

Campus Telephone Numbers

Admissions and Records	(409) 882-3364
Academic Advising	(409) 882-3340
Bookstore	(409) 882-3331
Brown Center.....	(409) 882-3350
Campus Visits and Tours.....	(409) 882-3955
Career Services.....	(409) 882-3379
Cashier	(409) 882-3371
Continuing Education.....	(409) 882-3321
Disability Support Services	(409) 882-3387
Financial Aid	(409) 882-3317
General Information	(409) 882-3340
Learning Center	(409) 882-3373
Library.....	(409) 882-3352
President's Office.....	(409) 882-3314
Public Information.....	(409) 882-3345
Recruiting	(409) 882-3955
Registrar's Office	(409) 882-3318
Scholarships	(409) 882-3317
Security.....	(409) 883-3092
Student Activities	(409) 882-3097
Student Center.....	(409) 882-3097
Student Government.....	(409) 882-3904
Student Services.....	(409) 882-3341
Tech Prep	(409) 882-3387
Testing.....	(409) 882-3330
Veterans' Affairs	(409) 882-3317
Vice President for Academic Affairs.....	(409) 882-3336
Vice President for Finance.....	(409) 882-3363
Vice President for Student Services	(409) 882-3341

Academic Programs

Allied Health.....	(409) 882-3044
Business and Technology.....	(409) 882-3018
Liberal Arts	(409) 882-3358
Math and Science.....	(409) 882-3395

Lamar State College-Orange
410 Front Street
Orange, TX 77630
(409) 883-7750
www.lSCO.edu

LAMAR STATE COLLEGE-ORANGE

2004 - 2006

Volume 45

The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student and/or faculty member at Lamar State College-Orange. The college reserves the right to withdraw courses at any time or to change fees, calendars, curricula, graduation procedures or any other requirement affecting students. Changes become effective when the proper authorities so determine the application to both prospective students and to the students already enrolled.

Information in this catalog pertains to Lamar State College-Orange. For information concerning other Lamar campuses, consult their respective catalogs.

Lamar State College-Orange is an equal opportunity educational institution and employer. Students, faculty and staff members are selected without regard to race, color, sex, religion, age, handicap or ethnic origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; and Section 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act (1967) and the Americans with Disabilities Act (1990) Title I. Inquiries concerning application of these may be referred to the Director of Human Resources.

410 Front Street
Orange, Texas 77630
Spring 2004

Welcome to Lamar State College-Orange!

For more than 35 years LSC-O has provided quality education in an atmosphere that emphasizes friendly service and personal attention. Our campus facilities have recently been expanded and improved. The new Ron E. Lewis Library provides students with access to an impressive collection of electronic and print resources and also houses a “one-stop service” center for students on its third floor. Our classrooms feature the latest in technology and lab equipment. Lamar State College-Orange is a great choice for students who want first-class educations that are affordable and convenient.

Our faculty and staff are eager to work with you in developing an educational plan customized to your needs. For students who intend to seek four-year degrees, we offer freshman and sophomore academic courses that transfer to senior institutions and fulfill the core curriculum requirements for most degrees. Students interested in quick entries into career fields can choose from a number of vocational/technical programs that are geared to the local job market. Lamar State College-Orange also welcomes students who want to take specific courses for personal enrichment and/or skills enhancement. The varied curricula, friendly people and accessible campus combine to create an environment that supports everyone’s needs.

Remember, learning is a lifelong activity! Whether you are 18 or 80, Lamar State College-Orange can help you expand your horizon and realize your intellectual potential. Call or visit our campus today, and learn what Lamar State College-Orange can do for you.

Sincerely,

Dr. J. Mike Shahan
President

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Fall Semester - 2004
August

- 21 Saturday registration
- 23-24 Fall semester and 8-week Sessions I & II registration
- 25 First class day for fall semester and 8-week Session I
Schedule revisions - late registration with penalty fee
- 26 Last day for schedule revisions and/or late registration with penalty fee
- 26 Application process for December graduation begins

September

- 6 Labor Day - No Classes (buildings closed)
- 10 12th Class Day
Last day to apply for Grade Replacement
- 15 Last day to drop or withdraw from 8-week Session I without academic penalty

