CATALOG

2026 - 2027



Hill County Campus | 112 Lamar Drive | Hillsboro,TX 76645
Johnson County Campus | 2112 Mayfield Parkway | Cleburne, TX 76033
Burleson Higher Education Center | 517 SW Johnson Ave. | Burleson, TX 76028
www.hillcollege.edu

Hill College 2026-2027 Academic Catalog

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

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 because of a disability, the student must notify the Advising and Success Center. This voluntary self-identification allows Hill College to prepare appropriate support services and/or accommodations to facilitate student learning. Confidentiality of the information will be maintained in accordance with the Family Education Rights and Privacy Act of 1974, as Amended (FERPA), 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 the Rehabilitation Act, Americans with Disabilities Act (ADA), ADA Amendments Act, and Title IX.

Disabilities/ADA

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Lizza Ross, Vice President, The Student Experience
112 Lamar Drive, Hillsboro, TX 76645
254.659.7601 or lross@hillcollege.edu

Students with qualified and documented disabilities may request accommodation which will enable them to participate in and benefit from educational programs and activities. Students should contact the Advising and Success Center for more details at 254.659.7650 for the Hill County Campus, 817.760.5650 for the Johnson County Campus, 817.295.7392 for the Burleson Higher Education Center or email advising@hillcollege.edu.

Pregnant or Parenting Students

Hill College shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which the student held when the leave began.

Pregnant or parenting student liaison for current or incoming students:

Lizza Ross, Vice President, The Student Experience
112 Lamar Drive, Hillsboro, TX 76645
254.659.7601 or lross@hillcollege.edu

Title IX

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Tamy Rogers, Executive Director of Human Resources
112 Lamar Drive, Hillsboro, TX 76645
254.659.7731 or trogers@hillcollege.edu

The College District prohibits discrimination, including harassment, against individuals based on age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

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

Hill College General Catalog
for
2026-2027

Hill College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Hill College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Hill College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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
Texas Community College Association
Texas Community College Teachers Association
Emergency Medical Services Professionals -- CAAHEP Accredited Program #600447

This catalog contains policies, regulations, and procedures which existed as the publication went into 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.

Print catalogs, prior to 2010, may be viewed and/or requested from the Vice President of Student Learning and Success or the Student Experience Offices. Catalogs, from 2010 to present, are archived on the Hill College website and may also be requested from the Vice President of Student Learning and Success or the Vice President of the Student Experience.

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

Message From The President

Dear Students,

The faculty and staff of Hill College are steadfast in our dedication to supporting your academic, career, and personal development goals. At Hill College we value people and are constantly working toward the best possible student experience. Our advisors will help you enroll in affordable, high-quality courses that will enter you into one of our four academic and career pathways. Our academic and career pathways offer you a wide range of courses and programs leading to gainful employment, transfer to a four-year institution, or both. Hill College offers flexible scheduling and course delivery options including face-to-face, online, and hybrid (a mixture of online and face-to-face) formats.

We believe in your ability to learn and grow through hard work, tenacity, and resilience, with guidance from our talented and nurturing faculty and staff. We are dedicated to removing barriers and providing innovative and engaging learning environments for you and your classmates from all walks of life. We believe one of the most important aspects of college is that it is a place to have your ideas challenged and your critical thinking sharpened.

We believe it is critically important for you to learn the practices of civic engagement and civil discourse that will broaden your perspectives and prepare you to contribute to our economy and society. Hill College celebrates cultural and ethnic diversity and recognizes the most important diversity of all – the diversity of ideas – deepens everyone's experience and supports the public good.

Best wishes for your lifetime of learning.

Let's Do the Work!

Tom

Dr. Thomas Mills, President

HILL COLLEGE

Table of Contents

Disabilities/ADA 2
Pregnant or Parenting Students 2
Title IX 2
Hill College General Catalog for 2026-2027 3
Admissions 15
Fees And Financial Aid 37
Student Information 52
Academic Information 62
Graduation Requirements 77
Academic And Career Pathways 88
Course Descriptions 140
Organization 205

Philosophy Of Hill College

The Board of Regents, administrators, and faculty at Hill College are committed to the concept that our college is an open door to learning. With this goal in mind, we extend educational opportunities to students of all ages who can benefit 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 achieve these goals within its legal responsibilities and available fiscal resources.

Mission Statement

Hill College empowers student learning and community enrichment through quality education.

Vision

Hill College will be a **beacon of excellence** in teaching, learning, and innovation that improves lives and drives economic sustainability.

CORE Values

Accountability, Dedication, Integrity, Positivity, and Respect

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. technical programs leading directly to employment in semi-skilled and skilled occupations;
3. first-year 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 Texas Higher Education Coordinating Board 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 chartered in Texas.

On March 3, 1962, through the efforts of the media, local civic groups, and many others, a bond issue was passed to build a new campus. The college opened for business in September 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 districts added were 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 (about half the area of a large shopping mall) 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 to support the campus of Hill College in Cleburne.

Higher education came to Burleson, Texas, on December 19, 2005, when representatives from Hill College, Texas Wesleyan University, and the City of Burleson hosted a ceremonial lease signing. Burleson Mayor Ken Shetter had a vision of bringing higher education to the City of Burleson and played a key role in accomplishing this by offering Hill College and Texas Wesleyan University the opportunity to hold classes in a city-owned facility on Renfro Street. Hill College-Burleson Center opened its doors in the spring of 2006, with 87 students. In 2023, in partnership with the City of Burleson and the Burleson Independent School District, Hill College relocated to 517 SW Johnson Avenue in Burleson and opened the Burleson Higher Education Center. Today, the center serves approximately 500 students per semester, offering both day and evening classes.

Facilities And Services

Hill College - Hill County Campus

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 to meet the needs of the community and its students. Twenty permanent buildings were built on the main campus with over 250,000 square feet of space.

In the summer of 1985, Texas deeded Hill College to Jefferson Davis State Park, now called the Hill College Reunion Grounds Park. The park consists of 35 acres of land, one mile south of Hill College. Five acres of the park houses the college agriculture department and the Rodeo arena. People or groups wanting to use the parking 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, and the former gymnasium was converted into an activity

center. In 1990, a women's residence hall was completed, and a classroom building was completed and opened. Another women's residence hall and a science classroom/laboratory building were completed in 1992. The Governor Bill Daniel Student Center was completed in 1993. The Technical Training Center was completed in 1994. This center provides classroom and laboratory facilities for the Fire Academy Program and the Criminal Justice Program. The current library was completed in the fall of 1996 and renovated in 2017 into a modern facility. In the fall of 1997, Hill College opened a classroom and faculty office building. In the summer of 1999, Hill College opened a student cafeteria. In the summer of 2005, the college opened a nursing/cosmetology building on the Wallace campus. In 2008, through the generosity of the Hill College Foundation, Hill College completed a $1 million renovation of Bailey Residence Hall which houses male students on campus. A field house for softball and baseball teams was completed in the summer of 2010. In the fall of 2014, the welding facility opened. Through these building projects and 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 first on West Henderson Street in Cleburne at the old Johnson County fairgrounds site. 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 welding technology center and other classroom space for Industrial Maintenance. Welding technology moved to the current location on Henderson Street.

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 ISDs consisted of Alvarado, Cleburne, Godley, Grandview, Joshua, Keene, Rio Vista, and Venus. The maintenance tax enabled the college to offer 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. This campus consists of 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 15 acres of adjoining land. The initial buildings built on the new site include a classroom building, a library, and the Tolbert F. Mayfield Administration Building. The Student Center and the Margie Faye Wheat Kennon Health/Science Building were completed in 2001. The Technology Building was completed in the summer of 2003. Through the generosity of Howard Dudley, a facility for a state-of-the-art automotive training program in partnership with Snap-on Inc. opened in the fall of 2010, with a facility for welding and heating, ventilation and air conditioning added in 2016. Industrial maintenance was added in 2025.

Hill College - Burleson Higher Education Center

Hill College began teaching evening classes in Burleson in 1974. With support from the city of Burleson and Burleson Independent School District, Hill College opened a newly renovated higher education center in 2023 for the students of Burleson and surrounding areas at 517 SW Johnson Avenue, Burleson, Texas.

Texas Heritage Museum

Home of the Official State of Texas Medal of Honor Memorial to Native-Born Texans

Mission Statement

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

History

The modern Texas Heritage Museum and History Complex at Hill College had its beginning in 1963 when Colonel Harold B. Simpson arrived on campus and began to teach, publish books, and collect items related to the Civil War. In 1964, he published the first of what has come to be 49 books bearing the imprint "Hill College Press." In the same year, he donated his collection of Civil War books to form the nucleus of what the Board of Regents designated the "Confederate Research Center" in the library. The Confederate Research Center was dedicated on Sept. 25, 1964, with Texas Governor Preston Smith as the principal speaker. In a speech at the dedication of the Research Center, Colonel Simpson said, "What you see here today, of course, is only the small beginning of the center, but as the adage goes, 'large oaks from small acorns grow.'" The next year, Colonel Simpson secured a gun collection that began the "Gun Museum," which was also located in the library.

By 1975, the growing collection of books, research materials, and guns included items that belonged to World War II hero Audie Murphy. In his history at Hill College, Odie Faulk said, "The Gun Museum became a part of what the regents designated the History Complex," which also included the Confederate Research Center and the Hill College Press. Subsequently, in 1989 just before Colonel Simpson died, the regents honored him by renaming the center the Harold B. Simpson Confederate Research Center.

The next major development in the history of what is now the Texas Heritage Museum occurred in 1996. Former Hill College President Emeritus, Dr. William Auvenshine, and Texas Lieutenant Governor Bob Bullock, a Hill College graduate, wanted to expand the museum and support operations that were beyond Hill College means by funding an academic museum, research center, and press on Texas military history that the whole state of Texas could be proud of. Still to this day, Lieutenant Governor Bullock's initiative to provide the museum with non-formula funding in state appropriations for permanent operational support allows Hill College, a rural community college, to offer courses in a first-class museum for students who might not have ever had the opportunity to tour a museum or take a college course featuring museum collections. In 1997, a special line item under Hill College appropriations by the Texas State Legislature was secured to renovate the old Hill College library building into the Texas Heritage Museum. Lieutenant Governor Bullock said the Texas Heritage Museum at Hill College was so successful it became the prelude to creating the Bob Bullock Texas State History Museum in Austin.

In 2009, the Texas State Legislature designated the "Official Texas State Medal of Honor memorial to Native-Born Texans," which is located on the front grounds of the Texas Heritage Museum. This memorial honors over 60 native-born Texans who received the Medal of Honor and enhances the Texas Heritage Museum's Medal of Honor collections. The museum has an extensive collection of Medal of Honor Recipient Audie Murphy's personal artifacts along with

James Harris' Medal of Honor from WWII. The memorial also compliments the Historical Research Center's extensive Medal of Honor archive collection.

In the summer of 2023, the Texas Heritage Museum earned accreditation from the American Alliance of Museums, the highest national recognition afforded to museums in the United States. This distinction affirms the museum's commitment to excellence in governance, collections of stewardship, educational programming, and public service. Notably, the Texas Heritage Museum is the only community college museum in Texas to hold this prestigious accreditation, underscoring its leadership role and exceptional standards within both the museum field and higher education community.

On February 17, 2026, the Texas Heritage Museum (THM) at Hill College was named one of five museums in the nation to receive the Institute of Museum and Library Services (IMLS) National Medal, the highest honor awarded to museums and libraries for exceptional contributions to their communities through lifelong learning and public service. The Texas Heritage Museum is the first community college museum in the United States among nearly 1,500 community colleges nationwide and the first academic museum in Texas to receive this distinction. Each year, up to ten institutions, five museums and five libraries, are selected for this honor, which has recognized outstanding institutions since 1994 for their meaningful impact on the communities they serve. The museum's nomination was submitted by Congressman Jake Ellzey, a longtime supporter of Hill College, in recognition of the museum's service to veterans, students, historians, educators, and communities across Texas, as well as visitors from throughout the nation.

Texas Heritage Museum's mission is "To explore Texas and Texans during wartime and how those experiences affect us today." This mission statement is divided into two parts. Part one of the mission states, "To explore Texas and Texans during wartime…," and Texas Heritage Museum showcases Texans at war. The second part of the mission states "…how those experiences affect us today," and the museum works to concisely capture visitor experiences and interactions with its exhibits and programs.

Today, serving Hill College and the greater community continues to be a compelling and motivating factor as the museum moves forward in the fulfillment of its mission. The Texas Heritage Museum "showcases Hill College as a unique and innovative institution of teaching and learning" by hosting Hill College faculty to teach courses in the museum theater. The theater, which houses a high-definition system with a widescreen and seating for up to 54 individuals, is used daily for a variety of purposes that include but are not limited to: regularly scheduled Hill College academic classes; meetings of administrative officials; museum event programs; and faculty use of the lecture hall. Faculty members have indicated that their experience at the museum has permanently changed their teaching methodologies, and that partnering with the museum has caused a permanent shift in their curriculum development. Hill College currently offers many different courses that take place in the museum, including U.S. History, and Government.

All the divisions of the museum work to enrich and "promote student success" and educational experiences for Hill College and K-12 students. Currently, the Museum has three divisions: Galleries & Collection, Historical Research Center, and Hill College Press. These three divisions provide cultural and educational opportunities for individuals and groups, and space is available

for multi-purpose use by college faculty, staff, and students. Overall, the museum has matured through the years to provide resources for “student success” that embody diverse exhibits, distinctive publications, and recognizable qualities of in-depth research.

Galleries and Collection

The historical artifacts within Texas Heritage Museum’s galleries and collections serve as tangible evidence of historical events, while the accompanying text provides context to Texas history. Whether the exhibits are in conjunction with classes or standing alone, students and visitors can learn about Texas history from touring the facilities. Texas Heritage Museum currently has five major exhibits: Texas Revolution and Republic; a Civil War gallery entitled “The Blue and Gray Gallery;” a WWII gallery entitled “Texans at War 1939-1945;” “The Vietnam War and Texans’ Involvement” gallery; and a gallery displaying weapons from all wars that have affected Texas. The museum houses more than 22,000 artifacts from the 1830s to the present.

On the front grounds of the museum is the “Official State of Texas Medal of Honor Memorial to Native-Born Texans,” which honors over 60 native-born Texans who have received the Medal of Honor. The memorial center features two WWII Texan Medal of Honor recipients: Audie Murphy, the most decorated soldier; and Samuel Dealey, the most decorated sailor. The memorial enhances the Texas Heritage Museum’s Medal of Honor collection. The memorial also complements an extensive archive of photographs and documents of other Texan Medal of Honor recipients at the Historical Research Center.

The Historical Research Center

The Historical Research Center (HRC) aspires to be widely acknowledged by the college community, Texans, scholars world-wide, and professional peers as one of the nation’s fi nest Civil War collections repositories, bringing international distinction to Hill College by advancing scholarly research and education at the college and beyond. Every day, college students, school groups, and visitors can explore and learn about their ancestors’ history. The HRC includes over 15,000 books in the special library collection, and an extensive collection of over 256 file cabinet drawers containing maps, photographic collections, and microfilm files. An archival depository from every war Texas was involved in is also included and contains soldiers’ letters, diaries, and unpublished manuscripts. The HRC is the only archive in the nation that contains Civil War capsule unit history, which includes reference maps and over 30,000 other documents regarding every Confederate and Union unit’s whereabouts. Original art works, art prints, and sculptures depicting the War Between the States, as well as personal items belonging to Hill College graduate Bob Bullock during his term as Lieutenant Governor of Texas, are also featured in the HRC. The HRC works closely with the Hill College Library to list all its books in the Hill College Library card catalog.

Hill College Press

The Hill College Press, established in 1964, publishes works of original and interpretative history that complement the museum's mission and the geographical setting of central and north Texas. To date, the press has published 49 books, several of which have won literary and historical awards. The press publishes books on 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 HRC. It also provides support to exhibit and develop programming through tracts and/or pamphlets.

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 through a state-of-the-art computerized library management system including 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 in full text. The libraries supplement these in-house collections with a high-speed connection to the Internet, bringing students the ever-expanding information of that resource. To provide convenient access to the collections, the Hill County Campus Library is open at 74.5 hours per week including Sunday afternoons and nights. The Johnson County Campus Library is open 70 hours per week, including Saturday. The library also offers its card catalog and access to databases through the Internet, so 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 at Hill College are also eligible for a library card which allows full student privileges at many academic libraries in the state.

In addition to the collection, the library staff provides a full range of library services including reference help, instruction in the library and interlibrary loans. 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, course tutorials and supplemental material for group or individual study.

Distance Learning

The goals for Hill College's online 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 online, hybrid, live-streamed, or in-person courses. All courses use the learning management system for minimal regular and substantive interaction by modality.

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.

Brightspace is used as the college's primary Learning Management System, accessed by means of a secure login and pass code created at the time of enrollment. Instructors who employ a third-party platform to deliver course content and assessment, such as provided by textbook publishers, must provide login information to the student through Brightspace or their secure school email.

Faculty members determine whether their online/distance education courses will require proctored testing. Hill College offers free proctored testing services to Hill College students through the Hill College Testing Centers. Proctored testing outside of Hill College is typically done at another college, an independent testing center, or through an online platform. External testing sites, whether in-person or online, set proctor fees according to their independent fee schedule.

Hill College does not actively share personal information gathered from online, distance education or resident students. For students registered in online and/or distance learning courses or programs, Hill College complies with the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA).

Information Technology And Learning Innovation

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, and transmission of knowledge to and from its constituents. In support of the institution's mission, core values, and philosophy, the Information Technology and learning Innovation Division commits to adopt appropriate technology-based solutions, provide technical support, oversee the integration, and administer secure access of such solutions for Hill College's constituents in alignment supporting the college's mission."

Primary areas of responsibility include but are not limited to Wired and Wireless Communications, Internet Access, Instructional Classroom and Computer Lab Technology, Administrative Systems, MyHC Student Portal, Online, Website, and Mobile Presence. In general, the Information Technology and Learning Innovation Division maintains more than 1,659 devices on the Hill College network, 918 computers, 16 computer labs, and 9500 active user accounts.

To learn more about how Information Technology enhances learning at Hill College, please contact the Information Technology and Learning Innovation Division.

Hill College Bookstore

The Hill College Online Bookstore, powered by TextbookX, operates completely online, and can be visited at hillcollege.textbookx.com. Students visit the website to order textbooks, course materials, and branded merchandise and ship them to their home or to campus (residents only). Digital course material access is emailed.

Created in partnership with Vital Source - Akademos, Inc. and powered by TextbookX, the Online Bookstore simplifies the textbook process for students and professors while providing them with a variety of physical and digital textbook formats.

The Online Bookstore offers:

- Quick ordering process – complete your entire order in 5 minutes
- New, used, eBook, & rental textbook formats
- An average savings of 60% off list price on Marketplace items
- Price match guarantee on new books

- Free shipping on retail orders over $49 (not including Marketplace)
- Year-round access to post and sell any textbook on the website's Marketplace – you name the price
- Branded merchandise like clothing, hats, and more!

Transcript Services

A student transcript, a student's permanent record of classes taken at Hill College, is available upon written request from Student Information Services. There is a $6 fee for each official transcript requested. Transcripts can be sent electronically via Parchment within Texas to participate in public and private colleges and universities. Requests for official transcripts are submitted electronically through MyHC, the online student portal. Please allow 48 hours to process a transcript request. If a student's account is not active or the student does not have a MyHC account, then students will need to email admissions@hillcollege.edu. A link will be provided to the official transcript request form. For additional assistance, please contact Student Information Services at 254.659.7600.

Official transcripts may be withheld if a student has an administrative hold on his or her record. Official transcripts will be released after all administrative holds have been released.

Motor Vehicle, Traffic, And Parking Regulations

Students who operate motor vehicles on campus are required to obtain a Hill College Parking sticker and to be familiar with and comply with the Traffic and Parking Regulations which are found in the Student Handbook and on the Campus Safety web page at https://www.hillcollege.edu/safety/index.html. Parking Permit Request Forms are available during registration, online or from the Office of The Student Experience.

All citation fines may be paid to the cashier in the Administrative Services Office. Fines must be paid within 30 calendar days from the date of the issue or an additional $10 late fee may be applied.

Admissions

Admission Requirements

Hill College maintains an open admissions policy ensuring that all persons benefit from postsecondary education and enrollment. The College does not discriminate based on race, color, sex, national origin, religion, disability, age, or military status in admission decisions.

Applications for admission and other documents necessary for admission should be addressed to Student Information Services. Admission to the college does not guarantee admission to specialized courses or programs. Admission or re-admission to the college or programs may be denied to a person who does not meet the admission requirements of the college or program. Students may be admitted to Hill College by any one of the following methods:

1. High School Graduate/Nontraditional Secondary Education Completion. High school graduates will be admitted upon completion of an Application for Admission and submission of an official high school transcript. Hill College defines an accredited high school as a Texas public high school authorized through the Texas Education Agency (TEA), the Texas Private School Accreditation Commission, Alternative Schooling as defined and accepted by TEA, or if located in a state other than Texas, that state's comparable agencies and/or regional accrediting association.
2. College Transfer. 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. Official transcripts from all colleges/universities are required.
3. High School Equivalency Certificate. A person who has not graduated from high school will be admitted if their high school class has graduated and they have passed a High School Equivalency Certification examination.
4. Individual Approval. A person at least eighteen (18) years old and who did not graduate from high school or receive a High School Equivalency Certificate may be considered for admission by Individual Approval. A Request for Admission by Individual Approval form is submitted to Student Information Services. If approved, the following limitations and conditions are placed on the students record: (1) an official Hill College transcript will not be issued until the student has either passed a High School Equivalency Certificate examination or completes fifteen 15 semester credit hours of college courses with a GPA of 2.0 or better and (2) placement testing is required in order to determine the student's readiness for the college's curricular offerings. Upon successful completion of the fifteen 15 semester credit hours, the hold will be removed.
5. Early Admissions/Concurrent Enrollment/Dual Credit of High School Students. Students who are currently attending high school may apply for the Early Admissions/Concurrent Enrollment/Dual Credit Program at Hill College by completing an Application for Admission and Hill College Dual Credit/Concurrent Permission form and submitting a current copy of their high school transcript. Other admission requirements may apply for specialized courses and programs, such as Cosmetology, EMS, and Fire Academy. For additional information, interested individuals should contact the Dual Credit Office.
6. Readmission. A Hill College student who has not been enrolled for 365 days must reapply for readmission by completing an Application for Admission. If the student has attended another college since his/her previous enrollment at Hill College, an official

current transcript of all college credits is required from all colleges/universities attended in addition to the application for admission.

a. Readmission after Military Service: A student who withdraws from Hill College to perform active military service as a member of the U.S. Armed Forces or the Texas National Guard (excluding to perform one or more training exercises as a member of the Texas National Guard), who returns for an academic term that begins after the date released from active military service but not later than the first anniversary of that date, will not be required to re-apply for admission purposes.

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. The application for admission 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/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. If not from an English-speaking country, proof of English proficiency is required (i.e., proof of ESL program completion, or TOEFL scores). Below are the minimum score requirements for TOEFL or IELTS.

TOEFL Internet-based	TOEFL Computer-based	TOEFL Paper-based	IELTS	DUOLINGO
61	173	500	6	95

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 is issued. Health insurance must be maintained while on a Hill College I-20. The deposit may be applied toward tuition and fees 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 attending the Hill County Campus must live on campus during their first semester at Hill College. Any exception must be approved by the Dean of Students. A residential life 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 residence hall deposit. Deposit or partial deposit may be refundable if there is no damage. All international students attending the Johnson County Campus or

Burleson Higher Education Center must reflect appropriate financial support on the Financial Statement.

i. Students should be prepared to pay for and take the Texas Success Initiative Assessment (TSIA) prior to registration.
j. International students are required to submit official verification of required immunizations, including evidence of an initial bacterial meningitis vaccine or a booster received with the previous five years if 21 years of age or younger.
k. All items must be on file sixty (60) days prior to the beginning of classes. An I-20 will not be issued until each item requested above is on file in Student Information Services. In addition, 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 Student Information Services.

Specialized Admissions

Admission to Hill College does not guarantee admission to specialized 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 complete a registration form for licensing by the Texas Department of Licensing and Regulations (TDLR). The requirements for the registration include the following:
    a. The student must be a high school graduate or have a High School Equivalency Certificate. This must be verified by an official transcript or state issued Certificate of High School Equivalency.
    b. If the student is a high school student that is dual enrolled in our program while in high school, they must complete high school to be approved to take the practical exam portion of the TDLR license. Dual enrolled students are eligible to enroll in cosmetology courses and programs.
2. The student must provide a debit or credit card for twenty-five dollars ($25.00) per TDLRs current fee for registration. Students may not clock hours until the student is registered with TDLR.
3. The student must be able to meet the TDLRs Criminal Conviction Guidelines to register and receive

Fire Protection Technology

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

1. The student must be a high school graduate or have a High School Equivalency Certificate. This must be verified by an official transcript or state issued Certificate of High School Equivalency.
2. The student must be eligible to be a fire fighter in Texas.
3. The student must have a medical release from a physician prior to the first day of class.
4. After testing with the Texas Commission on Fire Protection (TCFP), when making application for commission the TCFP, students are required to successfully complete a criminal background check and state fingerprinting.

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 complete the general Hill College admissions process.
2. Complete the LVN application under the specialized application tab
3. The student must achieve an acceptable score on the admissions entrance test.
4. A Health and Public Service physical form must be completed and signed by a qualified health care provider and submitted to the college on or before the designated date.
5. 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.
6. The student must demonstrate qualifications and aptitude that are acceptable.
7. Submit all official college transcripts that document the completion of the following courses with a “C” or better from an accredited college prior to entry.
    a. BIOL 2401, Anatomy & Physiology I BIOL 2402, Anatomy & Physiology II , and
    b. PSYC 2301, General Psychology
8. Students must disclose eligibility issues and be cleared by the Texas Board of Nursing before entry into the program.
9. TOEFL Procedure: Student must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:
    a. Attended four years of high school in one of the 50 United States and received a diploma, or
    b. Attended two years of high school in one of the 50 United States and have a state issued High School Equivalency Certificate, or
    c. Acceptable state issued High School Equivalency Certificate from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within the two years of the posted deadline date of program application.
10. TOEFL Waiver: The student can request a TOEFL waiver form from the Health and Public Services department if they meet the following criteria: completion with a “C” or higher of 4 different college level English courses and 1 college level communication course. TOEFL minimum internet score of 80 or a computer based TOEFL score of 250 or a paper/pencil test score of 600. Scores will not be considered if they are more than two years old. TOEFL Test score reports must be sent directly to the Health and Public

Service department from the testing center. Information about the TOEFL may be obtained from the website: www.ets.org/toefl or by call 1-800-468-6335.

11. Submit documentation that you are current and up to date on the following immunizations:
    - 2 – MMR's
    - Tetanus (within the last 10 years)
    - Tdap (within adult lifetime)
    - Current negative TB (2 step TB tine testing)
    - Varicella immunity (2 shot series or serological test for immunity)
    - Hepatitis B Series completed
12. Current Health Care Provider CPR from AHA
13. Documented Texas Success Initiative Assessment (TSIA2) complete or exempt by testing or exempt due to other factors. https://www.hillcollege.edu/Student/Advising/TxSuccessIn.html
    - NOTE: The prospective student is required to contact the Hill College Advising and Success Center to determine if they must complete further testing as required for general college admission.

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, professional references, medical experience, and pre-requisite classes. Hill College reserves the right to refuse admission to the nursing program to any applicant whose application is deemed unsatisfactory.

LVN/Paramedic Transition Program

To be considered for selection in the ADN Transition Program, the prospective candidate must complete the following selection/testing criteria:

1. Complete the general Hill College admissions process.
2. Complete the LVN/Paramedic Transition application.
3. Submit 3 professional references (Employer/Supervisor and/or academic instructor)
4. Submit current Texas LVN license or Paramedic certification/ licensure in good standing.
5. Students must disclose eligibility issues and be cleared by the Texas Board of Nursing before entry into the program.
6. TOEFL Procedure: Student must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:
    a. Attended four years of high school in one of the 50 United States and received a diploma, or
    b. Attended two years of high school in one of the 50 United States and have a state issued High School Equivalency Certificate, or

    c. Acceptable state issued High School Equivalency Certificate from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within the two years of the posted deadline date of program application.
7. TOEFL Waiver: The student can request a TOEFL waiver form from the Health and Public Services department if they meet the following criteria: completion with a "B" or higher of 4 different college level English courses and 1 college level communication course. TOEFL minimum internet score of 80 or a computer based TOEFL score of 250 or a paper/pencil test score of 600. Scores will not be considered if they are more than two years old. TOEFL Test score reports must be sent directly to the Health and Public Service department from the testing center. Information about the TOEFL may be obtained from the website: www.ets.org/toefl or by call 1-800-468-6335.
8. Submit all official college transcripts that document the completion of the following courses with a "B" or better with a cumulative GPA of 3.00 or higher.
    a. BIOL 2401-Anatomy & Physiology I (contact the Health and Public Service department if class is over 5 years.)
    b. BIOL 2402-Anatomy & Physiology II (contact the Health and Public Service department if the class is over 5 years.)
    c. ENGL 1301-Composition
    d. PSYC 2314-Human Growth and Development
    e. MATH 1314-College Algebra or MATH 1332-Contemporary Mathematics or MATH1342-Elementary Statistics
9. Submit documentation that you are current and up to date on the following immunizations:
    - 2 – MMR's
    - Tetanus (within the last 10 years)
    - Tdap (within adult lifetime)
    - Current negative TB (2 step Tb tine testing)
    - Varicella immunity (2 shot series or serological test for immunity)
    - Hepatitis B Series completed
10. Current Health Care Provider CPR from AHA
11. Completed physical form
12. Documented Texas Success Initiative Assessment (TSIA2) complete or exempt by testing or exempt due to other factors.
    https://www.hillcollege.edu/Student/Advising/TxSuccessIn.html
    NOTE: The prospective student is required to contact the Hill College Advising and Success Center to determine if they must complete further testing as required for general college admission.
13. Complete Test of Essential Academic Skills (TEAS) and meet minimum scores; the student must call the Hill College Testing Center for an appointment.

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 or Paramedic Certificate/Licensure, 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 ADN Transition 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.

