: Successful completion of the AWS Entry Level Welder Qualification, AWS QC10-95.

Approved Welding and Advanced Welding Electives:

- WLDG 1337 Introduction to Metallurgy
- WLDG 1453 Intermediate Layout and Fabrication
- WLDG 2447 Advanced Gas Metal Arc (MIG) Welding
- WLDG 2406 Intermediate Pipe Welding
- WLDG 2453 Advanced Pipe Welding
- MCHN 1320 Precision Tools and Measurement
- MCHN 1438 Basic Machine Shop I

WELDING
Associate in Applied Science
Enhanced Skills Certificate

Students may receive an Associate in Applied Science Enhanced Skills Certificate by successfully completing the previous AAS curriculum **plus** the following:

	Sem. Hours
**WLDG Advanced Welding Elective	
3	
**WLDG Advanced Welding Elective	
3	
**WLDG Advanced Welding Elective	
4	
**WLDG Advanced Welding Elective	
4	
	14

Level II -- TSI required certificate.

- ** Advanced Welding Electives to be selected from:
- WLDG 1391 Special Topics - Topics may include Welding Machine Repair, Advanced Flux Core Welding Techniques, or other topics as approved
 - WLDG 2380 Cooperative Education - Welding Technologist
 - WLDG 2381 Cooperative Education - Welding Technologist
 - WLDG 2453 Advanced Pipe Welding
 - WLDG 2443 Advanced Shield Metal Arc Welding SMAW
 - WLDG 2447 Advanced Metallic Inert Gas (MIG) Welding
 - WLDG 2435 Advanced Layout and Design
and/or other topics and courses as selected and approved by the Welding Department.

CAPSTONE EXPERIENCE: Successful completion of a comprehensive exam and submission of a portfolio of various work completed as part of the Enhanced Skills Certificate.

VIII COURSE DESCRIPTIONS

Visit the Hill College website at
www.hillcollege.edu
and/or contact individual departments
for changes and updates.
COURSES OF INSTRUCTION

Explanation of Course Numbers

Hill College has joined with other junior/community colleges and universities in the State of Texas and has adopted the Texas Common Course Numbering System (TCCN). The

purpose of the new numbering system is to improve articulation and assist students who are transferring between participating institutions.

Each course is designated by a department title and a four digit number. The first of the four digits identifies the academic level of the course. Freshman or first year courses are designated by a "1", whereas sophomore or second year courses, "2". The second digit specifies the number of semester credit hours awarded for the completion of the course. The third and fourth digits distinguish the course within a program area. For example, ENGL 1301 would be a three semester credit English course normally taken during the freshman year.

AGRICULTURE

AGRI 1231. The Agriculture Industry. (2-0)

Provide an overview of the world of agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing. To provide insight regarding departmental and college programs and career opportunities in agriculture and natural resources.

AGRI 1307. Agronomy. (3-3)

Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control.

AGRI 1309. Computers in Agriculture. (2-2)

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software.

AGRI 1311. Dairy Science. (2-2)

A survey of the dairy industry including dairy breeds, standards for selection and culling, herd replacements, feeding, management, physiology, and health maintenance. Also included are food value for milk, tests for composition and quality, and use and processing of market milk and dairy products.

AGRI 1319. Introductory Animal Science. (3-3)

This course stresses the importance of scientific animal agriculture and the importance of livestock and meat industries. General factors involving selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses.

AGRI 1325. Marketing of Agriculture Products. (3-0)

Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. Including the different types of integration.

AGRI 2313. Plant Protection. (3-3)

Principles and practices of controlling and preventing economic loss caused by plant pests. Includes instruction in entomology, plant pathology, weed science, crop science, environmental toxicology, and related environmental protection measures.

AGRI 2317. Introduction to Agricultural Economics. (3-0)

Fundamental economic principles and their applications to the problems of the industry of agriculture. A study of basic economic concepts and our economic system of today. Survey of farm and ranch management, structure and operation of our marketing system. Other studies included will be agriculture pricing, marketing principles, finance government policies, and programs affecting the agricultural economy.

AGRI 2321. Livestock Evaluation I. (3-3)

A study of the types and breeds, market classes and grades of farm animals. Principles of evaluation include official grading, comparison judging, carcass contests progeny testing are emphasized, together with preparation of written justification of evaluations.

AGRI 2322. Livestock Evaluation II. (3-3)

A continuation of AGRI 2321. Consideration of the selection, evaluation and classification of livestock and livestock products is stressed.

AGRI 2330. Wildlife Conservation and Management. (3-1)

Principles and practices used in the production and improvement of wildlife resources for aesthetic, ecological, and recreational uses of public and private lands.

ANTHROPOLOGY

ANTH 2346. General Anthropology. (3-0)

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, and ethnology.

ART

ARTS 1301. Art Appreciation. (3-0)

Study of different types of visual art, focusing on the roles of art and artists in society throughout history. Topics include the elements and principles of art, an introduction to the different media, and critical evaluation.

ARTS 1303. Art History I. (3-0)

Architecture, sculpture, painting, and other visual arts from prehistoric time to the Renaissance. The relationship of art to religion, economic, political, social, and other culture patterns.

ARTS 1304. Art History II. (3-0)

Architecture, sculpture, painting, and other visual arts in relation to styles and culture patterns from the Renaissance to the present time.

ARTS 1311. Design I. (3-3)

Introduction to the fundamentals of two-dimensional design with an emphasis on creative expression using line, value, form, shape, space, texture, and color as it relates to environment.

ARTS 1312. Design II. (3-3)

Continued theory and practice of the principles of design with an introduction to three-dimensional design as it relates to environment and industry.

ARTS 1316. Drawing I. (3-3)

A beginning course investigating a variety of media, techniques and subjects including still-life, landscape, and architectural subjects, and exploring perceptual and descriptive possibilities with consideration of drawing as a development process as well as an end itself. The course is designed for art majors as well as for the student who wishes to increase their powers of observation and drawing skills for personal enjoyment.

ARTS 1317. Drawing II. (3-3)

A continuation of Drawing I using varied media including color in the study of natural and man-made forms with emphasis on line, value, textural surfaces, foreshortening, and related to contour, gestural, and modeled drawings.

ARTS 2313. Design Communications I.(Advertising Art I). (3-3)

Studio course in processes and techniques of advertising and commercial design. Introduction to basic terminology, tools, and media.

ARTS 2314. Design Communications II.(Advertising Art II). (3-3)

Further development of graphic design skills, techniques, and processes and their applicability to advertising and commercial design.

ARTS 2316. Painting I. (3-3)

An introduction to the basics of painting. Explores under painting, composition, color, and form through opaque and transparent paint techniques.

ARTS 2317. Painting II. (3-3)

In addition to the basic principle application, there will be concentration on individual techniques in the media of oil.

ARTS 2326. Metal Sculpture I. (3-3)

Exploration of ideas using sculpture media and techniques.

ARTS 2343. Studies in Contemporary Art. (3-3)

Examination of current concerns and practices of the visual arts. Study may include digital photography, mural painting, portfolio preparation, art for elementary/secondary teachers, printmaking, etc. (Note: May be repeated when topics vary. See schedule of classes)

ARTS 2348. Digital Art I. (3-3)

A studio art course that explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

ARTS 2349. Digital Art II. (3-3)

A continued exploration of the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. Prerequisite: ARTS 2348 or consent of the instructor.

ARTS 2356. Photography I. (3-3)

Introduction to the basics of black and white photography. Includes camera operation, techniques, knowledge of chemistry, darkroom skills and presentation. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.

ARTS 2357. Photography II. (3-3)
Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the black and white photographic process. Prerequisite: Photography I or its equivalent.

ARTS 2366. Water Color I. (3-3)
An introduction to the water color medium as a means of creative expression. Topics include transparency, technique, pigment selection, and paper preparation.

AUTOMOTIVE TECHNOLOGY

AUMT 1305. Introduction and Theory to Automotive Technology. (2-4)
An introduction to the automobile industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automobile maintenance. May be taught manufacture specific.

AUMT 1407. Automotive Electrical Systems. (2-8)
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer specific.

AUMT 1410. Automotive Brake Systems. (2-8)
Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer specific instructions.

AUMT 1416. Automotive Suspension and Steering System. (2-8)
A study of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer specific.

AUMT 1445. Automotive Heating and Air Conditioning. (2-8)
Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. May be taught manufacturer specific.

AUMT 2301. Automotive Management. (3-0)
Instruction in human relations, customer relations, and customer satisfaction. Emphasis on management techniques and building relationships between the service department and the customer.

AUMT 2380, 2381. Coop. Ed. – Automobile/ Automotive Mechanics/
Technology/Technician. (1-20)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

AUMT 2413. Automotive Drive Train and Axles. (2-8)
A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on the diagnosis and repair of transmissions/transaxles and drive lines. May be taught with manufacturer specific instructions.

AUMT 2417. Automotive Engine Performance Analysis I. (2-8)
Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught with manufacturer specific instructions.

AUMT 2421. Automotive Electrical Lighting and Accessories. (2-8)
Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific.

AUMT 2428. Automotive Service. (2-8)
Mastery of automotive vehicle service and component systems repair. Emphasis on mastering current automotive competencies covered in related courses. May be taught manufacturer specific.

AUMT 2434. Automotive Engine Performance Analysis II. (2-8)
A study of diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

AUMT 2443. Advanced Emission Systems Diagnostics. (2-8)
Diagnosis and repair of emission control systems with emphasis on the application of advanced diagnostic information, tools, and techniques. Course will include state and federal laws required for preparation for licensing. May be taught with manufacturer specific instructions.

BIOLOGY

BIOL 1322. Nutrition and Diet Therapy I. (3-0)
The 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. (3-3)
A study of the fundamental principles of biology. The course includes an introduction to the scientific method, physical and chemical properties of living systems, basic cellular processes, genetics, evolution, taxonomy and ecology. Biology for Science Majors.

BIOL 1407. Biology for Science Majors II. (3-3)
A continuation of the study of the fundamental principles of biology. This course covers (1) basic cellular metabolism, (2) plant function, organization, responses, and reproduction, (3) organ systems of higher animals, and (4) animal behavior. Prerequisite: BIOL 1406. Biology for Science Majors.

BIOL 1408. Biology for Non-Science Majors I. (3-3)

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

BIOL 1409. Biology for Non-Science Majors II. (3-3)
Continuation of BIOL 1408.

BIOL 1411. General Botany. (3-3)
A study of the biology of plants. The course includes an introduction to the methodology of science, the chemistry of protoplasm and cell structure and function. A survey of the major plant groups emphasizes taxonomy, morphology and ecological relationships. Flowering plants are examined in detail.

BIOL 1413. General Zoology. (3-3)
The biology of animals, from protozoa through the vertebrates. The survey of the principle animal groups is augmented with discussion of biological principles and a more detailed study of a representative vertebrate.

BIOL 2401. Anatomy and Physiology I. (3-3)
Structure and function of the human body--cell structure and function, tissues, survey of the structure and functions of the organ systems and a more detailed consideration of the integumentary, skeletal, muscular, and nervous systems.

BIOL 2402. Anatomy and Physiology II. (3-3)
Further study of the structure and function of the human body with a detailed consideration of the endocrine, circulatory, digestive, respiratory, urinary, and reproductive systems. Fluids and electrolytes are also covered. Prerequisite required: BIOL 2401.

BIOL 2406. Environmental Biology. (3-3)
A study of the effects of humans on natural environments. Course features include conservation, ecology, pollution, public policy, and local contemporary environmental issues. Offered in several formats, this course is heavily field-based involving numerous inquiry-based field trips. Prerequisite: One full year of biology with lab.

BIOL 2421. Microbiology (Bacteriology). (3-4)
Morphology, physiology, cultivation, identification and control of bacteria. Comparative study of the major groups of microorganisms. Consideration of the role of microorganisms in disease, food and milk, water sewage, air, soil and industrial areas.

BUSINESS ADMINISTRATION

Business Administration courses at Hill College include accounting, general business, business management, office administration, information processing, and word processing. Related business courses include economics, data processing, management development, and management internship.

Accounting

ACCT 2401. Principles of Accounting I - Financial. (3-3)

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.

ACCT 2402. Principles of Accounting II - Managerial. (3-3)

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: ACCT 2401.

ACNT 1303. Introduction to Accounting I. (2-3)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

ACNT 1304. Introduction to Accounting II. (2-3)

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

ACNT 1311. Introduction to Computerized Accounting. (2-4)

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

Business Administration/General Business

BUSG 1315. Small Business Operations. (3-0)

Aspects of operating a small business. Emphasizes management functions including how managers plan, exercise leadership, organize, and control the operations.

BUSG 1341. Small Business Financing. (3-0)

A study of the financial structure of a small business. Topics address business finance, including where the funds come from and what they are used for; budgeting including planning and preparing, record keeping, taxation, insurance, and banking.

BUSG 2305. Business Law/Contracts. (3-0)

Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

BUSG 2307. Legal and Social Environment of Business. (3-0)

The role of law in business and society including government regulations of business, legal reasoning, sources of law, social policy, legal institutions, antitrust, security regulations, consumer protection, environmental laws, worker health and safety, employment discrimination, and other laws affecting business.

BUSG 2309. Small Business Management. (3-0)

Starting and operating a small business. Includes facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

BUSG 2317. Business Law/Commercial. (3-0)
The relationships of law and business as they relate to commercial transactions.

BUSI 1301. Business Principles. (3-0)
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 1311. Salesmanship. (3-0)
Principles of personal salesmanship including methods and tasks applicable to a wide variety of industries and commercial settings. (According to WECM at the Texas Higher Education Coordinating Board, this course is scheduled for deletion in the Fall of 2010.)

BUSI 2301. Business Law. (3-0)
Principles of law which form the legal framework for business activity. Major topics covered are the legal and social environment of business including ethics, the Constitution, government regulation, international trade, administrative agencies, environmental law, consumer protection, crimes, torts, and computers.

Human Relations

HRPO 1305. Management and Labor Relations. (3-0)
The development and structure of the labor movement including labor legislation, collective bargaining, societal impact, labor/management relationships, and international aspects.

HRPO 1311. Human Relations. (3-0)
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO 2301. Human Resources Management. (3-0)
Behavioral and legal approaches to the management of human resources in organizations.

Management

BMGT 1301. Supervision. (3-0)
A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

BMGT 1305. Communications in Management. (3-0)
Basic theory and processes of communication skills necessary for the management of an organization's workforce.

BMGT 1323. Purchasing. (3-0)

A study of the purchasing process and the basis of sound purchasing decisions; materials management; selection and evaluation of suppliers/vendors; price, quality, and value determinants; and issues that require legal or ethical consideration.

BMGT 1325. Office Management. (3-0)
Systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills.