October

- 6 Last day to drop or withdraw from 8-week Session I
Last day to drop or withdraw from fall semester without academic penalty
Last day to petition for No Grade
- 12 Last class day for 8-week Session I
Last day to register for 8-week Session II
- 13 First class day for 8-week Session II
- 29 Last day to apply for December graduation
Early advisement begins
Distribution of winter mini-session and spring 2005 schedules

November

- 3 Last day to drop or withdraw from 8-week Session II without academic penalty
- 8 Early registration for winter mini-session and spring 2005 semester begins
- 12 Last day to pay for diploma, cap and gown
- 19 Last day to drop or withdraw from fall semester and 8-week Session II
- 24 Thanksgiving recess begins at 10 p.m. (Buildings closed Nov. 25-28)
- 29 Classes resume at 7:30 a.m.

December

- 6 Last class day for fall semester and 8-week Session II
- 7 Finals preparation day--no classes or finals prior to 3 p.m.
- 8-14 Final examinations
- 14 Last day to register and pay for winter mini-session
- 15 Winter mini-session begins
- 17 Commencement

Spring Semester - 2005**January**

- 7 Winter mini-session last class day
- 8 Saturday registration
- 10-11 Spring semester and 8-week Sessions I and II registration
- 12 First class day for spring semester and 8-week Session I
Schedule revisions - late registration with penalty fee
- 13 Last day for schedule revisions and/or late registration with penalty fee
- 17 Martin Luther King, Jr. birthday observed—NO CLASSES
- 18 Application process for May graduation begins
- 28 12th Class Day
Last day to apply for Grade Replacement

February

- 18 Last day to drop or withdraw from 8-week Session I
- 23 Last day to drop or withdraw without penalty
Last day to petition for No Grade

March

- 4 Last class day for 8-week Session I
Last day to register for 8-week Session II
- 7 First class day for 8-week Session II
- 12 Spring Break begins at 5 p.m. (buildings open 14-18)
- 21 Classes resume at 7 a.m.
Last day to drop or withdraw from 8-week Session II without academic penalty
- 25-26 Good Friday - NO CLASSES
- 28 Last day to apply for May graduation

April

- 13 Early advisement begins
Distribution of spring mini-session, summer and fall class schedules
- 18 Last day to pay for diploma, cap and gown
- 19 Registration for spring mini-session, summer and fall semesters begins
- 26 Last day to drop or Withdraw from Spring semester 8-week Session II

May

- 9 Last Class Day
- 10 Finals preparation day--no classes or finals prior to 3 p.m.
- 11-17 Final examinations
- 17 Last day to register and pay for spring mini-session
- 18 Spring mini-session begins
- 20 Commencement
- 30 Memorial Day—NO CLASSES
- 31 Last class day for spring mini-session

Summer I (SSI) - 2005**May**

- 31 Registration for Summer I

June

- 1 Classes begin - Schedule revisions and/or late registration with penalty fee
- 7 Last day for schedule revisions and/or late registration with penalty fee
Application process for August graduation begins
- 12 Fourth class day
- 20 Last day to drop or withdraw without penalty for SSI, SSI 8-week and 12-week classes
Last day to petition for No Grade
- 30 Last day to apply for August graduation

July

- 3 Last day to pay for diploma, cap and gown
Last day to drop or withdraw from SSI 6-week classes
- 4 Independence Day observance - No Classes (buildings closed)
- 7 Last class day for SSI 6-week classes

Summer II (SSII) - 2005**July**

- 8 Registration
- 11 Classes begin - Schedule revisions and/or late registration with penalty fee
- 12 Last day for schedule revisions and/or late registration with penalty fee
- 14 Fourth class day
- 18 Last day to drop or withdraw from SSI 8-week classes
- 25 Last day to drop or withdraw without academic penalty from SSII
Last day to petition for No Grade
Last class day for 8-week classes

August

- 10 Last day to drop or withdraw from SSII and 12-week classes
- 17 Last class day for SSII and 12-week classes
- 19 Commencement

The academic calendar is subject to change, and the dates should be verified. The schedule of classes is published twice per year—spring semester and summer/fall semesters. Each issue contains a listing of the courses to be offered, registration information, procedures/deadlines and other dates of importance for the respective semesters.