Associate Degree Nursing Program (ADN)

To be considered for selection in the ADN Program, the prospective candidate must complete the following selection/testing criteria:

1. Complete the general Hill College admissions process.
2. Complete the ADN Program application.
3. Submit 3 professional references (Employer/Supervisor and/or academic instructor)
4. Students must disclose eligibility issues and be cleared by the Texas Board of Nursing before entry into the program.
5. TOEFL Procedure: Student must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:
    a. Attended four years of high school in one of the 50 United States and received a diploma, or
    b. Attended two years of high school in one of the 50 United States and have a state issued High School Equivalency Certificate, or
    c. Acceptable state issued High School Equivalency Certificate from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within the two years of the posted deadline date of program application.
6. TOEFL Waiver: The student can request a TOEFL waiver form from the Health and Community Services department if they meet the following criteria: completion with a "B" or higher of 4 different college level English courses and 1 college level communication course. TOEFL minimum internet score of 80 or a computer based TOEFL score of 250 or a paper/pencil test score of 600. Scores will not be considered if they are more than two years old. TOEFL Test score reports must be sent directly to the Health and Public Service department from the testing center. Information about the TOEFL may be obtained from the website: www.ets.org/toefl or by calling 1-800-468-6335.
7. Submit all official college transcripts that document the completion of the following courses with a "B" or better with a cumulative GPA of 3.00 or higher.
    a. BIOL 2401-Anatomy & Physiology I (contact the Health and Public Service department if the course is over 5 years.)
    b. ENGL 1301-Composition
    c. RNSG 1301 – Pharmacology with a grade of "C" or better
    d. MATH 1314- College Algebra or MATH 1332-Contemporary Mathematics MATH1342-Elementary Statistics
8. Submit documentation that you are current and up to date on the following immunizations:
    - 2 – MMR's
    - Tetanus (within the last 10 years)
    - Tdap (within adult lifetime)
    - Current negative TB (2 step Tb tine testing)
    - Varicella immunity (2 shot series or serological test for immunity)

- Hepatitis B Series completed

9. Current Health Care Provider CPR from AHA
10. Completed physical form
11. Documented Texas Success Initiative (TSIA2) complete or exempt by testing or exempt due to other factors. https://www.hillcollege.edu/Student/Advising/TxSuccessIn.html NOTE: The prospective student is required to contact the Hill College Advising and Success Center to determine if they must complete further testing as required for general college admission.
12. Complete Test of Essential Academic Skills (TEAS); the student must call the Hill College Testing Center for an appointment.

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 received 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 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.

Any applicant with an eligibility issue related to criminal convictions (you may exclude Class C misdemeanor traffic violations) must complete the Declaratory Order (DO) process with the Texas Board of Nursing (see www.bon.texas.gov/exam-eligibility.htm). Applicants with Declaratory Order's pending at the posted deadline date may affect their application selection.

The Hill College Health and Public Service 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.

Echocardiography Program

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is pleased to inform you of its vote on **January 21, 2016** to award **initial accreditation** to the Cardiovascular Technology – Adult Echocardiography Associate degree program at Hill College, Hillsboro, TX.

To be considered for selection in the program, the prospective candidate must complete the following selection/testing criteria:

1. Complete the general Hill College admissions process.

2. Complete the Echocardiography Program application.
3. Submit 2 professional references.
4. TOEFL Procedure: Student must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:
   - Attended four years of high school in one of the 50 United States and received a diploma, or
   - Attended two years of high school in one of the 50 United States and have a state issued High School Equivalency Certificate, or
   - Acceptable state issued High School Equivalency Certificate from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within the two years of the posted deadline date of program application.
5. Submit all official college transcripts that document the completion of the following courses with a "C" or better.
   - BIOL 2401-Anatomy & Physiology I (Contact the Health and Public Service department if class is over 5 years.)
   - BIOL 2402-Anatomy & Physiology II (Contact the Health and Public Service department if class is over 5 years.)
   - BIOL 2420 Microbiology
   - MATH 1314 College Algebra
   - PSYC 2301 General Psychology
6. Submit documentation that you are current and up to date on the following immunizations:
   - 2 – MMR's
   - Tetanus (within the last 10 years)
   - Tdap (within adult lifetime)
   - Current negative TB (2 step Tb tine testing)
   - Varicella immunity (2 shot series or serological test for immunity)
   - Hepatitis B Series completed
7. Current Health Care Provider CPR from AHA
8. Complete a background check through our selected provider
9. Completed physical form and drug screening once admitted
10. Documented Texas Success Initiative (TSIA2) complete or exempt by Testing or exempt due to other factors. https://www.hillcollege.edu/Student/Advising/TxSuccessIn.html
    - NOTE: The prospective student is required to contact the Hill College Advising and Success Center to determine if they must complete further testing as required for general college admission.
11. Complete HESI A2 Math and Reading; the student must call the Hill College Testing Center for an appointment.

Emergency Medical Services Profession Program

The Hill College Emergency Medical Services Profession program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). CAAHEP Accredited Program #600447

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs

1361 Park Street
Clearwater, FL 33756
(727) 210-2350 www.caahep.org

To contact CoAEMSP:

8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
(214) 703-8445
FAX: (214) 703-8992

EMT Basic Courses

To be considered for registration in the EMT Basic courses, the prospective candidate must complete the following criteria:

1. Complete the Hill College EMT Basic Application.
2. Submit documentation that you are current and up to date on the following immunizations:
   - 2 – MMR's
   - Tetanus (within the last 7 years)
   - Tdap (within adult lifetime)
   - Current negative TB (2 step Tb tine testing)
   - Varicella immunity (2 shot series or serological test for immunity)
   - Hepatitis B Series completed
3. Complete Drug Screening Test
4. Complete Background Check

NOTE: The prospective student is required to contact the Hill College Advising and Success Center to determine if they must complete further testing as required for general college admission.

Advanced EMT/Paramedic

To be considered for selection in the Advanced EMT/Paramedic Program, the prospective candidate must complete the following selection/testing criteria:

1. Complete the Hill College Paramedic Application.
2. Submit all official college transcripts
3. Submit documentation that you are current and up to date on the following immunizations:
   - 2 – MMR's
   - Tetanus (within the last 7 years)
   - Tdap (within adult lifetime)
   - Current negative TB (2 step Tb tine testing)
   - Varicella immunity (2 shot series or serological test for immunity)
   - Hepatitis B Series completed
4. Current Health Care Provider CPR from AHA
5. Complete health screening form

6. Compete Drug Screen
7. Complete Background Check
8. Documented Texas Success Initiative (TSIA2) complete or exempt by Testing or exempt due to other factors. https://www.hillcollege.edu/Student/Advising/TxSuccessIn.html

NOTE: The prospective student is required to contact the Hill College Advising and Success Center to determine if they must complete further testing as required for general college admission.

Hill College maintains an open admission policy; however, the number of advanced level EMS training students that can be accepted is limited by the availability of institution classroom size and clinical instruction facilities.

Basic Peace Officer Academy

Standards For Admission

1. General – All Applicants
    a. For acceptance to the Hill College Police Academy individuals (hired cadets or individual applicants) must meet the most current standards as established under the Texas Administrative Code, Title 37, Part 7, Chapter 213, Rule 217.1, Minimum Standards for Enrollment and Licensure.
    b. All applicants must meet Hill College current admissions requirements.

2. Individual Applicants
    a. Automatic disqualifiers for individual applicants include anything that would exclude the applicant from meeting the most current standards as established under the Texas Administrative Code, Title 37, Part 7, Chapter 213, Rule 217.1, Minimum Standards for Enrollment and Licensure.
    b. Additionally, applications will be automatically disqualified if the applicant has:
        i. Illegally sold, produced, cultivated, or transported for sale marijuana
        ii. Illegally used marijuana for any purpose within the past year
        iii. Illegally used marijuana other than for experimentation
        iv. Illegally sold, produced, cultivated, or transported for sale a dangerous drug or narcotic
        v. Illegally used a dangerous drug or narcotic, other than marijuana, for any purpose within the past seven years
        vi. Illegally used a dangerous drug or narcotic other than for experimentation
        vii. A pattern of abuse of prescription medication
        viii. Willfully provided false information in connection with application to this academy, any other police academy, or any application for employment.
        ix. Committed a felony, an offense that would be a felony if committed in this state, or an offense involving dishonesty, unlawful sexual conduct, or physical violence.
        x. A medical, physical, or mental disability that substantially limits the person's ability to perform the duties of a peace officer effectively, or may create a reasonable probability of substantial harm to the person or others, for which a reasonable accommodation cannot be made
        xi. Committed malfeasance, misfeasance, or nonfeasance in office

xii. Engaged in any conduct or pattern of conduct that tends to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession

c. Other factors that will be considered prior to acceptance into the Hill College Police Academy include, but are not limited to:
   i. Any pending litigation-criminal or civil (including divorce)
   ii. Evidence of good character and having a stable school, work and driving record
   iii. Reputation of the individual with schoolmates, work associates, coaches, teachers, etc.

The police academy coordinator shall make the final determination in allowing a cadet to enter the academy program. This comports with TCOLE rule 215.9 which places the responsibility on the training coordinator*: (C) enforcing all admission, attendance, retention and other standards set by the commission and approved by the advisory board.*

3. Prerequisites
Completion of all application processes is required for admission into the Basic Peace Officer Course. Those processes, along with standards for admission, are contained herein.

Application And Enrollment Procedure

1.1 Hired Individuals

a. Agencies sending hired applicants to the academy must complete an Agency Application which certifies the cadet is eligible for attendance in a police academy program. Agencies must provide copies of the following items along with the application:
   i. Copy of DD-214 or related document (evidence of discharge type)
   ii. Copy of birth certificate (evidence of meeting age requirements to attend), U.S. Passport or Naturalization documents.
   iii. Copy of driver's license
   iv. Copy of high school diploma or High School Equivalency Certificate (formally GED) (evidence of meeting education requirements to attend)
   v. Copy of Personal History Statement and related background investigation report
   vi. Copy of L-2 (most current form used – available from TCOLE website)
   vii. Copy of L-2 Addendum (this is a Hill College Police Academy form)
   viii. Copy of L-3 (most current form used – available from TCOLE website)
   ix. Copy of L-3 addendum (this is a Hill College Police Academy form)

b. All copied documents (listed above) must be initialed and dated by the agency head or training coordinator for the police department, certifying they are copied from an original document.
c. Agencies must certify a fingerprint check and criminal history check was done on a standardized form, signed, and notarized by an agency representative.

d. Agencies must certify checks were made related to eligibility to drive shall be done on a standardized form, signed, and notarized by an agency representative.
e. Agencies must certify the applicant is not prohibited by law from possessing firearms or ammunition on a standardized form, signed and notarized by an agency representative.
f. Agencies must certify a background investigation was completed on a standardized form, signed and notarized by an agency representative.
g. Agencies must certify that the applicant does not have a TCOLE license denied by final order or revoked.
h. Agencies must use physicians for examinations that fully comply with Texas Administrative Code 217.1 (b) (11).
i. Agencies must use psychologists/psychiatrists for examinations that fully comply with Texas Administrative Code 217.1 (b) (12).
j. Applicants must complete an application document provided by the Hill College Police Academy.
k. Applicants must complete an Exercise and Health Risk Questionnaire which must be presented to the examiner who completes the L-2 document.

The police academy Training Coordinator shall make the final determination in allowing a cadet to enter the academy program. This complies with TCOLE rule 215.9 which places the responsibility on the training coordinator:*(C) enforcing all admission, attendance, retention and other standards set by the commission and approved by the advisory board.*

1.2 Independent Attendees

a. To be accepted into the basic academy program, applicants must meet the most current minimum attendance and licensing requirements set forth by TCOLE, along with completion of the academy's application and acceptance process.
b. A background investigation must be completed by the police academy coordinator, or a designee, trained and experienced in the process. All applicants must complete the Hill College Police Academy Interest Document (online form) along with an Application and a Personal History Statement.
c. All TCOLE required exams must be completed (L2 – Medical and Drug Screen; and L3 - Psychological) along with Hill College Police Academy Forms *L2 Addendum* and *L3 Addendum.* The Training Coordinator shall approve authorized medical providers and psychologists for use in examinations.

The police academy Training Coordinator shall make the final determination in allowing a cadet to enter the academy program. This comports with TCOLE rule 215.9 which places the responsibility on the training coordinator: (*C) enforcing all admission, attendance, retention and other standards set by the commission and approved by the advisory board.*

The following are steps for individual applicants applying for admission to Hill College Police Academy:

a. Phase 1

i. Initial interest form and screening documents completed and submitted to the Training Coordinator.
ii. Training Coordinator or a designee will review this for any automatic disqualifiers.

b. Phase 2
   i. Preliminary background interview
   ii. Issuance of application documents
   iii. Issuance of a Personal History Statement for completion
   iv. Return of Personal History Statement to Training Coordinator along with related documents including a certified copy of birth certificate, DD214 or related documents, high school diploma or GED

c. Phase 3
   If the applicant passes the preliminary background interview and investigation, the applicant will be required to complete the following at their own expense:
   i. FAST background check
   ii. DPS driver's license report showing license to be current and valid
   iii. Psychological evaluation and completion of TCOLE form L3 and Hill College Police Academy form L3 Addendum (Psychologist must be approved by the Hill College Police Academy Coordinator)
   iv. Medical evaluation and completion of TCOLE form L2 and Hill College Police Academy form L2 Addendum (Medical professional must be approved by the Hill College Police Academy Coordinator)
   v. Drug screen and completion of TCOLE form L2 and Hill College Police Academy for L2 Addendum (Medical professional must be approved by the Hill College Police Academy Coordinator)

d. Phase 4
   i. Interview of Training Coordinator

e. Phase 5
   i. Meningitis vaccination or documentation of completion (if applicable – under 22 years old)
   ii. Notification of academy date

1.3 Background Investigation

It shall be the policy of the Hill College Police Academy to conduct a background investigation of all individual applicants. The following applies to these investigations:

a. Personal History Statement - A person who seeks to be accepted for attendance shall complete and submit to the Training Coordinator a personal history statement on a form prescribed by the Academy before the start of a background investigation. The history statement shall contain answers to questions that aid in determining whether the person is eligible for certified status as a peace officer. The questions shall concern whether the person meets the minimum requirements for appointment, has engaged in conduct or a pattern of conduct

that would jeopardize the public trust in the law enforcement profession, and is of good moral character.

b. Investigative Requirements for the Academy - A complete background investigation includes the following inquiries and a review of all criminal history and driving record returns to determine that the person seeking appointment meets the requirements outlined in the Texas Administrative Code, Title 37, Part 7, Chapter 213, Rule 217.1, Minimum Standards for Enrollment and Licensure, and that the person's personal history statement is accurate and truthful.
c. For each person seeking to be accepted for attendance, the Training Coordinator or designee shall:
    i. Review all documents submitted by the applicant
    ii. Review the results of medical and psychological testing
    iii. Review all declarations made by the applicant for compliance with licensing standards and disqualifiers of the academy.
    iv. Contact all personal references and employers and document the answers to inquiries concerning the applicant.
    v. Complete a written report of his or her findings and recommendations.

1.4 Enrollment

a. Upon approval to attend a police academy class, applicants must complete all required Hill College enrollment processes.
b. Applicants are responsible for obtaining and displaying motor vehicle parking permits on campus and for complying with regulations for parking, paying traffic fines, and obeying speed limits.
c. Applicants are responsible for prompt payment of all financial obligations to the College.

1.5 Fees

a. Tuition and fees are subject to change without notice.
b. Agencies sending cadets to the Hill College Police Academy must arrange for billing through the college with administrative services.
c. Items of clothing and other equipment will be the cadet officer or agency's responsibility.
d. Payment for class costs must be made in accordance with Hill College rules and policies.
e. Cadets requesting financial aid and Veteran’s Administration loans, or similar programs will be responsible for ensuring that all the necessary paperwork is completed and filed.
f. Refunds to cadets or agencies for drops or failures shall be determined by Hill College policies and operational guidelines.

Early Admissions/Concurrent Enrollment/Dual Credit Program

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

1. High School students in an accredited high school, who seek to enroll in an academic course(s), a transfer course(s), or selected Career and Technical Education courses in an associate degree program or certificate of technology or certificate may be admitted based on successful completion of the following:
    a. score on the Texas Success Initiative Assessment (TSIA2) or an approved alternative assessment instrument, such as ACT or SAT, in a least one area (mathematics or English/Language Arts (ELAR)) 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.
    b. Students must have completed the Hill College Dual Credit/ Concurrent Permission form signed by the superintendent, high school principal, or designee.
    c. Students must submit an application for admission and a current high school transcript (prior to graduation).

2. High School students in an accredited high school, who seek to enroll in Certificate of Completion courses may be admitted based on successful completion of the following:
    a. Students must have a completed Hill College Dual Credit/ Concurrent Permission form signed by the superintendent, high school principal, or designee.
    b. Students must submit an application for admission and a current high school transcript (prior to graduation).

3. Students who are enrolled in a non-traditional secondary education program (i.e., a home school or a non-accredited high school), who seek to enroll in an academic course(s), a transfer course(s), or selected Career and Technical Education courses in an Associate Degree Program or Certificate of Technology or Certificate may be admitted based on successful completion of the following:
    a. Present a passing score on the Texas Success Initiative Assessment (TSIA2) or an approved alternative assessment instrument, such as ACT or SAT, in a least one area (mathematics or English/Language Arts (ELAR)) as deemed applicable by the college for the intended course or program. Students who are exempt from the TSIA by rules of the Texas Higher Education Coordinating Board and by the policies of Hill College are also exempt.
    b. Students must have a completed Hill College Dual Credit/ Concurrent Permission form signed by the non-traditional secondary education principal, or designee.
    c. Students must submit an application for admission and a current transcript (prior to graduation).

4. Students who are enrolled in a non-traditional secondary education program (i.e., a home school or a non-accredited high school), who seek to enroll in Career and Technical Education Certificate of Completion courses may be admitted based on successful completion of the following:
    a. Students must have a completed Hill College Dual Credit/ Concurrent Permission form signed by the superintendent, high school principal, or designee.
    b. Students must submit an application for admission and a current transcript (prior to graduation).

All students who participate in the Early Admissions/Concurrent Enrollment/Dual Credit 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/Dual Credit Program must submit a final high school transcript upon graduation from their high school or a state issued Certificate of High School Equivalency.

Veterans

Veterans are admitted on the same basis as other students. Hill College welcomes active-duty service members, veterans and their families to our campuses to achieve their educational goals. A Certificate of Eligibility is documentation provided by the VA that verifies an individual's eligibility to benefits under chapter 31 or chapter 33. Hill College will use the certificate to prevent any disruption to enrollment while awaiting payment from the VA. Our Student Information Services staff are here to help transition to college life and manage degree completion. Veterans or dependents of veterans are encouraged to visit our website for assistance at https://www.hillcollege.edu/Admissions_Aid/Admissions/Veteran.html or contact our Special Populations Coordinator at 254-659-7606.

Common Admission Application Form

Hill College accepts first-year students and transfer applications using the electronic common admission application form adopted by the Texas Higher Education Coordinating Board pursuant to Education Code 51.762. Education Code 51.762; 19 TAC 4.11(a)-(b), also known as Apply Texas.

Academic Fresh Start For Admissions Decisions

Texas Senate Bill 365, effective September 1, 2025, amended the state's Academic Fresh Start law (formerly Senate Bill 1321,1993), to allow Texas public institutions to disregard academic credits/grades earned 5 or more years prior to enrollment at Hill College, providing a short window for "fresh start". If an applicant elects to seek admission under this section, Hill College, in considering the application for admission, shall not consider academic course credits or grades earned by the applicant five or more years prior to the start date of the semester for which the applicant seeks to register in courses. An applicant who makes the election to apply under this section and is admitted as a student may not receive **any course credit** for courses taken five or more years prior to enrollment. A student's Texas Success Initiative Assessment (TSIA) exemption based on work completed prior to the Fall of 1989 is retained regardless of any election of Academic Fresh Start.

Students must request an Academic Fresh Start at the time of application. Students are requested to complete the Academic Fresh Start for Admissions Decision Form. Students will not be granted an Academic Fresh Start until the admission file is complete. This option does not relieve students of 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 Student Information Services at sis@hillcollege.edu.

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 Student Information Services at sis@hillcollege.edu.

Workforce Training

Hill College is committed to the educational and cultural development of citizens throughout its service area. The purpose of workforce training is to provide courses and programs that meet regional business and industry needs and special interests of residents of our service area. Workforce training prepares students for certification in a skill or trade and to facilitate continual self-improvement through professional development and personal enrichment classes. 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.

Workforce training programs typically consist of noncredit experiences like short courses, seminars, workshops, and lectures. Application and registration for all workforce training courses require a completed registration form. Hill College has an open admission policy, which ensures that everyone who can profit from a college education can enroll. When applicable, courses may have additional admission and/or registration requirements that must be met to comply with a certifying/licensing agency or a funding source.

Students will be informed of all admission and/or registration requirements for each course/program and can register at any Hill College campus location, contingent upon meeting program specific requirements. Persons registering for contract classes will be registered on site and/or by special arrangement. Each course/program requires payment of tuition/fees determined by the length and nature of the learning activity.

Admission Procedures

The procedures for entering Hill College are as follows: Complete an online Application for Admission. (available at: https://www.applytexas.org/)

If you are going to live on campus, a completed Resident Application (with the $50.00 non-refundable housing processing fee and a $250 refundable residence hall damage fee) and health forms are required. A meningitis vaccination is required a minimum of 10 days prior to occupancy. (All International Students attending the Hill County Campus are required to live in Hill College residence halls.)

Submit all required official transcripts.

If you are a first-time college student, request your high school transcript be sent to Student Information Services. If you are a transfer student, request each college/university attended to send an official transcript of credits directly to Student Information Services. 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 a state issued High School Equivalency Certificate or contact Student Information Services for further information.

Request any scores on the STARR End-of-Course (EOC), Texas Success Initiative Assessment (TSIA2), American College Testing Program (ACT), or Scholastic Aptitude Test (SAT) be forwarded to Hill College.

Meningitis Vaccination is required for students that are 21 years or younger 10 days prior to the 1st class day. Meningitis vaccinations are valid for 5 years from the injection date. Exceptions can be made for students with a signed statement of facts or certificate from a physician that states the vaccination would be injurious to the health of the student or students who sign a sworn declaration stating that the student declines the MV for reasons of conscience, including a religious belief. A conscientious exemption form can be found on the Texas Higher Education Coordinating Board website.

Academic and Career Pathway Advising. Education plan and TSI requirement advising should be conducted prior to registration at Hill College. Advising and Success Centers are on the Hill County Campus, Johnson County Campus and Burleson Higher Education Center. All students can access degree plans and additional account information using MyHC, the online student portal.

Registration is available online using MyHC, the online student portal. Students with holds prohibiting online registration, must contact their pathway advisor at one of the Advising and Success Centers, located on the Hill County Campus, Johnson County Campus, or Burleson Higher Education Center. Registration dates and information are on the Hill College web page and the Academic Calendar.

Texas Success Initiative Assessment (TSIA)

Senate Bill (SB) 286, passed by the 78th Texas Legislature repealed the Texas Academic Skills Program (TASP) and created the Texas Success Initiative Assessment (TSIA) 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 TSIA 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 decision individually according to the students' needs. 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.

TSIA 2.0 (TSIA2) launched, January 11, 2021. The updated assessment includes the following enhancements:

- Integration of separate Reading and Writing assessments to one English Language Arts and Reading (ELAR) assessment,

- Students not meeting college readiness benchmarks will now have one diagnostic assessment, and
- Free, online library of TSIA2 learning resources for instructional and practice materials that relate to the objectives of the assessments.

Mathematics section:

- College readiness classification assessment (20 items)
- Quantitative Reasoning
- Algebraic Reasoning
- Geometric and Spatial Reasoning Diagnostic assessment (48 items)

ELAR Section:

- College readiness classification assessment (30 items)
- Literary text analysis
- Informational text analysis and synthesis
- Essay revision and editing
- Sentence revision, editing, and completion
- Diagnostic assessment (48 items)
- Essay
- New score range of 910-990 and essay scores of 1-8

NOTE: TSIA and TSIA2 are used interchangeably.

Hill College's TSIA 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 early enrollment/concurrent credit/dual credit students and college students; testing exemptions; plan for academic success; criteria for determining college readiness; re-test criteria; information for advising; and program reporting and evaluation. An Individual Academic Success Plan will be developed by an Advisor, Developmental Education Success Coordinator or faculty advisor for students who do not meet the minimum passing academic standard.

TSIA Exemptions, Exceptions, And Waivers

Under TSIA, all students seeking an associate degree or certificate of technology 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, on SAT:
   a. Taken before March 5, 2016: Composite score of 1070 and a minimum score on the Critical Reading of 500.
   b. Taken on or after March 5, 2016: Minimum score of 480 on the Evidence-Based Reading and Writing and a minimum score of 530 on Mathematics.
3. A student who scores one of the following:

a. STARR End-of-Course (EOC): English III EOC combined assessment in both reading and writing Level 2 TEA recommended score and Algebra II EOC Level 2 TEA recommended score OR
b. STARR End-of Course (EOC) Dual Credit Only Waiver: English II EOC combined assessment in both reading and writing Level 2 TEA recommended score and Level 2 TEA recommended score on Algebra I EOC and a passing grade in Algebra II high school course.

4. Possess an associate 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 of higher education and who has satisfactorily completed college-level coursework in math, English, and/or intensive reading (D or higher), as determined by the institution.
6. A student who enrolls in a Certificate of Completion; a program of 42 or fewer semester credit hours.
7. A student who is a non-degree or non-certificate seeking study. A casual enrichment student may enroll up to 12 hours before testing. To enroll as a non-degree or non-certificate seeking student, the following criteria must be met. The student:
   a. Must not be seeking an associate degree or certificate of technology,
   b. Must meet admissions requirements,
   c. Cannot qualify for financial aid (PELL, student loans, work-study, etc.),
   d. Must meet all course prerequisites.
8. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
9. A student who has graduated from a Texas high school and has completed college preparatory courses in Math and/or English/Language Arts through the Texas College Bridge program. Math and English/Language Arts certificates of completion are valid for two years from the date of high school graduation.
10. Effective May 12, 2021, students who meet the college readiness benchmarks on the state's approved high school equivalency (HSE) tests will qualify for a TSI exemption.
    a. **GED:**
       i. A minimum score of 165 on the Mathematical Reasoning subject test shall be exempt for mathematics
       ii. A minimum score of 165 on the Reasoning Through Language Arts (RLA) subject test shall be exempt for English Language Arts Reading (ELAR)
    b. **HiSET:**
       i. A minimum score of 15 on the mathematics subtest shall be exempt for mathematics
       ii. A minimum score of 15 on the Reading subtest and a minimum score of 15 on the Writing subtest, including a minimum score of 4 on the essay, shall be exempt for English Language Arts Reading (ELAR)
       iii. HiSET scores with test administration dates after 8/31/21 will no longer be useable for the TSI exemption.

Assessment Instruments

Hill College administers the Texas Success Initiative Assessment (TSIA) to assess college readiness.

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., ACT, SAT, STARR End-of-Course (EOC), TSIA.
2. Successfully complete the sequence of the prescribed developmental education courses in the deficient area with a “C” or higher.
3. Qualify for Texas Success Initiative Assessment (TSIA) exemptions/waivers

Registration

The registration schedule is published on the Hill College website and on the Academic Calendar. Traditional fall, spring, and summer semester classes are available with 8 Week and mini semesters offered during the year. Registration includes completion of required forms, preparation of a class schedule, and payment of all tuition and fees. Advising is recommended each semester. Advisement can occur in person or through electronic methods.

MyHC

Through MyHC, on Hill College’s Home Page at www.hillcollege.edu, all students may view their transcript, mid-term grades, final grades, account status, holds, and class schedule. Students should contact the Advising and Success Center for information about online registration.

Fees And Financial Aid

Residence Status

The legal residence of each Hill College applicant for tuition purposes will be determined by Student Information Services. 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. A Non-resident is an individual who has not resided in Texas for the 12 months preceding their enrollment at Hill College.
3. A Non-resident is an individual who is not a citizen or permanent resident of the United States. Contact Student Information Services 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 Student Information Services.

Expenses

Room And Board Costs

All students planning to reside in residence halls are required to complete and submit a Resident Application and to pay a non-refundable $50.00 processing fee. Additionally, there is a $250.00 residence hall deposit. Deposit or partial deposit may be refundable upon move out if there is no damage. Room and board payment is required prior to moving into the residence halls. Students must complete a new or returning Resident Application in the MyHC student portal annually.

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 residence hall students and is $1,735 per semester.

Please refer to the Residential Life website at https://www.hillcollege.edu/Residential%20Life/Index.html for current room and board charges. Room and board charges are subject to change without notice.

Distance Learning

Faculty members determine whether their online/distance education courses will require proctored testing. Hill College offers free proctored testing services to Hill College online/distance education students through the Hill College Testing Centers. Testing outside of Hill College is typically done at another college or a testing organization. Testing sites set proctor fees according to their independent fee schedule.

Tuition And Fee Schedule

Tuition and fees are payable in full at the time of registration. Students have an option for a payment plan at the time of registration. Failure to make payments on time may result in students being dropped from classes.

Please refer to the Hill College Fees & Tuition website at Tuition-Fees/Tuition-Fees.html for the current tuition and fees schedule. Tuition and fee charges are subject to change without notice.

There is a $200 surcharge for any course attempted more than twice per Education Code 54.014, 130.0034.

Payment Options

To help meet your educational expenses, Hill College is pleased to offer a convenient online payment option. Students who choose to use the College Green Payment Plan through Herring Bank 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 can pay online as soon as they have registered.

Payments may also be made at the business office.

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

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, or records, including 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 must pay the full cost for additional courses when they are added.
3. Students dropping hours will pay installments based on the original contract. 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 shall refund tuition and mandatory fees collected for courses from which the student drops or withdraws in accordance with the Drops and Withdrawal Refund Schedule. 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 1st 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 20th class day, none; and
   c. 5-6 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 7th 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 5-6 Week summer semester):
   a. prior to the 1st 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, 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 covered by this law at Hill College are: Federal Pell Grants, Direct 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 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 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 Direct Loans funds that you would have received had you remained enrolled past the 30th days.

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 did not keep this amount of your Title IV program funds.

If your school is not required to return all 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 specified period.

Any amount of unearned grant funds that you must return is called 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 arrange 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 students' last date of attendance at an academically related activity beyond the semester's midpoint, 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 online https://studentaid.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 Student Information Services 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 scholarships designed to recognize a student's academic, career and technical, and/or athletic ability. These scholarships are awarded based on ability and participation in specific activities. Information and applications are available from Student Information Services. 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 Student Learning & Success.

Early Admissions, Dual Credit 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

FAFSA Applications for Federal Financial Aid should be submitted by the priority dates of July 1st for the fall semester, November 1st for the spring semester, and April 1st for the summer semester. For 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 all requested documentation on or before the stated deadlines or the deadline noted in school correspondence.

Student loans may not be awarded after the last day to receive a “W” for any semester. These dates are published in the yearly academic calendar.

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 as a regular student in a degree or certificate program, meet program eligibility requirements, and have submitted a valid Student Aid Report (SAR). Students must establish grant eligibility by participating in 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.

Students first enrolled in an eligible postsecondary program on or after July 1, 2012, may only become eligible through one of the Ability to Benefit (ATB) alternatives if the student is enrolled in an “eligible career pathway program”. Students using ATB that were enrolled prior to July 1, 2012, will still be eligible for the benefit if meeting satisfactory academic progress. A student may be eligible to enroll at Hill College on individual approval but would not be eligible to receive financial aid. Please contact Student Information Services if you have further questions.