BMGT 1327. Principles of Management. (3-0)
Concepts, terminology, principles, theories, and issues in the field of management.

BMGT 1331. Production and Operations Management. (3-0)
Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation.

BMGT 2311. Management of Change. (3-0)
Knowledge, skills, and tools that enable a leader/organization to facilitate change in a proactive participative style.

BMGT 2341. Strategic Management. (3-0)
A study of the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

BMGT 2347. Critical Thinking & Problem Solving. (3-0)
Instruction in interpreting data for effective problem solving and recommending corrective action with emphasis on a structured approach to critical thinking and problem solving in a team environment.

BMGT 2382, 2383. Coop. Ed: Business Administration & Management, General. (1-20)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

BMGT 2588, 2589. Internship: Business Administration/ Management, General (0-21)
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.

Marketing

MRKG 1302. Principles of Retailing. (3-0)
Introduction to the retailing environment, types of retailers, current trends, the employment of retailing techniques, and factors that influence retailing.

MRKG 1311. Principles of Marketing. (3-0)
Introduction to the marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MRKG 2333. Principles of Selling. (3-0)
Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople.

MRKG 2348. Marketing Research and Strategies. (3-0)
A simulated marketing environment for experience in marketing decision-making. Provides practical experiences in analyzing marketing cases. Includes dynamic interrelationships among marketing price, channels of distribution, promotion, and product responsibility.

MRKG 2349. Advertising and Sales Promotion. (3-0)
Integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

Office Administration/Information Processing/Word Processing
(See Computer Science and Information Processing)

Quality Control

QCTC 1301. Total Quality Management. (3-1)
The study of integrating work processes using team participation through employee empowerment and teamwork emphasizing the philosophy of customer service and satisfaction.

QCTC 1305. Teaming. (3-0)
A study in group dynamics, synergy, team building, consensus decision making, active listening skills, win/win resolution, confrontation skills, creativity, and brainstorming. Examination of team presentation skills, overall team communication, and resolving personality conflicts.

CHEMISTRY

CHEM 1406. Introductory Chemistry I (Allied Health Emphasis). (3-3)
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiology chemistry, and environmental/consumer chemistry. Designed for allied health and non-science students.

CHEM 1411. General Chemistry I. (3-3)
General principles, fundamental laws, concepts, and theories of inorganic chemistry. A foundation course to prepare the student for further work in the sciences. Prerequisite: MATH 1314 or a higher level mathematics course, or concurrent enrollment in MATH 1314, or consent of the instructor.

CHEM 1412. General Chemistry II. (3-3)
Further exploration of chemical principles. Laboratory emphasis on analytical procedures. Prerequisite: CHEM 1411 or consent of instructor.

CHEM 2423. Organic Chemistry I. (3-3)

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs.

CHILD CARE & DEVELOPMENT A Flexible Entry Program

CDEC 1303. Families, School, & Community. (3-0)

Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1311. Educating Young Children. (3-0)

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1313. Curriculum Resources for Early Childhood Programs. (2-4)

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

CDEC 1318. Wellness of the Young Child. (2-2)

Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1319. Child Guidance. (2-4)

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Practical application through direct participation with children.

CDEC 1354. Child Growth and Development. (3-0)

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

CDEC 1356. Emergent Literacy for Early Childhood. (3-0)

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum.

CDEC 1358. Creative Arts for Early Childhood. (2-3)

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 1421. Infant and Toddler. (3-3)

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, appropriate environments, materials and activities, and teaching/guidance techniques.

CDEC 1459. Children with Special Needs. (3-3)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. Prerequisite: CDEC 1354 or PSYC 2314 or consent of instructor.

CDEC 1494. Special Topics in Child Care/Provider/Assistant. (2-5)

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. Prerequisite: CDEC 2441 or 9 hours of CDEC course work or consent of the instructor.

CDEC 1496. Special Topics in Child Care & Support Services Mgmt. (2-5)

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 students. Prerequisite: Sophomore standing and 34 hours of CDEC course work or consent of the instructor.

CDEC 2307. Math and Science for Early Childhood. (2-4)

An exploration of principles, methods, and materials for teaching young children math and science concepts and process skills through discovery and play.

CDEC 2366. Practicum (or Field Experience)-
Child Care Provider/Assistant. (0-21)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: CDEC 2441 or concurrent enrollment or consent of instructor.

CDEC 2426. Administration of Programs for Children I. (3-3)

Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: Sophomore standing and 34 hours of CDEC course work or consent of the instructor.

CDEC 2428. Administration of Programs for Children II. (3-3)

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. Prerequisite: Sophomore standing and 34 hours of CDEC course work or consent of the instructor.

CDEC 2441. The School Age Child. (3-3)
A study of age appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques. Prerequisite: CDEC 1421 or consent of instructor.

EDUC and TECA courses listed under EDUCATION

COMMUNICATION

COMM 2301. Intro. to Technology & Human Communication. (3-0)
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 2302. Principles of Journalism. (3-0)
Exploration of ethical and legal boundaries as well as issues and problems facing today's journalist.

COMM 2304. Introduction to Cinematic Production. (3-0)
Basic single-camera production concepts and techniques.

COMM 2305. Editing and Layout. (3-3)
Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

COMPUTER SCIENCE and OFFICE ADMINISTRATION TECHNOLOGY

ARTC 1313. Digital Publishing I. (3-3)
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

ARTC 1325. Introduction to Computer Graphics. (3-3)
A survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia.

ARTC 1353. Computer Illustration. (3-3)
Use of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations or drawings.

ARTC 1417. Design Communication I. (3-3)
Study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images and other design elements, and developing computer skills in industry standard computer programs.

ARTC 2335. Portfolio Development for Graphic Design. (3-3)
Preparation of a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study.

- ARTV 1211. Storyboard. (2-2)
Techniques of storyboarding including organizing a project's content and arranging it in a visual format.
- ARTV 1341. 3-D Animation I. (3-3)
Intermediate level 3-D course introducing animation tools and techniques used to create movement. Emphasis on using the principles of animation.
- ARTV 1343. Digital Sound. (3-3)
Digitizing sound and incorporating it into multimedia or web titles for various delivery systems. Emphasizes compression issues, sampling, synchronizing, and resource management.
- ARTV 1345. 3-D Modeling and Rendering I. (3-3)
Techniques of three-dimensional (3-D) modeling utilizing industry standard software. Includes the creation and modification of 3-D geometric shapes, use of a variety of rendering techniques, camera, light sources, texture, and surface mapping.
- ARTV 1351. Digital Video. (3-3)
Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation.
- ARTV 2335. Portfolio Development for Animation. (3-3)
A course in the development of a professional portfolio to showcase the student's skills in animation. Includes self-promotion, resumes, portfolio distribution, and interview techniques.
- ARTV 2341. Advanced Digital Video. (3-3)
Advanced digital video techniques for post-production. Emphasizes 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.
- ARTV 2351. 3-D Animation II. (3-3)
Advanced level 3-D course utilizing animation tools and techniques used to create movement. Emphasis on advanced animation techniques.
- BCIS 1305. Business Computer Applications. (3-2)
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.
- COSC 1309. Logic Design. (3-3)
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 1320. "C" Programming. (3-3)
Introduction to computer programming in the "C" programming language. Emphasis on the fundamentals of structured design, development, testing, implementation, and

documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

COSC 1436. Programming Fundamentals I. (3-3)

Introduces the fundamental concepts of structure 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. Prerequisite: BCIS 1305 or consent of the instructor.

COSC 1437. Programming Fundamentals II. (3-3)

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisite: COSC 1436 or consent of the instructor.

COSC 2425. Computer Organization and Machine Language. (3-3)

Basic computer organization; machine cycle, digital representation of data and instructions, assembly language programming, assembler, loader, macros, subroutines, and program linkages. Prerequisite: COSC 1436 or consent of the instructor.

COSC 2436. Programming Fundamentals III. (3-3)

Further applications of programming techniques introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. Prerequisite: COSC 1437 or consent of the instructor.

CPMT 2302. Home Technology Integration. (3-3)

Integration and maintenance of various home technology subsystems. Includes home automation, security and surveillance, home networks, video and audio networks, and structured wiring.

HITT 1305. Medical Terminology I. (2-4)

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.

IMED 1301. Introduction to Multimedia. (3-3)

A survey of the 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. Emphasis on conceptualizing and producing effective multimedia presentations.

IMED 1316. Web Design I. (3-3)

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.

IMED 1345. Interactive Multimedia I. (3-3)

Exploration of the use of graphics and sound to create interactive multimedia applications and/or animations using industry standard authoring software.

- IMED 2311. Portfolio Development. (3-3)
Preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques.
- IMED 2345. Interactive Multimedia II. (3-3)
Instruction in the use of scripting language to create interactive multimedia applications. Topics include building a user interface, writing script, testing, and debugging.
- IMED 2359. Interactive Web Elements. (3-3)
Production of projects using current web development tools that may incorporate dynamic data, web graphics, animation, video and audio streaming.
- IMED 2409. Internet Commerce. (3-3)
An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include dynamic data integration, data collection, and on-line transactions.
- INEW 2438. Advanced JAVA Programming. (3-3)
A continuation of Java programming techniques such as serves, and advanced graphical functions. Prerequisite: ITSE 2417 or consent of the instructor.
- ITCC 1310. Cisco Discovery 1: Networking for Home & Small Businesses. (3-3)
This introductory course teaches students the skills needed to obtain entry-level home and small business network installer jobs, network technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras.
- ITMT 1400. Implementing and Supporting Microsoft Windows XP Professional. (3-3)
Addresses the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows XP Professional in a variety of stand-alone and network operating system environments. In-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of Windows XP Professional.
- ITMT 1440. Managing & Maintaining a Microsoft Windows Server 2003 Environment. (3-3)
Managing accounts and resources, maintaining server resources, monitoring server performance, and safeguarding data in a Microsoft Windows Server 2003 environment.
- ITMT 1450. Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services. (3-3)
Implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access.

ITMT 2400. Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure. (3-3)

Windows Server 2003 directory service environment. Includes forest and domain structure; Domain Name System (DNS); site topology and replication; organizational unit structure and delegation of administration; Group Policy; and user, group, and computer account strategies.

ITMT 2430. Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure. (3-3)

Designing a Microsoft Active Directory service and network infrastructure for a Microsoft Windows Server 2003 environment. Intended for systems engineers who are responsible for designing directory service and/or network infrastructures.

ITMT 2440. Designing Security for Microsoft Networks. (3-3)

Assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. Includes decision-making skills through an interactive tool that simulates real-life scenarios. Focuses on collecting information and sorting through details to resolve a given security requirement.

ITMT 2446. Implementing & Administering Security in a Microsoft Windows Server 2003 Network. (3-3)

Addresses the Microsoft Certified Systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE) skills path for information technology security practitioners. Focuses on Microsoft Windows Server 2003 infrastructure solutions. Includes client-focused content where appropriate. Provides functional skills in planning and implementing infrastructure security.

ITNW 1337. Introduction to the Internet. (2-4)

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of the emerging technologies of the Internet.

ITNW 1380. Cooperative Education - Computer Systems Networking and Telecommunications. (1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

ITNW 1425. Fundamentals of Networking Technologies. (3-3)

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

ITSC 1305. Introduction to PC Operating Systems. (2-4)

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

ITSC 1307. UNIX Operating System I. (2-4)

Introduction to the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Includes introductory system management concepts.

ITSC 1309. Integrated Software Applications I. (2-4)
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

ITSC 1325. Personal Computer Hardware. (2-4)
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

ITSC 1380. Cooperative Education - Computer and Information Sciences, General. (1-20)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

ITSC 2321. Integrated Software Applications II. (2-4)
Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation software.

ITSC 2435. Application Software Problem Solving. (3-3)
Utilization of appropriate application software to solve advanced problems and generate customized solutions.

ITSE 1329. Programming Logic and Design. (3-0)
Problem-solving applying structured techniques and representation of algorithms using design tools. Includes testing, evaluation, and documentation.

ITSE 1350. System Analysis and Design. (2-4)
Introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools.

ITSE 1407. Introduction to C++ Programming. (3-3)
Introduction to computer programming using C++. Emphasis on the fundamentals of object-oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

ITSE 1418. Introduction to COBOL Programming. (3-3)
Introduction to computer programming using COBOL. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

ITSE 1431. Introduction to Visual BASIC Programming. (3-3)
Introduction to computer programming using Visual Basic. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

- ITSE 2417. JAVA Programming. (3-3)
Introduction to object-oriented Java programming including the fundamental syntax and semantics of Java for applications and web applets.
- ITSE 2421. Object-Oriented Programming. (3-3)
Introduction to object-oriented programming. Emphasis on the fundamentals of design with classes, including development, testing, implementation, and documentation.
- ITSE 2431. Advanced C++ Programming. (3-3)
Further application of C++ programming techniques including file access, abstract data structures, class inheritance, and other advanced techniques.
- ITSE 2437. Assembly Language Programming. (3-3)
Comprehensive coverage of low-level computer operations and architecture. Includes design, development, testing, implementation, and documentation of programs; language syntax; data manipulation; input/output devices and operations; and file access.
- ITSE 2449. Advanced Visual BASIC Programming. (3-3)
Advanced Visual Basic programming including file access methods, data structures, modular programming, program testing and documentation.
- ITSE 2451. Advanced COBOL Programming. (3-3)
Further applications of programming techniques using COBOL, including file access methods, data structures and modular programming, program testing and documentation.
- ITSE 2457. Advanced Object-Oriented Programming. (3-3)
Application of advanced object-oriented programming techniques such as abstract data structures, call inheritance, polymorphism, and exception handling. Prerequisite: ITSE 2421 or consent of the instructor.
- ITSW 1301. Introduction to Word Processing. (2-4)
An overview of the production of documents, tables, and graphics.
- ITSW 1304. Introduction to Spreadsheets. (2-4)
Instruction in the concepts, procedures, and application of electronic spreadsheets. Importance of electronic spreadsheets.
- ITSW 1307. Introduction to Database. (2-4)
Introduction to database theory and the practical applications of a database.
- ITSW 1310. Introduction to Presentation Graphics Software. (2-4)
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 1301 or BCIS 1305 or consent of the instructor.
- ITSW 2334. Advanced Spreadsheets. (2-4)
Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions.
- ITSY 1400. Fundamentals of Information Security. (3-3)

An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.

ITSY 1442. Information Technology Security. (3-3)

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

ITSY 2400. Operating System Security. (3-3)

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards.

ITSY 2401. Firewalls and Network Security. (3-3)

Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

ITSY 2430. Intrusion Detection. (3-3)

Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team.

ITSY 2442. Incident Response and Handling. (3-3)

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.