Fall Semester - 2005**August**

- 20 Saturday registration
- 22-23 Fall semester and 8-week Sessions I and II registration
- 24 First class day for fall semester and 8-week Session I
Schedule revisions - late registration with penalty fee
- 25 Last day for schedule revisions and/or late registration with penalty fee
- 25 Application process for December graduation begins

August

- 5 Labor Day - No Classes (*buildings closed*)
- 9 12th Class Day
Last day to apply for Grade Replacement
- 14 Last day to drop or withdraw from 8-week Session I without academic penalty

October

- 5 Last day to drop or withdraw from 8-week Session I
Last day to drop or withdraw from fall semester without academic penalty
Last day to petition for No Grade
- 11 Last class day for 8-week Session I
Last day to register for 8-week Session II
- 12 First class day for 8-week Session II
- 28 Last day to apply for December graduation
- 31 Early advisement begins
Distribution of winter mini-session and spring 2006 schedules

November

- 2 Last day to drop or withdraw from 8-week Session II without academic penalty
- 7 Early registration for winter mini-session/spring 2006 semester begins
- 11 Last day to pay for diploma, cap and gown
- 18 Last day to drop or withdraw from fall semester and 8-week Session II
- 23 Thanksgiving recess begins at 10 p.m. (Buildings closed Nov. 24-27)
- 28 Classes resume at 7:30 a.m.

December

- 5 Last class day for fall semester and 8-week Session II
- 6 Finals preparation day--no classes or finals prior to 3 p.m.
- 7-13 Final examinations
- 13 Last day to register and pay for winter mini-session
- 14 Winter mini-session begins
- 16 Commencement

Spring Semester - 2006**January**

- 6 Winter mini-session last class day
- 7 Saturday registration
- 9-10 Spring semester and 8-week Sessions I and II registration
- 11 First class day for spring semester and 8-week Session I
Schedule revisions - late registration with penalty fee
- 12 Last day for schedule revisions and/or late registration with penalty fee
- 16 Martin Luther King, Jr. birthday observed--NO CLASSES
- 17 Application process for May graduation begins
- 20 Last day to drop or withdraw from 8-week Session I without academic penalty
- 27 12th Class Day
Last day to apply for Grade Replacement

February

- 17 Last day to drop or withdraw from 8-week Session I
- 22 Last day to drop or withdraw from spring semester without penalty
Last day to petition for No Grade

March

- 3 Last class day for 8-week Session I
Last day to register for 8-week Session II
- 11 Spring Break begins at 5 p.m. (*buildings open 13-17*)
- 20 Classes resume at 7 a.m.
Last day to drop or withdraw from 8-week Session II without academic penalty
- 27 Last day to apply for May graduation

April

- 11 Early advisement begins
Distribution of spring mini-session, summer and fall class schedules
- 14-15 Good Friday - NO CLASSES
- 17 Last day to pay for diploma, cap and gown
- 18 Registration for spring mini-session, summer and fall semesters begins
- 25 Last day to drop or withdraw from spring semester and 8-week Session II

May

- 8 Last class day
- 9 Finals preparation day--no classes or finals prior to 3 p.m.
- 10-16 Final examinations
- 16 Last day to register and pay for spring mini-session
- 17 Spring mini-session begins
- 19 Commencement
- 29 Memorial Day - NO CLASSES

Summer I (SSI) - 2006

June

- 5 Spring mini-session last class day
Registration for Summer I
- 6 Classes begin - schedule revisions and/or late registration with penalty fee
- 7 Last day for schedule revisions and/or late registration with penalty fee
Application process for August graduation begins
- 12 Fourth class day
- 20 Last day to drop or withdraw without penalty for SSI, SSI 8-week and 12 week classes
Last day to petition for No Grade
- 30 Last day to apply for August graduation

July

- 3 Last day to pay for diploma, cap and gown
- 4 Independence Day observance – NO CLASSES (buildings closed)
- 5 Last day to drop or withdraw from SSI 6-week classes
- 11 Last class day for SSI 6-week classes