The eligibility criteria are demonstrated by financial need. Students planning to attend Hill College must complete the Free Application for Federal Student Aid (FAFSA). The Student Aid Index (SAI) is a formula-based index number ranging from –1500 to 999999. When the student’s SAI falls within the SAI range, it helps Hill College to determine how much financial support you may need. A negative SAI indicates you have a higher financial need. For example, if a student has an SAI of –1500, the student will qualify for a maximum Pell Grant award assuming the student has not exhausted lifetime amounts and meets all student eligibility requirements. Grant 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 Fs in the student handbook.

Federal Campus-Based Programs

Federal Supplemental Educational Opportunity Grants (SEOG) – This grant is for undergraduates with a higher financial need, that is, students with a negative SAI (-1500) to 0, 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 Student Aid Index (SAI) 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 for 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 can sign a statement that allows the payroll department to apply their earnings toward their unpaid bills. 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 Direct Loan Program (DL) – Students interested in applying for a student loan will be required to complete a FAFSA, Master Promissory Note and Entrance counseling. FAFSA (https://studentaid.gov) is required for each academic year. The Master Promissory Note requires a signature once every ten years. If no disbursement is made within one year of signing, the student must 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 flowing events: 1) the student graduates, 2) ceases to be enrolled for at least 6 credit hours (half-time statues) or 3) is no longer enrolled at Hill College.

Loan refunds will not be released for 30 days after class begins for first-year, first-time borrowers. Contact the Student Information Services 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.

State Assistance

Texas Public Educational Grant (TPEG) – This grant may be available to students who are enrolled and have established "need" 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 the census date will determine the amount of awards.

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

TEXAS Grant – Beginning with the 2014-2015 school year, community college students are no longer eligible for the initial year TEXAS Grant awards. Community College students eligible for renewal year TEXAS Grant awards should contact Student Information Services prior to enrolling in classes.

TEXAS Equal Opportunity Grant – To receive a TEOG 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, and not have an associate’s degree or baccalaureate degree. 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 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 2.5 on a 4.0 scale (subject to change). Transfer students eligible for renewal year awards should contact Student Information Services and advise them of their eligibility.

State Work–Study – This program provides limited work opportunities for eligible Texas residents and those not receiving an athletic scholarship.

Vocational Rehabilitation – The Texas Educational Agency, through the Texas Workforce Solutions - Vocational Rehabilitation Services, offers assistance for tuition and fees to students who are vocationally disabled because of being physically or mentally disabled. For further information, visit https://www.twc.texas.gov/services/vocational-rehabilitation-services or the Vocational Rehabilitation Services office in your area.

Texas Exemptions and Waivers – The State of Texas and Hill College provides and funds several tuitions and/or exemptions and/or waivers. Interested students should contact the Student Information Services for additional information. Exemptions and waivers include, but are not limited to the following:

Adopted Students Formerly Under Conservatorship of TDFPS
Blind and Deaf Students
Competitive Academic Scholarships for Nonresident Students
Educational Aide
Firefighter enrolled in Fire Science Courses
Foster Care Students (current or former)
Hazelwood Act for Texas Veterans
Highest Ranking High School Graduate
Peace Officers enrolled in Law Enforcement/Criminal Justice Courses
Senior Citizen (55 and over)

Veterans

Benefits and Services

Veterans are admitted on the same basis as other students. Hill College welcomes active-duty service members, veterans and their families to our campuses to achieve their educational goals. Our Student Information Services staff are here to help transition to college life and manage degree completion. A Certificate of Eligibility is documentation provided by the Veterans Administration (VA) that verifies an individual's eligibility to benefits under Chapter 31 or Chapter 33. Hill College will use the certificate to prevent any disruption to enrollment while awaiting payment from the VA. Veterans or dependents of veterans are encouraged to visit our website for assistance at https://www.hillcollege.edu/Admissions_Aid/Admissions/Veteran.html or contact our Special Populations Coordinator at 254-659-7606.

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.

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 and/or their dependents, 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 will be the student's responsibility 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 Student Information Services
5. Present proof of ineligibility for educational benefits from the Veteran's Administration
6. Have served 180 days beyond basic training

Veterans should reference the Texas Veterans Commission at www.tvc.texas.gov for eligibility requirements.

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 the 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 Student Information Services at the Hill County Campus, the Johnson County Campus, or Burleson Higher Education Center. There are 3 rounds to apply for scholarships with deadlines for each round. Round 1 opens October 1 and closes January 15. Round 2 opens February 5 and closes May 15. Round 3 opens July 5 and closes August 31.

Dates are subject to change. These scholarships are awarded yearly and must be reapplied annually.

Academic Scholarships - Students with a GPA of 2.5 or better on a 4.0 scale can apply for an academic scholarship. Applications are available on the Hill College website. Application deadlines are posted to the web page.

Endowed Scholarships - Hill College offers several endowed scholarships. Scholarship applications are available on the Hill College website.

Program Based Scholarships - Hill College awards scholarships based on ability and/or participation in athletic training, choir, drama, Esports, and other activities as designated by the college. Scholarship awards are made by the program coordinator or department of each individual area.

Athletic Scholarships - Scholarships in programs such as men's baseball, men's and women's basketball, men's and women's cross country/track, men's and women's rodeo, men's and women's soccer, women's softball 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 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 Bureau of Indian Affairs, Social Security Administration, Workforce Innovation & Opportunity Act (WIOA), or Texas Department of Assistive and Rehabilitative Services. Students interested in these benefits must see each organization, respectively.

Application Procedures

On all applications, Hill College must be identified as one of the schools eligible for this information. The identification number for Hill College is 003573.

FAFSA Filing Options

You may choose any of these methods to file a FAFSA form:

- Log in at fafsa.gov to apply online.
- Complete a FAFSA PDF (note: you must print out and mail the FAFSA PDF for processing.)
- Request a printout of the FAFSA PDF by calling ~~us at~~ 1-800-4-FED-AID (1-800-433-3243); then fill out the form and mail it for processing.

Hill College provides computers in Student Information Services on the Hill County Campus, Johnson County Campus, and Burleson Higher Education Center for this purpose. No fee is charged for this service.

After receiving the information, Student Information Services will alert the student by email to the information needed to complete their file. Financial Aid awards will not be made until the student's file is judged complete by Student Information Services staff. Students are provided a Hill College email account upon application to the college and are encouraged to review it often.

Determination of Financial Need and Eligibility

The amount of financial aid a student is eligible for will be determined by the Student Aid Index (SAI) that is calculated by the Federal processor and appears on the SAR and/or Institutional Student Information Record (ISIR). 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 Student Information Services.

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.

1. Financial Aid Minimum Grade Point Average (GPA)

   A cumulative GPA of at least 2.0 must be maintained upon each semester's completion. Grades A, B, C, D, F, and S will be included. Grades of W, and I are not included in the GPA. Transfer hours 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 <u>are</u> counted in the GPA.

2. Successful Completion Rate

   67% 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 <u>are</u> counted in the completion rate.

3. Maximum Time

   Federal guidelines stipulate that the maximum period for successful program completion may not exceed 150% of the published length of the program. Transfer hours will count

within the maximum time limit allowed. Repeated credits and remedial classes are counted in the maximum amount of time spent. Students who exceed the 150% maximum time limit will no longer be eligible to benefit from financial aid at Hill College.

4. Students may change majors while attending Hill College. However, excessive major changes can result in suspension of status. It is the student's responsibility to contact Student Information Services when a major is changed to determine remaining aid eligibility.

5. There is a limit of 30 total hours for remedial course work. Remedial hours attempted beyond the 30-hour limit will not be included in course load for determining enrollment status for Title IV payment purposes.

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. However, a grade of "D" is considered passing for financial aid and will be considered as such for satisfactory academic progress.

If a student passes a class once, then is repaid for retaking it, and fails the second time. That failure counts as their paid retake, and the student may not be paid for retaking the class for a third time.

For questions, please contact Student Information Services or review the Federal Register 34CFR668.2(b).

In addition to the standards indicated above, the Student Information Services 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, spring, and summer semesters. All students receiving Title IV aid will be evaluated regardless of the number of hours enrolled. All coursework will be evaluated if the student receives financial aid.

Students not meeting financial aid SAP are notified by email on their Hill College student email account. Students may also view their financial aid SAP status on their MyFA (JFA) student portal. Students are responsible for checking their student email account, and MyFA (JFA) student portal for communication concerning file completion, award acceptance, and SAP.

1. Financial Aid Warning

   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 warning. Students on warning will be eligible to receive financial aid during the next semester.

2. Financial Aid Suspension

   Students currently on warning, and those 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 for courses.

3. Re-Entry

   Students who are currently on suspension can regain an eligible status by enrolling at Hill College and successfully earning a 2.0 GPA and a 67% completion rate. These students are responsible for submitting a financial aid appeal to the financial aid staff to evaluate the student's progress. If a favorable SAP status has been acquired, the suspension status will be removed.

4. Academic Plan

   Students requesting an appeal that they would not be able to receive financial aid in SAP by the end of the next semester may be considered for an Academic Plan (AP). Placing a student on an AP requires a review of the selected major and determining a time in the future when the student will meet financial aid from SAP. The student will be required to meet with a student navigator to discuss the class requirements and to sign off indicating he/she understands the requirements. The student must meet with a student navigator at the end of each semester. If the requirements for the semester were not met, the student is no longer eligible for financial aid until the minimum SAP requirements are met. The student will be on suspension until financial aid SAP minimums of 2.0 GPA, and 67% completion rate is met.

Appeal Procedure

Students not meeting SAP are notified by email with information on how to file an appeal. The online appeal form is located under the STUDENT tab in MyHC. After logging in you will choose STUDENT from the top navigation bar. Choose appeals from the menu on the left. The appeal status may also be checked online. An appeal request should be completed at least 45 days before the end of the semester when the student requests 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 student navigator, and the student can view the status online. If the appeal is approved, financial aid eligibility will be restored after the student signs an academic plan, or the student navigator has determined a probationary status for the next semester.

Students are responsible for checking their student email account and MyFA (JFA) student portal for communication concerning file completion, award acceptance, and satisfactory academic progress.

Students, whose appeal is denied, may within ten days of receiving notification submit a second appeal. The second appeal will be reviewed by the assistant financial aid director or designee within Student Information Services. Students may be placed on an academic plan if they can come into compliance prior to finishing their current program. If a student cannot comply before finishing the program, financial aid will be denied.

Dropping Course(s) or Resigning from Hill College

Reducing a student's enrollment during any semester may have significant penalties. If a student is considering dropping one or more courses or resigning from the 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.

Student Information

Statement Of Equal Opportunity

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

The College District prohibits discrimination, including harassment, against any student based on race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

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 High School Equivalency Certificate 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, and has satisfactorily completed college level coursework as determined by the receiving institution.

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 not seeking a degree from Hill College, and has satisfactorily completed college level readiness coursework as determined by the receiving institution.

Casual Student

A Casual Student is one that: does not meet the requirements of a 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.

Advising And Success Center

The Advising and Success Center guides students in developing educational and career pathways by fostering student success from registration to completion.

Hill College has a staff of Advisors and Success Coordinators 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. Students, regardless of

academic skill level, should seek individual advising before scheduling classes. The Advising and Success Center is open to students with questions about pathway planning, transcript evaluation, course transfer, and other facets of college life. Advising activities are available to assist students in the successful completion of their needs and goals.

Hill College recommends advising prior to registration for new students at Hill College.

The following students are required to receive advising for the circumstances listed below:

1. Students who are entering Hill College for the first time.
2. Students who have stopped out of Hill College for over one year.
3. Students who have not met TSI requirements.
4. Students must be enrolled in developmental education courses.
5. Students who desire to change an academic pathway, withdraw/resign from courses after census, and register for a term load that exceeds the maximum allowed.
6. Students on academic probation and/or students returning from academic suspension.

Advisors and Success Coordinators can arrange for testing to identify the student's 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. Visit the Student Activities Calendar to determine University Transfer Recruitment dates. Other services available include tutoring, disability services, successful workshops, and seminars. Campus and community support service referrals are made as needed. All information, assistance and guidance provided by the Advising and Success Center is offered free of charge to current students and alumni.

Campus Safety

Campus Safety provides a safe and secure environment enforcing institutional, local, state, and federal laws, and building relationships that foster trust, respect, and cooperation. Campus Safety maintains staff at the Hill County Campus, Johnson County Campus and Burleson Higher Education Center. Hill College uses a system called Rebel Alert to quickly send out critical information in an emergency or campus closing. The service enables administrators to send emergency notifications to up to six phone numbers and two email addresses per student and employee. All employees and registered students are automatically signed up for Rebel Alert using email and phone numbers currently on file but are encouraged to update their records at https://www.getrave.com/login/hillcollege.

Testing

Hill College has testing centers on the Burleson Higher Education Center, Hill County, and Johnson County campuses. The Testing Center(s) offer the following exams:

- Accuplacer ATB exam (Ability to Benefit) – a placement exam which allows a student who is not a high school graduate access to financial aid through Title IV eligibility from the Consolidated and Further Continuing Appropriations Act of 2015
- ATI TEAS Nursing Entrance Exam
- CERTI PORT by PEARSONVUE
- College Level Entrance Exam (CLEP)

- Correspondence (proctoring for other institutions)
- ESCO Group – Testing for the HVACR industry
- General Educational Development (GED) exam (High School Equivalency)
- Hesi A2 w/Critical Thinking (entrance exam for Hill College echocardiography candidates)
- Instructor exams (proctoring for Hill College instructors)
- NHA (National Health Career Association) Phlebotomy Technician and Clinical Medical Assistant Certificates
- NREMT- Emergency Medical Technician tests
- PearsonVue Testing Center
- Texas Commission of Fire Protection (TCFP)
- Texas Commission of Law Enforcement (TCOLE)
- TSI placement exam (Texas Success Initiative Assessment)

For further information on pricing, scheduling of exams (all exams given by appointment only), Test Day Rules and contact information, please visit our website at: https://www.hillcollege.edu/Testing/index.html

Support Services For Students Needing Accommodations

The Advising and Success Center coordinates physical and academic support services for any student who has special needs because of a temporary or permanent disability. The Advising and Success Center works closely with Texas Department of Assistive and Rehabilitative Services, related federal agencies, and other organizations that provide service and aid to the disabled 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 accommodation 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 an appointment with a Hill College success coordinator to review the request for accommodation, determine appropriate services and/or accommodations, and plan their educational program. Every effort will be made to identify needs and provide any reasonable academic accommodation that a student needs due to his/her disability.

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

Carl D. Perkins Grant Funding

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

This program is designed to help special populations including:

1. individuals with disabilities;
2. individuals from economically disadvantaged families, including low-income youth and adults;

3. individuals preparing for non-traditional fields;
4. single parents, including single pregnant women;
5. out-of-workforce individuals;
6. English learners;
7. homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11434a);
8. youth who are in, or have aged out of the foster care system; and
9. youth with a parent who
    a. is a member of the armed forces (such as term is defined in section 101(a)(4) of title 10, United States Code); and
    b. is on active duty (as such term is defined in section 101(d)(1) of such title).

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, 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 D. Perkins Grant Fund are of no charge to the students.

Limited funds are available to provide reimbursement to qualified career and technical education students for childcare, transportation, or books/supplies if they enroll at Hill College and meet specific requirements. (Childcare must be provided by a licensed or registered day care facility.) Call (254) 659-7650 on the Hill County Campus, (817) 760-5650 on the Johnson County Campus, or (817) 295-7392 at the Burleson Higher Education Center for details.

Student Support Services

Hill College offers free peer and group tutoring services to students enrolled in developmental education and regular college credit programs. Peer tutors are supervised by professional staff in the Advising and Success Centers. For more information, visit www.hillcollege.edu/Student/Advising/Tutoring .

The Advising and Success Centers offer a variety of free success workshops each semester to help students be successful in and out of the classroom. Visit the Student Activities Calendar to determine dates and the Advising and Success Center webpage www.hillcollege.edu/Student/Advising.

Career Services

Hill College provides career services to help students seek full- or part-time employment. These services include developing successful job search strategies as well as area and region wide job fairs, contacts with local and area businesses including monthly updates from Chambers of Commerce about the job market, Occupational Outlook Handbook, resume preparation, and

interviewing skills. Job openings are listed at College Central Network, www.collegecentral.com/hillcollege, in partnership with Hill College Career Services.

Transfer Services

Advisors and Success Coordinators coordinate University visits and information, providing transfer assistance and advising. Hill College also hosts an annual College Day with representatives from four-year universities. Four-year university representatives visit the Hill County Campus, Johnson County Campus, and Burleson Higher Education Center to assist students with planning their transfer to a university. Additional information regarding dates and transfer activities are provided on the web site at https://www.hillcollege.edu/Student/Advising/TransferServices.html

Health And Wellness Services

Hill College provides health and wellness services to student district wide through resources, referrals, and partnerships with local area agencies. Resources can be found on the College website at https://www.hillcollege.edu/Safety/HealthWellness.html. Hill College does not provide on-campus facilities for the treatment of illness or injury. In the event an emergency should arise which requires immediate medical attention, local medical emergency services should be contacted (911).

Residence Halls

Hill College provides a modern, air-conditioned, residence hall for men and two residence halls for women. 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. 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 residence hall students and is $1,650 per semester.

All students planning to reside in residence halls are required to complete and submit a Resident Application and to pay a non-refundable $50.00 processing fee. Additionally, there is a $250.00 residence hall deposit. Deposit or part deposit may be refundable upon moving out if there is no damage. Room and board payment is required prior to moving into the residence halls. Students must complete a new or returning Resident Application in the MyHC student portal. A new Resident Application, in the Release of Background Information section, also gives Hill College permission to obtain a criminal history record. Room assignments are made based on 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. The college reserves the right to make reassignments of rooms or roommates as the need arises.

All residence halls will be closed during designated holidays of Thanksgiving, Christmas, and Easter, between semesters 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 damage to college property for which they are responsible. Nonpayment of these obligations will result in the withholding of grades, transcripts, or graduation.

Student Activities And Organizations

Student activities offer organized activities and encourage a sense of belonging, learning, personal development, citizenship, and community involvement. Hill College not only assists students in furthering academic knowledge but also in developing social abilities through numerous clubs and activities, which foster leadership and cooperative activity.

Student Government Association

The Student Government Association represents the entire student body. Student Government officers are elected annually at the Hill County Campus, Johnson County Campus and Burleson Higher Education Center and meet at designated times on each campus. Student groups may petition the Student Government Association(s) to create a recognized organization through a simple and straightforward process.

Clubs And Organizations

Student organizations are a key part of the collegiate experience. Hill College offers opportunities for growth, leadership, and involvement in the campus community. The Student Government Association represents the student body as a whole and is the student's voice for the administration of the college. Student Government officers are elected annually at the Hill County Campus, Johnson County Campus and Burleson Higher Education Center. Hill College currently offers Baptist Student Ministries, Delta Psi Omega, Fellowship of Christian Athletes, The Hill Players, Phi Theta Kappa, Student Ambassadors, and Student Government Association.

Honor Society

Phi Theta Kappa

Phi Theta Kappa is an 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 at the junior colleges of the United States. To be invited to become a member of Phi Theta Kappa, a first-year student 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 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 students majoring in or interested in drama. The group produces at least one major production each semester, along with several 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 basketball, cross country/track, soccer, softball, and volleyball; and competes in men's baseball, basketball, cross country/track, and soccer, and Esports.

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 remarkably successful since the team's beginning in 1977. Hill College Rodeo teams consist of approximately fifty 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.

Student Centers

Hill College provides student centers at the Hill County Campus, Johnson County Campus, and Burleson Higher Education Center. The student centers provide an opportunity for students to study, snack, unwind, watch tv or play games such as pool, ping pong, board games, and video games during extended hours. Hours of operation are extended at various campuses/centers to accommodate students after business hours to include evenings and weekends.

Wellness Centers

Hill College offers wellness centers on the Hill County and Johnson County Campuses providing various weightlifting and cardio equipment for recreational use. Hours of operation are extended to accommodate students after business hours to include evenings and weekends.

Code Of Student Conduct

The Deans of Students oversee services and resources that promote student rights and responsibilities and student welfare in support of Hill College's commitment to student development, engagement, retention, and success. The deans are charged with enforcing the Student Code of Conduct and educating the campus about student rights and responsibilities. The college student is considered a responsible adult and shall be charged with notice and knowledge of and required to comply with the contents and provisions of the college districts

rules and regulations concerning student conduct. The student's enrollment indicates acceptance of those standards of conduct which appear in the Student Handbook and Residence Life Handbook: https://www.hillcollege.edu/CampusLife/index.html

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. Remember that absences always result in work being missed and that, despite the best efforts of the instructor and student, grades will suffer.

Religious Holy Days And 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.

For the absence to be considered as "Excusable," the religious organization must meet the requirements as outlined in the Education Code 51.911Section 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 Student Information Services.

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 the person is a student at 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 student request 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 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 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.

Family Educational Rights And Privacy Act (FERPA)

Directory Information

Hill College complies with the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA). FERPA is a federal law designed to protect the privacy of a student’s educational records that are not considered “directory” information. Educational records, as defined by FJ(LEGAL), are records, files, documents, and other materials that contain information directly related to a student, which are maintained by Hill College. Hill College has defined directory information as name, address, telephone number, classification, field of study (major), dates of attendance and enrollment verification, degrees and dates awarded, honors/designations, and the most recent previous institution attended. This information can be provided to anyone who inquires and usually includes other institutions, prospective employers, or family members.

Each student has the right to request that directory information not be released and can do so by completing the Request to Withhold/Release Disclosure of Directory Information Form. Forms are available in Student Information Services and on the Hill College website at https://www.hillcollege.edu/Admissions_Aid/Admissions/Admit-Files/FERPA%20Form.pdf.

Academic Information

The student is obligated 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 to always be familiar with his/her scholastic status. The advisors and success coordinators 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 about 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 freshmen.
Sophomore: Students with 30-60 hours of credit are classified as sophomores.

Types Of Degrees And Certificates

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

A student who fails to graduate at the expected time and completes the remaining requirements at another institution may transfer hours of work back to Hill College. Official transcripts must be requested to be sent to Student Information Services. Reverse graduation students should complete an online graduation application.

Semester Hours And Credit

The college operates on the semester plan with two long semesters (16 Week) and summer terms (5 Week each).

Hill College follows federal and state-accepted practices by awarding credit based on semester credit hours for courses and programs, regardless of format or mode of delivery. Hill College defines credit hour as one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for each week for approximately fifteen weeks of one semester or the equivalent amount of work over a different amount of time; or at least an equivalent amount of work as required in other activities established by the College, including laboratory work, internships, clinical work, independent study, and other academic work leading to the award of credit hours. In accordance with commonly accepted practices in higher education, Hill College operates a 50-minute hour for this definition. Only exceptional students, upon approval of the Vice President of Student Learning and Success, Vice President of the Student Experience, or designee may take more than 19 semester hours.

In the summer semester, a student normally earns 6 semester credit hours in five weeks and 12 in eleven.

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 an Advisor or Success Coordinator.

Advisors have access to a wide range of information on credit transfer. Students should work with an advisor to design a pathway consistent with the students' educational goals. Changes in plans should be discussed with the advisor to avoid potential transfer problems.

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 numbering system improves articulation and assists students 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 credit hours from a junior college because of the heavy load required of first year and sophomore students in some degrees.

Resolution Of Transfer Disputes For Lower-Division Courses

1. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
    a. 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.
    b. 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.
    c. The two institutions and the student shall try to resolve the course credit transfer in accordance with Texas Higher Education Coordinating Board rules and guidelines.
    d. 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.
2. 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.
3. Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.

4. The board shall collect data on the types of transfer disputes reported and the disposition of each case considered by the commissioner or the commissioner's designee.
5. 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. If 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 postsecondary institution accredited by one of the regional accrediting bodies. Each transfer student is responsible for having official transcripts from all colleges sent to Hill College. A course from an accredited institution will be accepted in lieu of a specific course at Hill College 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 Hill College must include the original transcript plus a certified English translation.

Transfer work from accredited institutions will be posted to the Hill College transcript when:
1. all official transcripts have been received, and
2. the student has been identified as seeking a certificate or degree from Hill College.

University Partnerships

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 program.

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 partners.

Tuition Rebate Program

(Texas Education Code 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 always pay resident tuition while pursuing the degree, and
4. Must have attempted no more than three hours more than the minimum number of semester hours required to complete the degree under the catalog under which they 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 of 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 university. Special Conditions which apply to the Guarantee are as follows:

1. Transferability means the acceptance of credits toward a specific major or 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 the Academic Course Guide Manual (ACGM) approved numbers are included in this guarantee.
5. If all conditions are met and 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 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 6 credit hours of tuition-free education under the conditions described above.

Guarantee for Job Competency

If a recipient of an Associate of 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 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 of 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 of 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 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 lacks entry-level skills identified by Hill College as the employee's program competencies and must specify the deficiency areas 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 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. Students' sole remedy against district and its employees for skill deficiencies shall be limited to 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.

Prior Learning Assessment

Hill College (HC) strives to provide students with opportunities to receive credit for prior learning while still maintaining the academic integrity of its academic programs. Prior Learning Assessment (PLA) evaluates an individual's learning outside the college classroom. PLA gives students an opportunity to earn college credits for college-level knowledge they have acquired through experience including military service and training, advanced high school courses, recognized exams and certifications, and others.

Students may petition for course credit for experiential learning, non-credit course completion, professional development, licensure/certifications, and national exams. Course credit is awarded when content mastered through an experience is comparable to the student learning outcomes of a HC course. Participants benefit from recognized learning outside the traditional classroom, reduced program costs, and timely degree completion.

To accommodate this need, HC has developed the Prior Learning Assessment Guidelines and Procedures Manual. This manual is designed to provide information about the diverse ways in which students obtain academic credit for learning knowledge and skills outside a classroom setting. This academic college credit can be awarded through the following prior learning demonstrations:

- Military Training
- Professional Work Experience
- External Exams Credit
- Internal Credit by Exam
- Workforce Training Mirror Courses
- Licensure and Professional Certification

The offices of Student Learning and Success and Student Experience work collaboratively to process assessment requests. The Office of the Vice President for Student Learning and Success ensures PLA adheres to institutional policies and regional accreditation standards, maintains academic integrity, and follows current business processes. The Vice President of the Student Experience provides support to PLA applicants through advising, application assistance, and credit posting. HC policies and procedures are consistent with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) principles and with Hill College Board Policies EGA (Legal) and EGAA (Local).

This PLA Guidelines and Procedures Manual provides students with insight regarding student eligibility requirements to request credit, the credit for prior learning guidelines, the amount of

fees required if applicable, the criteria for each prior learning assessment, and the HC procedures for granting credit.

Credit by Examination/Experience

(College Credit Granted for Nontraditional 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.

Students must be enrolled in and successfully complete at least 6 semester credit hours at Hill College 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, Fire and Emergency Management Services).
2. Nontraditional transcripts (Hospital schools, cosmetology, etc....)
3. Nationally recognized tests or certifications.
4. Formal Military Training.

Advanced Placement Examinations (AP)

Entering first-year students 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 Advising and Success 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 successfully taking 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 based on the College Board CLEP General Examination Scores. To receive credit in ENGL 1301 and ENGL 1302, students must also pass a written essay. (For additional information, see an advisor.)

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.

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 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 on 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 way will not become part of the student's permanent record until an equivalent number of semester hours are 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.

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 appropriate subject areas on all IB exams with scores of 4 or above if the incoming freshman earned an IB diploma. However, course credit does not have to be awarded on any IB exams

where the score received is 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 66 semester credit hours of lower division academic credit.

Hill College Credit of IBD - Policy

Ib Examination	Score	Hill College Course	Credit Hours
Biology (SI)	4, 5, 6, or 7	BIOL 1406	4
Biology (SI)	4, 5, 6, or 7	BIOL 1406 & 1407	8
Business & Management	4, 5, 6, or 7	BUSI 1301	3
Chemistry (SI)	4, 5, 6, or 7	CHEM 1411	4
Chemistry (HI)	4, 5, 6, or 7	CHEM 1411 & 1412	8
Computer Science	4, 5, 6, or 7	COSC 1301	3
Economics (SI)	4, 5, 6, or 7	ECON 2301 & 2302	6
Economics (HI)	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 (HI)	4, 5, 6, or 7	HIST 1301 & 1302	6
Mathematics (HI)			
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), D (below average), F (failure), I (incomplete), W (withdrawn), and WC (withdraw COVID-19). (A grade of “D” given in a developmental or remedial course is not considered passing and students could not advance to the next level of courses.) The lowest passing grade for most courses 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 2.00 for the "C" average required for graduation.

In case of illness or similar emergency, a grade of Incomplete (I) may be given. Students requesting an Incomplete (I) must see their instructor for approval. 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 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 MyHC, the online student portal, 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. 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.

Schedule Changes

Students who have satisfied mandatory advising, do not have registration holds, and are considered college ready in all areas can make changes to their schedule online through MyHC during registration periods. After the 1st day of class until the last day to make changes based on the college calendar, students can Add/Drop courses online but are not allowed to resign from all courses and must contact the Advising and Success Center. After their last chance of registration, students must see the Advising and Success Center for assistance. 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 withdraw from a class of a term as designated in the college calendar. The request for permission to withdraw from a course is initiated by the student contacting the Advising and Success Center. Other steps in the withdrawal process to be taken by the student will be explained at the time of request. A student who discontinues class attendance and does not

officially withdraw from the course on or before the last day to withdraw from 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 remediated. A student who is enrolled in a developmental course for TSI purposes may not withdraw from his/her only developmental course unless the student completely resigns from the college or shows proof of passing the TSIA 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 considering withdrawing from a course should contact his/her instructor before initiating a drop or withdrawal.

A student who wishes to retroactively withdraw from Hill College for any reason is expected to withdraw by the withdrawal deadline as published in the Academic Calendar. Requests to withdraw after this date are considered only if there are compelling documented reasons that prevented the student from completing their withdrawal on or before the designated deadline per term. A retroactive withdrawal may be initiated through the Official Appeal for Withdrawal/Resignation with the Advising and Success Center. Students have until the next long semester's end date, as published in the current or succeeding year's Academic Calendar, to be considered for approval. Note that tuition refunds are limited according to the College Refund Policy.

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 first-year student 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 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 prevent 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. Serious illness or debilitating condition
2. Responsible for care of sick, injured, or needy
3. Death of a family member or other important person
4. Family or important person called to active duty
5. Change in student's work schedule that is beyond control
6. Other good cause
7. Total withdrawal for the term
8. Withdrawal/drop that contributes to 6-drop count
9. Hill College determines another good cause for the students to drop the course with appropriate documentation.

If one of the above exceptions is approved, the student will be allowed to drop from 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.