ITSY 2443. Computer System Forensics. (3-3)

In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach.

MDCA 1343. Medical Insurance. (2-4)

Emphasizes medical office coding procedures for payment/reimbursement by patient or third party.

MRMT 1307. Medical Transcription I. (2-4)

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 ITSW 1301 or consent of the instructor.

PHTC 1300. Photo Digital Imaging I. (3-3)

Computer and software instruction for electronic imaging. Includes color, gray scale, image conversion, presentation, and ethics.

PHTC 2349. Photo Digital Imaging II. (3-3)
Continued skill development in the use of the computer and software for photographic manipulation and output. Prerequisite: PHTC 1300 or consent of the instructor.

POFI 1401. Computer Applications I. (3-3)
Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

POFI 2331. Desktop Publishing. (2-4)
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: ITSW 1301 or consent of the instructor.

POFI 2340. Advanced Word Processing. (2-4)
Advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. Prerequisite: ITSW 1301 or consent of the instructor.

POFM 1302. Medical Software Applications. (2-4)
Medical software applications for the management and operation of health care information systems.

POFM 1309. Medical Office Procedures. (2-4)
Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, correspondence, and business transactions. Emphasis on human relations and customer service skills. Prerequisite: POFT 1329 and ITSW 1301 or consent of the instructor.

POFM 1327. Medical Insurance. (2-4)
Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

POFM 1380. Cooperative Education - Medical Administrative/Executive Assistant and Medical Secretary. (1-20)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

POFM 1381. Cooperative Education - Medical Administrative/Executive Assistant and Medical Secretary. (1-20)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

- POFT 1220. Job Search Skills. (2-0)
Skills to seek and obtain employment in business and industry.
- POFT 1301. Business English. (2-4)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.
- POFT 1307. Proofreading and Editing. (3-0)
Instruction in proofreading and editing skills necessary to assure accuracy in business documents.
- POFT 1309. Administrative Office Procedures I. (2-4)
Study of current office procedures, duties, and responsibilities applicable to an office environment.
- POFT 1319. Records and Information Management I. (3-0)
Introduction to basic records information management filing systems including manual and electronic filing.
- POFT 1321. Business Math. (2-4)
Fundamentals of business mathematics including analytical and critical thinking skills.
- POFT 1329. Beginning Keyboarding. (2-4)
Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.
- POFT 1349. Administrative Office Procedures II. (2-4)
In depth coverage of office procedures with emphasis on decision making, goal setting, management theories, and critical thinking. Prerequisite: POFT 1309 or consent of the instructor.
- POFT 1380. Cooperative Education - Administrative Assistant/Secretarial
Science, General. (1-20)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
- POFT 1381. Cooperative Education - Administrative Assistant/Secretarial
Science, General. (1-20)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
- POFT 2301. Intermediate Keyboarding. (2-4)
A continuation of keyboarding skills emphasizing acceptable speed, and accuracy levels and formatting documents. Prerequisite: POFT 1329 or consent of the instructor.
- RTVB 2330. Film and Video Editing. (3-3)

Film and broadcast editing for the preparation and completion of shorts, trainers, documentaries, and features.

COSMETOLOGY A Flexible Entry Program

CSME 1348. Principles of Skin Care. (2-4)
An introduction of the theory and practice of skin care.

CSME 1401. Orientation to Cosmetology. (2-8)
An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1405. Fundamentals of Cosmetology. (2-8)
A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out.

CSME 1420. Orientation to Facial Specialist. (2-5)
An overview of the skills and knowledge necessary for the field of facials and skin care.

CSME 1421. Principles of Facial/Esthetic Technology I. (2-5)
An introduction to the principles of facial/esthetic technology. Topics include anatomy, physiology, theory, and related skills of facial/esthetic technology.

CSME 1430. Orientation to Nail Technology. (3-6)
An overview of the fundamental skills and knowledge necessary for the field of nail technology.

CSME 1431. Principles of Nail Technology I. (3-6)
A course in the principles of nail technology. Topics include anatomy, physiology, theory, and related skills of nail technology.

CSME 1434. Cosmetology Instructor I. (2-6)
The fundamentals of instructing cosmetology students. Prerequisite: Valid operator license, Texas Department of Licensure and Regulation.

CSME 1435. Orientation to the Instruction of Cosmetology. (2-6)
An overview of the skills and knowledge necessary for the instruction of cosmetology students. Prerequisite: Valid operator license, Texas Department of Licensure and Regulation.

CSME 1441. Principles of Nail Technology II. (3-6)
A continuation of the concepts and principles of nail technology. Topics include advanced instruction in anatomy, physiology, theory, and related skills of nail technology.

CSME 1451. Artistry of Hair, Theory and Practice. (2-8)
Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. Pre/co requisite-Orientation to Cosmetology.

CSME 1453. Chemical Reformation and Related Theory. (2-8)
Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. Pre/co requisite-Orientation to Cosmetology.

- CSME 1492. Special Topics in Cosmetology Instruction. (4-0)
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 is designed to be repeated multiple times to improve student proficiency.
- CSME 1493. Special Topics in Cosmetic Services, General. (4-0)
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 is designed to be repeated multiple times to improve student proficiency.
- CSME 1543. Manicuring and Related Theory. (2-8)
Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Pre/co requisite-Orientation to Cosmetology.
- CSME 1545. Principles of Facial/Esthetic Technology II. (2-9)
A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial/esthetic technology.
- CSME 1547. Principles of Skin Care/Facials and Related Theory. (2-8)
In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Pre/co requisite-Orientation to Cosmetology.
- CSME 2337. Advanced Cosmetology Techniques. (2-4)
Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. Pre/co requisite-Fundamentals of Cosmetology.
- CSME 2343. Salon Development. (3-0)
Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping.
- CSME 2401. The Principles of Hair Coloring and Related Theory. (2-8)
Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color. Pre/co requisite-Orientation to Cosmetology.
- CSME 2414. Cosmetology Instructor II. (2-6)
A continuation of the fundamentals of instruction of cosmetology students. Prerequisite: Valid operator license, Texas Department of Licensure and Regulation.
- CSME 2415. Cosmetology Instructor III. (2-6)
Presentation of lesson plan assignments and evaluation techniques. Prerequisite: Valid Texas Department of Licensing and Regulation license.
- CSME 2439. Advanced Hair Design. (2-8)

Advanced concepts in the theory and practice of hair design. Pre/co requisite-Orientation to Cosmetology.

CSME 2444. Cosmetology Instructor IV. (2-6)
Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques. Prerequisite: Valid Texas Department of Licensing and Regulation license.

CSME 2445. Instructional Theory and Clinic Operation. (1-6)
An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Prerequisite: Valid Texas Department of Licensing and Regulation license.

CSME 2530. Nail Enhancement. (2-9)
A course in the theory, application, and related technology of artificial nails. Pre/co requisite-Orientation to Nail Technology.

CSME 2531. Principles of Facials/Esthetic Technology III. (2-9)
Advanced concepts and principles of skin care and other related technologies.

CSME 2541. Preparation for the State Licensing Examination. (3-6)
Preparation for the state licensing examination.

FSHN 2309. Fashion Image. (3-0)
Instruction in the techniques used to analyze the fashion image of individual clients. Emphasis on personal coloring, seasonal color harmonies, appropriate fabric textures, body proportion and silhouette, figure, facial and hair analysis, and wardrobe coordination. Study of fashion image consultant business practices and job qualifications.

NUPC 2230. Infection Control and Aseptic Techniques. (2-0)
Review and update information related to infection control and aseptic techniques. Discussion of means of transmission, common signs and symptoms, and available treatments for communicable diseases commonly found in healthcare. Study of the standard precaution categories differentiating between standard precautions and transmission-based precautions. Includes discussion of sterile and aseptic techniques.

CRIMINAL JUSTICE

Criminal Justice - Field of Study

CRIJ 1301. Introduction to Criminal Justice. (3-0)
History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.

CRIJ 1306. Court Systems and Practices. (3-0)
Study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

CRIJ 1307. Crime in America. (3-0)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

CRIJ 1310. Fundamentals of Criminal Law. (3-0)
Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.

CRIJ 1313. Juvenile Justice System. (3-0)
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CRIJ 2301. Community Resources in Corrections. (3-0)
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

CRIJ 2313. Correctional Systems and Practices. (3-0)
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

CRIJ 2314. Criminal Investigation. (3-0)
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CRIJ 2323. Legal Aspects of Law Enforcement. (3-0)
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

CRIJ 2328. Police Systems and Practices. (3-0)
The police profession; organization of law enforcement systems; the police role; police discretion; ethics; policy-community interaction; current and future issues.

Criminal Justice Studies

CJSA 1308. Criminalistics I. (3-0)
Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.

CJSA 1312. Crime in America. (3-0)
American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime.

CJSA 1313. Court Systems & Practices. (3-0)

The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing.

CJSA 1317. Juvenile Justice System. (3-0)

The study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CJSA 1322. Introduction to Criminal Justice. (3-0)

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

CJSA 1327. Fundamentals of Criminal Law. (3-0)

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.

CJSA 1342. Criminal Investigation. (3-0)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CJSA 1347. Police Organization and Administration. (3-0)

Study of the principles of organizational structure and administration. Topics include theories of management, motivation, and leadership. Focus on a quality approach toward police community interaction.

CJSA 1359. Police Systems and Practices. (3-0)

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

CJSA 2300. Legal Aspects of Law Enforcement. (3-0)

Police authority; responsibilities; constitutional constraints; laws of arrest, search and seizure; police liability.

CJSA 2302. Police Management, Supervision, & Related Topics. (3-0)

Techniques and theories regarding dealing with people, their performance and problems. Topics include basic supervision, leadership, time management, first-line supervision, and management by objectives.

CJSA 2334. Contemporary Issues in Criminal Justice. (3-0)

A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve.

CJSA 2335. First Line Police Supervision. (3-0)

Development of supervision techniques and practices for the first-line supervisor and development of desirable traits of a supervisor with emphasis on individual and group leadership. Special emphasis on the balance between the individual and the organization.

CJSA 2389. Criminal Justice/Safety Studies (0-9)
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.

Corrections/Correctional Administration

CJCR 1304. LE - Probation & Parole. (3-0)
A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.

CJCR 1307. LE - Correctional Systems & Practices. (3-0)
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

CJCR 2324. LE - Community Resources in Corrections. (3-0)
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community program; legal issues; future trends in community treatment.

Law Enforcement/Police Science

CJLE 1253. Texas Peace Officer Review. (2-0)
Identification of the components of the Texas Commission on Law Enforcement (TCLEOSE) learning objectives in the Basic Peace Officer curriculum. Includes knowledge, skills, attitudes, and behaviors pertinent to a law enforcement career. Capstone of TCLEOSE Course 1000.

CJLE 1327. Interviewing & Report Writing for Criminal Justice Professions. (3-0)
Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports.

CJLE 2384, 2385. Coop. Ed. – Criminal Justice/Police Science. (1-20)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

CJLE 2420. Texas Peace Officer Procedures. (3-4)
Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. ***Students who complete 7 TCLEOSE-approved academic CRIJ courses and the 4 sequence courses (for a total of 11 TCLEOSE academic licensing requirements) may be certified to sit for the TCLEOSE licensing exam upon completion of college/university degree.

CJLE 2421. Texas Peace Officer Law. (3-4)

Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. ***Students who complete 7 TCLEOSE-approved academic CRIJ courses and the 4 sequence courses (for a total of 11 TCLEOSE academic licensing requirements) may be certified to sit for the TCLEOSE licensing exam upon completion of college/university degree.

CJLE 2522. Texas Peace Officer Skills. (3-6)

Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. ***This is one of a sequence of three courses that may be offered by colleges approved by TCLEOSE to offer the academic licensing eligibility program. Students who complete 7 TCLEOSE-approved academic CRIJ courses and the 3 sequence courses (for a total of 10 TCLEOSE academic licensing requirements) May be certified to sit for the TCLEOSE licensing exam. Approval by the designated college departmental administrator is required.

Drug and Alcohol Abuse Counseling

DAAC 1309. Assessment Skill of Alcohol and Other Drug Addictions. (3-0)

Examines procedures and tools used to identify and assess a client's strengths, weaknesses, problems, and needs.

DAAC 1311. Counseling Theories. (3-0)

An examination of the major theories and current treatment modalities used in the field of counseling.

DAAC 1317. Basic Counseling Skills. (3-0)

Presents the basic counseling skills necessary to develop an effective helping relationship with clients.

DAAC 1319. Introduction to Alcohol & Other Drug Addictions. (3-0)

Provides an overview of causes and consequences of addiction as they relate to the individual, family, community, and society. Overview of alternatives regarding prevention, intervention, and treatment. Includes explanation of competencies and requirements for licensure in Texas. Identifies addiction issues related to diverse populations.

DAAC 1567. Practicum (or Field Experience) - Substance Abuse/
Addiction Counseling (3-12)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DAAC 2301. Therapeutic Communities in a Criminal Justice Setting. (3-0)

Provides an overview of the use of therapeutic communities as an approach in rehabilitation of incarcerated substance abuse.

DAAC 2307. Addicted Family Intervention. (3-0)

Present family as a dynamic system focusing on the effects of addiction on family roles, rules, and behavior patterns. Includes the effects of mood altering substances, behaviors, and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

DAAC 2314. Counseling Alcohol and Other Drug Addictions. (3-0)
Special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Development and utilization of advanced treatment planning and management. Includes review of confidentiality and ethical issues.

DAAC 2330. Multicultural Counseling. (3-0)
Characteristics of minorities and diverse populations encountered by counselors. Includes issues among those groups which affect the counseling process.

DAAC 2354. Dynamics of Group Counseling. (3-0)
Exploration of group counseling skills, techniques, and stages of group development.

DAAC 2366. Practicum (or Field Experience) - Substance Abuse/
Addiction Counseling. (0-21)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DAAC 2563. Clinical - Substance Abuse/Addiction Counseling. (1-20)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

PSYT 1329. Interviewing and Communication Skills. (3-0)
Development of the basic communication skills necessary to develop an effective helping relationship with clients. Topics include counseling techniques such as intake interviewing, relationship building, problem identification and resolution. Emphasis on importance of effective oral communications.

PSYT 2321. Crisis Intervention. (3-0)
A study of the principles and theories in assisting the individual in a crisis situation. Topics include coping skills to increase potential reinstatement of equilibrium to an individual's lifestyle and suicide prevention.

DIAGNOSTIC MEDICAL SONOGRAPHY

DMSO 1160. Clinical-Sonography Techniques. (0-6)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DMSO 1210. Introduction to Sonography. (2-1)
An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession.