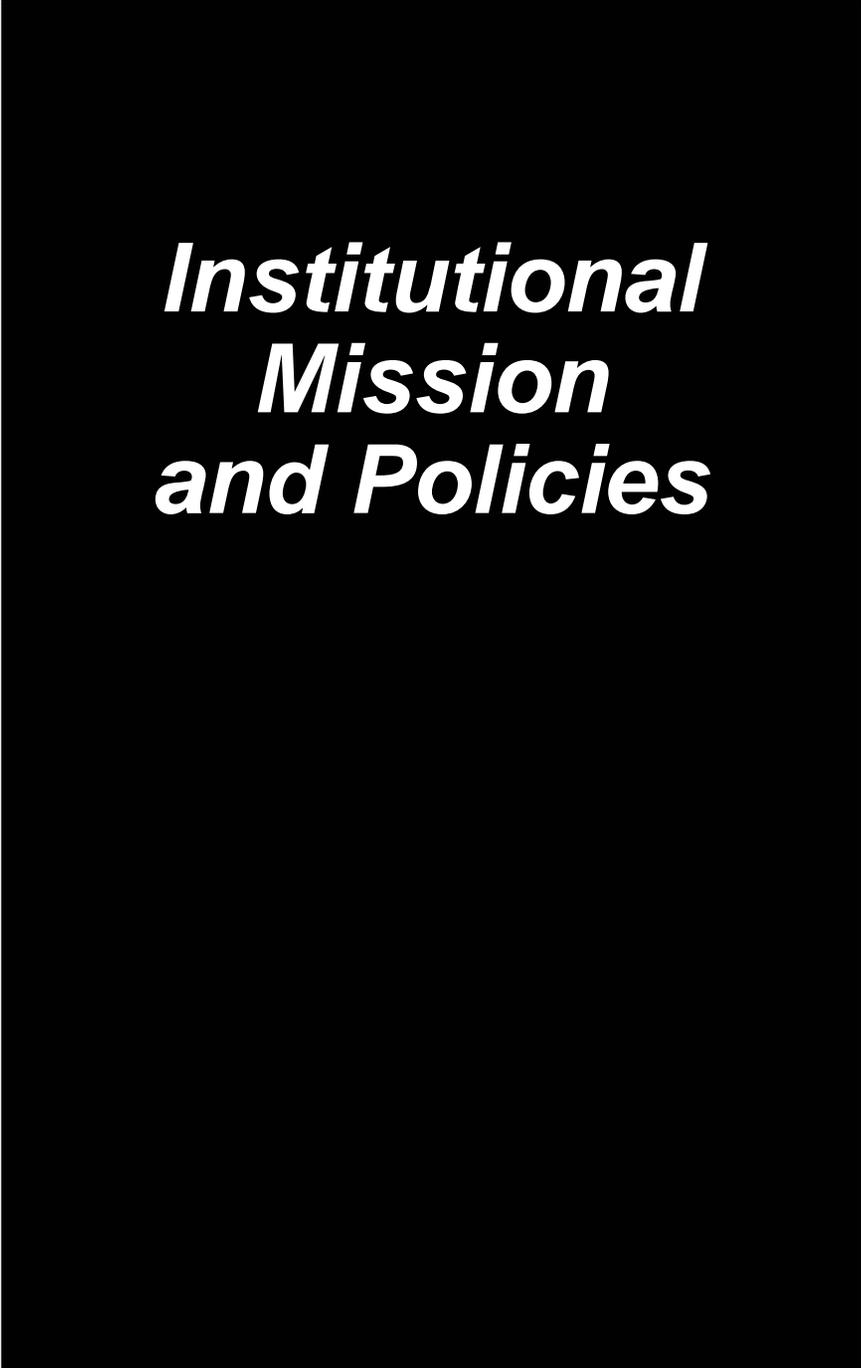
Summer II (SII) - 2006

July 2006

- 11 Registration
- 12 Classes begin - schedule revisions and/or late registration with penalty fee
- 13 Last day for schedule revisions and/or late registration with penalty fee
- 18 Fourth class day
Last day to drop or withdraw from SSI 8-week classes
- 25 Last day to drop or withdraw without academic penalty from SSII
Last day to petition for No Grade

August

- 1 Last class day for 8-week classes
- 9 Last day to drop or withdraw from SSII and 12-week classes
- 17 Last class day for SSII and 12-week classes
- 18 Commencement



Institutional Mission and Policies

The academic calendar is subject to change, and the dates should be verified. The schedule of classes is published twice per year—spring semester and summer/fall semesters. Each issue contains a listing of the courses to be offered, registration information, procedures/deadlines and other dates of importance for the respective semesters.