Resigning From The College

When a student finds it necessary to resign from school before the end of the semester and by the published deadline as designated in the academic calendar, he or she should inquire with the Advising and Success Center. Full instructions for resigning from college will be given when the resignation is made. Students may also resign from the college by sending a written request for such action to Student Information Services. The request must include the student's signature, the student's current address, Hill College student identification 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 resignation date. Students who resign 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 resign 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 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 expected to attend every class unless hindered by circumstances beyond their control.
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 can re-enter scholastic probation. A student may appeal this action by submitting an online appeal application 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. Approved appeals may have restrictions on enrollment.
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 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

A student’s transcript, a student’s permanent record of classes taken at Hill College, is available upon written request from Student Information Services. Official transcripts are free of charge. Requests for official transcripts are completed and submitted electronically through MyHC, the online student portal. Transcripts can be sent electronically via Parchment within Texas to participating in public and private colleges and universities. Please allow 48 to 72 business hours for processing a transcript request. If a student’s account is not active or the student does not have a MyHC account, then students will need to email admissions@hillcollege.edu. A link will be provided to the official transcript request form. For additional assistance, contact Student Information Services on 254.659.7600.

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.

Graduation Requirements

Graduation Information

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

To be considered as a candidate for a degree or certificate, the student should submit an online graduation application by the designated deadline:

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

Hill College reviews student coursework for automatic degree or certificate awards, but students are encouraged to apply for graduation during the semester they will meet the degree or certificate requirements. Applications submitted after the deadline may be considered for the following semester.

Types Of Degrees And Certificates

Hill College grants the:

1. Associate of Arts Degree
2. Associate of Science Degree
3. Associate of Arts in Teaching Degree
4. Associate of Applied Science Degree
5. Certificate of Technology
6. Certificate of Completion
7. Occupational Skills Award
8. Institutional Credentials leading to Licensure or Certification (ICLC)
9. Enhanced Skills Certificate
10. Advanced Technical Certificate

Hill College can grant up to one associate degree for each degree level in the Associate of Arts, Associate of Science, and Associate of Arts in Teaching if all requirements are met. Students can earn multiple Associate of Applied Science degrees, Certificate of Technology and Certificate of Completion certificates if requirements are met for each award.

The curriculum for the Associate of Arts, Associate of Science, and Associates of Arts in Teaching degrees are designed for the student planning to transfer to a senior college or university.

The Associate of 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.

An Occupational Skills Award is a sequence of technical-based credit courses totaling 9-14 semester credit hours (SCH) and 144 contact hours within an approved program of study.

An Institutional Credentials leading to Licensure or Certification (ICLC) is a sequence of technical courses that must meet a minimum of 5 SCH or 80 contact hours. ICLCs should be on the workforce board's target occupation list, and if it is not, the external advisory committee must recommend the content of the program.

Associate of Arts Degree

The Associate of 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 at least 60 semester hours of credit. *
2. The student must complete all core curriculum / general education requirements for graduation.
3. The student must complete at least three or four electives in their major, or the Liberal Arts major will be awarded.
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 must satisfy the Texas Success Initiative Assessment (TSIA) requirements in reading, writing, and mathematics, unless exempted.
7. 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 Degree.

Associate of Science Degree

The Associate of 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 at least 60 semester hours of credit. *
2. The student must complete all core curriculum / general education requirements for graduation.
3. The student must complete at least three or four electives in science and/or mathematics.
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 must satisfy the Texas Success Initiative Assessment (TSIA) requirements in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

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

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 at least 60 semester hours of credit.*
2. The student must complete all core curriculum / general education requirements for graduation.
3. The student must complete at least three or four electives in their major, or the liberal arts major will be awarded.
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 must satisfy the Texas Success Initiative Assessment (TSIA) requirements in reading, writing, and mathematics, unless exempt.
7. 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.

Associate of Applied Science Degree

The Associate of 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 at least 60 semester hours of credit. *
2. As part of the minimum 60 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 3 semester credit hours (SCH) from each of the following areas: humanities/fine arts, social/behavioral sciences, and mathematics/natural sciences.
3. The student must complete the prescribed competencies and curriculum for a two-year occupational program as outlined in the degree plan listed under Career Pathways.
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 must satisfy the Texas Success Initiative Assessment (TSIA) requirements in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

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

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 between 30-51 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 Career Pathways.
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 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.

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 at least 15 semester credit hours. *
2. The student must complete the prescribed technical competencies and curriculum for the occupational program as outlined in this catalog under Career Pathways.
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.

Institutional Credentials leading to Licensure or Certification (ICLC)

Both OSAs and ICLCs must meet a minimum of 5 SCH or 80 contact hours to receive funding in a high demand field for funding. For OSAs and ICLCs that are not in a high demand field, they must have a minimum of 9 SCH or 144 contact hours. These Credentials under these thresholds are not fundable credentials.

All provisions of an OSA apply to an ICLC except that the occupation that the credential is focused on is not required to be included in the local workforce board’s target occupation list. If the occupation is not on the local workforce board’s targeted occupations list, an external advisory committee must recommend the content of the program.

The external advisory committee will help an institution document the need for an OSA or ICLC and ensure that the program curriculum provides students with the knowledge, skills, and abilities essential for employment. The advisory committee is one of the principal means of ensuring meaningful business and industry participation in program creation and revision.

Occupational Skills Award (OSA)

An Occupational Skills Award is a sequence of technical-based credit courses totaling 9-14 semester credit hours (SCH) within an approved occupational program. Typically, an external

workforce advisory committee identifies the coursework (classes) to be included in the award. Students may receive a dual benefit from earning an award because it helps to create a 'pathway' to program completion and can also demonstrate to potential employers a level of aptitude and workplace preparedness.

Enhanced Skills Award (ETC)

An Enhanced Skills Certificate is associated with an applied associate degree program and is intended to provide advanced skills identified by business and industry that are not part of the applied associate degree. It must consist of at least six semester credit hours and no more than 12 semester credit hours.

Advanced Technical Certificate (ATC)

The Advanced Technical Certificate has a specific associate degree as a prerequisite for admission. It consists of at least 16 semester credit hours and no more than 45 semester credit hours.

Core Curriculum

Statement of Purpose

Hill College adopts the Texas Higher Education Coordinating Board's statement of purpose concerning the core curriculum which states through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Elements of the Texas Core Curriculum

The Texas Core Curriculum (TCC) is a 42 Semester Credit Hour (SCH) core curriculum for all undergraduate students in Texas public higher education. Each institution selects the courses it will offer to fulfill that framework of the TCC in a way that considers the institution's individual role and mission. The TCC implementation at each institution must receive approval from the Coordinating Board, and institutions must evaluate the effectiveness of their TCC at regular intervals.

One of the most important provisions of the TCC is that it allows students who successfully complete a 42-semester credit hour (SCH) core curriculum at one institution to transfer the complete set of completed courses to another public Texas higher education institution without having to repeat any core courses. Students who transfer without completing the entire 42 SCH core curriculum also receive credit for each of the core courses they successfully complete. Although the courses included in the TCC may vary by institution, every Texas higher education institution's core curriculum must include the following Foundational Component Areas and semester credit hours:

- 010 Communication (6 SCH)
- 020 Mathematics (3 SCH)
- 030 Life and Physical Sciences (6 SCH)
- 040 Language, Philosophy and Culture (3 SCH)
- 050 Creative Arts (3 SCH)

- 060 American History (6 SCH)
- 070 Government/Political Science (6 SCH)
- 080 Social and Behavioral Sciences (3 SCH)
- 090 Component Area Option (6 SCH)

Students have the flexibility to choose courses from an institution's core curriculum. However, that flexibility may be limited by the student's major. For example, most science majors have prescribed math and science requirements as part of their degree program requirements. Students should always consult with an advisor at their institution to determine what courses they should take.

Hill College Core Curriculum

AA, AS, and AAT Requirements

Students earning an Associates of Arts, Associates of Science, or Associates of Arts in Teaching Degree at Hill College must complete 42 hours of a state mandated Core Curriculum in addition to major courses and electives in the area of interest. See below for allowable courses within each Component Area.

Communication (6 hours)
All overflow hours are counted in the Component Area Option or Degree Plan.

ENGL 1301	Composition I
ENGL 1302	Composition II

Mathematics (3 hours)
All overflow hours are counted in the Component Area Option or Degree Plan.

MATH 1314	College Algebra
MATH 1316	Plane Trigonometry
MATH 1324	Mathematics for Business & Social Sciences I
MATH 1325	Mathematics for Business & Social Sciences II
MATH 1332	Contemporary Mathematics
MATH 1342	Elementary Statistical Methods
MATH 1350	Mathematics for Teachers I
MATH 2412	Pre-Calculus Math
MATH 2413	Calculus I

Life and Physical Sciences (6 hours)
All overflow hours are counted in the Component Area Option or Degree Plan.

BIOL 1406	Biology for Science Majors I
BIOL 1407	Biology for Science Majors II
BIOL 1408	Biology for Non-Science Majors I
BIOL 1409	Biology for Non-Science Majors II
BIOL 1411	General Botany
BIOL 2401	Anatomy & Physiology I
BIOL 2402	Anatomy & Physiology II

BIOL 2406	Environmental Biology
CHEM 1406	Introductory Chemistry I
CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II
ENVR 1401	Environmental Science I
ENVR 1402	Environmental Science II
GEOL 1401	Earth Sciences I
GEOL 1402	Earth Sciences II
GEOL 1403	Physical Geology
GEOL 1404	Historical Geology
GEOL 1445	Oceanography
GEOL 1447	Meteorology
PHYS 1410	Elementary Physics
PHYS 1401	College Physics I
PHYS 1402	College Physics II
PHYS 1403	Stars and Galaxies
PHYS 1404	Solar System
PHYS 2425	University Physics I
PHYS 2426	University Physics II

Language, Philosophy, and Culture (3 hours)
All overflow hours are counted in the Component Area Option or Degree Plan.

ENGL 2322	British Literature I
ENGL 2323	British Literature II
ENGL 2327	American Literature I
ENGL 2328	American Literature II
ENGL 2331	World Literature
ENGL 2332	World Literature I
ENGL 2333	World Literature II
HUMA 1301	Introduction to the Humanities I
HUMA 1302	Introduction to the Humanities II
SPAN 2311	Intermediate Spanish I
SPAN 2312	Intermediate Spanish II

Creative Arts (3 hours)
All overflow hours are counted in the Component Area Option or Degree Plan.

ARTS 1301	Art Appreciation
ARTS 1303	Art History I
ARTS 1304	Art History II
DRAM 1310	Theater Appreciation
DRAM 2366	Film Appreciation
MUSI 1306	Music Appreciation
MUSI 1307	Music Literature
MUSI 1310	American Music

American History (6 hours)
All overflow hours are counted in the Component Area Option or Degree Plan.

HIST 1301	United States History I
HIST 1302	United States History II

Governmental/Political Science (6 hours)
All overflow hours are counted in the Component Area Option or Degree Plan.

GOVT 2305	Federal Government
GOVT 2306	Texas Government

Social and Behavioral Sciences (3 hours)
All overflow hours are counted in the Component Area Option or Degree Plan.

AGRI 2317	Introduction to Agricultural Economics
CRIJ 1301	Introduction to Criminal Justice
ECON 2301	Principles of Macroeconomics
ECON 2302	Principles of Microeconomics
PSYC 2301	General Psychology
PSYC 2314	Lifespan Growth & Development
SOCI 1301	Introductory Sociology
SOCI 1306	Social Problems
SOCI 2301	Marriage & the Family
TECA 1354	Child Growth & Development

Component Area Option (CAO 1 and CAO 2) (6 hours)

BCIS 1305	Business Computer Application
EDUC 1100	Learning Framework
PSYC 1100	Learning Framework
SPCH 1315	Public Speaking

AAS Requirements
Students earning an Associate of Applied Science Degree at Hill College must complete at least 15 semester credit hours of general education courses. The courses are distributed as follows:

Natural Sciences and Mathematics (3 hours)

MATH 1314	College Algebra
MATH 1316	Plane Trigonometry
MATH 1324	Mathematics for Business & Social Sciences I
MATH 1325	Mathematics for Business & Social Sciences II
MATH 1332	Contemporary Mathematics
MATH 1342	Elementary Statistical Methods
MATH 2412	Pre-Calculus Math
BIOL 1406	Biology for Science Majors I
BIOL 1407	Biology for Science Majors II

BIOL 1408	Biology for Non-Science Majors I
BIOL 1409	Biology for Non-Science Majors II
BIOL 1411	General Botany
BIOL 2401	Anatomy & Physiology I
BIOL 2402	Anatomy & Physiology II
BIOL 2406	Environmental Biology
CHEM 1406	Introductory Chemistry I
CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II
ENVR 1401	Environmental Science I
ENVR 1402	Environmental Science II
GEOL 1401	Earth Sciences I
GEOL 1402	Earth Sciences II
GEOL 1403	Physical Geology
GEOL 1404	Historical Geology
GEOL 1445	Oceanography
GEOL 1447	Meteorology
PHYS 1410	Elementary Physics
PHYS 1401	College Physics I
PHYS 1402	College Physics II
PHYS 1403	Stars and Galaxies
PHYS 1404	Solar System
PHYS 2425	University Physics I
PHYS 2426	University Physics II

Social and Behavioral Sciences (3 hours)

CRIJ 1301	Introduction to Criminal Justice
ECON 2301	Principles of Macroeconomics
ECON 2302	Principles of Microeconomics
GOVT 2305	Federal Government
GOVT 2306	Texas Government
HIST 1301	United States History I
HIST 1302	United States History II
PSYC 2301	General Psychology
PSYC 2314	Lifespan Growth & Development
SOCI 1301	Introductory Sociology
SOCI 1306	Social Problems

Humanities and Fine Arts (3 hours)
All overflow hours are counted in the Component Area Option or Degree Plan.

ARTS 1301	Art Appreciation
ARTS 1303	Art History I
ARTS 1304	Art History II
DRAM 1310	Theater Appreciation
HUMA 1301	Introduction to the Humanities I
HUMA 1302	Introduction to the Humanities II
MUSI 1307	Music Literature

BCIS 1305	Business Computer Application
EDUC 1100	Learning Framework
ENGL 1301	Composition I
ENGL 1302	Composition II
ENGL 2311	Technical and Business Writing*
PSYC 1100	Learning Framework
SPCH 1315	Public Speaking

*Course is not included in Hill College Core Curriculum

Any of the courses listed in the Component Areas may be used for the hours towards the Component Area Option.

Graduation Fee

Hill College believes that every student should have the opportunity to participate in commencement 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).

Center For Advanced Studies (CAS):

The CAS is an opportunity for any student to do an outside project with a faculty or staff member in addition to the required curriculum in any course. CAS projects may be pre-determined by the instructor/staff or can be custom designed by the student under supervision of the instructor/staff. There are CAS opportunities in all fields of study, and they will be done on a student-interest plus faculty-interest basis.

The benefit of participating in CAS projects to the student is 1) hands-on experience in their field of passion, 2) recognition on a transcript and resume, and 3) University-level opportunities in a one-on-one small-school setting. The benefit to the college of providing CAS opportunities to students is that it would 1) make Hill College the college of choice by providing unique advanced studies opportunities to students and 2) improve student success and retention. Studies show that students who participate in advanced studies, extracurricular projects, and spend time with faculty/staff outside of class are more likely to be successful and stay in school.

The length of time required by the CAS project will vary depending on the student, instructor/staff, and project: some might be a semester long, some might be just a week-long

trip, etc. A student would sign up for a CAS project by contacting that instructor/staff to discuss potential projects. The instructor will tell admissions (or the appropriate admin) that the student is a CAS student for this subject.

A student can participate in as many or as few CAS projects as they desire. Some examples of a CAS project might be outside scientific research (not necessarily limited to a science course), publishing/editing written work for a Hill College website or journal, running a college media production outlet, trips to Washington to interview politicians, research of historic documents, study abroad trips, and more.

Academic And Career Pathways

Degree programs at Hill College have been designed to set students on the path to success. The four Career Pathways are organized where a student can choose a path that interests a student. Students can choose from programs in Arts & Humanities, Business & Industry, Health & Public Service, and Science, Technology, Engineering & Mathematics (STEM). Education Plans for each Pathway program can be found on the institutional website under Academics and the appropriate program webpage (https://www.hillcollege.edu/Academics/Index.html).

Arts & Humanities

Behavioral Science (AA) (Psychology, Sociology & Social Work)

Education (AAT, AAS)

- Child Development/Early Childhood Education (AAS)
- Education Worker (Certificate of Completion)
- Director Preparation I (Certificate of Completion)
- Director Preparation II (Certificate of Technology)

English (AA)

Languages (AA)

Liberal Arts (AA)

Performing and Visual Arts Music (AA), Art (AA), Drama (AA)

Social Sciences (AA) (History, Government, or Political Science)

Speech/Communications (AA)

Business & Industry

Agriculture (AA)

Automotive Technology (AAS)

- Automotive Repair Technology (Certificate of Completion)
- Basic Automotive Repair (Certificate of Completion)
- Advanced Automotive Repair (Certificate of Technology)

Business Administration (AA, AAS)

- Basic Management Skills (Certificate of Completion)
- Advanced Management Skills (Certificate of Technology)
- Management (AAS)

Heating, Ventilation, and Air Conditioning (AAS)

- Basic HVAC Skills (Certificate of Completion)
- HVAC Technician Level II (Certificate of Completion)
- HVAC Technician Level III (Certificate of Technology)

Industrial Maintenance (AAS)

- Basic Electrical Skills (Certificate of Completion)
- Basic Industrial Maintenance Skills (Certificate of Completion)
- Basic Machinist (Certificate of Completion)
- Industrial Maintenance (Certificate of Technology)

Office Administration Technology (AAS)

- Office Support I (Certificate of Completion)
- Office Support II (Certificate of Completion)
- Office Administration (Certificate of Technology)
- Office Administration (Occupational Skills Award)
- Medial Office Administration (AAS)
- Medical Office Support II (Certificate of Completion)
- Medical Office Assistant (Certificate of Technology)

Welding (AAS)

- Welding (Occupational Skills Award)
- Basic Arc Welding Skills (Certificate of Completion)
- Semi-Automatic Welding (Certificate of Completion)
- Special Arc Welding Skills (Certificate of Completion)
- Welding Technology (Certificate of Technology)

Health & Public Service

Cosmetology (AAS)

- Facial Specialist/Esthetician (Certificate of Completion)
- High School Operator (Certificate of Completion)
- Instructor (Certificate of Completion)
- Nail Technology (Certificate of Completion)
- Operator (Certificate of Completion)

Criminal Justice (AA)

- Criminal Justice (Certificate of Completion)
- Drug and Alcohol Abuse Counseling (Certificate of Completion)
- Law Enforcement: Basic Peace Officer Academy (Certificate of Completion)
- Advanced Criminal Justice (Certificate of Technology)
- Criminal Justice (AAS)
- Drug and Alcohol Abuse Counseling (AAS)
- Law Enforcement: Texas Peace Officer (AAS)

Echocardiography (AAS)

- Vascular Technology (Enhanced Skills Certificate)

Emergency Medical Services (AAS)

- Paramedic (Certificate of Technology)

Fire Protection Technology (AAS)

- Fire Protection Technology (Certificate of Completion)
- Fire Protection and Safety Technology (Certificate of Completion)

Nursing (AAS)

- General Studies for Allied Health (AS)
- ADN Vocational Nursing (Certificate of Technology)
- Vocational Nursing (Certificate of Technology)
- ADN Vocational Nursing Transition (LVN) (AAS)
- Paramedic to ADN Transition Program (AAS)

Science, Technology, Engineering, & Mathematics (STEM)

Biology (AS)

Computer Science (AA, AAS)

- Computer Science Technical Core (Certificate of Completion)
- Computer Software and Media Applications (Certificate of Technology)
- Networking Cybersecurity (Certificate of Technology)
- Programming Specialization (Certification of Technology)
- Computer Science and Media Applications (AAS)
- Networking Cybersecurity (AAS)
- Programming (AAS)

General Studies (AS)

Kinesiology (AS) (AA) (Physical Education)

- Athletic Trainer (AA)
- Pre-Physical Therapy (AS)

Mathematics (AS)

Physical Sciences (AS)

- Chemistry (AS)
- Geology (AS)
- Physics (AS)

Arts & Humanities

Art

Associate of Arts

Program Summary | Associate of Arts

Explore your artistic side studying art, art history, art appreciation, and digital media. Classes are offered for students interested in an associate degree in art and also for those who want to investigate their inner artist.

AA 1011 Art Associate of Arts **60 Hours** **TSI Required**

	Required Core Courses (42 hours)	
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
SPCH 1315	Public Speaking	3
	Creative Arts* (recommended: ARTS 1301)	3
	Language, Philosophy and Culture*	3
	Life and Physical Science*	3
	Life and Physical Science*	3
	Mathematics* (recommended: MATH 1342)	3
	Social and Behavioral Sciences*	3

	Traditional Art Emphasis Electives (18 Hours)	
Course	**Title**	**Credit Hours**
ARTS 1311	Design I	3
ARTS 1312	Design II	3
ARTS 1316	Drawing I	3
ARTS 1317	Drawing II	3
ARTS 1303	Art History I	3
ARTS 1304	Art History II	3

	Digital Art Emphasis Electives (18 Hours)	
Course	**Title**	**Credit Hours**
ARTS 1311	Design I	3
ARTS 1312	Design II	3
ARTS 1316	Drawing I	3
ARTS 1317	Drawing II	3
ARTS 2348	Digital Media	3
ARTS 2356	Photography I	3

*See Core Curriculum for course options

June 2025

Arts & Humanities

Behavioral Science
Associate of Arts

Program Summary | Associate of Arts

Interested in human behavior? A degree in behavioral sciences explores how the human mind works, how people interact socially and culturally, and how having an understanding of psychology and sociology can benefit the community you serve.

AA 2051 Behavioral Science Associate of Arts 60 Hours TSI Required

	Required Core Courses (42 hours)	
Course	**Title**	**Credit Hours**
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
HIST 1301	US History I	3
HIST 1302	US History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
PSYC 1100	Learning framework	1
PSYC 2301	General Psychology	3
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Life and Physical Science*	4
	Life and Physical Science*	4
	Mathematics* (recommended: MATH 1342)	3
	Core Elective (BCIS 1305 or SPCH 1315)	3

	Behavioral Science Electives (18 Hours)	
Course	**Title**	**Credit Hours**
PSYC 2306	Human Sexuality	3
PSYC 2308	Child Psychology	3
PSYC 2314	Lifespan Growth and Development	3
PSYC 2315	Psychology of Adjustment	3
PSYC 2317	Statistical Methods of Psychology	3
PSYC 2319	Social Psychology	3
PSYC 2320	Abnormal Psychology	3
PSYC 2389	Academic Cooperative (Leadership)	3
SOCI 1301	Introduction to Sociology (Required)	3
SOCI 1306	Social Problems	3
SOCI 2301	Marriage and Family	3
SOCI 2306	Human Sexuality (Cross-listed as PSYC 2306)	3
SOCI 2319	Minority Studies	3
SOCI 2326	Social Psychology (Cross-listed as PSYC 2319)	3
SOCI 2340	Drug Use and Abuse	3
SOCW 2361	Introduction to Social Work	3
SOCW 2362	Social Welfare as a Social Institution	3
SOCW 2389	Academic Cooperative	3

*See Core Curriculum for course options

June 2025

Arts & Humanities

Drama
Associate of Arts

Program Summary | Associate of Arts

Theatre has a long history in the arts and culture. Get hands-on training with instructors who are dedicated to providing students with a wide range of experience in acting, stage sets, theatre history, and costume design.

AA 1041 Drama Associate of Arts	60 Hours	TSI Required
Required Core Courses (44 hours)		
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
HIST 1301	US History I	3
HIST 1302	US History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
SPCH 1315	Public Speaking	3
	Creative Arts* (Required: DRAM 1310)	3
	Language, Philosophy and Culture*	3
	Life and Physical Science*	4
	Life and Physical Science*	4
	Mathematics* (recommended: MATH 1314, 1316, 1324, 1325 or 1342)	3
	Social and Behavioral Sciences* (recommended: ECON 2301, 2302, PSYC 2301, 2314; SOCI 1301, 2301)	3

Required Drama Courses (10 Hours)		
Course	**Title**	**Credit Hours**
DRAM 1120	Theatre Practicum I	1
DRAM 1121	Theatre Practicum II	1
DRAM 2120	Theatre Practicum III	1
DRAM 2121	Theatre Practicum IV	1
DRAM 1310	Theater Appreciation	3
DRAM 1330	Stagecraft I	3
DRAM 1351	Introduction to Acting I	3

Drama Electives (6 Hours)		
Course	**Title**	**Credit Hours**
DRAM 1341	Stage Makeup	3
DRAM 2331	Stagecraft II (Prerequisite: DRAM 1330)	3
DRAM 2335	Theatre Design (Prerequisite: DRAM 1330 and DRAM 2331)	3
DRAM 2355	Script Analysis	3
DRAM 2361	History of Theatre I	3

Courses do not count towards degree plan		
Course	**Title**	**Credit Hours**
MUEN 1160	Musical Theatre (Required course to participate in the musical)	1
DRAM 2289	Academic Cooperative: Directing (Prerequisites: DRAM 1310, 1120, 1121, 2120, 1351, 1330, and DRAM 2331 or DRAM 1341. Must pass all with B or better to be considered)	2

June 2025

Arts & Humanities

Child Development/Early Childhood Education
Associate of Applied Science

Program Summary | Certifications | Associate of Applied Science

A career in education is a rewarding avenue for those interested in making a difference in the lives of children and young adults. Students will explore the realities, challenges, and rewards of working with children through various courses and fieldwork opportunities.

AAS 4102 Child Development AAS	**60 Hours**	**TSI Required**
Worker Certificate (18 hours)		
CC 4106	**Certificate of Completion**	**TSI Waived**
CDEC 1303/ TECA 1303	Families, School & Community+	3
CDEC 1311/ TECA 1311	Educating Young Children	3
CDEC 1318/ TECA 1318	Wellness of the Young Child	3
CDEC 1319	Child Guidance	3
CDEC 1321	The Infant and Toddler	3
CDEC 2315	Diverse Cultural/Multilingual Education	3

Administrator (Director Preparation I) (12 Hours)		
CC 4105	**Certificate of Completion**	**TSI Waived**
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1358	Creative Arts for Early Childhood Programs	3
CDEC 2307	Math and Science for Childhood	3
CDEC 2326	Administration of Programs for Children I+	3

Administrator (Director Preparation II) (15 Hours)		
CT 4108	**Certificate of Technology**	**TSI Required**
CDEC 1354/ TECA 1354	Child Growth & Development	3
CDEC 1359	Children with Special Needs	3
CDEC 2328	Administration of Programs for Children II+	3
ENGL 1301	Composition I	3
SPCH 1315	Public Speaking	3

Child Development/Early Childhood Associate of Applied Science (15 Hours)		
AAS 4102	**Associate of Applied Science**	**TSI Required**
CDEC 2384	Cooperative Education – Child Development+	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
	Creative Arts Elective (ARTS 1301 or DRAM 1310 or MUSI 1306)	3
	Mathematics (MATH 1314 or MATH 1332)	3

+Capstone Experience

Aug 2026

Arts & Humanities

Teaching
Associate of Arts in Teaching

Program Summary | Associate of Arts in Teaching

A career in education is a rewarding avenue for those interested in making a difference in the lives of children and young adults. Students will explore the realities, challenges, and rewards of working with children through various courses and fieldwork opportunities.

AAT 1889 Associate of Arts in Teaching	**60 Hours**	**TSI Required**
Required Core Courses (44 hours)		
Course	**Title**	**Credit Hours**
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
HIST 1301	US History I	3
HIST 1302	US History II	3
MATH 1350	Math for Teachers I	3
SPCH 1315	Public Speaking	3
	Creative Arts* (Recommended: ARTS 1301 or MUSI 1306)	3
	Language, Philosophy and Culture* (Recommended: ENGL 2322, 2323 or 2327)	3
	Life and Physical Science* (Recommended: BIOL 1408)	4
	Life and Physical Science* (Recommended: CHEM 1411)	4
	Mathematics* (recommended: MATH 1314)	3
	Social and Behavioral Sciences* (Recommended: TECA 1354 or PSYC 2301)	3

Education Electives (16 Hours)		
Course	**Title**	**Credit Hours**
EDUC 1301	Introduction to Teaching Professions	3
EDUC 2301	Introduction to Special Populations	3
MATH 1351	Math for Teachers II	3
	Life and Physical Science* (Recommended: GEOL 1401)	4
	E C-6 Discipline	3

*See Core Curriculum for course options

June 2025

Arts & Humanities

English
Associate of Arts

Program Summary | Associate of Arts

A foundation in English, writing, and communication opens doors to a variety of careers and sets the pathway for a successful beginning in public relations, law, business management, and teaching.

AA 1071 English Art Associate of Arts	60 Hours	TSI Required
Required Core Courses (44 hours)		
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Life and Physical Science*	4
	Life and Physical Science*	4
	Mathematics*	3
	Social & Behavioral Science*	3

English Electives (16/18 Hours)		
Course	**Title**	**Credit Hours**
ENGL 2307	Creative Writing	3
ENGL 2311	Technical and Business Writing	3
ENGL 2322	British Literature I	3
ENGL 2323	British Literature II	3
ENGL 2327	American Literature I	3
ENGL 2328	American Literature II	3
ENGL 2332	World Literature I	3
ENGL 2333	World Literature II	3
ENGL 2341	Special Topics in Literature	3
SPAN 1411	Elementary Spanish I	4
SPAN 1412	Elementary Spanish II	4
	General Elective*	1

Arts & Humanities

Languages
Associate of Arts

Program Summary | Associate of Arts

An understanding of foreign languages provides an appreciation of other cultures and methods of communication. Knowing a second language can boost your resume and open doors for future opportunities.

AA 1081 Languages Associate of Arts	60 Hours	TSI Required
Required Core Courses (42 hours)		
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
HIST 1301	US History I	3
HIST 1302	US History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Life and Physical Science*	3
	Life and Physical Science*	3
	Mathematics*	3
	Social and Behavioral Sciences*	3

Language Electives Courses (16/18 Hours)		
Course	**Title**	**Credit Hours**
FREN 1411	Beginning French I (French Level I)	4
FREN 1412	Beginning French II (French Level II)	4
FREN 2311	Intermediate French III (French Level III)	3
FREN 2312	Intermediate French IV (French Level IV)	3
SGNL 1401	Beginning American Sign Language I	4
SGNL 1402	Beginning American Sign Language II	4
SGNL 2301	Intermediate American Sign Language I	3
SGNL 2302	Intermediate American Sign Language II	3
SPAN 1411	Beginning Spanish I (Spanish Level I)	4
SPAN 1412	Beginning Spanish II (Spanish Level II)	4
SPAN 2311	Intermediate Spanish III (Spanish Level III)	3
SPAN 2312	Intermediate Spanish IV (Spanish Level IV)	3
SPAN 2289	Academic Cooperative	2
SPAN 2389	Academic Cooperative	2

June 2025

Arts & Humanities

Liberal Arts
Associate of Arts

Program Summary | Associate of Arts

The Liberal Arts program introduces students to independent thinking and philosophical ideas that have shaped cultures around the world. The liberal arts provide a basis in history, literature, writing, sociology, and psychology.