DMSO 1302. Basic Ultrasound Physics. (3-0)
Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

- DMSO 1342. Intermediate Ultrasound Physics. (2-2)
Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis.
- DMSO 1355. Sonographic Pathophysiology. (3-0)
Pathology and pathophysiology of the abdominal structures visualized with ultrasound. Includes abdomen, pelvis, and superficial structures.
- DMSO 1361. Clinical. (0-16)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
- DMSO 1441. Abdominopelvic Sonography. (3-2)
Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols.
- DMSO 1451. Sonographic Sectional Anatomy. (3-2)
Sectional anatomy of the male and female body. Includes anatomical relationships of organs, vascular structures, and body planes and quadrants.
- DMSO 1460. Clinical. (0-20)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
- DMSO 2130. Advanced Ultrasound and Review. (0-4)
Knowledge, skills, and professional values within a legal and ethical framework addressing emerging technologies and professional development.
- DMSO 2243. Advanced Ultrasound Principles & Instrumentation. (1-2)
Theory and application of ultrasound principles. Includes advances in ultrasound technology.
- DMSO 2245. Advanced Sonographic Practices. (2-0)
Exploration of advanced sonographic procedures and emerging ultrasound applications.
- DMSO 2342. Sonography of High Risk Obstetrics. (2-2)
Maternal disease and fetal abnormalities. Includes scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.
- DMSO 2405. Sonography of Obstetrics/Gynecology. (3-4)
Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.
- DMSO 2460. Clinical. (0-24)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

VASCULAR TECHNOLOGY

DSVT 1300. Principles of Vascular Technology. (2-2)
Introduction to non-invasive vascular technology modalities. Includes 2D imaging, Doppler, plethysmography, and segmental pressures. Emphasis on performing basic venous and arterial imaging and non-imaging exams.

DSVT 2200. Vascular Technology Applications. (1-2)
Non-invasive vascular technology. Includes 2-D imaging, Doppler, plethysmography, and segmental pressures. Emphasizes protocols for performing basic venous and arterial imaging and non-imaging exams.

DSVT 2335. Advanced Non-Invasive Vascular Technology. (2-2)
Non-Invasive vascular concepts. Includes harmonics, contrast, power Doppler, digital intraoperative, intravascular, abdominal vascular, graft surveillance, vascular interventions, and research. Emphasizes extensive review of case studies, technical reporting, preliminary interpretation, and registry review.

DSVT 2461. Clinical. (0-20)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DRAFTING AND DESIGN A Flexible Entry Program

DFTG 1305. Technical Drafting. (1-5)
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views. Prerequisite: DFTG 1325 Blueprint Reading and Sketching or consent of instructor.

DFTG 1309. Basic Computer Aided Drafting. (1-5)
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Prerequisite: DFTG 1305 or consent of the instructor.

DFTG 1310. Specialized Basic Computer Aided Drafting. (1-5)
A supplemental course to Basic Computer Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings. Prerequisite: DFTG 1309 or consent of the instructor.

DFTG 1313. Drafting for Specific Occupations. (1-5)
Discussion of theory and practice with drafting methods and the terminology required to prepare working drawings in various occupational fields.

DFTG 1315. Architectural Blueprint Reading. (1-5)
The fundamentals of blueprint reading for the construction industry will be examined.

DFTG 1317. Architectural Drafting – Residential. (1-5)
Architectural drafting procedures, practices, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods. Prerequisite: DFTG 1305 or consent of the instructor.

DFTG 1325. Blueprint Reading and Sketching. (1-5)
An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.

DFTG 1329. Electro/Mechanical Drafting. (1-5)
A basic course including layout and design of electro-mechanical equipment from engineering notes and sketches. Emphasis on drawing of electronic enclosures, interior hardware, exterior enclosures, detailed and assembly drawings with a parts list, and flat pattern layouts. Prerequisite: DFTG 1309 or consent of the instructor.

DFTG 1333. Mechanical Drafting. (1-5)
Study of detail drawings with dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings. Prerequisite: DFTG1309 Basic Computer Aided Drafting or consent of the instructor.

DFTG 1358. Electrical/Electronics Drafting. (1-5)
Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. Prerequisite: DFTG 1309 or consent of the instructor.

DFTG 2300. Intermediate Architectural Drafting – Residential. (1-5)
Continued application of principles and practices used in residential construction. Prerequisite: DFTG 1317 or consent of the instructor.

DFTG 2302. Machine Drafting. (1-5)
Production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit dimensioning and surface finishes. Prerequisite: DFTG1309 Basic Computer Aided Drafting or consent of the instructor.

DFTG 2306. Machine Design. (1-5)
Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components.

DFTG 2312. Technical Illustration and Presentation. (1-5)
Study of pictorial drawings including isometrics, oblique's, perspectives, charts, and graphs. Emphasis on rendering and using different media. Prerequisite: DFTG 1305 Technical Drafting or consent of the instructor

DFTG 2313. Basic Integrated Circuit Design. (1-5)
The study of layout and design of integrated circuits. Prerequisite: DFTG1358 Electrical/Electronics Drafting or consent of the instructor.

- DFTG 2317. Descriptive Geometry. (1-5)
Graphical solutions to problems involving points, lines, and planes in space. Prerequisite: DFTG 1309 Basic Computer Aided Drafting or consent of the instructor
- DFTG 2319. Intermediate Computer Aided Drafting. (1-5)
A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3d. Prerequisite: DFTG 1309 Basic Computer Aided Drafting or consent of the instructor
- DFTG 2321. Topographical Drafting. (1-5)
Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses. Prerequisite: DFTG 1305 or consent of the instructor.
- DFTG 2323. Pipe Drafting. (1-5)
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Prerequisite: DFTG 1305 or consent of the instructor.
- DFTG 2327. Landscape Drafting. (1-5)
A study of site planning and landscape design. Prerequisite: DFTG 1309 or consent of the instructor.
- DFTG 2328. Architectural Drafting – Commercial. (1-5)
Architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Prerequisite: DFTG 1317 or consent of the instructor.
- DFTG 2330. Civil Drafting. (1-5)
An in-depth study of drafting methods and principles used in civil engineering. Prerequisite: DFTG 1305 or consent of the instructor.
- DFTG 2332. Advanced Computer – Aided Drafting. (1-5)
Advanced techniques, including the use of a customized system. Presentation of advanced drawing applications, such as three-dimensional solids modeling and linking graphic entities to external non-graphic data. Prerequisite: DFTG 2319 or consent of the instructor.
- DFTG 2336. Computer – Aided Drafting Programming. (1-5)
Use of programming language to enhance CAD software. Prerequisite: DFTG 1305, 1309, and 2319 or consent of the instructor.
- DFTG 2338. Final Project – Advanced Drafting. (1-5)
A drafting course in which students participate in a comprehensive project from conception to conclusion. Prerequisite: DFTG 1305, 1309, and 2319 or consent of the instructor.
- DFTG 2340. Solid Modeling/Design. (1-5)
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Prerequisite: DFTG 2319 or consent of the instructor.
- DFTG 2350. Geometric Dimensioning and Tolerancing. (1-5)

Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings. Prerequisite: DFTG 1305 or consent of the instructor.

DFTG 2356. Advanced Printed Circuit Board Design. (1-5)
Course includes the layout of surface mounted components and integrated circuit modular design, emphasizing the design and drawing layouts required to produce surface mounted components and integrated circuit modular printed circuit boards. Prerequisite: DFTG 2332 or consent of the instructor.

DFTG 2358. Advanced Machine Design. (1-5)
Design process skills for the production of complete design package, which includes jig and fixture design, extrusion dies, and injection mold design. Prerequisite: DFTG 2306 and 2332 or consent of the instructor.

DRAMA

DRAM 1120, 1121. Drama Participation. (3-3)
A participation course to aid students in finding an outlet for talents in the field of drama. Required of all drama majors and drama scholarship students, but open to all students.

DRAM 1310. Introduction to the Theater. (3-3)
A survey course designed to acquaint the student with all the various areas of theatre, beginning with the history of the theatre and including a discussion of the periods and the playwrights that reflected the periods. Topics include an examination of the various theatre arts: directing, acting, scene design, lighting, costuming, theatre management, and how to choose and produce a play.

DRAM 1330. Stagecraft I. (3-3)
The study and application of choosing, casting, rehearsing, and producing of a play. In addition to the direct aspects of production, other topics may include set design, lighting, sound, costuming, properties, house management, and backstage organization. Designed for drama majors as well as art majors, architectural students, fashion merchandising.

DRAM 1341. Make Up. (3-3)
The design and execution of make up for the purpose of developing believable characters. A discussion of basic make up principles and practical experience of make up application.

DRAM 1351. Introduction to Acting I. (3-3)
This course approaches acting as an art where native ability is important but where certain techniques can be taught. Special problems of individual students will be addressed, especially with regard to handling stage fright. Projects include improvisations, monologues, duo characterizations, and personal development according to needs.

DRAM 1352. Introduction to Acting II. (3-3)
A continuation of DRAM 1351. The development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis is placed on the mechanics of voice, body, emotion, and an analysis as tools for the actor.

- DRAM 2120, 2121. Drama Participation. (3-3)
A continuation of DRAM 1120, 1121.
- DRAM 2331. Stagecraft II. (3-3)
A continuation of DRAM 1330.
- DRAM 2336. Voice for Theater. (3-0)
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 with an emphasis on techniques designed to improve the performer's speaking abilities.
- DRAM 2351. Introduction to Acting III. (3-3)
A continuation of DRAM 1352.
- DRAM 2366. The Development of the Motion Picture. (2-4)
The study of the historical development of motion pictures to the present time and the medium of entertainment and industry as an art form. Representative films are viewed, studied, and evaluated. Further film analysis emphasizes direction, producing, acting, and other production values of the cinema.
- DRAM 2389. Academic Cooperative. (3-7)
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 drama.

ECHOCARDIOGRAPHY

- DMSO 1302. Basic Ultrasound Physics. (3-0)
Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.
- DSAE 1203. Introduction to Echocardiography Techniques. (1-3)
An introduction to scanning techniques and procedures with hands-on experience in a lab setting. Emphasis is placed on the sonographic explanation of the normal adult heart.
- DSAE 1205. Cardiovascular Pharmacology. (2-0)
Pharmacology relating to the treatment of cardiovascular diseases. Includes drug classification, indications, contraindications, action, dosage, route of administration, and side effects.
- DSAE 1260. Clinical-Diagnostic Medical Sonography/Sonographer and
Ultrasound Technician. (0-8)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
- DSAE 1315. Principles of Adult Echocardiography. (2-2)
An introduction to cardiovascular anatomy and physiology, including hemodynamics and spatial relationships of the normal adult heart. Topics include anatomical correlation of

2-D, M-Mode, and Doppler sonographic imaging. Scanning techniques are correlated and taught in the laboratory sessions.

DSAE 1440. Diagnostic Electrocardiography. (3-3)

Cardiac testing including the techniques and interpretation of patient physical assessment. Covers electrocardiography, stress testing, Holter monitoring, vital signs, and cardiovascular pharmacology.

DSAE 2235. Advanced Echocardiography. (0-6)

Instruction in advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging, and related noninvasive cardiac testing.

DSAE 2304. Echocardiographic Evaluation of Pathology I. (2-2)

An emphasis on adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology, quantitative measurements, and the application of 2-D, M-Mode, and Doppler. Recognition of the sonographic appearances of cardiovascular disease is stressed.

DSAE 2437. Echocardiographic Evaluation of Pathology II. (3-3)

A continuation of Echocardiographic Evaluation of Pathology I with emphasis on cardiac disease. Discussion of quantitative measurements and application of 2-D, M-Mode, and Doppler and recognition of the sonographic appearances of cardiac disease is stressed.

DSAE 2660. Clinical-Diagnostic Medical Sonography/Sonographer and
Ultrasound Technician. (0-29)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DSAE 2661. Clinical-Diagnostic Medical Sonography/Sonographer and
Ultrasound Technician. (0-29)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

ECONOMICS

ECON 2301. Principles of Macro-Economics. (3-0)

A study of fundamental economic concepts, macro-economics principles, national income analysis, role of the government, money and banking, and economic fluctuations.

ECON 2302. Principles of Micro-Economics. (3-0)

A study of micro-economic principles including price theory, analysis of the firm, competition and monopoly, distribution of income and international trade and finance.

EDUCATION

EDUC 1301. Introduction to Teaching Profession. (3-1)

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. Requires students to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standard. Course includes a minimum of 16 contact hours of field experience in P-12 classrooms.

EDUC 2301. Introduction to Special Populations. (3-1)

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. Require students to participate in early field observations of P-12 special populations. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course includes a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Pre-requisite: EDUC 1301.

TECA 1303. Family, School, and Community. (3-1)

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experience.

TECA 1311. Educating Young Children. (3-1)

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

TECA 1318. Wellness of the Young Child. (3-1)

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulation. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

TECA 1354. Child Growth and Development. (3-0)

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

EMERGENCY MEDICAL SERVICES

EMSP 1145. Basic Trauma Life Support/Pre-Hospital Trauma Life Support. (1-0)

Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements. Prerequisite: Certified Basic EMT; L.V.N., R.N., or Physician.

EMSP 1160. Basic Clinical Internship-E.M.S. Professions. (0-6)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary. Prerequisite/co-requisite: Must be eighteen years of age at the completion of the course. Must have attained a GED or high school diploma prior to testing with the National Registry of Emergency Medical Technicians.

EMSP 1161. Intermediate Clinical-E.M.S. Professions. (0-6)

A method of instruction providing detailed education, training and work-based experience, and direct patient/ client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite: Completion of Introduction to Advanced Practices to include airway management and intravenous infusion therapy.

EMSP 1162. Paramedic Clinical I-E.M.S. Professions. (0-6)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite/co-requisite: Completion of Introduction to Advanced Practices to include airway management and intravenous infusion therapy and emergency pharmacology.

EMSP 1163. Paramedic Clinical II-E.M.S. Professions. (0-6)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite: Completion of Paramedic I and Assessment Based Management.

EMSP 1355. Trauma Management. (2-2)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Prerequisite: Patient Assessment & Advanced Airway.