Institutional Mission and Policies

Introduction

History

In fall 1969 Lamar University opened its first extension center in Orange, Texas, with classes held in the old Tilley Elementary School. In 1971 the Texas Legislature passed legislation enabling Lamar University to operate a two-year educational center, thus removing the extension status and allowing students to take two full years of coursework on the Orange campus. In 1971 the building was destroyed by fire, and a spirited community-wide fundraising effort netted more than \$250,000 for the purchase of the former Sabine Supply Company building, located at 410 Front Street in Orange. Classes began at this location in fall 1971. Since that time facilities, enrollment and course offerings have grown steadily. Academic programs are offered in four divisions: Liberal Arts, Mathematics and Science, Business and Technology and Allied Health.

The Texas Legislature authorized the creation of the Lamar University System in 1983. In 1991 the Texas Legislature provided degree-granting authority to Lamar University-Orange. Lamar University-Orange, along with sister institutions in Port Arthur and Beaumont, was merged with the Texas State University System (TSUS), effective September 1, 1995. With system offices located in Austin, TSUS also includes Angelo State University, Sam Houston State University, Texas State University-San Marcos, Sul Ross State University and Sul Ross State University Rio Grande College.

During the 1999 legislative session Lamar University-Orange was officially renamed Lamar State College-Orange.

Lamar State College-Orange currently has a student body totaling approximately 2,000. A variety of two-year academic programs is offered, leading to associate of science degrees. These programs will transfer to four-year institutions for students seeking baccalaureate degrees. Several technical/occupational programs are available, which lead to associate of applied science degrees or certificates of completion.

Governance

A board of nine regents, appointed by the governor and approved by the state senate for terms of six years, governs the Texas State University System. The Board of Regents delegates the direction of college affairs to the presidents, campus administrative officers and faculty.

Mission Statement

Lamar State College-Orange is an open-admissions, lower-division state institution of higher education within the Texas State University System. Our mission is:

- a. to provide academic transfer and associate degree programs to prepare students for senior colleges and universities;
- b. to provide technical certificate and associate degree programs to prepare students for employment;
- c. to provide developmental programs for students not ready for college-level work;
- d. to provide continuing education and customized training programs for those pursuing areas of personal interest or upgrading employment skills; and
- e. to provide community service activities that promote economic development and cultural awareness.

Accreditation

Lamar State College-Orange is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, at (404) 679-4501, to award the associate of arts, associate of science and associate of applied science degrees and certificates of completion.

The college is also approved by the Texas Education Agency for the training of veterans under all classifications. In addition, the vocational nursing and upward mobility nursing programs are accredited by the Board of Vocational Nurse Examiners for the State of Texas (BVNE) and the Board of Nurse Examiners for the State of Texas (BNE). The pharmacy technology program is accredited by the Board of Directors of the American Society of Health-System Pharmacists. The medical laboratory program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. The emergency medical services program is certified by the Texas Department of Health. The dental assisting program is accredited by the American Dental Association.

Community Services and Continuing Education Programs

The Brown Center

The Brown Center is a conference and meeting facility located off Highway 90 west of Orange. It is a center of educational, cultural and social activity, which serves the citizens of Orange County and the surrounding area. The 68 acres of scenic landscaped grounds, including lakes and greenhouses, feature a graceful mansion built and decorated in the Southern antebellum plantation tradition.

Lamar received the estate in 1976 as a gift from the four sons of the late Edgar W. Brown, Jr., an Orange businessman and philanthropist, who served as a charter member of the Lamar University Foundation, Inc.

The property, which is open to the public for tours, provides visitors with insights into the accomplishments and lifestyle of one of the region's leading citizens. The Brown Center can be reserved for seminars, meetings, planning retreats and other public service activities.

Continuing Education

Lamar State College-Orange offers a variety of non-credit educational and recreational courses through its Continuing Education Department. Classes are offered that provide opportunities for individuals to continue their education in the academic and technical/occupational areas. In addition, classes are offered for persons interested in pursuing creative activities, cultural endeavors and/or recreational programs.

Non-credit courses are open to interested adults without regard to eligibility for admission to college-credit programs. Lamar State College-Orange will award continuing education units (CEUs) to those who complete continuing education courses administered by Lamar State College-Orange. In no instance should the award of CEUs be equated with college credit applicable toward a degree.

Customized Business and Industrial Training

The Customized Training Division also offers several training programs for local business and industry. These programs are designed to fit the needs of local employers. Training can take place at a plant or office location or at the Lamar State College-Orange campus.