AA 9999 Liberal Arts Associate of Arts	60 Hours	TSI Required
Required Core Courses (44 hours)		
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
HIST 1301	US History I	3
HIST 1302	US History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Life and Physical Science*	4
	Life and Physical Science*	4
	Mathematics*	3
	Social and Behavioral Sciences*	3

Liberal Arts Electives (18 Hours)		
Course	**Title**	**Credit Hours**
	General Elective¶	3
	General Elective¶	3
	General Elective¶	3
	General Elective¶	3
	General Elective¶	3
	General Elective¶	3

*See Core Curriculum for course options
¶ See Course Description for elective options

June 2025

Arts & Humanities

Music
Associate of Arts

Program Summary | Associate of Arts

With dedicated, experienced faculty, the Music Program prepares students for university level music study. There are also numerous elective options for students that want to learn more about music or participate in choral and instrumental ensembles.

AA 9992 Music Associate of Arts	60 Hours	TSI Required
Required Core Courses (27 hours)		
Course	**Title**	**Credit Hours**
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
HIST 1301	US History I	3
HIST 1302	US History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
	Creative Arts* (Recommended: MUSI 1306)	3
	Mathematics* (recommended: MATH 1342)	3
	Social and Behavioral Sciences*	3

Instrumental Pathway (33 Hours)		
Course	**Title**	**Credit Hours**
MUEN 2124	Band¶	4
MUSI 1116	Sight Singing and Ear Training I	1
MUSI 1117	Sight Singing and Ear Training II	1
MUSI 1181	Class Piano I	1
MUSI 1182	Class Piano II	1
MUSI 1307	Music Literature	3
MUSI 1311	Theory I	3
MUSI 1312	Theory II	3
MUSI 2116	Sight Singing and Ear Training III	1
MUSI 2117	Sight Singing and Ear Training IV	1
MUSI 2311	Theory III	3
MUSI 2312	Theory IV	3
ELECTIVE	Applied Music Specialization¶	8

*See Core Curriculum for course options
¶ Course is repeated four times

November 2025

Arts & Humanities

Social Science
Associate of Arts

Program Summary | Associate or Arts

A knowledge of history, government, and the nuances of society and human interactions provides students with an understanding of societal behaviors and relationships. Social sciences provide the groundwork for careers in education, politics, and historical conservation.

AA 2021 Social Science Associate of Arts	60 Hours	TSI Required
Required Core Courses (42 hours)		
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Life and Physical Science*	4
	Life and Physical Science*	4
	Mathematics*	3
	Social & Behavioral Science*	3

History Pathway Electives (16/18 Hours)		
Course	**Title**	**Credit Hours**
HIST 2301	Texas History	3
HIST 2321	World Civilizations I	3
HIST 2322	World Civilizations II	3
HIST 2389	Academic Cooperative	3
SPAN 1411	Beginning Spanish I (Level I)	4
SPAN 1412	Beginning Spanish II (Level II)	4
SPAN 2311	Intermediate Spanish I (Level III)	3
SPAN 2312	Intermediate Spanish IV (Level IV)	3

Government Pathway Electives (16/18 Hours)		
Course	**Title**	**Credit Hours**
ECON 2301	Principles of Macroeconomics	3
ECON 2302	Principles of Microeconomics	3
GEOG 1303	World Regional Geography	3
GOVT 2304	Introduction to Political Science	3
GOVT 2389	Academic Cooperative	3
PSYC 1100	Learning Framework	1
SPAN 1411	Beginning Spanish I (Level I)	4
SPAN 1412	Beginning Spanish II (Level II)	4

*See Core Curriculum for course options

June 2025

Arts & Humanities

Speech/Communications
Associate of Arts

Program Summary | Associate of Arts

Communication and public speaking are the keys to success in any career path. This program teaches students the theory and practical application behind interpersonal, business, political, and group communication.

AA 1111 Speech/Communications Associate of Arts	60 Hours	TSI Required
Required Core Courses (44 hours)		
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy and Culture* (Recommended: HUMA 1301)	3
	Life and Physical Science*	4
	Life and Physical Science*	4
	Mathematics*	3
	Social & Behavioral Science*	3

Speech Electives (16 Hours)		
Course	**Title**	**Credit Hours**
COMM 1307	Introduction to Mass Communication	3
COMM 2330	Introduction to Public Relations	3
SPCH 1318	Interpersonal Communication	3
SPCH 1321	Business & Professional Communication	3
SPCH 2333	Discussion & Small Group Communication	3
ELECTIVE	One-hour Course¶	1

*See Core Curriculum for course options

¶ Course is repeated four times

June 2025

Business & Industry

Agriculture
Associate of Arts

Program Summary | Associate of Arts

The agriculture industry continues to be an important aspect of the economy, whether you are interested in farming or ranching, agricultural business, animal science, agronomy, or veterinary medicine. The Agricultural program is a great way to begin your career in farming, ranch, and animal care.

Agriculture Associate of Arts	60 Hours	TSI Required
Required Core Courses (44 hours)		
Course	**Title**	**Credit Hours**
AGRI 2317	Introduction to Agriculture Economics	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
BCIS 1305	Business Computer Applications	3
SPCH 1315	Public Speaking	3
	Mathematics*	3
	Life and Physical Science*	4
	Life and Physical Science*	4
	Language, Philosophy and Culture*	3
	Creative Arts*	3

Agriculture Electives (16 Hours)		
Course	**Title**	**Credit Hours**
From Core	Select 2/3 Science and/or Math lab hours*	
AGRI 1131	The Agriculture Industry	1
AGRI 1407	Agronomy	4
AGRI 1419	Introduction to Animal Science	4
	Agriculture Elective¶	3
	Agriculture Elective¶	3
	Course Elective	1

*See Core Curriculum for course options
¶ See Course Description for elective options

Sept 2026

Business & Industry

Automotive Technology
Associate of Applied Science

Program Summary | Certifications | Associate of Applied Science

The Snap-on Automotive program provides entry to an in-demand industry with hands-on training by certified technicians who are experts in the business. Students graduate with advanced skills and the knowledge to take the Automotive Service Excellence (ASE) exam.

Automotive Technology Associate of Applied Science	**60 Hours**	**TSI Required**
Basic Automotive Repair Certificate (16 hours)		
	Certificate of Completion	**TSI Waived**
AUMT 1407	Automotive Electrical Systems	4
AUMT 1410	Automotive Brake Systems	4
AUMT 1416	Automotive Suspension and Steering	4
AUMT 2421	Automotive Electrical Diagnosis and Repair	4

Automotive Repair Technology Certificate (16 Hours)		
	Certificate of Completion	**TSI Waived**
AUMT 1419	Automotive Engine Repair	4
AUMT 2413	Automotive Drive Train and Axles	4
AUMT 2417	Automotive Engine Performance Analysis I	4
AUMT 2434	Automotive Engine Performance Analysis II	4

Advanced Auto Repair Certificate (14 Hours)		
	Certificate of Completion	**TSI Required**
AUMT 1445	Automotive Climate Control Systems	4
AUMT 2425	Automotive Automatic Transmission and Transaxle	4
AUMT 2301 AUMT 2389	Automotive Management OR Internship – Automotive Mechanics Technology	3
BCIS 1305	Business Computer Applications	3

Automotive Technology Associate of Applied Science (14 Hours)		
	Associate of Applied Science	**TSI Required**
ENGL 1301	Composition I	3
MATH	College Level Mathematics*	3
POFT 1220	Job Search Skills	2
ELECTIVE	Social and Behavioral Sciences¶	3
ELECTIVE	Language, Philosophy and Culture or Creative Arts Core¶	3

*See Core Curriculum for course options

¶ See Course Description for elective options

June 2025

Business & Industry

Business Administration
Associate of Arts

Program Summary | Associate of Arts

Business administration is one of the top-growing careers in the U.S. Experienced faculty teach necessary skills in front-line management, marketing, and communication. This is a great avenue for those looking to begin a career in the business world or for those looking to improve their administrative skills.

Business Administration Associate of Arts	**60 Hours**	**TSI Required**
Required Core Courses (44 hours)		
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy and Culture Core¶	3
	Life and Physical Science¶	4
	Life and Physical Science¶	4
	MATH 1324 or MATH 1314 Ψ	3
	Social and Behavioral Sciences¶	3

Business Administration Elective Courses (16 Hours)		
Course	**Title**	**Credit Hours**
ACCT 2301	Principles of Financial Accounting	3
ACCT 2302	Principles of Managerial Accounting	3
BUSI 1301	Business Principles	3
BUSI 2305	Business Statistics	3
ECON 2301	Macroeconomics	3
ELECTIVE	One-hour Course¶	1

*See Core Curriculum for course options

¶ See Course Description for elective options

Ψ Prerequisite to Business Statistics

June 2025

Business & Industry

Business Management
Associate of Applied Science

Program Summary | Certifications | Associate of Applied Science

Business administration is one of the top-growing careers in the U.S. Experienced faculty teach necessary skills in front-line management, marketing, and communication. This is a great avenue for those looking to begin a career in the business world or for those looking to improve their administrative skills.

Business Management Associate of Applied Science	**60 Hours**	**TSI Required**
Basic Management Skills Certificate (17 hours)		
	Certificate of Completion	**TSI Waived**
ACCT 2301	Accounting I	3
BMGT 1301	Supervision	3
BMGT 1327	Principles of Management+	3
BUSI 1301	Business Principles	3
HRPO 1311	Human Relations	3
POFT 1220	Job Search Skills	2

Advanced Management Skills Certificate (28 Hours)		
	Certificate of Technology	**TSI Required**
ACCT 2302	Accounting II	3
BCIS 1305	Business Computer Applications	3
BUSG 1315	Small Business Operations	3
BUSG 2309	Small Business Management	3
ECON 2301	Macroeconomics	3
ENGL 1301	Composition I	3
HRPO 2301	Human Resources Management	3
MRKG 1302	Principles of Retailing	3
SPCH 1315	Public Speaking	3
ELECTIVE	Physical Activity One-Hour Course¶	1

Management Associate of Applied Science (15 Hours)		
	Associate of Applied Science	**TSI Required**
BMGT 2341	Strategic Management	3
ECON 2302	Microeconomics	3
MRKG 1311	Principles of Marketing	3
ELECTIVE	Creative Arts or Language, Philosophy and Culture*	3
ELECTIVE	Mathematics¶	3

*See Core Curriculum for course options

+Capstone Experience

¶ See Course Description for elective options

June 2025

Business & Industry

HVAC Technology
Associate of Applied Science

Program Summary | Certifications | Associate of Applied Science

Partnered with the industry leader TRANE, the HVAC program works in collaboration with the National Coalition of Certification Centers (NC3), to support and advance teaching with the most up-to-date technology available. Students receive hands-on training with experts in the field gaining the knowledge and skills to enter the field.

HVAC Technology Associate of Applied Science	60 Hours	TSI Required
Basic HVAC Skills Certificate (18 hours)		
	Certificate of Completion	**TSI Waived**
HART 1301	Basic Electricity for HVAC	3
HART 1403	Air Conditioning Controls Principles	4
HART 1407	Refrigeration Principles	4
HART 1441	Residential Air Conditioning	4
HART 2342	Commercial Refrigeration	3

HVAC Technician Level II Certificate (17 Hours)		
	Certificate of Completion	**TSI Waived**
HART 1445	Gas & Electric Heating	4
HART 2331	Advanced Electricity for HVAC	3
HART 2334	Advanced Air Conditioning Controls	3
HART 2438	Air Conditioning Installation and Startup	4
HART 2357	Specialized Commercial Refrigeration	3

HVAC Technician Level III (13 Hours)		
	Certificate of Technology	**TSI Required**
BCIS 1305	Business Computer Applications	3
HART 2336	Air Conditioning Troubleshooting	3
HART 2368 HART 2349	Practicum HVAC **OR** Heat Pumps	3
HART 2458	Testing, Adjusting and Balancing HVAC Systems	4

HVAC Technology Associate of Applied Science (12 Hours)		
	Associate of Applied Science	**TSI Required**
ENGL 1301	Composition I	3
ELECTIVE	Language, Philosophy and Culture or Creative Arts Core¶	3
ELECTIVE	Social and Behavioral Sciences¶	3
MATH	College Level Mathematics*	3

*See Core Curriculum for course options

¶ See Course Description for elective options

Sept 2026

Business & Industry

Industrial Maintenance Technology
Associate of Applied Science

Program Summary | Certifications | Associate of Applied Science

Industrial maintenance technicians are needed in every industry that uses machinery. The program includes cross-training in electrical, manufacturing, maintenance, machining, and welding and provides entry to a variety of high-demand careers.

Industrial Maintenance Technology AAS	**60 Hours**	**TSI Required**
Industrial Maintenance Skills Certificate (18 hours)		
	Certificate of Completion	**TSI Waived**
ELPT 1311	Basic Electrical Theory	3
INMT 1305	Introduction to Industrial Maintenance	3
INMT 2245	Industrial Troubleshooting	2
MCHN 1302	Blueprint Reading for Machining Trades	3
MCHN 1343	Machine Shop Mathematics	3
WLDG 1428	Introduction to Shielded Metal Arc Welding	4

Industrial Maintenance Certificate (16 Hours)		
	Certificate of Technology	**TSI Waived**
BCIS 1305	Business Computer Applications	3
ELMT 1305	Basic Fluid Power	3
INMT 1319	Manufacturing Processes	3
MCHN 1320	Precision Tools and Measurements	3
MCHN 1438	Basic Machine Shop I	4

Industrial Maintenance (26 Hours)		
	Associate of Applied Science	**TSI Required**
ELPT 1325 or MCHN 2303	National Electric Code or Fundamentals of CNC Machine Controls	3
ELPT 2405	Motors and Transformers	4
ELPT 2419	Programmable Logic Controllers I	4
INMT 2380	Cooperative Education Manufacturing Technology	3
ENGL 1301	Composition I	3
MATH	Mathematics*	3
ELECTIVE	Social and Behavioral Sciences¶	3
ELECTIVE	Language, Philosophy and Culture or Creative Arts Core¶	3

*See Core Curriculum for course options

¶ See Course Description for elective options

May 2026

Business & Industry

Office Administration Technology
Associate of Applied Science

Program Summary | Certifications | Associate of Applied Science

Office administrators provide a key role in business management and are essential personnel for all organizations. Students learn skills in organization, communication, teamwork, accounting, office software, and problem solving.

Office Administration Associate of Applied Science	60 Hours	TSI Required
Office Support I Certificate (18 hours)		
	Certificate of Completion	**TSI Waived**
POFI 1349	Spreadsheets	3
POFI 2301	Word Processing	3
POFT 1309	Admin Office Procedure I	3
POFT 1313	Professional Workplace Preparation	3
POFT 1329	Beginning Keyboard	3
POFT 2312	Business Correspondence and Communications	3

Office Support II Certificate (15 Hours)		
	Certificate of Completion	**TSI Waived**
ITSC 1309	Integrated Software Applications	3
POFT 1328	Business Presentations	3
POFT 1349	Administrative Office Procedures II	3
POFT 2301	Intermediate Keyboarding	3
POFT 2331	Administrative Project Solutions	3

Office Assistant Certificate (15 Hours)		
	Certificate of Technology	**TSI Required**
BCIS 1305	Business Computer Applications	3
HRPO 1311	Human Relations	3
ITSW 2334	Advanced Spreadsheets	3
POFT 1321	Business Math	3
POFI 2340	Advanced Word Processing	3

Office Assistant Administration (12 Hours)		
	Associate of Applied Science	**TSI Required**
ENGL 1301	Composition I	3
MATH	College Level Mathematics*	3
ELECTIVE	Social and Behavioral Sciences¶	3
ELECTIVE	Language, Philosophy and Culture or Creative Arts Core¶	3

*See Core Curriculum for course options

¶ See Course Description for elective options

Sept 2026

Business & Industry

Medical Office Administration Technology
Associate of Applied Science

Program Summary | Occupational Skills Awards | Certifications | Associate of Applied Science

Office administrators provide a key role in business management and are essential personnel for all organizations. Students learn skills in organization, communication, teamwork, accounting, office software, and problem solving.

Medical Office Administration Associate of Applied Science	**60 Hours**	**TSI Required**
Office Support I Certificate (18 hours)		
	Certificate of Completion	**TSI Waived**
POFI 1349	Spreadsheets	3
POFI 2301	Word Processing	3
POFM 1317	Medical Administrative Support	3
POFT 1313	Professional Workplace Preparation	3
POFT 1329	Beginning Keyboard	3
POFT 2312	Business Correspondence and Communications	3

Medical Office Support II Certificate (15 Hours)		
	Certificate of Completion	**TSI Waived**
ITSC 1309	Integrated Software Applications	3
MDCA 1321	Administrative Procedures	3
POFM 1302	Medical Software Applications	3
POFM 1327	Medical Insurance	3
POFT 1328	Business Presentations	3

Medical Office Assistant Certificate (15 Hours)		
	Certificate of Technology	**TSI Required**
BCIS 1305	Business Computer Applications	3
HITT 1305	Medical Terminology	3
ITSW 2334	Advanced Spreadsheets	3
POFM 1300	Basic Medical Coding	3
POFT 1321	Business Math	3

Medical Office Assistant Administration (12 Hours)		
	Associate of Applied Science	**TSI Required**
ENGL 1301	Composition I	3
MATH	College Level Mathematics*	3
ELECTIVE	Social and Behavioral Sciences¶	3
ELECTIVE	Language, Philosophy and Culture or Creative Arts Core¶	3

* See Core Curriculum for course options

¶ See Course Description for elective options

Sept 2026

Business & Industry

Welding Technology
Associate of Applied Science

Program Summary | Occupational Skills Awards | Certifications | Associate of Applied Science

The Welding program provides state-of-the-art training for new students as well as those individuals wanting to improve their skills. Partnering with nationally recognized Lincoln Electric allows students to receive the highest quality training and mastery of essential job skills.

Welding Technology Associate of Applied Science	60 Hours	TSI Required
Basic Arc Welding Skills Certificate (16 hours)		
	Certificate of Completion	TSI Waived
WLDG 1413	Intro to Blueprint Reading for Welders	4
WLDG 1428	Intro to Shielded Metal Arc Welding	4
WLDG 1430	Intro to Gas Metal Arc Welding	4
WLDG 1457	Intermediate Shielded Metal Arc Welding	4

Semi-Automatic Welding Certificate (16 Hours)		
	Certificate of Completion	TSI Waived
WLDG 1412	Intro to Flux Core Arc Welding	4
WLDG 1413	Intro to Blueprint Reading for Welders	4
WLDG 1430	Intro to Gas Metal Arc Welding	4
WLDG 2413	Welding Using Multiple Processes	4

Special Arc Welding Certificate (15/16 Hours)		
	Certificate of Completion	TSI Waived
WLDG 1434	Intro to Gas Tungsten Arc Welding	4
ELECTIVE	Approved Welding Elective	3/4
WLDG 1435	Introduction to Pipe Welding	4
WLDG 2413	Welding Using Multiple Processes	4

Welding Technology Certificate (17 Hours)		
	Certificate of Technology	TSI Required
WLDG 1323	Welding Safety, Tools and Equipment	3
WLDG 2451	Advanced Gas Tungsten Arc Welding	4
BCIS 1305	Business Computer Applications	3
WLDG 1327	Welding Codes	3
WLDG 2406	Intermediate Pipe Welding	4

Welding Technology AAS		
	Associate of Applied Science +	TSI Required
ENGL 1301	Composition I	3
MATH	College Level Mathematics*	3
ELECTIVE	Social and Behavioral Science Core¶	3
ELECTIVE	Language, Philosophy and Culture or Creative Arts Core¶	3

*See Core Curriculum for course options

+ Capstone Experience – AWS Q 10-95

¶ See Course Description for elective options

June 2025

Health & Public Service

Cosmetology
Associate of Applied Science

Program Summary | Certification | Associate of Applied Science

A career in cosmetology offers a future in an ever-growing industry. The Cosmetology Program provides practical instruction based on theory and hands-on application to prepare students for success.

AAS 4122 Cosmetology Associate of Applied Science	60 Hours	TSI Required
Cosmetology Operator Certificate (35 hours)		
CC 4109	**Certificate of Completion**	**TSI Waived**
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
CSME 1543	Manicuring and Related Theory	5
CSME 1547	Skin Care Facials	5
CSME 2401	Hair Coloring and Related Theory	4
CSME 2541	Preparation for the State Licensing Exam+	5

Cosmetology Associate of Applied Science (25 Hours)		
AAS 4122	**Associate of Applied Science Ψ**	**TSI Required**
BCIS 1305	Business Computer Applications	3
CSME 2337	Advanced Cosmetology Techniques	3
CSME 2439	Advanced Hair Design	4
ENGL 1301	Composition I	3
SPCH 1315	Public Speaking	3
	Language, Philosophy and Culture* or Creative Arts*	3
	Mathematics* (Recommended: MATH 1332)	3
	Social and Behavioral Science*	3

* See Core Curriculum for course options
+ Capstone Experience
Ψ Prerequisite CC 4109

June 2025

Health & Public Service

Criminal Justice
Associate of Arts

Program Summary | Associate of Arts

The Criminal Justice Program prepares students for careers in law, counseling, and law enforcement. The Police Academy is a great way to begin your career in law enforcement and provides students with the mental, ethical, and physical training to handle the demands of the job. This program also provides the foundation for coursework leading to a degree in in the legal field, whether you are looking to be a lawyer, a legal assistant, or a paralegal. This program is a great way to start a career that will help make a difference in your community.

AA 6041 Criminal Justice Associate of Arts	**60 Hours**	**TSI Required**
Required Core Courses (42 hours)		
Course	**Title**	**Credits Hours**
Core Elective	BCIS 1305 Business Computer Applications or SPCH 1315 Public Speaking	3
CRIJ 1301	Introduction to Criminal Justice	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
HIST 1301	US History I	3
HIST 1302	US History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
PSYC 1100	Learning Framework	1
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Life and Physical Science*	4
	Life and Physical Science*	4
	Mathematics*	3

Elective Courses (18 Hours)		
Course	**Title**	**Credit Hours**
CRIJ 1306	Court Systems and Practice	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2328	Police System and Practices	3
	Criminal Justice Elective¶	3
	Criminal Justice Elective¶	3

* See Core Curriculum for course options
¶ See Course Description for elective options

June 2025

Health & Public Service

Criminal Justice
Associate of Applied Science

Program Summary | Certifications | Associate of Applied Science

The Criminal Justice Program prepares students for careers in law, counseling, and law enforcement. The Police Academy is a great way to begin your career in law enforcement and provides students with the mental, ethical, and physical training to handle the demands of the job. This program also provides the foundation for coursework leading to a degree in in the legal field, whether you are looking to be a lawyer, a legal assistant, or a paralegal. This program is a great way to start a career that will help make a difference in your community.

AAS 6043 Criminal Justice Associate of Applied Science	**60 Hours**	**TSI Required**
Criminal Justice Certificate (18 hours)		
CC 6044	**Certificate of Completion**	**TSI Waived**
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practice	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2328	Police System and Practices	3
SPCH 1315	Public Speaking	3

Advanced Criminal Justice Certificate (27 Hours)		
CT 6051	**Certificate of Technology Ψ**	**TSI Required**
CRIJ 1307	Crime in America	3
CRIJ 1313	Juvenile Justice System	3
CRIJ 2301	Community Resources in Corrections	3
CRIJ 2314	Criminal Investigation	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
GOVT	2305 Federal Government or 2306 Texas Government	3
	Social and Behavioral Science*	3

Advanced Criminal Justice Associate of Applied Science (15 Hours)		
AAS 6043	**Associate of Applied Science ΨΨ**	**TSI Required**
ENGL 2311	Technical and Business Writing	3
HIST	1301 US History I or 1302 US History II	3
	Mathematics*	3
	Language, Philosophy and Culture*	3
	Creative Arts*	3

* See Core Curriculum for course options
Ψ Prerequisite CC 6044
Ψ Ψ Prerequisite CC 6051

June 2025

Health & Public Service

Texas Peace Officer
Associate of Applied Science

Program Summary | Certification | Associate or Applied Science

The Criminal Justice Program prepares students for careers in law, counseling, and law enforcement. The Police Academy is a great way to begin your career in law enforcement and provides students with the mental, ethical, and physical training to handle the demands of the job. This program also provides the foundation for coursework leading to a degree in in the legal field, whether you are looking to be a lawyer, a legal assistant, or a paralegal. This program is a great way to start a career that will help make a difference in your community.

AAS 6049 Texas Peace Officer Associate of Applied Science	**60 Hours**	**TSI Required**
Texas Peace Officer Academy Certificate (23 hours)		
CC 6050	**Certificate of Completion**	**TSI Waived**
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV	5
CJLE 1329	Basic Peace Officer V	3

Texas Peace Officer Associate of Applied Science (60 Hours)		
AAS 6049	**Associate of Applied Science Ψ**	**TSI Required**
BCIS 1305	Business Computer Applications	3
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practice	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2328	Police Systems and Practices	3
ENGL 1301	Composition I	3
SPCH 1315	Public Speaking	3
	Social and Behavioral Science*	3
	Life and Social Science*	4
	Mathematics*	3
	Creative Arts or Language, Philosophy and Culture*	3

* See Core Curriculum for course options
Ψ Prerequisite CC 6050

June 2025

Health & Public Service

Drug & Alcohol Abuse Counseling
Associate of Applied Science

Program Summary | Certification | Associate of Applied Science

Hill College's Drug and Alcohol Abuse Counseling (DAAC) Program is in the process of closing and will no longer accept new applications after Fall 2025.

A career in drug and alcohol abuse counseling is a rewarding avenue for those interested in helping individuals with addiction and substance abuse issues. It is one of the highest growing fields according to the U.S. Department of Labor. The DAAC Program provides students with the education and practical experience to become licensed chemical dependency counselors who will graduate with the skills needed to provide the necessary services to individuals and families in need.

AAS 6061 Drug & Alcohol Counseling Associate of Applied Science 60 Hours		**TSI Required**
Drug & Alcohol Counseling Certificate (21 hours)		
CC 6045	**Certificate of Completion**	**TSI Waived**
DAAC 1309	Assessment Skill of Alcohol and Other Drug Addictions	3
DAAC 1317	Basic Counseling Skills	3
DAAC 1319	Alcohol and Drug Addictions	3
DAAC 2354	Dynamics Group Counseling	3
DAAC 2366	Practicum Substance Abuse Counseling	3
PSYC 2319	Social Psychology	3
SOCI 2340	Drug Use and Abuse	3

Drug & Alcohol Counseling Associate of Applied Science (39 Hours)		
AAS 6061	**Associate of Applied Science**	**TSI Required**
BCIS 1305	Business Computer Applications	3
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ	Criminal Justice Elective¶	3
ENGL 1301	Composition I	3
GOVT	GOVT 2305 or GOVT 2306	3
HIST 1301	United States History I	3
PSYC 2301	General Psychology	3
SOCI 1301	Introductory Sociology	3
SPCH 1315	Public Speaking	3
MATH	Mathematics*	3
	Social Science Elective*	3
	Social Science Elective*	3
	Language, Philosophy, and Culture or Creative Arts*	3

* See Core Curriculum for course options
¶ See Course Description for elective options

June 2025

Health & Public Service

HILL COLLEGE

Sonography/Echocardiography
Associate of Applied Science

Program Summary | Associate of Applied Science

The Echocardiography and Vascular Technology Programs provide the training and skills needed to enter this in-demand field in the medical community. Both echocardiography and vascular technology are specialized skills that involve examining a patient's heart through ultrasonography. By partnering with local hospitals, these programs provide hands-on training with small class sizes that offer students the one-on-one training they need to be successful.

AAS 7021 Echocardiography	**60 Hours**	**TSI Required**
Prerequisite Courses (18 hours)		
Course	**Title**	**Credit Hours**
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology	4
MATH 1314	College Algebra	3
PSYC 2301	General Psychology	3

Certificate 1 Electrocardiography	**18 Hours**	**TSI Required**
Course	**Title**	**Credit Hours**
DMSO 1302	Basic Ultrasound Physics	3
DSAE 1203	Introduction to Echocardiography Techniques	2
DSAE 1260	Clinical Diagnostics for Med Sonography/Ultra Technician	2
DSAE 1315	Principles of Adult Echocardiography	3
DSAE 1340	Diagnostic Electrocardiography	3
DSAE 2304	Echocardiographic Evaluation of Pathology I	3
HPRS 2200	Pharmacology for Health Professions	2

AAS 7021 Echocardiography	**24 Hours**	**TSI Required**
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
DSAE 2235	Advanced Echocardiography	2
DSAE 2437	Echocardiographic Evaluation of Pathology II	4
DSAE 2660	Clinical/Diagnostic Medical Sonography/Ultra Technician	6
DSAE 2661	Clinical/Diagnostic Medical Sonography/Ultra Technician	6
ENGL 1301	Composition I	3

Feb 2026

Health & Public Service

Vascular Technology
Advanced Technical Skills Certificate

The Echocardiography and Vascular Technology Programs provide the training and skills needed to enter this in-demand field in the medical community. Both echocardiography and vascular technology are specialized skills that involve examining a patient's heart through ultrasonography. By partnering with local hospitals, these programs provide hands-on training with small class sizes that offer students the one-on-one training they need to be successful.

Year 1: Semester 1

Course	Semester Credit Hours
DSVT 1300 Principles of Vascular Technology	3
DSVT 2200 Vascular Technology Applications	2
DSVT 2460 Clinical	4
Total	9

Year 1: Semester 2

Course	Semester Credit Hours
DSVT 2335 Advanced Non-Invasive Vascular Technology	3
DSVT 2461 Clinical+	4
Total	7

+ Capstone Experience

May 2026

Health & Public Service

Emergency Medical Services
Associate of Applied Science

Program Summary | Certification | Associate of Applied Science

Emergency Medical Technicians (EMTs) are crucial members of society. They are first responders, care takers, and essential members of the medical community helping physicians and individuals in need in medical emergencies. This program offers state-of-the art technology to aid students in their education and prepare them with the skills and education they need to be in the field.