- EMSP 1356. Patient Assessment & Airway Management. (2-2)
A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. Prerequisite: EMT Basic Introduction to Advanced Practice.
- EMSP 1438. Introduction to Advanced Practice. (3-2)
An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Prerequisite: EMT-Basic.
- EMSP 1501. Emergency Medical Technician-Basic. (3-8)
Introduction to the level of Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Prerequisite/co-requisite: Must be eighteen years of age at the completion of the course. Must have attained a GED or high school diploma prior to testing with the National Registry of Emergency Medical Technicians.
- EMSP 2135. Advanced Cardiac Life Support. (1-0)
Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties. Prerequisite: Current American Heart Association Health Care Provider or American Red Cross Professional Rescuer or equivalent course completion, Paramedic I.
- EMSP 2143. Assessment Based Management. (0-3)
The capstone of the EMSP program. Designed to provide for teaching and evaluating comprehensive assessment based patient care management. Prerequisite: Patient Assessment & Advanced Airway, Trauma, Cardiology, Medical Emergencies, Special Populations.
- EMSP 2338. EMS Operations. (2-2)
A detailed study of the knowledge and skills necessary to safely manage the scene of an emergency. Prerequisite: Paramedic I & II.
- EMSP 2348. Emergency Pharmacology. (3-1)
A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to compliment Cardiology, Special Populations, and Medical Emergency courses. Co-requisite: Introduction of Advanced Practices, Patient Assessment and Airway Management, Trauma Management.
- EMSP 2430. Special Populations. (3-2)
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. Prerequisite: Patient Assessment & Advanced Airway, Pharmacology, Cardiology, and Medical Emergencies.
- EMSP 2434. Medical Emergencies. (3-4)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. Prerequisite: Patient Assessment & Advanced Airway, Pharmacology, and Cardiology.

EMSP 2460. Clinical-Emergency Medical Service Professions III. (0-16)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite/co-requisite: Completion of Paramedic I & II along with EMS Operations.

EMSP 2544. Cardiology. (4-4)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. Co-requisite: Patient Assessment, Advanced Airway & Emergency Pharmacology.

ENGINEERING

ENGR 1304. Graphics. (2-4)

Introduction to spatial relationships, multiview projection and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics.

ENGR 2303. Technical Statics. (3-1)

Calculus-based study of composition and resolution of forces, equilibrium of force systems, friction, centroids, and moments of inertia; dynamics of rigid bodies, force-mass-acceleration, work-energy, and impulse-momentum computation. Prerequisites: MATH 2314, PHYS 2426.

ENGLISH

ENGL 0306. Developmental English I. (3-3)

Designed for the improvement of English/communication skills needed for college readiness and success through a variety of resources including lecture, computer assisted instruction, video, printed material, and writing exercises. Emphasis on basic grammar, usage, sentence and paragraph construction. This course will not meet the requirements for English credit for the graduation with the Associate Degree.

ENGL 0307. Developmental English II. (3-3)

A continuation of ENGL 0306. Designed for the improvement of English/ communication skills needed for college readiness and success through a variety of resources including lecture, computer assisted instruction, video, printed material, and writing exercises. Emphasis on effective organization, effective sentences, usage, and paragraph and essay development. This course will not meet the requirements for English credit for graduation with the Associate Degree.

ENGL 0308. Developmental English III. (3-3)

Designed for the improvement of writing skills necessary for college readiness and success through a variety of resources for the student who has scored between 200 and 220 on the THEA or successfully completed ENGL 0307. Extensive writing will be done with a thorough review of grammar using a variety of resources. Emphasis on unity, focus, purpose and audience, and edited American English. This course will not meet the requirements for English credit for graduation with the Associate Degree.

- ENGL 1301. Composition I. (3-0)
A review of the principles of grammar, punctuation, and sentence structure; spelling drill and vocabulary; selected readings; theme writing with emphasis on organization of the whole composition, paragraph development, and effective sentences for expository and argumentative-persuasive writing; library use, individual conferences.
- ENGL 1302. Composition II. (3-0)
Studies in analyzing literature and the writing of critical papers; selected readings; a review of research and documentation procedures leading to the production of a research paper; mechanics of composition as necessary for each class. Prerequisite: ENGL 1301 or approval of the instructor.
- ENGL 2139. Selected Studies in Literature. (1-0)
Intensive reading in single area unified by period, genre, or theme. Emphasis on reading, discussion, and composition. May be repeated when topics vary.
- ENGL 2311. Technical Writing. (3-0)
Training in writing clear, concise technical reports on scientific, engineering, and business projects; the processes of collection, organization, interpretation, and logical presentation of facts and ideas; and the use of graphic aids. Prerequisites: six semester hours of composition or approval of the instructor.
- ENGL 2322. British (English) Literature I. (3-0)
A general survey of English literature from its origin through the 18th century; some consideration of historical background and development; emphasis on emerging ideas and surviving influences. Prerequisite: six semester hours of composition or approval of the instructor.
- ENGL 2323. British (English) Literature II. (3-0)
Further study of English literature from the Romantic period to the present; selected readings from major authors; emphasis on emerging ideas and surviving influences. Prerequisite: six semester hours of composition or approval of the instructor.
- ENGL 2327. American Literature I. (3-0)
From the beginning to 1860. This course treats briefly of colonial writers and writings in order to center attention on major literary figures of the first half of the nineteenth century. Both narrative and expository prose are studied along with poetry and drama. Prerequisite: six semester hours of composition or approval of the instructor.
- ENGL 2328. American Literature II. (3-0)
From 1860 to the present. The course treats briefly of the emergence of modern American literature in order to center attention on major literary figures of the latter half of the nineteenth century and the twentieth century. Both narrative and expository prose are studied along with poetry and drama. Prerequisite: Six semester hours of composition or approval of the instructor.
- ENGL 2331. World Literature. (3-0)
Selected significant works of world literature. May include study of movements, schools, or periods. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2332 World Literature I. (3-0)
Study of representative masterpieces of world literature with emphasis on classical and neo-classical literature; foreign literature read in translation; themes and oral reports; recommended for social science and education majors. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2333 World Literature II. (3-0)
A survey of masterpieces of world literature from the neo-classical period to the present; study of various critical approaches to literature; foreign literature read in translation; themes and oral reports; recommended for social science and education majors. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2341. Special Topics in Literature. (3-0)
A study of selected topics in literature. May be used as a Humanities requirement. Note: May be repeated when topics vary.

ENGLISH AS A SECOND LANGUAGE

ESLG 0310. Reading and Vocabulary I. (3-3)
English for speakers of other languages: develop reading fluency, including vocabulary, preparing students to function in an English speaking society.

ESLG 0311. Reading and Vocabulary II. (3-3)
A continuation of ESLG 0310, Reading and Vocabulary I.

FIRE PROTECTION TECHNOLOGY Fire Science/Firefighting

FIRS 1313. Firefighter Certification III. (3-0)
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRS 1319. Firefighter Certification IV. (2-2)
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRS 1323. Firefighter Certification V. (2-3)
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRS 1329. Firefighter Certification VI. (2-2)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRS 1401. Firefighter Certification I. (3-2)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRS 1407. Firefighter Certification II. (3-3)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRS 1433. Firefighter Certification VII. (3-3)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRT 1447. Industrial Fire Protection. (4-0)

Study of industrial emergency response teams and specific concerns related to business and industrial facilities.

FRENCH

FREN 1411. Elementary French. (French Level I). (3-4)

A course covering the essentials of French (pronunciation, basic vocabulary, functional grammar, sentence structure, inflections, and common idioms) with stress on reading, understanding, writing, and speaking.

FREN 1412. Elementary French. (French Level II). (3-4)

Continuation of FREN 1411. Prerequisite: FREN 1411 or equivalent or one year of high school French or consent of instructor.

FREN 2311. Intermediate French. (French Level III). (3-2)

French grammar and verb tenses with conversation, readings, vocabulary study, and some original compositions. Prerequisite: FREN 1411 and 1412 or equivalent or two years of high school French or consent of instructor.

FREN 2312. Intermediate French. (French Level IV). (3-2)

Continuation of FREN 2311. Prerequisite: FREN 2311 or equivalent or consent of the instructor.

GEOGRAPHY

GEOG 1301. Principles of Geography. (3-0)

The study of human society in relation to the physical conditions and natural resources of the earth. This course should make clear such factors of the natural environment as location, climate, relief, soils, surface and underground water, mineral and forests, with emphasis on the human response to these factors.

GEOG 1303. World Geography. (3-0)

A study of major developed and developing regions with emphasis on the awareness of prevailing world conditions and development, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content will include the following regions: Africa, Middle East, Asia, and South America.

GEOLOGY

GEOL 1305. Environmental Geology. (3-0)

The earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban and regional land use planning.

GEOL 1401. Earth Sciences I. (3-3)

Survey of physical and historical geology, astronomy, meteorology, oceanography, and related sciences.

GEOL 1402. Earth Sciences II. (Dinosaurs) (3-3)

Survey of physical and historical geology, astronomy, meteorology, oceanography, and related sciences.

GEOL 1403. Physical Geology. (3-3)

Introduces the basic physical processes of the earth and their effect on man and his environment. Emphasizes plate tectonics, earth materials, weathering and the agents of erosion, and the development of landforms. The lab provides hands-on experience in rock and mineral identification and an introduction to geologic and topographic map interpretation.

GEOL 1404. Historical Geology. (3-3)

Introduces the theories of the evolution of life forms on earth. Concurrent with this study is the history of the development of landforms of North America. Lab introduces fossil identification with emphasis on fossils of Central Texas; also includes topographic and geologic map interpretation.

GOVERNMENT

GOVT 2305. Federal Government. (3-0)

Covers the origin and development of constitutional democracy in contrast with other governmental organizations; the federal system, the individual voter, political parties and pressure groups. It includes an analysis of the executive, legislative, and judicial branches of the government in relation to foreign relations, national defense, finance, business, commerce, conversation, labor, and welfare. Prerequisite: None; however, it is recommended student have sophomore classification.

GOVT 2306. Texas Government. (3-0)

A study of the Texas Constitution and the nature, organization and general principles of government in the state of Texas and on the local level. Topics include federal and city government, political processes, rural and urban problems with special reference to legislative, executive and judicial aspects of Texas state government. Prerequisite: None; however, it is recommended student have sophomore classification.

HISTORY

HIST 1301. History of the United States to 1877. (3-0)

A survey of the history of the United States from its European background through the Reconstruction Era, with emphasis on colonization, the War of Independence, the Jefferson and Jackson Ages, Westward Movement events leading to and the fighting of the War Between the States, and the Reconstruction Era of 1865-1877. All aspects of history are considered: social, political, economic, military.

HIST 1302. History of the United States From 1877. (3-0)

A survey of the United States from 1877 to the present, starting with the Hayes administration, emphasizing industrial growth, social changes and reforms and the role of the United States in 20th Century reforms, political trends, international commitments and leadership.

HIST 2303. History of Texas. (3-0)

A study of the military, political, social, and economic development of Texas from Spanish Colonial days through the period of Mexican control, the Revolution, the Republic, and the Confederacy to the present day.

HIST 2311. Western Civilization I. (3-0)

A study of the origin and development of various Western cultures and their impact on subsequent history. Emphasis on the Greco-Roman society, early Christianity, and the importance of the Renaissance and the Reformation. This course is designed to give the student historical perspective as well as a basic historical knowledge of the period.

HIST 2312. Western Civilization II. (3-0)

A continuation of HIST 2311 beginning with the "Modern World" (17th century). Special attention to the Enlightenment, the French Revolution and Napoleon, and the importance of the 19th century. The course will emphasize the rise of totalitarianism and the clash of ideologies and importance of World Wars I and II to 20th century thought. Prerequisite: HIST 2311 or approval of the instructor.

HIST 2321. World Civilizations I. (3-0)

A survey of ancient and medieval history with emphasis on Asian, African, and European cultures. The modern history and culture of Asia, Africa, Europe, and the Americas, including recent developments.

HIST 2322. World Civilizations II. (3-0)

Continuation of HIST 2321, World Civilizations I.

HUMANITIES

HUMA 1301. Humanities I. (3-0)
Through an examination of interrelated examples of man's creative achievements, the Humanities course attempts to enlarge awareness and increases understanding of the nature of man and the values of human life.

HUMA 1302. Humanities II. (3-0)
A continuation of HUMA 1301 with added emphasis on the integration and origin of the arts.

INDUSTRIAL MECHANICAL TECHNOLOGY Industrial Maintenance Technology

CBFM 2317. Mechanical Maintenance. (2-4)
Study of the general principles of mechanical and electrical systems as related to inspection, repair, and preventive maintenance of facility equipment.

ELMT 1305. Basic Fluid Power. (2-4)
Basic fluid power course covering vacuum systems, pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls.

ELPT 1411. Basic Electrical Theory. (2-4)
An overview of the theory and practice of electrical circuits including calculations as applied to alternating and direct current.

ELPT 2405. Motors and Transformers. (3-4)
A study of the principles of operation of single and three-phase motors and transformers. Topics include transformer banking, power factor correction, and protective devices.

ELPT 2419. Programmable Logic Controllers I. (3-4)
Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems.

HYDR 1301. Rigging and Conveying Systems. (2-4)
Preparation to safety direction and move heavy objects selecting the appropriate media, such as fiber rope, wire rope, or chain, in conjunction with the correct hardware and lifting devices, such as hoists and cranks. Emphasis on inspection, care, and maintenance of rigging equipment used in maintenance or production systems.

INMT 1305. Introduction to Industrial Maintenance. (2-2)
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.

INMT 2380. Co-operative Education – Manufacturing Technology/
Technician. (2-14)
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.

MCHN 1320. Precision Tools and Measurement. (1-5)
An introduction to the modern science of dimension metrology. Emphasis on the identifications, selection, and application of various types of precision instruments associated with the machine trade. Practice of basic layout and piece part measurement while using standard measuring tools.

MCHN 1438. Basic Machine Shop I. (2-4)
An introductory course that assists the student in understanding the machinist occupation in industry. The student begins by using basic machine tools such as the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.

PTAC 1332. Process Instrumentation I. (3-0)
Study of the instruments and instrument systems used in the process industry including terminology, primary variables, symbology, control loops, and basic troubleshooting.

PTAC 1410. Process Technology I – Equipment. (4-0)
Instruction in the use of common process equipment.

MATHEMATICS

MATH 0300. Developmental Mathematics I. (3-3)
A basic arithmetic course of the fundamental operation in mathematics and basic geometry. The course is designed to prepare the students for success in college math courses. This course will not meet the requirements for math credit for graduation with the Associate Degree.

MATH 0302. Developmental Mathematics II. (3-3)
An elementary algebra course designed to prepare the students for success in college math courses. Topics covered include solid geometry, integers, solving equations and inequalities, linear equations, operations with polynomials, and factoring of polynomials. This course will not meet the requirements for math credit for graduation with the Associate Degree. Prerequisite: MATH 0300 or competency at that level.

MATH 0304. Intermediate Algebra. (3-0)
This course is designed for students who have had one year of high school algebra to prepare the students for success in college math courses. Topics covered include factoring, rational expressions and equations, linear and quadratic graphs, systems of linear equations, radical expressions and equations, and quadratic equations. This course will not meet the requirements for math credit for graduation with the Associate Degree. Prerequisite: MATH 0302 or competency at that level.