The division has worked with local business and industry to deliver courses in computer technology, supervisory training, business communication and maintenance technology. Courses can be in the form of one-day seminars or multi-faceted, long-term training.

Health Policies and Regulations

Drug and Alcohol Abuse Policy

The following is an excerpt of the Lamar State College-Orange Drug and Alcohol Abuse Policy. Any employee, student or contractor of the college may request a copy of the Drug and Alcohol Abuse Policy in its entirety from the Human Resources Department.

1. Purpose

- 1.1 Based on its commitment to assure the safety and health of its students and employees, Lamar State College-Orange seeks to maintain work and learning environments free of the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol. Drug and alcohol abuse affects the responsible conduct of business, teaching and learning and therefore will not be tolerated. This principle extends to conduct off campus that is likely to have an adverse effect on the college or on the educational process (*Texas State University System, Rules and Regulations, Ch. VI, Amended May 1, 1998*).
- 1.2 This policy is based on the following objectives:
 - (1) to maintain a safe and healthy environment for all students and employees;
 - (2) to maintain the good reputation of the college and its employees;
 - (3) to minimize accidental injuries to persons or property;
 - (4) to keep absenteeism and tardiness at a minimum and to improve the effective performance of job duties and productivity of all employees and the educational performance of all students;
 - (5) in appropriate circumstances, to assist students and employees in securing substance abuse rehabilitation;
 - (6) to comply with the federal Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and other applicable legislation; and
 - (7) to adopt and implement a program to prevent use of illicit drugs and abuse of alcohol by students and employees.
- 1.3 This policy shall be in addition to any drug abuse policy or policies relating to participation in intercollegiate athletics.

2. Definitions

As used in this policy, the following definitions apply:

- 2.1 "Drugs or other controlled substances" means any substance, other than alcohol, capable of altering an individual's mood, perception, pain level or judgment.

- 2.11 A "prescribed drug" is any substance prescribed for individual consumption by a licensed medical practitioner. It includes prescribed drugs and over-the-counter drugs that have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.
- 2.12 An "illicit drug" or chemical substance is (a) any drug or chemical substance, the use, sale or possession of which is illegal under any state or federal law; or (b) one which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.
- 2.13 The term "controlled substance" means a controlled substance in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C.S. 812) of which possession, sale or delivery results in criminal sanctions under the Texas Controlled Substances Act (Art. 4476-15, TCS). In general, this includes all prescription drugs, as well as those substances for which there is no generally accepted medicinal use (e.g., heroin, LSD, marijuana, etc.), and substances which possess a chemical structure similar to that of the controlled substance (e.g., "Designer Drugs"). The term does not include alcohol.
- 2.2 "Alcohol" refers to any beverage that is "alcohol or any beverage containing more than one-half of one percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted."
- 2.3 "Alcohol abuse" means the excessive use of alcohol in a manner that interferes with (1) physical or psychological functioning, (2) social adaptation, (3) educational performance or (4) occupational functioning.
- 2.4 The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes. (See 9.5 of the Drug and Alcohol Abuse Policy, Human Resource Department, for time limitations on reporting such convictions.)
- 2.5 "Cause for reasonable suspicion" shall be established by (a) observation, (b) action/behaviors of the individual, (c) witness by supervisor or other reliable individual of possession or use or (d) any other legal measure used for alcohol or drug detection.
- 2.6 The term "criminal drug statute" means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.
- 2.7 "Sanctions" should include satisfactory completion of an appropriate rehabilitation or assistance program. If an employee has been convicted of a criminal drug statute, sanctions must be imposed within 30 days.
- 2.8 "Intoxication" is defined as the state of having an alcohol concentration of 0.10 or more or the state of not having the normal use of mental or

- physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, a controlled substance or controlled substance analogue, a dangerous drug, an abusable glue or aerosol paint or any similar substance, the use of which is regulated under state law.
- 2.81 If an injury occurs while an employee is in a state of voluntary "intoxication," insurance carriers are not liable for compensation. However, "intoxication" must be proven.
- 2.82 "Intoxication" that results from taking prescription drugs according to the doctor's orders does not preclude compensation.

3. Policy

- 3.1 Standards of Conduct:
The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is strictly prohibited.
- 3.2 Sanctions will be imposed on students and employees (consistent with local, state and federal law) up to and including expulsion or termination of employment and referral for prosecution for violation of the standards of conduct set forth in 3.1 above.