AAS 8034 Emergency Medical Services	**60 Hours**	**TSI Required**
Prerequisite Courses (6 hours)		
EMSP 1160	Basic Clinical EMS	1
EMSP 1501	EMT Basic	5

Emergency Medical Services Paramedic Certificate (37 Hours)		
CT 8032	**Certificate of Technology**	**TSI Required**
EMSP 1161	Intermediate Clinical EMS	1
EMSP 1162	Paramedic Clinical I	1
EMSP 1163	Paramedic Clinical II	1
EMSP 1355	Trauma Management	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1438	Introduction to Advanced Practice	4
EMSP 2143	Assessment Based Management	1
EMSP 2305	EMS Operations	3
EMSP 2306	Emergency Pharmacology	3
EMSP 2430	Special Populations	4
EMSP 2434	Medical Emergencies	4
EMSP 2460	Clinical/EMS Professions III+	4
EMSP 2544	Cardiology	5

Emergency Medical Services Associate of Applied Science (17 Hours)		
AAS 8034	**Associate of Applied Science Ψ**	**TSI Required**
BIOL 2401	Anatomy and Physiology I	4
BIOL 2402	Anatomy and Physiology II	4
PSYC 2301	General Psychology	3
ENGL 1301	Composition I	3
ENGL 2311	Technical Writing*	3

+ Capstone experience
* Special permission required to enroll concurrently with ENGL 1301
Ψ Prerequisite CC 4109

June 2025

Health & Public Service

Fire Protection and Safety Technology
Associate of Applied Science

Program Summary | Certifications | Associate of Applied Science

A career in fire protection technology prepares individuals who are interested in a career as a firefighter. With hands-on training, classroom experience, and physical and practical training, students gain the skills necessary to enter the field as entry-level firefighters. Firefighters don't only fight fires; they provide medical services and are often one of the first responders in emergencies.

AAS 8027 Fire Protection and Safety Technology Associate of Applied Science 60 Hours		TSI Required
Fire Protection Certificate (24 Hours)♦		
CC 8026	**Certificate of Completion**	**TSI Waived**
FIRS 1401	Firefighter Certificate I	4
FIRS 1407	Firefighter Certificate II	4
FIRS 1313	Firefighter Certificate III	3
FIRS 1319	Firefighter Certificate IV	3
FIRS 1323	Firefighter Certificate V	3
FIRS 1329	Firefighter Certificate VI	3
FIRS 1433	Firefighter Certificate VII	4

Fire Protection and Safety Technology Certificate (30 Hours)♦		
CC 8024	**Certificate of Completion Ψ**	**TSI Waived**
EMSP 1160	Basic Clinical EMS	1
EMSP 1501	EMT Basic	5

Fire Protection and Safety Technology Associate of Applied Science (60 Hours)		
AAS 8027	**Associate of Applied Science Ψ Ψ**	**TSI Required**
FIRT 1319	Firefighter Health & Safety	3
FIRT 1329	Building Codes and Construction	3
FIRT 1338	Fire Protection Systems	3
FIRT 1353	Legal Aspects of Fire Protection	3
FIRT	Fire Technology Elective	3
ENGL 1301	Composition I	3
GOVT 2306	Texas Government	3
SPCH 1315	Public Speaking	3
	Creative Arts¶	3
	Mathematics*	3

* See Core Curriculum for course options
¶ See Course Description for elective options
Ψ Prerequisite CC 8026
Ψ Ψ Prerequisite CC 8024
♦ *Fire Protection Certificate Courses* in addition to listed *Fire Protection and Safety Technology* courses

June 2025

Health & Public Service

General Studies for Allied Health
Associate of Science

Program Summary | Associate of Science

The Nursing Program offers a variety of options in a highly in-demand field, including becoming a Licensed Vocational Nurse (LVN) or getting an associate degree in nursing (ADN). Both programs provide students with the training and skills necessary to succeed. By partnering with local hospitals, students get the hands-on training in a real-world environment while completing their clinical hours. A transition program is also offered for those looking to move from an LVN or paramedic to an ADN.

AS 3083 Pre-Nursing (General Studies) Associate of Science	**60 Hours**	**TSI Required**
Required Core Courses (44 hours)		
Course	**Title**	**Credit Hours**
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
HIST 1301	US History I	3
HIST 1302	US History II	3
MATH 1314	College Algebra	3
MATH 1342	Elementary Statistics	3
PSYC 2301	General Psychology	3
PSYC 2314	Lifespan Growth & Development	3
ELECTIVE	Creative Arts Core¶	3
ELECTIVE	Language, Philosophy and Culture¶	3

Pre-Nursing (General Studies) Courses (18 Hours)		
Course	**Title**	**Credit Hours**
ELECTIVE	General Elective¶ (Recommended ENGL 2311)	3
ELECTIVE	General Elective¶ (Recommended HITT 1305)	3
ELECTIVE	Pre-Nursing Elective (Recommended BIOL 2420 or BIOL 2421)*	4
ELECTIVE	Pre-Nursing Elective (Recommended BIOL 1322)*	3
ELECTIVE	Pre-Nursing Elective (Recommended RNSG 1301 or VNSG 1331)*	3
LAB	One-Hour Physical Science Lab	1
LAB	One-Hour Physical Science Lab	1

*See Core Curriculum for course options

¶ See Course Description for elective options

June 2025

Health & Public Service

Nursing
Associate of Applied Science

Program Summary | Associate of Applied Science

The Nursing Program offers a variety of options in a highly in-demand field, including becoming a Licensed Vocational Nurse (LVN) or getting an associate degree in nursing (ADN). Both programs provide students with the training and skills necessary to succeed. By partnering with local hospitals, students get the hands-on training in a real-world environment while completing their clinical hours. A transition program is also offered for those looking to move from an LVN or paramedic to an ADN.

Application Deadline

Application deadline July1: HCC Even year/Fall Registration – JCC Odd year/Fall registration

AAS 7012 Vocational Nursing Transition to ADN	**60 Hours**	**TSI Required**
Prerequisite Courses (13 hours)**		
Course	**Title**	**Credit Hours**
BIOL 2401	Anatomy & Physiology I	4
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
RNSG 1301	Pharmacology	3

Required Core Courses (47 Hours)		
Course	**Title**	**Credit Hours**
BIOL 1322	Nutrition and Diet Therapy I**	3
BIOL 2402	Anatomy & Physiology II**	4
BIOL 2420	Microbiology Non-Majors	4
PSYC 2314	Lifespan Growth and Development**	3
RNSG 1160	Clinical Nursing RN Training	1
RNSG 1261	Clinical Nursing RN Training	2
RNSG 1343	Complex Concepts of Adult Health	3
RNSG 1412	Nursing Care of Child Bearing and Child Rearing Family	4
RNSG 1441	Common Concepts of Adult Health	4
RNSG 1513	Nursing Foundations	5
RNSG 2201	Care Children and Families	2
RNSG 2213	Mental Health Nursing	2
RNSG 2261	Clinical Nursing RN Training	2
RNSG 2262	Clinical Advanced RN Training	2
RNSG 2331	Advanced Concepts of Adult Health	3
ELECTIVE	Creative Arts Core or Language, Philosophy and Culture*	3

*See Core Curriculum for course options.

** Must complete prerequisite courses with a "B" or better (with the exception of a grade of "C" or better in RNSG 1301), a minimum cumulative GPA of 3.0, and acceptance into the Nursing program.

Note: The Associate Degree Nursing Program is a specialized enrollment program that requires the student to complete a separate application process for selection. The Program starts a new class every Fall Semester, alternating between the two campuses: the Hillsboro campus starts every even year, and the Johnson County Campus starts every odd year.

June 2025

Health & Public Service

Vocational Nursing
Certificate of Technology

Program Summary | Certification

The Nursing Program offers a variety of options in a highly in-demand field, including becoming a Licensed Vocational Nurse (LVN) or getting an associate degree in nursing (ADN). Both programs provide students with the training and skills necessary to succeed. By partnering with local hospitals, students get the hands-on training in a real-world environment while completing their clinical hours. A transition program is also offered for those looking to move from an LVN or paramedic to an ADN.

Application Deadline

The student needs to be aware that the Vocational Nursing program is a specialized enrollment program that requires the student to complete a separate application process for selection. The Vocational Nursing program starts a new class at the Hillsboro County Campus every January and the Johnson County Campus is every August.

The Vocational Nursing program starts a new class every August:
The deadline for application COMPLETION is July 1st each year.

MC 7010 Certificate of Technology	**48/49 Hours**	**TSI Required**
Prerequisite Courses (11 hours)		
Course	**Title**	**Credit Hours**
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
PSYC 2301	General Psychology	3

Required Core Courses (37/38 Hours)		
Course	**Title**	**Credit Hours**
	VNSG 1216 Nutrition or BIOL 1322 Nutrition & Diet Therapy	2/3
VNSG 1330	Maternal-Neonatal Nursing	3
	RNSG 1301 Pharmacology	3
VNSG 1334	Pediatrics	3
VNSG 1360	Clinical I Practical Nursing	3
VNSG 1461	Clinical II Practical Nursing	4
VNSG 1462+	Clinical III Practical Nursing	4
VNSG 1500	Nursing Health and Illness I	5
VNSG 1509	Nursing Health and Illness II	5
VNSG 2510	Nursing Health and Illness III	5

+ Capstone experience

July 2026

Health & Public Service

Nursing Transition (LVN)
Associate of Applied Science

Program Summary | Associate of Applied Science

The Nursing Program offers a variety of options in a highly in-demand field, including becoming a Licensed Vocational Nurse (LVN) or getting an associate degree in nursing (ADN). Both programs provide students with the training and skills necessary to succeed. By partnering with local hospitals, students get the hands-on training in a real-world environment while completing their clinical hours. A transition program is also offered for those looking to move from an LVN or paramedic to an ADN.

AAS 7014 Vocational Nursing Transition to AND	60 Hours	TSI Required
Prerequisite Courses (36 hours)		
Course	**Title**	**Credit Hours**
BIOL 2401	Anatomy & Physiology I**	4
BIOL 2402	Anatomy & Physiology II**	4
PSYC 2314	Lifespan Growth and Development**	3
VNSG 1330	Maternal-Neonatal Nursing	3
VNSG 1331	Pharmacology	3
VNSG 1334	Pediatrics	3
VNSG 1509	Nursing Health and Illness II	5
VNSG 2510	Nursing Health and Illness III	5
ENGL 1301	Composition I**	3
MATH 1314	College Algebra**	3

Required Core Courses (24 Hours)		
Course	**Title**	**Credit Hours**
BIOL 2420	Microbiology Non-Majors	4
RNSG 1327	Transition Vocational to Professional Nurse	3
RNSG 1343	Complex Concepts of Adult Health	3
RNSG 2201	Care Children and Families	2
RNSG 2213	Mental Health Nursing	2
RNSG 2261	Clinical Nursing RN Training	2
RNSG 2262	Clinical Advanced RN Training	2
RNSG 2331	Advanced Concepts of Adult Health	3
ELECTIVE	Creative Arts Core or Language, Philosophy and Culture*	3

*See Core Curriculum for course options.
** Must complete courses with a "B" or better.

June 2025

Health & Public Service

Paramedic

Associate of Applied Science

Program Summary | Associate of Applied Science

The Nursing Program offers a variety of options in a highly in-demand field, including becoming a Licensed Vocational Nurse (LVN) or getting an associate degree in nursing (ADN). Both programs provide students with the training and skills necessary to succeed. By partnering with local hospitals, students get the hands-on training in a real-world environment while completing their clinical hours. A transition program is also offered for those looking to move from an LVN or paramedic to an ADN.

AAS 8035 Vocational Nursing Transition to AND	60 Hours	TSI Required
Prerequisite Courses (30 hours)		
Course	**Title**	**Credit Hours**
BIOL 2401	Anatomy & Physiology I**	4
BIOL 2402	Anatomy & Physiology II**	4
EMSP 2305	EMS Operations	3
EMSP 2434	Medical Emergencies	4
EMSP 2460	Clinical - EMS Profession III	4
EMSP 2544	Cardiology	5
ENGL 1301	Composition I**	3
MATH 1314	College Algebra**	3
PSYC 2314	Lifespan Growth and Development	3

Required Core Courses (30 Hours)		
Course	**Title**	**Credit Hours**
BIOL 2420	Microbiology Non-Majors	4
RNSG 1260	Clinical Nursing RN Training	2
RNSG 1343	Complex Concept Adult Health	3
RNSG 1417	Nursing Practice I	4
RNSG 2201	Care Children and Families	2
RNSG 2213	Mental Health Nursing	2
RNSG 2261	Clinical Nursing RN Training	2
RNSG 2262	Clinical Advanced RN Training	2
RNSG 2331	Advanced Concepts Adult Health	3
ELECTIVE	Creative Arts Core or Language, Philosophy and Culture*	3

*See Core Curriculum for course options.
** Must complete courses with a "B" or better.

Aug 2026

Science, Technology, Engineering & Mathematics

Biology
Associate of Science

Program Summary | Associate of Science

Biology is one of the core sciences for numerous career paths, including medical, dental, veterinary, nursing, nutrition, and other health and science related professions. The Biology Program is a great option for students interested in getting started in their college and medical careers. The holistic wellness emphasis is a National Association of Nutrition Professionals (NANP)-approved Holistic Nutrition Program, as well as an Approved Health and Wellness Coach Training & Education Program by the National Board for Health & Wellness Coaching (NBHWC), providing a unique opportunity for students to pursue holistic wellness education within an accredited, degreed program.

AS 3032 Biology Associate of Science	**60 Hours**	**TSI Required**
Required Core Courses (44/45 hours)		
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
BIOL	Life and Physical Science Biology Pathway: BIOL 1406/Holistic Pathway: BIOL 1411	4
BIOL	Life and Physical Science Biology Pathway: BIOL 1407/Holistic Pathway: BIOL 2406	4
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy, and Culture*	3
	Mathematics* (Recommended: MATH 1314, 2412 or 2413)	3/4
	Social and Behavioral Science*	3

Biology Pathway Elective Courses (16/17 Hours)		
Course	**Title**	**Credit Hours**
BIOL 2406	Environmental Biology	4
BIOL 2416	Genetics	4
BIOL 2421	Microbiology for Science Majors	4
CHEM	CHEM 1411 General Chemistry or CHEM 2423 Organic Chemistry I	4
	One-hour Elective (if needed) ¶	1

Holistic Pathway Elective Courses (15/16 Hours)		
Course	**Title**	**Credit Hours**
BIOL 1322	Nutrition I	3
BIOL 1323	Nutrition II	3
BIOL 2289	Holistic Clinic Skills	2
BIOL 2389	Advanced Holistic Clinical Skills	3
	Life and Physical Science*	4
	One-hour Elective (if needed)¶	1

*See Core Curriculum for course options

¶ See Course Description for elective options

June 2025

Science, Technology, Engineering & Mathematics

Computer Science
Associate of Arts

Program Summary | Associate of Arts

Information Technology is one of the fastest growing industries in the nation. The Computer Science Program provides quality, in-depth training for individuals interested in software design, hardware, cybersecurity, media applications, and general computer maintenance. Students are trained with industry-standard hardware and software through digital labs and in-person communication. Hill College is designated as a National Center of Academic Excellence in Cyber Defense Education for Associate of Applied Science (AAS) in Computer Science, Networking Cybersecurity through 2024. The curriculum path prepares students to complete nationally recognized industry certification exams such as Microsoft's networking administration, CompTIA's A+, Security+, and Network+.

AA 4031 Computer Science Associate of Arts	**60 Hours**	**TSI Required**
Required Core Courses (44/45 hours)		
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
HIST 1301	US History I	3
HIST 1302	US History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
PHYS 2425	University Physics I	4
PHYS 2426	University Physics II	4
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Mathematics* (Recommended: MATH 1314)	3
	Social and Behavioral Sciences*	3

Required Computer Science Courses (11 Hours)		
Course	**Title**	**Credit Hours**
COSC 1436	Programming Fundamentals I	4
COSC 1437	Programming Fundamentals II	4
COSC 2325	Computer Organization	3

Computer Science Elective Courses (4/5 Hours)		
Course	**Title**	**Credit Hours**
PSYC 1100	Learning Frameworks	1
ELECTIVE	One-Hour Course¶	1
	Mathematics* (MATH 1316, 1324, 1325, 1342, 2412 or 2413)	3/4

*See Core Curriculum for course options

¶ See Course Description for elective options

June 2025

Science, Technology, Engineering & Mathematics

HILL COLLEGE

Digital Media
Associate of Applied Science

Program Summary | Certifications | Associate of Applied Science

Information Technology is one of the fastest growing industries in the nation. The Computer Science Program provides quality, in-depth training for individuals interested in software design, hardware, cybersecurity, media applications, and general computer maintenance. Students are trained with industry-standard hardware and software through digital labs and in-person communication. Hill College is designated as a National Center of Academic Excellence in Cyber Defense Education for Associate of Applied Science (AAS) in Computer Science, Networking Cybersecurity through 2024. The curriculum path prepares students to complete nationally recognized industry certification exams such as Microsoft's networking administration, CompTIA's A+, Security+, and Network+.

AAS 4186 Digital Media AAS **60 Hours** **TSI Required**

Technical Core Certificate (18 hours)

CC 4110	Certificate of Completion	TSI Waived
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1309	Fundamentals of Cloud Computing	3
ITNW 1358	Network+	3
ITSC 1325	Personal Computer Hardware	3
ITSE 1329	Programming Logic and Design	3
ITSY 1342	Information Technology Security	3

Digital Media Certificate (27 Hours)

CT 4185	Certificate of Technology Ψ	TSI Required
ARTC 1325	Introduction to Computer Graphics	3
ARTS 1311	Design I	3
ARTV 1351	Digital Video	3
IMED 1316	Web Design I	3
RTVB 1317	Convergence of Electronic Media	3
ARTC 2335	Portfolio Development for Graphic Design	3
ARTS 2356	Photography I	3
	Select two courses below	
ARTV 1343	Digital Sound	3
COMM 2305	Editing and Layout	3
IMED 1345	Interactive Multimedia I	3
IMED 1359	Writing for Digital Media	3

Digital Media Associate of Applied Science (15/16 Hours)

AAS 4186	Associate of Applied Science Ψ Ψ	TSI Required
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
	Creative Arts* or Language, Philosophy and Culture*	3
	Mathematics* (Recommended: MATH 1314, 1316, 1324, 1325, 2413 or 2414)	3/4
	Social and Behavioral Sciences*	3

+ Capstone Experience

*See Core Curriculum for course options

Ψ Prerequisite CC 4110

Ψ Ψ Prerequisite CT 4185

Nov 2026

Science, Technology, Engineering & Mathematics

Networking Cybersecurity
Associate of Applied Science

Program Summary | Certifications | Associate of Applied Science

Information Technology is one of the fastest growing industries in the nation. The Computer Science Program provides quality, in-depth training for individuals interested in software design, hardware, cybersecurity, media applications, and general computer maintenance. Students are trained with industry-standard hardware and software through digital labs and in-person communication. Hill College is designated as a National Center of Academic Excellence in Cyber Defense Education for Associate of Applied Science (AAS) in Computer Science, Networking Cybersecurity through 2024. The curriculum path prepares students to complete nationally recognized industry certification exams such as Microsoft's networking administration, CompTIA's A+, Security+, and Network+.

MC 4114 Networking Cybersecurity Associate of Applied Science	**60 Hours**	**TSI Required**
Technical Core Certificate (18 hours)		
MC 4110	**Certificate of Completion**	**TSI Waived**
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1358	Network+	3
ITSY 1342	Information Technology Security	3
ITSE 1329	Programming Logic and Design	3
ITSC 1325	Personal Computer Hardware	3
ITNW 1309	Fundamentals of Cloud Computing	3

Networking Cybersecurity Certificate (27 Hours)		
MC 4119	**Certificate of Technology** Ψ	**TSI Required**
ITSY 2445	Network Defense and Countermeasures	4
ITSY 2401	Firewalls and Network Security	4
COSC 1436	Programming Fundamentals I	4
ITMT 1406	Computer Systems Networking and Telecommunications	4
ITSY 2443	Computer System Forensics	4
ITSY 2459	Security Assessment and Auditing+	4
ITSC 1316	Linux Installation and Configuration	3

Networking Cybersecurity AAS (15 Hours)		
MC 4114	**Associate of Applied Science** Ψ Ψ	**TSI Required**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
	Creative Arts*	3
	Mathematics*	3
	Social and Behavioral Sciences*	3

*See Core Curriculum for course options
¶ See Course Description for elective options
Ψ Prerequisite MC 4110
Ψ Ψ Prerequisite MC 4119

June 2025

Science, Technology, Engineering & Mathematics

Programming Specialization
Associate of Applied Science

Program Summary | Certifications | Associate of Applied Science

Information Technology is one of the fastest growing industries in the nation. The Computer Science Program provides quality, in-depth training for individuals interested in software design, hardware, cybersecurity, media applications, and general computer maintenance. Students are trained with industry-standard hardware and software through digital labs and in-person communication. Hill College is designated as a National Center of Academic Excellence in Cyber Defense Education for Associate of Applied Science (AAS) in Computer Science, Networking Cybersecurity through 2024. The curriculum path prepares students to complete nationally recognized industry certification exams such as Microsoft's networking administration, CompTIA's A+, Security+, and Network+.

MC 4187 Programming Application AAS	**60 Hours**	**TSI Required**
Technical Core Certificate (18 hours)		
CC 4110	**Certificate of Completion**	**TSI Waived**
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1309	Fundamentals of Cloud Computing	3
ITNW 1358	Network+	3
ITSC 1325	Personal Computer Hardware	3
ITSE 1329	Programming Logic and Design	3
ITSY 1342	Information Technology Security	3

Programming Specialization Certificate (27 Hours)		
MC 4188	**Certificate of Technology Ψ**	**TSI Required**
COSC 1436	Program Fundamentals I	4
ITSE 2409	Database Programming	4
ITSE 2413	Web Authoring	4
ITSC 1316	Linux Installation and Configuration	3
COSC 1437	Program Fundamentals II	4
ITSE 2417	JAVA Programming	4
ITSE 2421	Object-Oriented Program	4

Programming Associate of Applied Science (15/16 Hours)		
MC 4187	**Associate of Applied Science Ψ Ψ**	**TSI Required**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
	Creative Arts* or Language, Philosophy and Culture*	3
	Mathematics*	3/4
	Social and Behavioral Sciences*	3

*See Core Curriculum for course options
¶ See Course Description for elective options
Ψ Prerequisite CC 4110
Ψ Ψ Prerequisite MC 4188

June 2025

Science, Technology, Engineering & Mathematics

General Studies
Associate of Science

Program Summary | Associate of Science

Pursing an associate of science degree in STEM general studies allows students and individuals the opportunity to study a broad range of math, science, and technology topics. Students earning a general studies degree learn to formulate effective problem-solving skills, evidence-based arguments, and using technology to communicate.

AS 9998 General Studies Associate of Science	**60 Hours**	**TSI Required**
Required Core Courses (44/45 hours)		
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Life and Physical Science*	4
	Life and Physical Science*	4
	Mathematics*	3/4
	Social and Behavioral Science*	3

General Studies Elective Courses (15/19 Hours)		
Course	**Title**	**Credit Hours**
	Core Elective¶	3
	Science/Math Elective*	3/4
	Science/Math Elective*	3/4
	Science/Math Elective*	3/4
	Science/Math Elective*	3/4

* See Core Curriculum for course options

¶ See Course Description for elective options

June 2025

Science, Technology, Engineering & Mathematics

Kinesiology
Associate of Arts

Program Summary | Associate of Arts

If you are interested in sports, coaching, or athletic training, pursuing a degree in kinesiology is a great way to further your career. This program is geared toward those who love sports and want to help athletes achieve their highest potential. The Kinesiology Program provides a foundation to further your career at a four-year institution in sports management, athletic training, and coaching.

AA 5011 Kinesiology Associate of Arts	**60 Hours**	**TSI Required**
Required Core Courses (44 hours)		
Courses	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Mathematics*	3
	Social and Behavioral Science*	3

Physical Education Elective Courses (16 Hours)		
Course	**Title**	**Credit Hours**
PHED 1301	Foundations of Kinesiology	3
PHED 1304	Personal/Community Health	3
PHED 1306	First Aid	3
PHED 1338	Concepts Physical Fitness	3
	PHED Elective¶	3
	PHED Activity Elective¶	1

*See Core Curriculum for course options

¶ See Course Description for elective options

June 2025

Science, Technology, Engineering & Mathematics

Athletic Trainer
Associate of Arts

Program Summary | Associate of Arts

If you are interested in sports, coaching, or athletic training, pursuing a degree in kinesiology is a great way to further your career. This program is geared toward those who love sports and want to help athletes achieve their highest potential. The Kinesiology Program provides a foundation to further your career at a four-year institution in sports management, athletic training, and coaching.

AA 5041 Athletic Trainer Associate of Arts	**60 Hours**	**TSI Required**
Required Core Courses (44 hours)		
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Mathematics*	3
	Social and Behavioral Science*	3

Electives Courses (16 Hours)		
Course	**Title**	**Credit Hours**
PHED 1113	Athletic Training I	1
PHED 1129	Athletic Training II	1
PHED 2113	Athletic Training III	1
PHED 2129	Athletic Training IV	1
PHED 1301	Foundations of Kinesiology	3
PHED 1304	Personal/Community Health I	3
PHED 1338	Concepts of Physical Fitness	3
PHED 2356	Care & Prevention of Athletic Injuries	3

*See Core Curriculum for course options

June 2025

Science, Technology, Engineering & Mathematics

Pre-Physical Therapy
Associate of Science

Program Summary | Associate of Science

If you are interested in sports, coaching, or athletic training, pursuing a degree in kinesiology is a great way to further your career. This program is geared toward those who love sports and want to help athletes achieve their highest potential. The Kinesiology Program provides a foundation to further your career at a four-year institution in sports management, athletic training, and coaching.

AS 3152 Pre-Physical Therapy Associate of Science	**60 Hours**	**TSI Required**
Technical Core Certificate (44 hours)		
Courses	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Life & Physical Science (Required: BIOL 1406 or BIOL 2401)	4
	Life & Physical Science (Required: BIOL 1407 or BIOL 2402)	4
	Mathematics*	3
	Social & Behavioral Science*	3

Pre-Physical Therapy Elective Courses (16/18 Hours)		
Course	**Title**	**Credit Hours**
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
MATH 1316	Trigonometry	3
MATH 2412	Pre-Calculus Math	4
PHYS 1401	College Physics I	4
PHYS 1402	College Physics II	4
PSYC 2314	Lifespan Growth and Development	3
SOCI 1301	Introductory to Sociology	3

*See Core Curriculum for course options

June 2025

Science, Technology, Engineering & Mathematics

Mathematics
Associate of Science

Program Summary | Associate of Science

Fundamentals in mathematics lead to a number of skillsets and careers, including engineering, architecture, statistical analysis, and education. Students learn critical thinking and problem solving with real-world scenarios and analytics. The Mathematics Program is also another great avenue to obtain your core courses when transferring to a four-year program.

AS 3072 Mathematics Associate of Science	**60 Hours**	**TSI Required**
Required Core Courses (41 hours)		
Course	**Title**	**Credit Hours**
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
	Core Elective* (BCIS 1305 or SPCH 1315)	3
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Life and Physical Science*	4
	Life and Physical Science*	4
	Mathematics* (Recommended: MATH 1314)	3
	Social and Behavioral Science*	3

Mathematics Elective Courses (27 Hours)		
Course	**Title**	**Credit Hours**
BIOL 1406	Biology for Science Majors I	4
BIOL 1407	Biology for Science Majors II	4
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
COSC 1436	Programming Fundamentals I	4
MATH 1314	College Algebra	3
MATH 1316	Plane Trigonometry	3
MATH 2412	Pre-Calculus Math	4
MATH 2413	Calculus I	4
PHYS 1401	College Physics I	4
PHYS 1402	College Physics II	4
PHYS 2425	University Physics I	4
PHYS 2426	University Physics II	4

* See Core Curriculum for course options

June 2025

Science, Technology, Engineering & Mathematics

Chemistry/Physics
Associate of Science

Program Summary | Associate of Science

The physical sciences challenge critical thinking, teach an understanding of the earth's origin, natural resources, and sustainability. Whether you are interested in astrology, paleontology, geology, or ecology, this program has a variety of courses to get you started toward a four-year degree in the sciences.

AS 3042 Chemistry/Physics Associate of Science	**60 Hours**	**TSI Required**
Technical Core Certificate (44 hours)		
Course	**Title**	**Credit hours**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Life and Physical Science Chemistry Pathway: CHEM 1411/Physics Pathway: PHSY 1401	4
	Life and Physical Science Chemistry Pathway: CHEM 1412/Physics Pathway: PHSY 1402	4
	Mathematics*	3
	Social and Behavioral Science*	3

Chemistry/Physics Elective Courses (16 Hours)		
Course	**Title**	**Credit Hours**
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
CHEM 2423	Organic Chemistry I	4
COSC 1436	Programming Fundamentals I	4
MATH 1316	Plane Trigonometry	3
MATH 2412	Pre-Calculus Math	4
MATH 2413	Calculus I	4
MATH 2414	Calculus II	4
PHYS 2425	University Physics I	4
PHYS 2426	University Physics II	4

*See Core Curriculum for course options

June 2025

Science, Technology, Engineering & Mathematics

Geology
Associate of Science

Program Summary | Associate of Science

The physical sciences challenge critical thinking, teach an understanding of the earth's origin, natural resources, and sustainability. Whether you are interested in astrology, paleontology, geology, or ecology, this program has a variety of courses to get you started toward a four-year degree in the sciences.

AS 3062 Geology Associate of Science	60 Hours	TSI Required
Technical Core Certificate (41 hours)		
Course	**Title**	**Credit Hours**
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
SPCH 1315	Public Speaking	3
	Creative Arts*	3
	Language, Philosophy and Culture*	3
	Life and Physical Science (Recommended: ENVR 1401 or 1402)	4
	Life and Physical Science (Recommended: GEOL 1405, 1445 or 1447)	4
	Social and Behavioral Science*	3

Geology Elective Courses (19-20 Hours)		
Course	**Title**	**Credit Hours**
BIOL 1406	Biology for Science Majors I	4
BIOL 1407	Biology for Science Majors II	4
BIOL 1411	Botany	4
BIOL 2406	Environmental Biology	4
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
ENVR 1401	Environmental Science I	4
ENVR 1402	Environmental Science II	4
GEOL 1405	Environmental Science	4
GEOL 1445	Oceanography	4
GEOL 1447	Meteorology	4
MATH 1316	Trigonometry	3
MATH 2412	Pre-Calculus	4
MATH 2413	Calculus I	4
MATH 2414	Calculus II	4
MATH 2415	Calculus III	4
PHYS 1401	College Physics I	4
PHYS 1402	College Physics II	4
PHYS 2425	University Physics I	4
PHYS 2426	University Physics II	4

* See Core Curriculum for course options

June 2025

Transfer Education Plan Options

In general, all students working toward a bachelor's degree should follow the Associate of Arts, Associate of Science, or Associate of Arts in Teaching degree plan. These recommended programs of study do 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 an advisor prior to enrollment or early in their program of study. Associate degrees are 60 semester credit hours (42 SCH Core Curriculum and 18 SCH electives courses).