MATH 1314. College Algebra. (3-0)
This course covers quadratic equations, graphs, functions, systems of equations, matrices and determinants, theory of equations, inequalities, ratios and proportions, variations, sequences and series, and the binomial theorem. Prerequisites: Two years high school algebra or permission of instructor.

MATH 1316. Plane Trigonometry. (3-0)

Definition of trigonometric functions, angular measure, identities, trigonometric functions, solution of triangles, functions of composite angles. Prerequisite: MATH 1314 or concurrent registration or permission of instructor.

MATH 1324. Precalculus for Business and Economics. (3-0)

Topics to be covered are linear equations and applications, systems of linear equations, matrix algebra and applications, linear programming, probability and statistics. Prerequisite: MATH 1314 or approval of instructor.

MATH 1325. Calculus for Business and Economics. (3-0)

Topics to be covered are derivatives and applications, curve sketching and optimization, logarithms and exponential functions, integrals and applications, and multivariate calculus. Prerequisite: MATH 1324 or approval of instructor.

MATH 1342. Statistics. (3-0)

Collection and tabulation of data: Bar charts, graphs, sampling, average, dispersion, normal curve, and probability are covered. The applications of statistics to various other fields will also be considered.

MATH 1350. Fundamentals of Mathematics I. (3-0)

This course is the study of concepts, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314.

MATH 1351. Fundamentals of Mathematics II. (3-0)

This course is the study of concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. Prerequisite: MATH 1350 and MATH 1314.

MATH 2320. Differential Equations. (3-0)

Differential equations of the first order, linear equations of order two and higher, applications in the fields of engineering and physics, solutions using Laplace transforms. Prerequisite: MATH 2415 or concurrent registration or approval of the instructor.

MATH 2412. Precalculus. (3-2)

Emphasis on algebra, trigonometry, and elementary functions. Additional topics include graphing, applications, vectors, and conics. Designed as preparation for MATH 2413, Calculus I. Prerequisite: Two years of high school algebra or permission of the instructor.

MATH 2413. Calculus I. (3-3)

Rectangular coordinates, functions, limits, continuity, analytic geometry, derivatives of functions, applications, integration, numerical integration, areas, volumes and arc length by integration. Prerequisite: High school algebra, trigonometry, and geometry or approval of the instructor.

MATH 2414. Calculus II. (3-3)

Techniques of differentiation and integration, applications, improper integrals, indeterminate forms, Taylor's formula, infinite series, analytic geometry, plane curves,

polar coordinates, vectors and surfaces. Prerequisites: MATH 2413 or equivalent or approval of instructor.

MATH 2415. Calculus III. (3-3)
Multivariate calculus, limits and continuity of functions of several variables, partial derivatives, directional derivatives, multiple integration, vector calculus, Green's Theorem, Stokes' theorem. Prerequisite: MATH 2414 or equivalent or approval of instructor.

MUSIC Ensembles

MUEN 1131. Brass Ensemble. (1-2)
This brass ensemble provides brass students the opportunity to perform brass literature from several periods of music. Various brass ensembles will be formed from the membership of this organization. Admission is by the consent of the Director. May be taken four times for credit.

MUEN 1134. Guitar Ensemble. (1-2)
This course is designed for the student who has previous guitar experience. This course is an ensemble setting where students will have the opportunity to read and perform various styles of music ranging from the Renaissance to the 20th century. Topics discussed will include pedagogical technique as well as reading music notation for beginning to intermediate levels. Admission is by the consent of the Director. May be repeated four times for credit.

MUEN 1151. Women's Chorus. (2-2)
This small women's vocal ensemble performs a wide array of vocal music for female voices. It is open to any female student with previous choir experience or by the consent of the Director.

MUEN 1154. Vocal Ensemble. (2-2)
This small vocal group of mixed voices is selected from members of the choir by audition. The group performs mainly light selections and modern day vocal stylings. The Ensemble is featured on many public performances as a Jazz Chorus and Madrigal Singers.

MUEN 1155. Men's Chorus. (2-2)
This small men's vocal ensemble performs a wide array of vocal music for male voices. It is open to any male student with previous choir experience or by the consent of the Director.

MUEN 2124. Band. (0-6)
This ensemble is designed for the study and performance of a wide variety of band literature, including literature for symphonic wind ensemble, and concert band. It is open to any student with previous band experience or by consent of the Director. May be taken four times for credit.

MUEN 2125. Jazz Laboratory Band. (2-2)
This ensemble provides training in all styles of jazz and dance band performance. Smaller jazz ensembles are drawn from the membership of this organization. Admission is by consent of the Director. May be taken four times for credit.

MUEN 2143. Chorale. (0-6)

This choral ensemble is designed to acquaint members with all types of choral music. The repertoire varies from early sacred and secular music to modern day spirituals and popular music. Open to any student with previous choir experience or by consent of the Director. May be taken four times for credit.

Theory and Literature

MUSI 1116, 1117. Elem. Sight-Singing and Ear Training. (1-1)

This course includes sight-singing and dictation of intervals and simple melodies in various clefs, and major and minor modes. Must be taken concurrently with MUSI 1311, 1312.

MUSI 1301. Fundamentals of Music. (3-0)

This course is designed to equip the student with a basic music vocabulary and knowledge of written theory fundamentals necessary for success in Theory I. An introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter and rhythm. For students who need thorough instruction in (not just review of) fundamentals of music theory. Also for interested non-music majors.

MUSI 1306. Music Appreciation. (3-0)

A course for non-music majors designed to acquaint the student with an overall survey of music literature. Open to all students and designed to increase awareness and appreciation of the art of music through live and recorded performances.

MUSI 1308, 1309. Survey of Music Literature. (3-2)

Designed to acquaint students with vocal and instrumental literature from the Medieval continuing through the music of the Twentieth Century. A study of composers and analysis of standard repertoire, styles and historical periods is made through books, scores, recordings, and live performances. For music majors and minors only or permission of instructor.

MUSI 1310. American Music. (3-0)

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

MUSI 1311, 1312. Elementary Harmony. (4-2)

This course correlates the elements of music theory through the use of written and keyboard harmony, sight-singing, dictation, and general eartraining. The basic study includes a working knowledge of notation, rhythm, scales, intervaling tones, triads, seventh chords, inversions, and non-harmonic tones. Must be taken concurrently with MUSI 1116, 1117.

MUSI 2116, 2117. Intermed. Sight-Singing & Ear Training. (1-1)

This course includes sight-singing and dictation of intervals and difficult melodies in modes and melodies that modulate. Must be taken concurrently with MUSI 2311, 2312. Prerequisites: MUSI 1116, 1117 or approval of instructor.

MUSI 2311, 2312. Intermediate Harmony. (3-1)

This course gives further study in written and keyboard harmony. It also includes altered chords, modulation to closely related keys, and original compositions in the style of the period under consideration. Must be taken in conjunction with MUSI 2116, 2117. Prerequisite: MUSI 1311, 1312 or consent of the instructor.

Applied Music

Principal Instruments. (1-1)

MUAP 1202, 1203, 2204, 2205. Violin.
MUAP 1205, 1206, 2207, 2208. Viola.
MUAP 1213, 1214, 2213, 2214. Bass.
MUAP 1217, 1218, 2219, 2220. Flute.
MUAP 1221, 1222, 2223, 2224. Oboe.
MUAP 1225, 1226, 2227, 2228. Bassoon.
MUAP 1229, 1230, 2231, 2232. Clarinet.
MUAP 1233, 1234, 2235, 2236. Saxophone.
MUAP 1237, 1238, 2239, 2240. Trumpet/Cornet.
MUAP 1241, 1242, 2243, 2244. Horn.
MUAP 1245, 1246, 2247, 2248. Trombone.
MUAP 1249, 1250, 2251, 2252. Euphonium/Baritone.
MUAP 1253, 1254, 2255, 2256. Tuba.
MUAP 1257, 1258, 2259, 2260. Percussion.
MUAP 1261, 1262, 2263, 2264. Guitar.
MUAP 1269, 1270, 2271, 2272. Piano.
MUAP 1281, 1282, 2283, 2284. Voice.

Designed for the music major to develop proficiency on his/her chosen principal instrument (or voice). Technical, tonal, and interpretative ability is stressed. Materials used are commensurate with the student's ability. Performance on a minimum of one student recital or jury each semester is required. One 1 hour lesson per week is required. Fee charged.

Secondary Instruments (1-1)

MUAP 1102, 1103, 2104, 2105. Violin.
MUAP 1105, 1106, 2107, 2108. Viola.
MUAP 1113, 1114, 2113, 2114. Bass.
MUAP 1117, 1118, 2119, 2120. Flute.
MUAP 1121, 1122, 2123, 2124. Oboe.
MUAP 1125, 1126, 2127, 2128. Bassoon.
MUAP 1129, 1130, 2131, 2132. Clarinet.
MUAP 1133, 1134, 2135, 2136. Saxophone.
MUAP 1137, 1138, 2139, 2140. Trumpet/Cornet.
MUAP 1141, 1142, 2143, 2144. Horn.
MUAP 1145, 1146, 2147, 2148. Trombone.
MUAP 1149, 1150, 2151, 2152. Euphonium/Baritone.
MUAP 1153, 1154, 2155, 2156. Tuba.
MUAP 1157, 1158, 2159, 2160. Percussion.
MUAP 1161, 1162, 2163, 2164. Guitar.
MUAP 1169, 1170, 2171, 2172. Piano.
MUAP 1181, 1182, 2183, 2184. Applied Music - Voice.

Designed for the non-music major wishing to improve his/her ability on a certain instrument (or voice), or for the music major in partial fulfillment of the secondary instrument requirement. Performances on a minimum of one student recital or jury each semester is required. One ½ hour lesson per week is required. Fee charged.

MUSI 1181, 1182, 2181, 2182. Class Piano. (1-2)

This course is organized for the student with no knowledge (or limited knowledge) of the keyboard and music reading. It is open to all students and meets for one hour of class instruction per week. Fee charged.

MUSI 1183, 1184, 2183, 2184. Class Voice. (1-2)

Class instruction in the 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. Fee charged.

MUSI 1192, 1193, 2192, 2193. Class Guitar. (1-2)

This course is designed for the complete beginner to guitar and reading music notation. Topics discussed will include fundamentals in guitar technique and basic music reading skills in first position on the guitar. This course is a class setting and a guitar may be provided and meets for one hour per week. Fee charged.

NURSING

A.D.N. (RN) PROGRAMS

RNSG 1153 High Risk Childbearing Family. (1-0)

Study of concepts related to the provision of nursing care for high risk childbearing families with emphasis on judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Intermediate level course.

RNSG 1160. Clinical-Nursing-Registered Nurse Training. (0-6)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 1161 Clinical (Adult Health). (0-6)

Introductory level, health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 1162 Clinical (Nursing Care of CB/CR Families). (0-5)

Introductory level, health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 1166 Practicum. (0-7)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RNSG 1261. Clinical-Nursing-Registered Nurse Training. (0-8)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Transition course.

RNSG 1262 Clinical (Complex Concepts). (0-6)
Intermediate level, health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 1301. Pharmacology. (3-0)
Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Pre-requisite for ADN Program

RNSG 1327. Transition from Vocational to Professional Nursing. (3-1)
Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span. Transition course

RNSG 1343 Complex Concepts of Adult Health. (2-4)
Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system Emphasis on knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Intermediate level course.

RNSG 1412 Nursing Care of Child Bearing and Child Rearing Families. (2-6)
Introductory level study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, anti partum, neonatal, and postpartum periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

RNSG 1417. Concepts of Nursing Practice I for Articulating Students. (3-7)
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 in selected settings; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Transition course

RNSG 1441 Common Concepts of Adult Health. (2-6)
Study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system.

Emphasis on knowledge judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

RNSG 1513. Foundations for Nursing Practice. (4-4)

Introduction to the role of the professional nurse as provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and programs that nurses help patients manage, and basic psychomotor skills. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

RNSG 2101 Care of Children and Families. (1-0)

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Intermediate level course.

RNSG 2160 Clinical (Mental Health). (0-6)

Intermediate level, health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 2161 Clinical (Advanced Concepts). (0-5)

Intermediate to advanced level, health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 2313 Mental Health Nursing. (2-3)

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. This course lends itself to a blocked approach. Intermediate level course.

RNSG 2331 Advanced Concepts of Adult Health. (2-3)

Application of advanced concepts and skills for the development of the professional nurse's roles in complex nursing situations with adult clients/families with complex health needs involving multiple body systems in intermediate and critical care settings. Emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Advanced level course.

RNSG 2462. Clinical-Intermediate-Registered Nursing Training. (0-12)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Transition course

RNSG 2463. Clinical-Intermediate-Registered Nursing Training. (0-12)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The clinical experience will be with an RN Preceptor in the clinical facility setting to provide a more realistic viewpoint of managing more than one patient at a time. ** Imbedded in this clinical experience is a capstone experience consisting of a concentrated clinical where the student will be expected to progress from

the care of one patient to managing clinical aspects for up to half of the assigned RN Preceptor's patient care assignment. Successful completion of this clinical includes a positive clinical evaluation of this segment of the clinical experience by both the assigned RN Preceptor and the Clinical Instructor. Transition course

RNSG 2514. Integrated Care of the Client with complex Health Care Needs. (4-2)

Application of a systematic problem-solving process and critical thinking skills to provide comprehensive nursing care to diverse clients/families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Transition course

RNSG 2535. Integrated Client Care Management. (4-2)

Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. Transition course

VOCATIONAL NURSING

HITT 1305. Medical Terminology. (3-0)

A 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.

VNSG 1216. Nutrition. (2-0)

Introduction to nutrients and their role in proper growth and development and the maintenance of health. Designed to expose the student to fundamental principles of human nutrition. Included in the study of nutrition during the life cycle and diet therapy as it relates to the disease process.

VNSG 1219 Leadership and Professional Development. (2-0)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Introductory level course.

VNSG 1222 Vocational Nursing Concepts. (2-0-1)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Introductory level course.

VNSG 1330. Maternal-Neonatal Nursing. (3-0)

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

Designed to acquaint the student to the obstetrical patient by utilizing the nursing process in meeting the needs of these patients. There is a focus on the parent/fetus-neonate in both normal and high risk conditions.

VNSG 1331. Pharmacology. (3-0)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing intervention utilizing the nursing process. Designed to acquaint the student to the utilization of the nursing process in meeting health care needs of the patient receiving drug therapy.

VNSG 1334. Pediatrics. (3-0)

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. Also the child in each developmental stage will be covered.

VNSG 1360. Clinical I Practical Nurse (LPN Training) (0-15)

A method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external experiences. Course may be repeated if the topics and learning outcomes vary. This course includes supervised clinical experience offering laboratory practice in the development of basic nursing skills and introduction to the disease process. Special emphasis is placed on the geriatric patient and the problems unique to that age group.