Associate of Arts

Associates of Arts Plan	Credit Hours
Core Curriculum (See Core Curriculum for Course Options)	42
English	6
Mathematics	3
Life & Physical Sciences	6
Language, Philosophy & Culture	3
Creative Arts	3
American History	6
Government/Political Sciences	6
Social & Behavioral Sciences	3
Component Area Option	6
Electives Total	18
5/6 General Electives Courses	18
Total Degree	60

Associate of Science

Associate of Science Plan	Credit Hours
Core Curriculum (See Core Curriculum for Course Options)	**42**
English	6
Mathematics	3
Life & Physical Sciences	6
Language, Philosophy & Culture	3
Creative Arts	3
American History	6
Government/Political Sciences	6
Social & Behavioral Sciences	3
Component Area Option	6
Electives Total	**18**
3/4 Mathematic/Science Elective Courses	9 to 16
1/2 General Electives	3 to 6
Total Degree	**60**

Associate of Art in Teaching

Associate of Art in Teaching Plan	Credit Hours
Core Curriculum (See Core Curriculum for Course Options)	**42**
English	6
Mathematics	3
Life & Physical Sciences	6
Language, Philosophy & Culture	3

Creative Arts		3
American History		6
Government/Political Sciences		6
Social & Behavioral Sciences		3
Component Area Option		6
Electives Total		**18**
EDUC Major Code: 1889		
EDUC1301	Intro to Teaching Professional	3
EDUC2301	Intro to Special Population	3
MATH1350	Fundamentals of Math I	3
MATH1351	Fundamentals of Math II	3
	Additional Electives	6
Total Degree		**60**

Field of Study Curricula

A Field of Study (FOS) is a selection of lower-division courses guaranteed by state law to transfer and apply to a degree program. If a student takes all the courses in an FOS and then transfers to another Texas public institution of higher education, the FOS is guaranteed to transfer as a block and be applied to the appropriate major. If a student has completed the FOS, the Texas common core curriculum, and any university or college courses required of all students regardless of major, then the student is finished with all the lower-division courses for the degree program at any Texas public institution. If a student transfers with an incomplete FOS, then each completed FOS course is guaranteed to transfer and apply to the degree program, although the institution may require additional lower-division courses.

Hill College offers the following fields of study:
FOS Political Science
FOS Sociology
FOS Social Work
FOS Nursing
FOS Criminal Justice

Undecided Majors

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 in Associate of Arts or General Studies in Associate of Science degrees. 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 during study given and additional courses of study are quite possible and can be determined with assistance from the Advising and Success Center. Students are advised to choose electives based on their possible major field of study.

Career And Technical Education

Career and technical education programs are dedicated to preparing young people to manage the dual roles of family member and wage earner. Career and technical programs enable

students to gain entry level employment in a high-sill, high-wage job and/or continue their education.

In Texas, the primary responsibility for providing career and technical education at the postsecondary level has been given to community colleges. Hill College has accepted the responsibility for providing high quality career and technical education programs that are specifically tailored to meet the needs of people in the geographic area served by the college.

The career and technical education program offerings at Hill College include business, industry, technology, and allied health. To ensure 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 people from business and industry who advise college officials on matters such as curriculum and current business and industry expectations.

Enrollment In Career And Technical Programs

To enroll in a career and technical education 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 specific requirements.

Curricula In Career And Technical Education Programs

On the following pages, specific courses of study required in each program are outlined. The advisors or program 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 based on their possible major field of study. Students may register for Cooperative Work Experience Courses (see course description) to fulfill program requirements.

Description Of Technical Degree

Technical degrees and certificates are designed to be stackable in most cases. Certificate of Completion certificates merge into Certificate of Technology while courses from both certificates are found in the Associate of Applied Science degrees. Certificate and degree courses are designed to build upon prior knowledge as a student progresses through the degree plans.

Please refer to Chapter VI, Graduation Requirements for a listing of the official requirements for an Associate of Applied Science degree, Certificate of Technology, Certificate of Completion, and Occupational Skills Award.

Course Descriptions

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 (TCCNS). The new numbering system improves articulation and assists students 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 as "1", whereas sophomore or second year courses are designated as "2". The second digit specifies the number of semester credit hours awarded for the course's completion. The third and fourth digits distinguish the course within a program area. For example, HIST 1301 would be a three-semester credit History course normally taken during the first year.

All courses are listed in alphabetical order according to the program name.

Agriculture

AGRI 1131. The Agricultural Industry. (1-0)
Overview of agriculture and the American agricultural system, including an examination of career opportunities and requirements.

AGRI 1309. Computers in Agriculture. (2-2)
Survey of the use of computers in agricultural applications.

AGRI 1311. Dairy Science. (2-2)
Survey of the dairy industry including dairy breeds, standards for selection and culling, herd replacements, feeding, management, physiology, and health maintenance. Food value for milk, tests for composition and quality, and use and processing of market milk and dairy products.

AGRI 1325. Marketing of Agriculture Products. (3-0)
Essential marketing functions in the movement of agricultural commodities and products from producer to consumer.

AGRI 1407. Agronomy. (3-3)
Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods. Laboratory activities will reinforce the fundamental principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods.

AGRI 1419. Introductory Animal Science. (3-3)
Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing livestock. Laboratory activities will reinforce scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing livestock.

AGRI 2317. Introduction to Agricultural Economics. (3-0)
Core Curriculum – Social and Behavioral Sciences Component)

Fundamental economic principles and their application in the agricultural industry.

AGRI 2321. Livestock Evaluation. (3-3)
Evaluation and grading of market cattle, swine, sheep, goats, and their carcasses and wholesale cuts. Emphasis will be placed on value determination. Selection and evaluation of breeding cattle, sheep, swine, and goats with emphasis on economically important traits.

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.

Art

ARTS 1301. Art Appreciation. (3-0)
(Core option—Creative Arts component)
A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

ARTS 1303. Art History I. (3-0)
(Core option—Creative Arts component)
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

ARTS 1304. Art History II. (3-0)
(Core option—Creative Arts component)
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.

ARTS 1311. Design I. (3-3)
An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

ARTS 1312. Design II. (3-3)
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.

ARTS 1316. Drawing I. (3-3)
A foundation studio course exploring drawing with emphasis on descriptive, expressive, and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

ARTS 1317. Drawing II. (3-3)
A studio course exploring drawing with continued emphasis on descriptive, expressive, and conceptual approaches. Students will further develop the ability to see and interpret a variety of

subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

ARTS 2316. Painting I. (3-3)
Studio art course that introduces the fundamental principles, materials, and techniques of painting.

ARTS 2317. Painting II. (3-3)
Studio art course that furthers the study of the principles, materials, and techniques of painting.

ARTS 2326. Sculpture. (3-3)
A studio art course that introduces the materials, processes, and issues pertaining to the making of three-dimensional objects and environments. The course explores the use of varied materials and techniques along with the formal and conceptual principles that form the basis of contemporary sculpture.

ARTS 2348. Digital Media. (3-3)
Studio art course that introduces the potential of basic digital media manipulation and graphic creation. The course emphasizes still and time-based media.

ARTS 2356. Photography I. (3-3)
A studio art course that introduces the technical and conceptual basics of photography as a creative medium.

ARTS 2357. Photography II. (3-3)
A studio art course that furthers the study of the technical and conceptual basics of photography as a creative medium.

ARTS 2366. Watercolor. (3-3)
Studio art course that introduces the fundamental principles, materials, and techniques of watercolor and other water-based media.

Automotive Technology

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, 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 Systems. (2-8)
Diagnosis and repair of automotive suspension and steering systems, including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific.

AUMT 1419. Automotive Engine Repair. (2-8)
Fundamentals of engine operation, diagnosis, and repair. Emphasis on identification, inspection, measurement, disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.

AUMT 1445. Automotive Climate Control Systems. (2-4)
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. Students need to be in their 3rd semester of automotive classes.

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 2389. Internship-Automobile/Automotive Mechanics/Technology/Technician. (0-18)
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.

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 Diagnosis & Repair. (2-8)
Repair 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 2425. Automotive Automatic Transmission & Transaxle. (2-8)
A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions/transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught with manufacturer specific.

AUMT 2434. Automotive Engine Performance Analysis II. (2-8)
A study of diagnosis and repair of emission systems, computerized engine performance systems, advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

Biology

BIOL 1322. Nutrition and Diet Therapy I. (3-0)
This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. Environmental influences on health and disease, symptomology of nutrient insufficiency, excess and impaired metabolism are addressed.

BIOL 1323. Nutrition and Diet Therapy II. (3-0)
Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Special emphasis is given to anatomy and physiology including nutritional, supplemental, and herbal support of body systems (digestive, immune, cardiovascular, musculoskeletal, nervous, endocrine, lymphatic, detoxification, excretory, and integumentary systems), epigenetics and nutritional genomics, and biochemical pathways. This course will expand upon comparative dietary systems including diet analysis and planning, popular diets review, cultural influence on food choices, evidence-based healthy lifestyle recommendations, and differential diet plans through various life cycles (pediatrics, men, women, geriatrics, and sports nutrition). The appropriate and safe use of herbs and supplements will be addressed (indications of need, contraindications, interactions with herbs, foods, and medications). Pre-requisite: BIOL 1322.

BIOL 1406. Biology for Science Majors I. (3-3)
(Core option—Life & Physical Sciences component)
Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. A co-requisite laboratory-based course includes activities that will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. Prerequisite: MATH 1314 recommended, or concurrent enrollment in higher-level mathematics recommended. Co-requisite: Student must also enroll in lab for the course: BIOL 1106

BIOL 1407. Biology for Science Majors II. (3-3)
(Core option—Life & Physical Sciences component)
The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution

of plants and animals. A co-requisite laboratory-based course includes activities that will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: BIOL 1406, Biology for Science Majors; Successful completion of College Algebra, MATH 1314, or concurrent enrollment in higher level mathematics is recommended. Co-requisite: Student must also enroll in lab for the course: BIOL 1107

BIOL 1408. Biology for Non-Science Majors I. (3-3)
(Core option—Life & Physical Sciences component)
This course provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Co-requisite: Student must also enroll in lab for the course: BIOL 1108

BIOL 1409. Biology for Non-Science Majors II. (3-3)
(Core option—Life & Physical Sciences component)
This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology.

Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Co-requisite: Student must also enroll in lab for the course: BIOL 1109

BIOL 1411. General Botany. (3-4)
(Core option—Life & Physical Sciences Component)
Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism as they relate to botanical medicine. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. Laboratory activities will reinforce fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism as they relate to botanical medicine. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. (This course is intended for science majors). Pre-requisites: MATH1314 College Algebra (3 SCH version) Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. Recommended pre-requisites: BIOL 1322 and BIOL 1323. Co-requisite: Student must also enroll in lab for the course: BIOL 1111

BIOL 2289. Holistic Clinical Skills. (0-8)
An instructional program designed to integrate on campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. This course addresses mental health and wellness self-care strategies, nutritional counseling, herbal protocols, and wellness coaching processes. Students will gain skills in career preparation including practical skills development, coaching education, business management, legal issues including applicable laws and regulations, scope of practice, acceptable professional standards, practice development and marketing, obtaining referrals and

collaborating with other health professionals, and professional ethics. Students will also be introduced to intake procedures, health assessments, and lab testing.

BIOL 2389. Advanced Holistic Clinical Skills. (0-9)
An instructional program designed to integrate on campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. This course addresses the mastery of clinical skills including client intake and health assessments, lab testing and analysis, medical terminology, and practice development. Pre-requisite: Student must also enroll in lab for the course: BIOL 2289.

BIOL 2401. Anatomy and Physiology I. (3-3)
(Core option—Life & Physical Sciences Component)
Anatomy and Physiology is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses. Co-requisite: Student must also enroll in lab for the course: BIOL 2101

BIOL 2402. Anatomy and Physiology II. (3-3)
(Core option—Life & Physical Sciences Component)
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Prerequisite required: BIOL 2401. Co-requisite: Student must also enroll in lab for the course: BIOL 2102

BIOL 2406. Environmental Biology. (3-3)
(Core option—Life & Physical Sciences Component)
Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research as they relate to botanical medicine. Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological as they relate to botanical medicine. Recommended pre-requisite: MATH1314 – Successful completion of College Algebra or concurrent enrollment in higher level mathematics is recommended. Co-requisite: Student must also enroll in lab for the course: BIOL 2106

BIOL 2416. Genetics. (3-3)
Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering. Prerequisites: BIOL 1406, BIOL 1408, or BIOL 2401. Co-requisite: Student must also enroll in lab for the course: BIOL 2116

BIOL 2420. Microbiology for Non-Majors (Bacteriology). (3-3)
This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. This course covers the basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology. Emphasis is on medical microbiology, infectious diseases, and public health. Prerequisites: BIOL 1406 or BIOL 1408 or BIOL 2401. Co-requisite: Student must also enroll in lab for the course: BIOL 2120

BIOL 2421. Microbiology for Science Majors. (3-4)
Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Laboratory activities will reinforce principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Prerequisites: BIOL 1406, BIOL 1407, & CHEM 1411. Co-requisite: Student must also enroll in lab for the course: BIOL 2121

Business Administration & Management

Accounting

ACCT 2301. Principles of Accounting I – Financial. (2-4)
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Recommended co-requisite: MATH 1324 Mathematics for Business & Social Science

ACCT 2302. Principles of Accounting 1 – Managerial. (2-4)
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and

assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Prerequisite: ACCT 2401 or ACCT 2301

Business Administration/General Business

BUSG 1315. Small Business Operations. (3-0)
Operating a small business. Emphasizes management functions including planning, leading, organizing, staffing, and controlling operations.

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.

BUSI 1301. Business Principles. (3-0)
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions, organizational considerations and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

BUSI 2305. Business Statistics. (3-0)
Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. (BUSI 2305 is included in the business Field of Study.) Prerequisite: MATH 1324 or MATH 1314 and BCIS 1305.

Human Relations

HRPO 1311. Human Relations. (3-0)
Practical application of the principles and concepts of 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 supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

BMGT 1327. Principles of Management. (3-0)
Concepts, terminology, principles, theories, and issues in the field of management.

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.

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 mix functions and processes. Includes identification of consumer and organizational needs and explanation of environmental issues.

Chemistry

CHEM 1406. Introductory Chemistry I (Allied Health Emphasis). (3-3)
(Core option—Life & Physical Sciences component)
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. Co-requisite: Student must also enroll in lab for the course: CHEM 1106

CHEM 1411. General Chemistry I. (3-3)
(Core option—Life & Physical Sciences component)
Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in CHEM 1311; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: MATH 1314 or 1414 College Algebra or equivalent academic preparation. Co-requisite: Student must also enroll in lab for the course: CHEM 1111

CHEM 1412. General Chemistry II. (3-3) OBJ
(Core option—Life & Physical Sciences component)
Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in CHEM 1312; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. CHEM 1411 or consent of instructor. Co-requisite: Student must also enroll in lab for the course: CHEM 1112

CHEM 2423. Organic Chemistry I. (3-4)
Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. This laboratory-based course accompanies CHEM 2323, Organic Chemistry I. Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for purification and identification of organic compounds will be examined. Co-requisite: Student must also enroll in lab for the course: CHEM 2123

Child Development/Early Childhood Education

CDEC 1164. Practicum (or Field Experience) – Child Development. (0-8)
Practical, general workplace training is supported by an individualized learning plan developed by the employer, college, and student.

CDEC 1303. Families, School, & Community. (3-1)
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 the State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1311. Educating Young Children. (3-1)
An introduction to the education of young children. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with the State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 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. (2-3)
A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight.

CDEC 1318. Wellness of the Young Child. (3-1)
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 the State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1319. Child Guidance. (3-1)
An exploration of guidance strategies for promoting prosocial behaviors with individuals and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences.

CDEC 1321. The Infant and Toddler. (3-1)
A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques.

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

CDEC 1354. Child Growth and Development. (3--0)
Physical, emotional, social, and cognitive factors impact growth and development of children through adolescence.

CDEC 1358. Creative Arts for Early Childhood. (3-1)
An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children from birth through age eight.

CDEC 1359. Children with Special Needs. (3-1)
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

CDEC 2265. Practicum (or Field Experience) – Child Development. (0-17)
Practical, general workplace training is supported by an individualized learning plan developed by the employer, college, and student.

CDEC 2326. Administration of Programs for Children I. (3-1)
Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

CDEC 2328. Administration of Programs for Children II. (3-1)
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, technical applications in programs and planning parent education/partnerships.

CDEC 2341. The School Age Child. (3-1)
A study of programs for the school age child including an overview of development, learning environments, materials and activities, and guidance techniques.

EDUC and **TECA** courses listed under **Education**

Communication

See **Computer Information Systems** or **Speech**

Computer Information Systems

ARTC 1313. Digital Publishing I. (2-4)
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. (2-4)
A survey of design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, digital images, digital publishing, vector-based graphics, and interactive multimedia.

ARTC 2335. Portfolio Development for Graphic Design. (2-4)
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 1343. Digital Sound. (2-4)
Digitizing sound and incorporating it into video games, multimedia or web projects for various delivery systems. Emphasizes compression issues, sampling, synchronizing, and resource management.

ARTV 1351. Digital Video. (2-4)
Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a digital video workstation.

BCIS 1305. Business Computer Applications. (2-4)
(Core required—Component Area Option component)
Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.)

COMM 1307. Introduction to Mass Communication. (3-0)
Survey of basic content and structural elements of mass media and their functions and influences on society.

COMM 2305. Editing and Layout. (3-3)
Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

COMM 2330. Introduction to Public Relations. (3-0)
Exploration of the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns.

COSC 1436. Programming Fundamentals I. (3-3)
Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. This course is included in the Field of Study Curriculum for Computer Science. Prerequisite: BCIS 1305 or the consent of the instructor.

COSC 1437. Programming Fundamentals II. (3-3)
This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.) Prerequisite: COSC 1436 or the consent of the instructor.

COSC 2325. Computer Organization. (2-4)
The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. Prerequisite: COSC 1436 or the consent of the instructor.

IMED 1309. Fundamentals of Cloud Computing. (2-4)
Introduction to cloud computing from a business and technical perspective, including cloud concepts, services, architecture, system integration, connectivity, data center migration, administration, security, compliance, and technical support. Coverage includes preparation for industry certifications. Topics may adapt to changes in industry practices.

IMED 1316. Web Design I. (2-4)
Instruction in web design and related graphic design including mark-up languages, and browser issues.

IMED 1345. Interactive Digital Multimedia I. (2-4)
Exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.

IMED 1359. Writing for Digital Media. (2-4)
Written communication for digital media environments including professional websites or other digital content.

ITMT 1406. Computer Systems Networking and Telecommunications. (3-3)
A study of the initial implementation of core services in a Windows server environment; includes an introduction to Windows Server administration interface, roles and features of the Windows Server operating system and various installation and configuration options used when deploying and configuring Windows Server.

ITNW 1308. Implementing & Supporting Client Operating Systems. (2-4)
The fundamentals of managing and configuring local, network, and distributed network clients. Topics may adapt to changes in industry practices.

ITNW 1309. Fundamentals of Cloud Computing. (2-4)
Introduction to cloud computing from a business and technical perspective, including cloud concepts, services, architecture, system integration, connectivity, data center migration, administration, security, compliance, and technical support. Coverage includes preparation for industry certifications. Topics may adapt to changes in industry practices

ITNW 1358. Network+. (2-4)
Assist individuals in preparing for the Computing Technology Industry Association (Comp TIA) Network+ certification exam and career as a network professional.

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 1316. Linux Installation and Configuration. (2-4)
Introduction to Linux operating systems. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.

ITSC 1325. Personal Computer Hardware. (2-4)
Current personal computer hardware includes assembly, upgrading, setup, configuration, and troubleshooting.

ITSE 1329. Programming Logic and Design. (2-4)
Problem-solving applying structured techniques and representation of algorithms using design tools. Includes testing, evaluation, and documentation. Topics may adapt to changes in industry practices.

ITSE 2409. Database Programming. (3-3)
Database development using database programming techniques emphasizing database structures, modeling, and database access.

ITSE 2413. Web Authoring. (3-3)
Introduction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools.

ITSE 2417. JAVA Programming. (3-3)
Java programming for applications and web applets.

ITSE 2421. Object-Oriented Programming. (3-3)
Program design with classes, including development, testing, implementation, and documentation.

ITSY 1342. Information Technology Security. (2-4)
Instruction in security for network computer hardware, software, virtualization, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Topics may adapt to changes in industry practices.

ITSY 2401. Firewalls and Network Security. (3-3)
Identify elements of secure network design that may include segmentation, Firewall implementation, or a combination thereof to mitigate various types of security threats and attacks. Use Best Practices to design, implement, monitor, and manage a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

ITSY 2443. Computer System Forensics. (3-3)
In-depth study of system forensics, including methodologies used for analysis of computer security breaches. Collect documents and evaluate evidence to perform postmortem analysis of a security breach.

ITSY 2445. Network Defense and Countermeasures. (3-3)
This is a practical application and comprehensive course that includes the planning, design, and construction of defenses for a complex network that will sustain an attack, document events, and mitigate the effects of the attack.

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. This course is designed to be repeated multiple times to improve student proficiency.

RTVB 1317. Convergence of Electronic Media. (3-0)
Explores career opportunities, regulatory and economic issues in electronic media including radio, television, internet, and new media.

ITSY 2459. Security Assessment and Auditing. (2-4)
Comprehensive experience in the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems that ensure industry specific levels of protection are in place to assure regulatory compliance

Cosmetology

CSME 1401. Orientation to Cosmetology. (2-6)
An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1405. Fundamentals of Cosmetology. (2-6)
A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out.

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 and Skin Care Technology I. (2-5)
An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory, and related skills of facial and skin care 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 in nail technology.

CSME 1441. Principles of Nail Technology II. (3-6)
A continuation of the concepts and principles of nail technology. Topics include professional ethics, salon management, client relations, and related skills in nail technology.

CSME 1451. Artistry of Hair, Theory and Practice. (2-6)
Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.

CSME 1453. Chemical Reformation and Related Theory. (2-6)
Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

CSME 1543. Manicuring and Related Theory. (4-4)
Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services.

CSME 1545. Principles of Facial and Skin Care 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. (4-4)
In-depth coverage of the theory and practice of skin care, facials, and cosmetics.

CSME 2337. Advanced Cosmetology Techniques. (2-4)
Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

CSME 2401. The Principles of Hair Coloring and Related Theory. (2-6)
Presentation of theory, practice, and hair color. Topics include terminology, application, and workplace competencies related to hair color.

CSME 2439. Advanced Hair Design. (2-8)
Advanced concepts in the theory and practice of hair design.

CSME 2530. Nail Enhancement. (2-9)
A course in the theory, application, and related technology of nail enhancements.

CSME 2531. Principles of Facials and Skin Care Technology III. (2-9)
Advanced concepts and principles of skin care and other related technologies.

CSME 2541. Preparation for the State Licensing Examination. (4-4)
Preparation for the state licensing examination.

Criminal Justice

Criminal Justice - Field of Study

CRIJ 1301. Introduction to Criminal Justice. (3-0)
This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

CRIJ 1306. Court Systems and Practices. (3-0)
This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

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)
This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

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)
This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

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)
This course examines the establishment, role, and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

Law Enforcement/Police Science

CJLE 1111. Basic Firearms. (0-3)
Firearm safety, cleaning and care techniques, proper shooting principles, and firearm proficiency. This course was designed to be repeated multiple times if the content varies. Course is only offered through credit by evaluation.

CJLE 1132. Physical Fitness for Law Enforcement. (0-3)
Addresses personal health and diet, fitness, and stress management for law enforcement. Includes development of flexibility, strength, cardiovascular, endurance training, and personal fitness evaluation techniques. This course was designed to be repeated multiple times if the content varies. Course is only offered through credit by evaluation.

CJLE 1506. Basic Peace Officer I. (3-8)
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. ***

CJLE 1512. Basic Peace Officer II. (3-8)
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. ***

CJLE 1518. Basic Peace Officer III. (3-8)
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. ***

CJLE 1524. Basic Peace Officer IV. (3-8)
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. ***

CJLE 1329. Basic Peace Officer V. (2-2)
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and IV to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. ***

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 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 2354. Dynamics of Group Counseling. (3-0)
Exploration of group counseling skills, techniques, and stages of group development.

DAAC 2366. Practicum - Substance Abuse/Addiction Counseling. (0-21)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Drama

DRAM 1120, 1121. Theater Practicum I & II. (1-3)
A Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Required of all drama majors and drama scholarship students, but open to all students.

DRAM 1310. Theater Appreciation. (3-0)
(Core option—Creative Arts component)
Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.

DRAM 1330. Stagecraft I. (3-3)
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

DRAM 1341. Stage Makeup. (3-1)
Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

DRAM 1342. Costume Technology. (3-1)
Introduction to the process and application of the fundamental skills of costume production, modification, and maintenance.

DRAM 1351. Acting I. (3-0)
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.

DRAM 1352. Acting II. (3-0)
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. A continuation of DRAM 1351.

DRAM 2120, 2121. Theater Practicum III & IV. (1-3)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. A continuation of DRAM 1120, 1121.

DRAM 2331. Stagecraft II. (3-3)
Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management. A continuation of DRAM 1330.

DRAM 2335 Theater Design (3-3)
Survey of principles and practices of theater design and its elements. The fundamentals of art and their application to major areas of theatrical design.

DRAM 2336. Voice for the Actor. (3-0)
Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's vocal instrument.

DRAM 2355 Script Analysis (3-0)
Examination of foundational skills for understanding the structure and content of play scripts for interpretation and conceptualization in theater productions by directors, designers, actors, and technicians. Introduces students to significant plays in the history of dramatic literature in the playwright's social and cultural context.

DRAM 2361. History of Theater I. (3-0)
Study of the history of the theater from primitive times through Renaissance.

DRAM 2366. Film Appreciation. (2-4)
(Core option—Creative Arts component)
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. (Cross- listed as COMM 2366)

DRAM 2289. Academic Cooperative. (2--6)
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.

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.

MUEN 1160. Musical Theatre. (1-3)
Examples of small vocal ensembles may include but are not limited to glee club, madrigals, opera/musical theatre, commercial, and folk.

Echocardiography

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is pleased to inform you of its vote on January 21, 2016, to award initial accreditation to the Cardiovascular Technology – Adult Echocardiography associate degree program at Hill College, Hillsboro, TX.

Diagnostic Medical Sonography

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 1260. Clinical-Diagnostic Medical Sonography/Sonographer/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 1340. Diagnostic Electrocardiography. (2-4)
Cardiac testing includes the techniques and interpretation of patient physical assessment. Covers electrocardiography, stress testing, Holter monitoring, vital signs, and cardiovascular pharmacology.

DSAE 1440. Diagnostic Electrocardiography. (3-3)
Cardiac testing includes 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)
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/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/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.

HPRS 2200. Pharmacology for Health Professions. (2-0)
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

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.

Economics

ECON 2301. Principles of Macroeconomics. (3-0) OBJ
(Core option—Social and Behavioral Sciences component)
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

ECON 2302. Principles of Microeconomics. (3-0) OBJ
(Core option—Social and Behavioral Sciences component) OBJ
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

Education

EDUC 1100. Learning Framework. (1-0)
A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1100)

EDUC 1300. Learning Framework. (3-0)
A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning

inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300)

EDUC 1301. Introduction to the Teaching Profession. (3-1)
An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support for students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with the State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course must include 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. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with the State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDCU 1301 Introduction to the Teaching Profession

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 must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The 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 must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the 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 young children including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experience.

TECA 1354. Child Growth and Development. (3-0)
(Core option—Social & Behavioral Sciences component)
A study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence.

Emergency Medical Services

CAAHEP Accredited Program #600447

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.

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 responsibilities of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary.

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.

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.

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.

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 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 2305. EMS Operations. (2-2)
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. Prerequisite: Paramedic I&II.

EMSP 2306. Emergency Pharmacology. (3-1)
A study of drug classifications, actions, therapeutic uses, and adverse effects. Routes of administration, and calculation of dosages. Co-requisite: Introduction to 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 responsibilities of the college faculty. Clinical experiences are unpaid external learning experiences. Courses 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 1201 Introduction to Engineering. (2-0)
An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Prerequisite: MATH 1314 or 1414 College Algebra or equivalent academic preparation.

ENGR 1304 Engineering Graphics I. (2-4)
Introduction to computer-aided drafting using CAD software and sketching to generate two and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics. Prerequisite: MATH 1314 or 1414 College Algebra or equivalent academic preparation.

ENGR 2406 Introduction to Digital Systems. (3-0)
Introduction to theory and design of digital logic, circuits, and systems. Number systems, operations and codes; logic gates; Boolean Algebra and logic simplification; Karnaugh maps; combinational logic; functions of combinational Logic; flip-flops and related devices; counters; shift registers; sequential logic; memory and storage. Basic laboratory experiments supporting theoretical principles involving design, construction, and analysis of combinational and sequential digital circuits and systems, including logic gates, adders, multiplexers, encoders, decoders, arithmetic logic units, latches, flip-flops, registers, and counters; preparation of laboratory reports. Co-requisite: Student must also enroll in lab for the course: ENGR 2106 Introduction to Digital Systems (lab). Prerequisite: MATH 1314 or 1414 College Algebra or equivalent academic preparation.

English

INRW 0101. Integrated Reading and Writing Success Camp.
Development of college-level reading and writing focusing on reading comprehension, college level reading expectations, idea generation, drafting, organization, revision, and utilization of standard English.

INRW 0102. Integrated Reading and Writing (BASE NCBO). (1-0)
This Intervention is designed specifically for students assessed at minimum level on TSIA and must be part of a student's co-enrollment (co-requisite) enrollment of INRW 0302: •as a

mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental writing course, or •as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course.

INRW 0109. Integrated Reading/Writing (NCBO).
Integration of critical reading and academic writing skills. Successful completion of this intervention if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing.

INRW 0302. Integrated Reading/Writing I. (3-3)
Integration of critical reading and academic writing skills will serve as the entry point for students who are not TSIA met in Reading and/or Writing. Successful completion of this course will allow students to enroll in INRW 0303 and a co-requisite credit course.

INRW 0303. Integrated Reading/Writing II. (3-3)
Integration of critical reading and academic writing skills. Successful completion of this course if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing.

ENGL 1301. Composition I. (3-0)
(Core required—Communication component)
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

ENGL 1302. Composition II. (3-0)
(Core required—Communication component)
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301 or approval of the instructor.

ENGL 2307 Creative Writing (3-0)
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama

ENGL 2311. Technical and Business Writing. (3-0)
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisites: six semester hours of composition or approval of the instructor.

ENGL 2322. British Literature I. (3-0)
(Core option—Language, Philosophy & Culture component)
A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their

historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2323. British Literature II. (3-0)
(Core option—Language, Philosophy & Culture component)
A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2327. American Literature I. (3-0)
(Core option—Language, Philosophy & Culture component)
A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2328. American Literature II. (3-0)
(Core option—Language, Philosophy & Culture component)
A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Six semester hours of composition or approval of the instructor.

ENGL 2331. World Literature. (single semester) (3-0)
(Core option—Language, Philosophy & Culture component)
A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2332 World Literature I. (3-0)
(Core option—Language, Philosophy & Culture component)
A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2333 World Literature II. (3-0)
(Core option—Language, Philosophy & Culture component)
A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: six semester hours of composition or approval of the instructor.