VNSG 1461. Clinical II Practical Nursing (LPN Training) (0-23)

A method of instruction providing detailed education, training, and work based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course includes supervised offering students laboratory practice in the nursing care of adult advanced medical or surgical patient and/or the obstetric, pediatric and new patients. Exposure to various allied health fields is included. The administration of medications begins this semester.

VNSG 1462. Clinical III Practical Nursing (LPN Training) (0-23)

A method of instruction providing detailed education, training, and work based experience, and direct patient/client care generally at clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning objectives vary. This course includes supervised clinical experiences offering students laboratory practice in nursing care of the adult and of the advanced medical or surgical patient and/or the obstetric, pediatric and newborn patients. Exposure to various allied health fields is included.

VNSG 1500. Nursing In Health and Illness I. (4-4)

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions. Designed to

acquaint the student to the nursing process, the technical skills, and concepts which cover all areas of the curriculum. This will also include dosage calculation. Provides the student practice in the clinical skills lab.

VNSG 1509. Nursing In Allied Health and Illness II. (5-0)

Introduction to common health problems of the adult requiring medical and surgical interventions. This course is designed to acquaint the student to the adult patient who has health deviations. Preventative, therapeutic, and rehabilitative aspects shall be provided. Also included will be physical, psychological, and spiritual components of health and disease.

VNSG 1510. Nursing In Health and Illness III. (5-0)

Continuation of nursing in Health and Illness II. Further study of common medical-surgical problems of the adult including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. This course provides further study of the adult with health deviations including preventative, therapeutic, and rehabilitative aspects.

OFFICE ADMINISTRATION TECHNOLOGY

See Computer Science

PHILOSOPHY

PHIL 1316. History of Religion I. (3-0)

A historical survey of major religions and the study of the development of Judaism, its customs, literature, language and religion. Emphasis is given to the influence of contemporary societies upon the Hebrew people, together with a study of the lands in which they lived.

PHIL 1317. History of Religion II. (3-0)

A historical survey of major religions and a comprehensive view of the land, the literature, religions, and the governments which influenced the Christian movement. A study is made of the role that Judaism and Hellenism played in the development of Christianity with special emphasis given to the Roman Government and the Greek Culture.

PHYSICAL ACTIVITY AND HEALTH

PHED 1101, 1131, 2101, 2131. Aerobics. (0-3)

The aerobic exercise class places emphasis on aerobic conditioning as well as the development of strength, flexibility, and endurance. It will include a program of low impact aerobics for the development of cardiovascular endurance, toning exercises for specific muscle groups, and flexibility exercises.

PHED 1102, 1132, 2102, 2132. Basketball/Soccer. (0-3)

Instruction, practice and participation in the rules, strategies and techniques of basketball and soccer.

PHED 1103, 1133, 2103, 2133. Weight Lifting. (0-3)

Instruction on proper technique and practice in the use of weights through mostly isotonic and some isometric devices.

- PHED 1104, 1134, 2104, 2134. Volleyball. (0-3)
 Demonstration, practice and participation in the basic skills of volleyball.
- PHED 1105, 1135, 2105, 2135. Basketball. (0-3)
 Co-ed. instruction, practice, participation in the rules, strategies and techniques of basketball.
- PHED 1106, 1136, 2106, 2136. Varsity Athletics. (0-3)
 Participation in the sport activity of men's and women's basketball, men's baseball, women's softball, women's volleyball, golf, dance, or rodeo.
- PHED 1107, 1137, 2107, 2137. Dance & Rhythmic Activities. (0-3)
 Practice and participation in dance and rhythmic routines.
- PHED 1108, 1138, 2108, 2138. Intro. to Wellness/Fitness. (0-3)
 Introduces the basic exercise and approach to wellness, perform a fitness appraisal and write and apply a wellness program.
- PHED 1110, 1130, 2110, 2130. Walking/Jogging. (0-3)
 Introduces the basics of walking and jogging, also practices the basics of exercise and wellness.
- PHED 1111, 1141, 2111, 2141. P.E. Golf. (0-3)
 Instruction, practice, participation in the rules, strategies and techniques of golf.
- PHED 1114, 1124, 2114, 2124. Archery. (0-3)
 Instruction on proper technique and safety rules of shooting archery equipment.
- PHED 1115, 1145, 2115, 2145. Bowling. (0-3)
 Demonstration, practice and participation in the basic skills and rules of bowling.
- PHED 1116, 1146, 2116, 2146. Roller Skating. (0-3)
 Demonstration, practice and participation in the basic skills of roller skating.
- PHED 1117, 1147, 2117, 2147. P.E. Tennis. (0-3)
 Demonstration, practice and participation in the basic skills of tennis.
- PHED 1120, 1150, 2120, 2150. Water Aerobics. (0-3)
 Emphasizes a series of continuous exercises and workouts done in the water that develop muscular strength, flexibility, and aerobic fitness.
- PHED 1121. Swimming, Beginning. (For Non Swimmers) (0-3)
 Introduces basic swimming skills to the non swimmer such as front crawl, elementary backstroke, breathing control, basic floating, water safety and artificial resuscitation.
- PHED 1122, 1152, 2122, 2152. Ultimate Frisbee. (0-3)
 Coed instruction, practice, participation in the rules, strategies and techniques of ultimate Frisbee.
- PHED 1123, 1153, 2123, 2153. Flag Football. (0-3)

Demonstration, practice and participation in the game and basic skills of flag football.

PHED 1125, 1155, 2125, 2155. Country, Salsa, and Ballroom Dancing. (0-3)
Practice and participation in different forms of social dancing.

PHED 1126, 1156, 2126, 2159. Body Stretching and Sculpting. (0-3)
The body stretching and sculpting class places emphasis on development of flexibility, endurance, and strength. It will include a program of toning exercise for specific muscle groups, and flexibility exercises.

PHED 1127, 1157, 2127, 2157. Badminton. (0-3)
Demonstration, practice and participation in the basic skills of badminton.

PHED 1128, 1158, 2128, 2158. Tai Chi. (0-3)
An exercise class that places emphasis on Tai Chi conditioning as well as the development of core strengthening, cardio respiratory training, posture, balance and movement. It will include low impact movements for the development of correct techniques and strategies of Tai Chi.

PHED 1151. Swimming, Intermediate. (0-3)
Provides progressive skill development in the front crawl and back crawl, breast and side strokes, survival strokes, water safety, and artificial resuscitation.

PHED 2121. Advanced Swimming. (0-3)
Advanced swimming and skill development.

PHED 1301. Intro. to Physical Fitness & Sport. (3-0)
Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness.

PHED 1304. Personal/Community Health I. (3-0)
Investigation of the principles and practices in relation to personal and community health.

PHED 1306. First Aid. (3-0)
Instruction in practice of first aid techniques. Course leads to Red Cross Standard, Advanced and Instructors Certificates. Open as a service course to all departments.

PHED 1308. Sports Officiating I. (3-1)
Instruction in rules, interpretation, and mechanics of officiating selected sports.

PHED 1309. Sports Officiating II. (3-1)
A continuation of PHED 1308. Instruction in rules, interpretation, and mechanics of officiating selected sports.

PHED 1321. Coaching/Sports/Athletics I. (3-1)
Studies of the history, theories, philosophies, rules, and terminology of competition sports. Includes coaching techniques.

PHED 1322. Coaching/Sports/Athletics II. (3-1)
A continuation of PHED 1321. Studies of the history, theories, philosophies, rules, and terminology of competition sports. Includes coaching techniques.

PHED 1336. Introduction to Recreation. (3-0)
Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership.

PHED 1338. Concepts of Physical Fitness. (3-3)
Concepts and use of selected physiological variables of fitness, individual testing and consultation and the organization of sports and fitness programs.

PHED 1346. Drug Use and Abuse. (3-0)
Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors.

PHED 2121. Advanced Swimming. (0-3)
Advanced swimming and skill development.

PHED 2156. Taping and Bandaging. (1-0)
This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries.

PHED 2356. Care and Prevention of Athletic Injuries. (3-0)
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.

PHYSICS

PHYS 1401. General College Physics. (3-3)
Fundamentals of mechanics, heat and sound.

PHYS 1402. General College Physics. (3-3)
Fundamentals of electricity, magnetism, light and atomic physics.

PHYS 1403. Stars and Galaxies. (3-3)
Study of stars, galaxies, and the universe outside our solar system.

PHYS 1404. Solar System. (3-3)
Study of the sun and its solar system, including its origin.

PHYS 2425. Mechanics, Heat, & Sound. (3-3)
Mechanics, heat and sound for engineering and physics majors. Problems requiring knowledge of calculus are introduced. Prerequisite: Credit for or concurrent registration in MATH 2413 or consent of the instructor.

PHYS 2426. Electricity, Magnetism, & Light. (3-3)
Electricity, magnetism, light and atomic physics for engineering and physics majors. Problems requiring knowledge of calculus are introduced. Prerequisite: PHYS 2425 and credit for or concurrent registration in MATH 2414 or consent of the instructor.

PSYCHOLOGY

PSYC 1100. Learning Framework. (1-0)
A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to draw from the theoretical models they have learned.

PSYC 2301. General Psychology. (3-0)
The course is a descriptive survey of the field of psychology. Topics include: theory and research development, perception, learning, thinking, emotions, motivation, personality, descriptions of and treatment of mental illness.

PSYC 2314. Human Growth and Development. (3-0)
The course is a detailed study of human growth and development through the complete life-span cycle. The development of several physical and mental processes is examined. The course emphasizes innate and environmental factors that influence development and the relationship of physical and mental maturation on the total human personality.

PSYC 2316. Psychology of Personality. (3-0)
Study of various approaches to determinants, development, and assessment of personality. Prerequisite: PSYC 2301.

PSYC 2319. Social Psychology. (3-0)
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.

PSYC 2389. Academic Co-Operative Leadership. (3-0)
An instructional program designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

RADIATION PROTECTION TECHNOLOGY

NUCP 1319. Radiation Physics. (3-1)
A study of atomic structure, radioactivity (primarily alpha, beta, gamma), and the interaction of radiation with matter. Topics include radioactive decay law, gamma attenuation equation, and inverse square law.

NUCP 1341. Personnel and Environmental Monitoring. (3-0)
Instruction on the impact of natural and man-made radiation sources in the environment. Emphasis on naturally occurring radioactive materials and their impact on population doses. Topics include radon sampling.

NUCP 1345. Radiation Biophysics. (3-1)

A study of the direct and indirect effects of radiation on biological systems. Topics include effects of radiation from the molecular level to the whole organism and the somatic and genetic effects of radiation.

NUCP 1391. Special Topics in Nuclear/Nuclear Power Technology/
Technician (3-1)

Topics address recently identified current events, skills, knowledges, 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.

NUCP 2301. Radiation Protection I. (2-3)

Introduction to the field of radiation protection: the art and science of protecting human beings from injury by radiation. Topics include dose and exposure measurements and units, permissible exposure limits, and internal exposure evaluations.

NUCP 2302. Radiation Protection II. (2-3)

Continued study in the field of protecting humans from unwarranted radiation exposure. Topics include the use of personnel monitoring devices, radiation dose assessment, bioassay techniques, and record keeping.

NUCP 2311. Radioactive Waste Disposal & Management. (2-4)

A study of radioactive waste management from generation through disposal. Topics include regulatory and advisory agencies; appropriate radioactive waste regulations including Department of Transportation (DOT) laws; classification of radioactive wastes; and NORM (naturally occurring) and mixed wastes.

NUCP 2331. Radiation Protection III. (2-3)

Exploration of the use of materials that attenuate the intensity of radiation including the principles of shielding persons and objects from particulate, electromagnetic, and mixed radiation. Emphasis on methods employed by technicians for the determination of the necessary amounts of shielding.

NUCP 2335. Radiological Emergencies. (3-1)

A study of the procedures to follow during an unplanned release of radiation and/or radioactive materials. Topics include a historical review of significant radiation accidents.

NUCP 2680. Cooperative Education – Nuclear/Nuclear Power
Technology/Technician. (1-36)

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.

READING

READ 0301. Developmental Reading I. (3-3)

Designed for students needing improvement in reading through remedial exercises. A variety of resources including lecture, computer assisted instruction, videos, tapes, and printed material are used. Emphasis is on increasing vocabulary, main ideas, supporting details, meanings of words and phrases, and comprehension.

READ 0302. Developmental Reading II. (3-3)
A continuation of READ 0301. A variety of resources including lecture, computer assisted instruction, videos, tapes, and written material are used. Emphasis is on the writer's purpose and meaning, the relationship among ideas, and thinking skills necessary to pursue college level work.

READ 0303. Developmental Reading III. (3-3)
Designed for the student who has taken the THEA and scored between 200 and 230 or has successfully completed READ 0302. Critical reading and thinking skills are further developed through lecture and assigned readings.

SALON AND SPA MANAGEMENT

See Cosmetology

SOCIOLOGY

SOCI 1301. Introduction to Sociology. (3-0)
The course is a descriptive survey of the field of sociology. Topics include: theory and research development, culture, social organization, socialization, social control and deviant behavior, social class, social institutions, social and cultural change.

SOCI 1306. Sociology of Social Problems. (3-0)
Using sociological analysis, the course covers a number of contemporary social problems related to America. The analysis of the social problems includes descriptive content, causes and solutions.

SOCI 2301. Marriage and Family. (3-0)
Using a sociological approach, the course covers the marriage and family institution. Topics include: male-female relations from dating through marriage, marriage life-cycle and adjustments, problems leading to marital breakdown and divorce, the relationship of the marriage and family institution to the larger society.

SPANISH

SPAN 1411. Elementary Spanish. (Spanish Level I) (3-2)
A course covering the essentials of Spanish (pronunciation, basic vocabulary, functional grammar, sentence structure, inflections, and common idioms) with stress on reading, understanding, writing, and speaking.

SPAN 1412. Elementary Spanish. (Spanish Level II) (3-2)
Continuation of SPAN 1411. Prerequisite: SPAN 1411 or equivalent or one year of high school Spanish or consent of the instructor.

SPAN 2311. Intermediate Spanish. (Spanish Level III) (3-0)
A study of Spanish grammar and verb tenses with conversation, readings, vocabulary study, and some original compositions. Prerequisite: SPAN 1411 and SPAN 1412 or equivalent or two years of high school Spanish or consent of the instructor.

SPAN 2312. Intermediate Spanish. (Spanish Level IV) (3-0)

Continuation of SPAN 2311. Prerequisite: SPAN 2311 or equivalent or consent of the instructor.

SPEECH

SPCH 1144, 1145, 2144, 2145. Forensic Activities. (1-3)

This course consists of laboratory experience for students who participate in forensic activities. May be taken four semesters. Prerequisite: SPCH 2335 or consent of instructor.

SPCH 1146. Parliamentary Procedures. (1-3)

Laboratory experience in Parliamentary Procedures.

SPCH 1311. Introduction to Speech Communications. (3-0)

Theories and practice of communication in interpersonal, small group, and public speech.

SPCH 1315. Public Speaking. (3-0)

This is a practical course in public speaking, employing oral assignments demonstrating the ability to choose a topic, do research, organize a speech, and deliver it with maximum control over stage fright. Students prepare and deliver a minimum of four speeches, followed by critiques.

SPCH 1342. Voice and Diction. (3-0)

A course designed to improve the voice by evaluation of individual student speech habits and extensive work to correct deficiencies. Analysis will include volume, quality, pitch, rate, vocal variety, articulation, and pronunciation. A study of physiology of vocalization, including breath control, the larynx, resonance, and the articulation system, will be demonstrated by class exercises. Thorough practice with The International Phonetic Alphabet will be augmented by dictionary studies, work lists and oral readings.

SPCH 2333. Discussion and Small Group Communication. (3-0)

Discussion and small group theory and practice as they relate to group process and interaction.

SPCH 2335. Argumentation and Debate. (3-0)

This course consists of the study of theories and practice in argumentation and debate including analysis, reasoning, organization, evidence, and refutation as applied to college forensics and debate. Application is made to current topics.

SPCH 2341. Oral Interpretation. (3-0)

This is a first course in interpretation and designed to enable students to better communicate the written page to an audience. Through lectures and student performances, one should learn to choose selections, prepare them for presentation, adapt them to a time limit, and learn the fine points of delivery including pauses, intensity, range, pronunciation, and emotional quality.

WELDING**

A Flexible Entry Program

WLDG 1323. Welding Safety, Tools, and Equipment. (3-0)

An introduction to welding careers and safety practices, including welding safety; OSHA and the Hazardous Communication Act, Material Safety Data Sheets (MODS); 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, electrodes, symbols, and blueprint.

WLDG 1327. Welding Codes. (2-2)

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive testing methods.

WLDG 1337. Introduction to Metallurgy. (3-0)

A study of ferrous and non-ferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machine ability, and ductility.

WLDG 1380, 1381. Cooperative Education - Welder/
Welding Technologist. (1-20)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to the technical discipline, specific learning objectives guide the student through the work experience.

WLDG 1391. Special Topics in Welding/Welding Technologist. (1-5)

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.

WLDG 1408. Metal Sculpture. (2-4)

Techniques and methods of oxy-acetylene and electric welding and cutting to produce metal sculptures. Skill development in material forming, welding, brazing, and finishing techniques. Includes work ethics, artistic styles, and professionalism.

WLDG 1413. Introduction to Blueprint Reading for Welders. (2-4)

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

WLDG 1417. Introduction to Layout and Fabrication. (2-4)

A fundamental course in the layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

WLDG 1421. Welding Fundamentals. (2-4)

An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy.

WLDG 1428. Introduction to Shielded Metal Arc Welding (SMAW). (2-4)

An introduction to the shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welding in various positions.

WLDG 1430. Introduction to Gas Metal Arc (MIG) Welding. (2-4)

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction on various joint designs.

WLDG 1434. Introduction to Gas Tungsten Arc (TIG) Welding. (2-4)

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of the GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint design.

WLDG 1435. Introduction to Pipe Welding. (2-4)

An introduction to welding of pipe using the shielded metal arc welding process, including electrode selection, equipment setup, and safe shop practices. Emphasis on welding positions 1G and 2G using various electrodes.

WLDG 1453. Intermediate Layout and Fabrication. (2-4)

An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications.

WLDG 1457. Intermediate Shielded Metal Arc Welding (SMAW). (2-4)

A study of the production of various fillet and groove welds. Preparation of specimens testing in all positions. Prerequisite: WLDG 1428 or concurrent enrollment or consent of the instructor.

WLDG 2380, 2381. Cooperative Education - Welder/
Welding Technologist. (1-20)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to the technical discipline, specific learning objectives guide the student through the work experience.

WLDG 2406. Intermediate Pipe Welding. (2-4)

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

WLDG 2413. Welding Using Multiple Processes. (2-4)

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes; oxy-fuel cutting and welding, shielded metal arc welding, gas metal arc welding, flux-cored arc welding, gas tungsten arc welding, or any other approved welding procedures. Prerequisite: WLDG 1430 and WLDG 1434 or consent of the instructor.

WLDG 2435. Advanced Layout and Fabrication. (2-4)

An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills.

WLDG 2443. Advanced Shield Metal Arc Welding (SMAW). (2-4)
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Prerequisite: WLDG 1457 or consent of the instructor.

WLDG 2447. Advanced Gas Metal (MIG) Welding. (2-4)
Advanced topics Gas Metal Arc Welding (GMAW). Includes welding in various positions and directions.

WLDG 2451. Advanced Gas Tungsten Arc (TIG) Welding. (2-4)
Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: WLDG 1434 or consent of the instructor.

WLDG 2453. Advanced Pipe Welding. (2-4)
Advanced topics involving welding of pipe using the shielded metal arc welding process. Topics may include electrode selection, equipment setup, and safe shop practices. Emphasis on welding positions 5G and 6G using various electrodes. Prerequisite: WLDG 2406 or permission of the instructor.

**MCHN course descriptions are listed under Industrial
Mechanical/Industrial Maintenance.

IX
ORGANIZATION

Visit the Hill College website at
www.hillcollege.edu
and/or contact individual departments
for changes and updates.

The following individuals represent over 70 years of dedicated service to education in Central Texas:

HILL COLLEGE DISTRICT

BOARD OF REGENTS

David Teel, President
Henry Lehmann, Vice President
Karen Brackin, Secretary
Chuck Blair
Jim Cato
Gwen Eubank
Bill Galiga
Allan Lane
Dwight Lloyd
Tony Marley
Rick Sullins
Pam Timmons

PRESIDENTS

W.T. Loftand	1923-1924
W.F. Doughty	1924-1931
L.W. Hartsfield	1931-1947
W. Read Dawson	1947-1950
W. Lamar Fly	1962-1967
O.B. Bailey	1967-1977
Elbert C. Hutchins	1977-1984
W.R. Auvenshine (<i>President Emeritus</i>)	1984-2004
Sheryl S. Kappus	2004-present

OFFICERS OF ADMINISTRATION

Kappus, Sheryl Smith..... President
B.S., University of South Alabama
M.S., Texas Woman's University
Ph.D., Texas Woman's University

Curbo, Billy Don Vice President of Administrative Services
B.B.A., Abilene Christian University

Hargrove, Debra F..... Vice President of Human Resources
B.A., Connecticut College and Organizational Development
M.A., Webster University

Riza, Robert Vice President of Student Services

B.S., Texas Wesleyan University
M.S., Ed.D., Texas A&M University - Commerce

Schustereit, Roger C. Interim Vice President of Instruction
B.S., M.A., University of Texas
Ed.D., Texas A&M University

White, Jessie Associate Vice President of Information Technology
B.S., University of North Texas

FACULTY

Abbott, Jason Government/History
A.A., McLennan Community College
B.A., University of Texas at Arlington
M.A., Tarleton State University
Additional Study, University of Texas at Arlington

Adler, Jennifer Cosmetology
Aladdin Beauty College
Graduate, Stephenville Beauty College
A.A.S., Hill College
Cosmetology Instructor's License, Texas State Board of Licensing

Andry, Christopher Cosmetology
A.A.S., Hill College
Cosmetology Instructor's License, Texas State Board of Licensing

Anthony, Victoria Associate Degree in Nursing (A.D.N.) Faculty
Registered Nurse
B.S.N., M.S.N., University of Texas at Arlington

Armstrong, Jacquelyn Computer Science
B.B.A., Sam Houston State University
M.B.A., Tarleton State University
Microsoft Certified Professional (MCP)
Microsoft Certified Systems Administrator (MCSA)
Microsoft Certified Systems Engineer (MCSE)

Arsov, Atanas (Nasko) Physical Education
B.S., M.S., National Academy of Sports, Bulgaria Soccer Coach

Bellah, Paul Geology
B.S., M.S., Texas A&M University-Commerce

Bennett, Brian Welding
A.A., Hill College
B.F.A., Southwest Texas State University
M.Ed., University of Texas at Brownwood
Additional Study, University of Texas, Austin Community College

AWS Certified Welding Inspector, AWS Certified Welding Educator, ICAR Welding Certified

Benton, Gary Physical Education
B.S., Southeastern Oklahoma State University
M.Ed., Southeastern Oklahoma State University

Blankenship, Diedra Emergency Medical Services
A.A.S., McLennan Community College Program Coordinator
Licensed Paramedic, Texas Department of State Health Services
EMS Instructor License, Texas Department of State Health Services

Boehm, Pam Psychology
A.A., McLennan Community College SACS/COC Liaison
B.A.A.S., M.Ed., Tarleton State University
Licensed Professional Counselor (L.P.C.)
Ed.D., Texas A&M - Commerce

Bright, Sherry Vocational Nursing
Registered Nurse
Certificate, Hill College School of Vocational Nursing
A.S., Hill College
B.S.N., Tarleton State University
M.S.N., University of Phoenix

Brown, Paul Agriculture
B.S., M.S.T., Tarleton State University Rodeo Coach
Additional Study, Texas A&M University, West Texas State University Athletic
Director

Bush, Eleanor Biology
B.A., M.S., Alabama State University
Additional Study, Prairie View A&M University

Calhoun, Tammy Mathematics
B.S., Tarleton State University Mathematics & Engineering Program Coordinator
M.S., University of North Texas

Capp, Richard Speech
B.A., M.A., Baylor University
Additional Study, University of Missouri

Chevans, Joe History
B.A., Oberlin College
M.A., Ph.D., University of Hawaii

Clinkscales, April Developmental English & Reading
B.A., Texas A&M University
Additional Study, Texas A&M University -- Commerce

Corder, Jennifer Drama

B.A., Austin College
M.A., University of Essex

- Cox, Dawn..... Nursing
Registered Nurse
B.S., M.S., University of Phoenix
- Curbo, PaulaBiology
B.S., Abilene Christian Science Program Coordinator
M.S., Baylor University
- Dietiker, Mary Ann.....English
B.A., M.A.T., Tarleton State University
- Dube, DeniseEnglish
B.G.S., University of Texas – Arlington
M.A.T., University of Texas -- Dallas
- Dunlap, Conley.....Computer Science
B.S., Middle Tennessee State University
M.A., Savannah College of Art and Design
- Ebner, Leigh..... Physical Education
B.S., M.Ed., Tarleton State University Softball Coach
- Echels, Kellye..... Skills Lab Coordinator Health Science
Registered Nurse
B.S.N., Texas Christian University
- Edwards, John Welding
A.A.S., Hill College
- Erickson, Shirley Music
B.M., M.M., Southern Methodist University Choir Director
Additional Study, Southern Methodist University
- Gann, SusanDean, Humanities, Social Sciences, Math,
A.A., Hill College Science, Education, & Services
B.A., M.A., University of Texas at Arlington
- Grace, Leslie Vocational Nursing
Registered Nurse
B.S.N., West Texas A&M University
- Grimland, Janis Vocational Nursing
Registered Nurse Site Coordinator - Clifton
B.S.N., University of Texas at Arlington
- Gschnell, Glenda..... Vocational Nursing – JCC
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 B.S.V.T., Western New Mexico University
 Additional Study, New Mexico State University
 ASE Certified, Master Automobile Technician

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 B.S., M.S., Tarleton State University

Hendricks, J.D.....Information Processing
 B.Ed., Landmark Baptist College
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 B.A., Amberton University

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 B.A., Austin College
 M.A., Tarleton State University

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 A.A., Temple College
 B.S., University of Mary Hardin-Baylor
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 Additional Study, Baylor University

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 B.S.N., University of State of New York
 M.S.N., Texas A&M University-Corpus Christi
 G.N.P., University of Texas Medical Branch-Galveston
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 Additional Study, Old Dominion University, Tarleton State University

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 Additional Study, University of North Texas

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 B.S., Bemidji State University

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 A.A.S., Cosmetology Instructor, Hill College
 Cosmetology Instructor’s License, Texas State Board of Licensing

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 iminal Justice.....
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Laster, Dave..... Developmental Math
 B.S., Southwest Texas State University

Lively, Raina..... Vocational Nursing
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 V.N., Schreiner University
 A.A.S., Excelsior College

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 B.F.A., North Texas State University
 M.F.A., University of North Texas

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 B.M., M.M., Hardin-Simmons University Visual & Performing Arts Program
 Coordinator
 Additional Study, North Texas State university Band Director
 University of Miami
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Mackay, Kim..... Cosmetology
 A.A.S., Hill College

Cosmetology Instructor's License, Texas State Board of Licensing

- Masadeh, Esmaeel..... Chemistry
B.S., Yarmouk University
M.S., Middle East Technical University
Additional Study, University of Nevada
- May, Kyle Criminal Justice
B.S., M.C.J., Tarleton State University
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M.M., Southern Methodist University
Additional Study, Southwestern Baptist Theological Seminary, University of Texas
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- Miller, Kathleen History
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- Miller, Tina..... Clinical Instructor A.D.N. Transition
Registered Nurse
L.P.N., School of Practical Nurses-Glasgow, KY
A.A.S., Central Maine Community College
B.S.N., Western Kentucky University
- Morris, Kerrie..... Cosmetology
A.A.S., Hill College
Cosmetology Instructor's License, Texas State Board of Licensing
- Moseley, Lori..... Dean, Health Sciences
Registered Nurse Director of Nursing
Certificate, Hill College School of Vocational Nursing
A.A.S., McLennan Community College
B.S.N., Ball State University
M.S.N., University of Phoenix
Certified Nurse Educator
- Nelson, Don Anatomy and Physiology
B.S., Oklahoma State University
D.C., Parker Chiropractic College
- Norris, Julie Vocational Nursing
Registered Nurse

C.T., Navarro College
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B.S., M.S., Texas Woman's University Education

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Additional Study, Texas A&M University, Texas Tech University, Baylor University,
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B.S., California State University
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Roberts, Ray Physical Education
B.S., Texas A&M University Golf Coach
M.Ed., Texas A&M University - Commerce
Additional Study, Hamline University, Hardin-Simmons University

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Athletic Trainer Certification, NATA/Board of Certification

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B.B.A., Baylor University
M.A., University of South Dakota

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Additional Study, Tarleton State University

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Ed.D., Texas Tech University

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Drafting & Design

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Additional Study, Baylor University
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Wilcox, Juanita Vocational Nursing

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Certificate, V.N., Texas State Technical College
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