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

English As A Second Language

ESOL 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.

ESOL 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 1311. Fire Service Hydraulics. (3-0)
The study of the application of hydraulic principles to analyze and solve water supply problems related to fire protection.

FIRT 1319. Firefighter Health and Safety. (3-0)
A study of firefighter occupational safety and health in emergency and nonemergency situations.

FIRT 1329. Building Codes and Construction. (3-0)
Examination of building codes and requirements, construction types, and building materials. Topics include walls, flooring, foundations, various roof types and the associated dangers of each.

FIRT 1333. Fire Chemistry I. (3-0)
Chemical nature and properties of compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1338. Fire Protection Systems. (3-0)
A study of the design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and potable fire extinguishers.

FIRT 1353. Legal Aspects of Fire Protection. (3-0)
A study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies and personnel.

French

FREN 1411. Beginning French I. (1st semester French). (3-4)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

FREN 1412. Beginning French II. (2nd semester French). (3-4)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

FREN 2311. Intermediate French I. (3rd semester French). (3-2)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

FREN 2312. Intermediate French II. (4th semester French). (3-2)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

Geography

GEOG 1301. Physical Geography. (3-0)
This course introduces students to the processes that drive Earth's physical systems. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development, and human interactions with the physical environment.

GEOG 1303. World Regional Geography. (3-0)
This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process.

Geology/Environmental Science

ENVR 1401. Environmental Science I. (3-3)
(Core option—Life & Physical Sciences component)
A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Laboratory activities will cover methods used to collect and analyze environmental data. Co-requisite: Student must also enroll in lab for the course: ENVR 1101.

ENVR 1402. Environmental Science II. (3-3)
(Core option—Life & Physical Sciences component)
General interest course requiring a minimum of previous background and relating scientific knowledge to problems involving energy and the environment. Laboratory activities will cover methods used to collect and analyze environmental data. Co-requisite: Student must also enroll in lab for the course: ENVR 1102.

GEOL 1401. Earth Sciences for Non-Science Majors I. (3-3)
(Core option—Life & Physical Sciences component)
Survey of geology, meteorology, oceanography, and astronomy. Laboratory activities will cover methods used to collect and analyze data in geology, meteorology, oceanography, and astronomy. Co-requisite: Student must also enroll in lab for the course: GEOL 1101

GEOL 1402. Earth Sciences for Non-Science Majors II. (3-3)
(Core option—Life & Physical Sciences component)
Extension of the study of geology, astronomy, meteorology and oceanography, focusing on natural resources, hazards and climate variability. Laboratory activities will focus on methods used to collect and analyze data related to natural resources, hazards and climate variability. Prerequisites: GEOL 1401 Earth Science for Non-Science Majors I. Co-requisite: Student must also enroll in lab for the course: GEOL 1102

GEOL 1403. Physical Geology. (3-3)
(Core option—Life & Physical Sciences component)
Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data. Co-requisite: Student must also enroll in lab for the course: GEOL 1103

GEOL1404. Historical Geology. (3-3)
(Core option—Life & Physical Sciences component)
A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils. Prerequisites: GEOL 1403 Physical Geology. Co-requisite: Student must also enroll in lab for the course: GEOL 1104

GEOL 1445. Oceanography. (3-3)
(Core option—Life & Physical Sciences component)
Survey of oceanography and related sciences. Co-requisite: Student must also enroll in lab for the course: GEOL 1145

GEOL 1447. Meteorology. (3-3)
(Core option—Life & Physical Sciences component)
Survey of meteorology and related sciences. Co-requisite: Student must also enroll in lab for the course: GEOL 1147

Government

GOVT 2304. Intro to Political Science. (3-0)
Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

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

GOVT 2306. Texas Government. (3-0)
(Core required Government/Political Sciences component)
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

GOVT 2389. Academic Cooperative/Special Topics. (3-0)
An instructional program designed to integrate on-campus study with practical hands-on experience in government. 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.

Heating, Ventaliation, Air Conditioning

HART 1301. Basic Electricity for HVAC. (2-2)
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

HART 1403. Air Conditioning Control Principles. (2-4)
A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.

HART 1407. Refrigeration Principles. (2-4)
An introduction to the refrigeration cycle, heat transfer theory, temperature/ pressure relationship, refrigerant handling, refrigeration components, and safety.

HART 1441. Residential Air Conditioning. (2-4)
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

HART 1445. Gas and Electric Heating. (2-4)
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

HART 2331. Advanced Electricity for HVAC. (2-2)
Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution motors, motor controls, and application of solid-state devices.

HART 2334. Advanced Air Conditioning Controls. (2-2)
Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls.

HART 2336. Air Conditioning Troubleshooting. (2-2)
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.

HART 2368. Practicum-Heating, Air Conditioning & Refrigeration Technology/Technician. (1-20)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

HART 2438. Air Conditioning Installation and Startup. (2-4)
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

HART 2445. Residential Air Conditioning Systems Design. (2-4)
Study of the properties of air and results of cooling, heating humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

HART 2458. Testing, Adjusting, and Balancing HVAC Systems. (2-4)
A study in the process of checking and adjusting all the building environmental systems to produce the design objectives. Emphasis on efficiency and energy savings.

ELPT 2405. Motors and Transformers. (2-4)
Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.

History

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

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

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

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

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

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

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

HIST 2389. Academic Cooperative. (Special Topics). (3-0)
An instructional program designed to integrate on-campus study with practical hands-on experience in history. 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.

Humanities

HUMA 1301. Introduction to Humanities I. (3-0)
(Core option—Language, Philosophy & Culture component)
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

HUMA 1302. Introduction to Humanities II. (3-0)
(Core option—Language, Philosophy & Culture component)
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

Industrial Maintenance

ELMT 1305. Basic Fluid Power. (2-2)
Basic Fluid power course covering pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls.

ELPT 1311. Basic Electrical Theory. (2-2)
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

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

ELPT 2405. Motors and Transformers. (2-4)
Operation of single-and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices. Prerequisite: ELPT 1311.

ELPT 2419. Programmable Logic Controllers I. (2-4)
Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

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 1319. Manufacturing Processes. (2-2)
Exploration of a variety of methods used in manufacturing. Theory and application of processes including but not limited to metal forming, welding, machining, heat treating, plating, assembly procedures, and process control considerations, casting and injection molding.

INMT 2245. Industrial Troubleshooting (1-2)
An advanced study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures.

INMT 2380. Cooperative Education-Manufacturing Technology/Technician. (1-15)
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 1302. Print Reading for Machining Trades. (2-2)
A study of blueprints for machining trades with emphasis on machine drawings.

MCHN 1320. Precision Tools and Measurement. (2-4)
An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

MCHN 1343. Machine Shop Mathematics. (3-0)
Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

MCHN 1438. Basic Machine Shop I. (2-4)
A course that introduces the student to machining fundamentals. The student begins by using basic machine tools including the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools are included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.

MCHN 2303. Fundamentals CNC Machine Controls. (2-2)
Programming and operation of Computer Numerical Controlled (CNC) machine shop equipment.

Mathematics

MATH 0102 Developmental Math (BASE NCBO) (1-0)
Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. This Intervention is designed specifically for students assessed at TSIA2 level 1. It must be part of a student's co-requisite enrollment as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental math course. The course is developmental and will not result in a degree or transferable credit.

MATH 0302. Beginning Algebra. (3-0)
Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. The course is developmental and will not result in degree or transferable credit. Prerequisites: Assignment by appropriate test.

MATH 0309. Intermediate Algebra (NCBO). (3-1)
The course is a non-semester-length developmental education intervention for students two points or less to passing the TSI Assessment to become college ready. The course is a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

MATH 0314. Intermediate Algebra. (3-0)
The course is developmental and will not result in a degree or transferable credit. Co-requisite: MATH 1314.

MATH 0324. Intermediate Business Pre-Calculus. (3-0)
The course is developmental and will not result in a degree or transferable credit. Co-requisite: MATH 1324.

MATH 0332. Developmental Contemporary Math. (3-0)
The course is developmental and will not result in a degree or transferable credit. Co-requisite: MATH 1332.

MATH 0342. Developmental Statistics. (3-0)
The course is developmental and will not result in a degree or transferable credit. Co-requisite: MATH 1342.

MATH 1314. College Algebra. (3-0)
(Core option—Mathematics component)
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

MATH 1316. Plane Trigonometry. (3-0)
(Core option—Mathematics component)
In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Prerequisite: MATH 1314 or concurrent registration or permission of instructor.

MATH 1324. Mathematics for Business and Social Sciences. (3-0)
(Core option—Mathematics component)
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.

MATH 1325. Calculus for Business and Social Sciences. (3-0)
(Core option—Mathematics component)
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for Math 2413, Calculus I. Prerequisite: MATH 1314 College Algebra or MATH 1324 Mathematics for Business and Social Sciences.

MATH 1332 Contemporary Mathematics. (3-0)
(Core option—Mathematics component)
Intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate application. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

MATH 1342. Elementary Statistical Methods. (3-0)
(Core option—Mathematics component)
Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

MATH 1350. Mathematics for Teachers I. (3-0)
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 College Algebra (3 SCH version) or 1414.

MATH 1351. Mathematics for Teachers II. (3-0)
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 College Algebra (3 SCH version) or 1414.

MATH 2320. Differential Equations. (3-0)
Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real world problems, Prerequisite: MATH 2414 Calculus II.

MATH 2412. Pre-calculus Math. (3-2)
(Core option—Mathematics component)
In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisite: MATH 1314 College Algebra or the equivalent preparation.

MATH 2413. Calculus I. (3-3)
(Core option—Mathematics component)
Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 2412 Pre-Calculus Math or the equivalent preparation.

MATH 2414. Calculus II. (3-3)
Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413 Calculus I

MATH 2415. Calculus III. (3-3)
Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line

integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.
Prerequisite: MATH 2414 Calculus II

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 in many public performances such 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 1160. Musical Theatre. (1-3)
Examples of small vocal ensembles may include but are not limited to glee club, madrigals, opera/musical theatre, commercial, and folk.

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

MUSB 1305. Survey of Music Business. (3-3)
An overview of the music industry including songwriting, live performance, the record industry, music merchandising, contracts and licenses, and career opportunities.

MUSI 1116. Sight Singing and Ear Training I. (1-1)
Singing tonal music in treble and bass clefs, and aural study of elements of music, such as scales, intervals and chords, and dictation of basic rhythm, melody and diatonic harmony. Must be taken concurrently with MUSI 1311.

MUSI 1117. Sight Singing and Ear Training II. (1-1)
Singing tonal music in various clefs, continued aural study of the elements of music, and dictation of intermediate rhythm, melody and diatonic harmony. Must be taken concurrently with MUSI 1312.

MUSI 1306. Music Appreciation. (3-0)
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.)

MUSI 1307. Music Literature. (single semester) (2-3)
(Core option—Creative Arts component)
A survey of the styles and forms of music as it developed from the Middle Ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation.

MUSI 1310. American Music. (3-0)
(Core option—Creative Arts component)
General survey of various styles of music of the Americas, including but not limited to jazz, folk, rock, and contemporary art music.

MUSI 1311. Music Theory I. (4-2)
The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.

MUSI 1312. Music Theory II. (4-2)
The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur. Optional correlated study at the keyboard.

MUSI 2116. Sight Singing & Ear Training III. (1-1)
Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Must be taken concurrently with MUSI 2311.

MUSI 2117. Sight Singing & Ear Training IV. (1-1)
Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study includes dictation of advanced rhythm, melody, and harmony. It must be taken concurrently with

MUSI 2311. Music Theory III. (3-1)
Advanced harmony voice leading, score analysis and writing of more advanced tonal harmony including chromaticism and extended-tertian structures. Optional correlated study at the keyboard.

MUSI 2312. Music Theory IV. (3-1)
Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. Optional correlated study at the keyboard. 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. Voice.

Designed for the nonmusic 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 are required. One ½ hour lesson per week is required. Fee charged.

MUSI 1160. Italian Diction. (1-0)
MUSI 1161.English Diction. (1-0)
MUSI 2160. German Diction. (1-0)
MUSI 2161. French Diction. (1-0)

Study of phonetic sounds of the English, French, German, or Italian languages to promote the ability to sing in those languages.

MUSI 1181. Piano Class I. (1-2)
Class instruction in the fundamentals of keyboard technique for beginning piano students.

MUSI 1182. Piano Class II. (1-2)
Advanced beginning class instruction in the fundamentals of keyboard technique.

MUSI 2181. Piano Class III. (1-2)
Intermediate class instruction of keyboard technique.

MUSI 2182. Piano Class IV. (1-2)
Advanced class instruction of keyboard technique.

MUSI 1183. Voice Class. (1-2)
Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. Does not apply to a music major degree.

MUSI 1192. Guitar Class. (1-2)
Class instruction in fundamental guitar playing, including technique, music-reading, fretboard theory, melodic and harmonic realizations.

Nursing

A.D.N. (RN) Programs

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. Introductory level.

RNSG 1260. 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 1261. Clinical-Nursing-Registered Nurse 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. Intermediate level. Co-requisite RNSG1412 and RNSG1441

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)
Content includes health promotion, expanded assessment, analysis of date, critical thinking skills and systematic problem-solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. This course lends itself to either a blocked or integrated approach.

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 Childbearing and Child Rearing Families. (2-6)
Study of the concepts related to the provision of nursing care for childbearing and childrearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

RNSG 1417. Concepts of Professional 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)
Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

RNSG 1513. Foundations for Nursing Practice. (4-4)
Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, and a systematic framework for decision-making and critical thinking. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

RNSG 2201. Care of Children and Families. (2-0)
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 2213. Mental Health Nursing. (1-3)
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 2261. Clinical-Nursing-Registered Nurse 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. Intermediate level.

RNSG 2262. Clinical-Advanced-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. ** 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’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 and the Clinical Instructor.

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.

Vocational Nursing

HITT 1305. Medical Terminology. (3-0)
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Identify, pronounce, and spell medical terms; use terms in context; utilize prefixes, suffixes, root words, and plurals to construct medical terms; analyze medical terms; translate abbreviations; and interpret symbols.

VNSG 1216. Nutrition. (2-0)
Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health. Identify the basic nutrients; discuss the role of nutrients in growth and development and health maintenance; and identify diet therapy associated with disease processes.

VNSG 1219 Leadership and Professional Development. (2-0)
Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

VNSG 1222 Vocational Nursing Concepts. (2-0)
Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

VNSG 1330. Maternal-Neonatal Nursing. (3-0)
A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Discuss human reproduction and fetal development as related to the normal aspects of childbearing; identify common complications of the mother and newborn during prenatal, antenatal, and postnatal periods; and relate characteristics of the normal newborn and associated nursing interventions to meet identified health care needs utilizing the nursing process.

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 the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.

VNSG 1360. Clinical I Practical Nurse (LPN Training). (0-15)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A 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). (0-18.75)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A 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). (0-18.75)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A 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 health problems requiring medical and surgical interventions. Compare and contrast normal physiology of body systems to pathologic variations in the patient with medical-surgical health problems; evaluate and treat patients with medical-surgical health problems using the nursing process including nutrition, pharmacological therapy, and principles of safety.

VNSG 2510. 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

ITSC 1309. Integrated Software Applications I. (2-4)
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

ITSW 2334. Advanced Spreadsheets. (2-4)
Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions.

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.

POFI 1349. Spreadsheets. (2-4)
Instruction in the concepts, procedures, and application of electronic spreadsheets. Importance of electronic spreadsheets.

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.

POFI 2340. Advanced Word Processing. (2-4)
Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency.

POFI 2301. Word Processing. (2-4)
Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency.

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 1300. Basic Medical Coding. (2-4)
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

POFM 1302. Medical Software Applications. (2-4)
Medical software applications for the management and operation of health care information systems.

POFM 1317. Medical Administrative Support. (2-4)
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third-party reimbursement.

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 Admin./Executive Asst./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 Admin./Executive Asst./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. POFT 1220. Job Search Skills. (2-1)
Skills to seek and obtain employment in business and industry.

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 1313. Professional Workforce Preparation. (2-4)
Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

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 1328. Business Presentations. (2-4)
Skill development in planning and conducting business presentations including communication and media skills. This course is designed to be repeated multiple times to improve student proficiency.

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 1359. Records and Information Management II. (2-4)
Evaluation of filing systems and equipment; and maintenance of database records according to information management theory.

POFT 1380. Cooperative Education – Admin. Asst./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 – Admin. Asst./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.

POFT 2312. Business Correspondence & Communications. (2-4)
Development of writing and presentation skills to produce effective business communications.

Philosophy

PHIL 1301. Introduction to Philosophy. (3-0)
A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

Physical Activity And Health/Kinesiology

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. (03)
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 1113, 1129, 2113, 2129. Athletic Training. (0-3)
Course includes instruction and participation in physical and recreational activities with special emphasis on the basic skills and knowledge to be successful as a student athletic trainer.

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. Swimming for Conditioning. (0-3)
Emphasizes a series of continuous exercises and workouts done in the water that develop muscular strength, flexibility, and aerobic fitness.

PHED 1121, 2121. Swimming, Beginning & Advanced. (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. Advance swimming will build upon skills and techniques from PHED 1121.

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. Zumba. (0-3)
Instruction and participation in a fitness program which involves dance and aerobic elements.

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 1301. Foundations of Kinesiology. (3-0)
The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This

course offers the student both and introduction to the knowledge base, as well as information on expanding career opportunities.

PHED 1304. Personal/Community Health. (3-0)
This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

PHED 1306. First Aid. (3-0)
Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency (Red Cross). Open as a service course to all departments.

PHED 1308. Sports Officiating. (3-1)
The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement.

PHED 1321. Coaching/Sports/Athletics. (3-1)
Studies of the history, theories, philosophies, rules, and terminology of competition sports. Includes coaching techniques.

PHED 1338. Concepts of Physical Fitness. (3-3)
This course is designed to familiarize students with knowledge, understanding and values of health-related fitness and its influence on the quality of life, emphasizing the development and implementation of fitness programs.

PHED 1346. Drug Use and Abuse. (3-0)
Study of the use, misuse and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological, and psychological factors will be emphasized.

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. College Physics I. (3-3)
(Core option—Life & Physical Sciences component)
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion,

mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving. Co-requisite: Student must also enroll in lab for the course: PHYS 1101. Prerequisites: MATH 1314 College Algebra and MATH 1316 Plane Trigonometry or MATH 2412 Pre-Calculus Math.

PHYS 1402. College Physics II. (3-3)
(Core option—Life & Physical Sciences component)
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Co-requisite: Student must also enroll in lab for the course: PHYS 1102. Prerequisite: PHYS 1401 College Physics

PHYS 1403. Stars and Galaxies. (3-3)
(Core option—Life & Physical Sciences component)
Study of stars, galaxies, and the universe outside our solar system. Co-requisite: Student must also enroll in lab for the course: PHYS 1103

PHYS 1404. Solar System. (3-3)
(Core option—Life & Physical Sciences component)
Study of the sun and its solar system, including its origin. Co-requisite: Student must also enroll in lab for the course: PHYS 1104

PHYS 1410. Elementary Physics. (3-3)
Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Co-requisite: Student must also enroll in lab for the course: PHYS 1110.

PHYS 2425. University Physics I. (3-3)
(Core option—Life & Physical Sciences component)
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. Co-requisite: Student must also enroll in lab for the course: PHYS 2125. Prerequisite: MATH 2413 Calculus I

PHYS 2426. University Physics II. (3-3)
(Core option—Life & Physical Sciences component)
Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports. Co-requisite: Student must also enroll in lab for the course: PHYS 2126. Prerequisite: PHYS 2425 University Physics I and MATH 2414 Calculus II

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. (Cross-listed as EDUC 1100)

PSYC 1300. Learning Framework. (3-0)
A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1300)

PSYC 2301. General Psychology. (3-0)
(Core option—Social and Behavioral Sciences component)
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

PSYC 2306. Human Sexuality. (3-0)
This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives—biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues of the classroom. (Cross-listed as SOCI 2306)

PSYC 2308. Child Psychology. (3-0)
This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development.

PSYC 2314. Lifespan Growth and Development. (3-0)
(Core option—Social and Behavioral Sciences component)
Lifespan Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

PSYC 2315. Psychology of Adjustment. (3-0)
Study of the processes involved in adjustment of individuals to their personal and social environments.

PSYC 2317. Statistical Methods in Psychology. (3-0)
This course covers descriptive and inferential statistics used in psychological research and assessment. It includes measurement, characteristics of distributions; measures of central tendency and variability; transformed scores; correlation and regression; probability theory; and hypotheses testing and inference. (PSYC 2317 is included in the Psychology Field of Study.)

Prerequisite:
PSYC 2301 General Psychology
MATH 1314 College Algebra (3 SCH version)

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, self, social cognition, and research methods (Cross-listed as SOCI 2326)

PSYC 2320. Abnormal Psychology. (3-0)
This course provides an introduction to the psychological, biological, and socio-cultural factors involved in the development, diagnosis, and treatment of psychological disorders. It includes a review of the historical understanding of abnormal behavior and the development of modern diagnostic systems. It includes discussion of psychological research and practice as it relates to mental health and psychological functioning, as well as legal and ethical issues. (PSYC 2320 is included in the Psychology Field of Study.) Prerequisite: PSYC 2301 General Psychology

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.

Social Work

SOCW 2361. Introduction to Social Work. (3-0)
An overview of the history and development of social work as a profession. The course is designed to foster a philosophical, historical, and critical understanding of the social work profession, including social work values, ethics, and areas of practice utilized under a Generalist Intervention Model. (SOCW 2361 is included in the Social Work Field of Study.)

SOCW 2362. Social Welfare: Legislation, Programs, and Services. (3-0)
This course offers a historical and contemporary examination of legislation and resulting programs, policies, and services in the context of the social welfare system in the United States. Special attention is given to the political, economic, environmental, and social conditions that prompted the development of legislation to meet the needs of vulnerable populations. Societal responses to legislation are also considered. (SOCW 2362 is included in the Social Work Field of Study.)

SOCW 2389. Academic Cooperative. (2-3)
A supervised experiential learning course designed to integrate program study with introductory exposure to the field of social work. In conjunction with individual study and/or seminars, the student will set specific goals and objectives in the study of social work and/or social institutions. The academic cooperative is not a social work skills-based practice experience, but instead, an observational volunteer experience. The course must include a minimum of 80 contact hours (48 hours in a social service setting). (SOCW 2389 is included in the Social Work Field of Study.) Prerequisite: SOCW 2361 Introduction to Social Work

Sociology

SOCI 1301. Introductory Sociology. (3-0)
(Core option—Social and Behavioral Sciences component)
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

SOCI 1306. Social Problems. (3-0)
(Core option—Social and Behavioral Sciences component)
Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

SOCI 2301. Marriage and the Family. (3-0)
(Core option—Social and Behavioral Sciences component)
Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

SOCI 2306. Human Sexuality. (3-0)
This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as PSYC 2306)

SOCI 2319. Minority Studies. (3-0)
This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/’subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

SOCI 2326. 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. (Cross-listed as PSYC 2319)

SOCI 2336. Criminology. (3-0)
The course surveys various theories of crime, with an emphasis on understanding the social causes of criminal behavior. The techniques for measuring crime as a social phenomenon and the characteristics of criminals are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system, and other social responses to crime.

SOCI 2340. Drug Use & Abuse. (3-0)
Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors.

SOCI 2389. Academic Cooperative. (3-0)
An instructional program designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

Spanish

SPAN 1411. Beginning Spanish I. (1st semester Spanish, 4 SCH version) (3-2)
Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

SPAN 1412. Beginning Spanish II. (2nd semester Spanish, 4 SCH version) (3-2)
Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Prerequisite: SPAN 1411 or equivalent or one year of high school Spanish or consent of the instructor.

SPAN 2311. Intermediate Spanish I. (3rd semester Spanish) (3-0)
(Core option—Language, Philosophy & Culture component)
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading, and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 1411 and SPAN 1412 or equivalent or two years of high school Spanish or consent of the instructor.

SPAN 2312. Intermediate Spanish II. (4th semester Spanish) (3-0)
(Core option—Language, Philosophy & Culture component)
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 2311 or equivalent or consent of the instructor.

SPAN 2289. Academic Cooperative (2 SCH version)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of Spanish language and literature.

SPAN 2389. Academic Cooperative. (3-0)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of Spanish language and literature.

Speech/Communications

COMM 1307. Introduction to Mass Communication. (3-0)
Survey of basic content and structural elements of mass media and their functions and influences on society.

COMM 2305. Editing and Layout. (3-3)
Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

COMM 2330. Introduction to Public Relations. (3-0)
Exploration of the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns.

SPCH 1311. Introduction to Speech Communications. (3-0)
Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

SPCH 1315. Public Speaking. (3-0)
(Core required—Component Area Option component)
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Students prepare and deliver a minimum of four speeches, followed by critiques.

SPCH 1318. Interpersonal Communication. (3-0)
Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

SPCH 1321. Business & Professional Communication. (3-0)
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams, and technologically mediated formats.

SPCH 1342. Voice and Diction. (3-0)
Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.

SPCH 2333. Discussion and Small Group Communication. (3-0)
Discussion and small group theories and techniques as they relate to group process and interaction.

SPCH 2335. Argumentation and Debate. (3-0)
Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence, and refutation.

SPCH 2341. Oral Interpretation. (3-0)
Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms.

Welding

MCHN 1302. Print Reading for Machining Trades. (2-2)
A study of blueprints for machining trades with emphasis on machine drawings.

MCHN 1320. Precision Tools and Measurement. (2-4)
An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice basic layout and piece part measurements while using standard measuring tools.

MCHN 1343. Machine Shop Mathematics. (3-0)
Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

MCHN 1438. Basic Machine Shop I. (2-4)
A course that introduces the student machining fundamentals. The student begins by using basic machine tools including the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools are included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.

MCHN 2303. Fundamentals of Computer Numerical Controlled (CNC) Machine Controls. (2-2)
Programming and operation of Computer Numerically Controlled (CNC) machine shop equipment.

WLDG 1323. Welding Safety, Tools, and Equipment. (3-0)
An introduction to welding equipment and safety practices, including OSHA standards for industry.

WLDG 1327. Welding Codes and Standards. (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 Welding Metallurgy. (3-0)
A study of 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, machinability, and ductility.

WLDG 1380, 1381. Cooperative Education - Welder/Welding Tech. (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.

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 1412. Introduction to Flux Cored Arc Welding (FCAW). (2-4)
An overview of terminology, safety procedures, and equipment set-up. Practice in performing various joints using Flux Cored Arc Welding (FCAW) equipment.

WLDG 1413. Introduction to Blueprint Reading for Welders. (2-4)
A study of industrial blueprints. Emphasis is 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 placed on power sources, electrode selection, and various joint designs.

WLDG 1430. Introduction to Gas Metal Arc Welding (GMAW). (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 Welding (GTAW). (2-4)
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.

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 various welding positions and 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.

WLDG 2380, 2381. Cooperative Education - Welder/Welding Technologist. (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.

WLDG 2406. Intermediate Pipe Welding. (2-4)
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) and/or other processes. Welds will be done using various positions. 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 gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW),gas tungsten arc welding (GTAW).

WLDG 2432. Welding Automation. (2-4)
Overview of automated welding and cutting applications. Special emphasis on safe use and operation of equipment.

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 Shielded 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 various positions.

WLDG 2447. Advanced Gas Metal Arc Welding (GMAW). (2-4)
Advanced topics Gas Metal Arc Welding (GMAW). Includes welding in various positions.

WLDG 2451. Advanced Gas Tungsten Arc Welding (GTAW). (2-4)
Advanced topics in GTAW welding, including welding in various positions and directions.

WLDG 2453. Advanced Pipe Welding. (2-4)
Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW). Topics may include electrode selection, equipment setup, and safe shop practices. Emphasis on welding positions 5G and 6G using various electrodes.

Organization

Hill College District

Board Of Regents

David Teel, President
Bill Galiga, Vice President
Karen Brackin, Secretary
Kent Eubank
Dr. Allan Lane
Jolene Lehmann
Dwight Lloyd
Tony Marley
Jennifer Nowlin
Kevin Ray
Bill Siddons
Rick Sullins

Presidents

W.T. Lofland	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
E.C. Hutchins	1977 – 1984
Dr. William Auvenshine *(President Emeritus)*	1984 – 2004
Dr. Sheryl S. Kappus *(President Emeritus)*	2004 – 2014
Dr. Pam Boehm	2014 – 2022
Dr. Thomas Mills	2022 – present

Executive Leadership Team

Mills, Thomas ..... President
A.A., Rose State College
B.S., University of Central Oklahoma
Ph.D., University of Houston

Shelley Pearson, Ed,D, ARRT**.....**Vice President of Student Learning and Success
EdD. Sam Houston State University
M.S. Midwestern State University
B.S. University of Louisiana, Monroe

Boyle, Melissa ..... Vice President of Administrative Services
B.S., Tarleton State University
M.S., University of North Texas

Ferguson, Ashlee..... Executive Director of Institutional Advancement
B.A., M.A., Luther Rice University

Pederson, Lyndsey .....Chief of Staff
B.S., Texas A&M University
M.Ed., Tarleton State University

Rocha, Kevin .....Vice President of Information Technology and Learning Innovation
B.S., University of Massachusetts Amherst

Rogers, Tamy .....Executive Director of Human Resources
B.A., M.A., Dallas Baptist University

Ross, Lizza ..... Vice President of the Student Experience
B.B.A., M.L.S., Fort Hays State University

Versluis, John ..... Executive Director of the Texas Heritage Museum
B.A., Western Colorado University
M.A., New Mexico State University

Faculty

A directory of all faculty can be viewed at https://www.hillcollege.edu/Directory/index.html

Contact Information

Hill County Campus
112 Lamar Drive
Hillsboro, TX 76645
254.659.7777

Johnson County Campus
2112 Mayfield Parkway
Cleburne, TX 76033
817.760.5777

Burleson Higher Education Center
517 SW Johnson Ave.
Burleson, TX 76028
817.295.7392

Department Contact Information

Advising And Success Center
Burleson Higher Education Center – (817) 295-7392

Hill County Campus – (254) 659-7650
Johnson County Campus – (817) 760-5650

Administrative Services
Hill County Campus – (254) 659-7707
Johnson County Campus – (817) 760-5700

Campus Safety

Burleson Higher Education Center – (817) 295-7392
Hill County Campus – (254) 659-7777
Johnson County Campus – (817) 760-5777

Human Resources

Hill County Campus – (254) 659-7730

Instruction

All locations – (254) 659-7820

Library

Hill County Campus – (254) 659-7830
Johnson County Campus – (817) 760-5830
Burleson Higher Education Center - (817) 245-1940

Student Information Services

Hill County Campus – (254) 659-7600
Johnson County Campus – (817) 760-5600
Burleson Higher Education Center – (817) 295-7392

Testing Center

Hill County Campus – (254) 659-7816
Johnson County Campus – (817) 760-5814

Texas Heritage Museum

Hill County Campus – (254) 659-7750