Smoke-Free Workplace Policy

Lamar State College-Orange recognizes its commitment to the emotional and physical well-being of its students, faculty and staff. Increasing concern, interest and anxiety exist about the effects of secondary tobacco smoke on individuals exposed to it and the dangers associated with tobacco smoking. Lamar State College-Orange acknowledges the seriousness of this problem and recognizes its obligation to promote public health on this campus by protecting its students, faculty and staff from hazardous conditions that are within the college's ability to regulate.

The following regulations have been adopted by Lamar State College Orange:

- (1) **ALL** campus buildings are designated "smoke-free" with the exception of areas away from doorways and steps. Included in this designation are all instructional facilities; faculty, staff and administrative offices; and student services areas.
- (2) A sign stating "This is a non-smoking facility" shall be posted at the entrance of every building on the college campus.
- (3) The use of smokeless tobacco, including snuff and chewing tobacco, is prohibited on campus.
- (4) The sale of tobacco products on campus is prohibited.
- (5) Smoking is prohibited in those campus-owned vehicles that are available for general use.

- (6) As used in this policy, the term "smoking" shall include all of the following:
- a. carrying or holding a lighted pipe, cigar, cigarette or any other lighted smoking equipment or device;
 - b. lighting a pipe, cigar, cigarette or any other smoking equipment or device;
 - c. emitting or exhaling the smoke of a pipe, cigar, cigarette or any other smoking equipment or device.
- (7) This non-smoking policy applies to college facilities used by off-campus groups as well as college groups.
- (8) The terms of this policy will be distributed to all current employees and made available to all prospective employees prior to hiring. The terms of this policy will be distributed to all current students and published in all future editions of the Lamar State College-Orange Catalog.

Policy Statement on AIDS

The following is an excerpt of the Lamar State College-Orange Policy on AIDS. Any employee, student or contractor of the college may request a copy of the AIDS Policy in its entirety from the Human Resources Department.

Acquired Immune Deficiency Syndrome (AIDS) is a fatal disease that has become a nationwide public health problem.

Lamar State College-Orange acknowledges the seriousness of this problem. In health-related matters such as this, the college follows the guidelines of recognized authorities including The National Center for Disease Control, the United States Public Health Service, the Texas Department of Health and the American College Health Association. Further, the college shall conform its actions to the Texas Communicable Disease Prevention and Control Act and other laws.

No current evidence exists that individuals infected with human immunodeficiency (HIV), the "AIDS Virus," can infect other individuals by casual contact. Accordingly, there is no reason to exclude individuals with AIDS, AIDS-Related Complex (ARC) or a positive test for antibody to HIV from campus academic, social or cultural activities. Therefore, on the basis of current knowledge of the disease, individuals sharing common living space, work or study areas, libraries, classrooms, recreational facilities and theaters do not represent a problem or public threat to the campus community.

Compliance with the Americans with Disabilities Act of 1990

Lamar State College-Orange does not discriminate on the basis of disability in admission to, access to or operations of its programs, services or activities. Lamar State College-Orange does not discriminate on the basis of disability in its hiring or employment practices. Under the ADA a person has a disability if he/she has a physical or mental impairment that substantially limits a major life activity.

This notice is provided as required by Title II of the Americans with Disabilities Act (ADA) of 1990.

Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to Lamar State College-Orange's designated ADA Compliance Coordinator in room 359 of the Ron E. Lewis Library Building.

Individuals who need auxiliary aids for effective communication in programs and services of Lamar State College-Orange are invited to make their needs and preferences known to the Office of Disability Support Services, third floor of the Ron E. Lewis Library.

Sexual Harassment Policy

The following is an excerpt of the Lamar State College-Orange Sexual Harassment Policy. Any employee, student or contractor of the college may request a copy of the Sexual Harassment Policy in its entirety from the Human Resources Department.

It is the policy of Lamar State College-Orange that no employee, student or contractor of the college may sexually harass another person. Any employee, student or contractor will be subject to disciplinary action up to and including dismissal for a violation of this policy (Rules and Regulations, the Texas State University System, VII-4.4, Amended May 1, 2003.)

Lamar State College-Orange strives to provide an educational and working environment for its students, faculty and staff free of intimidation and harassment.

Sexual harassment is sex discrimination and is, therefore, a violation of the 1964 Civil Rights Act.

Prohibition of Handguns on Campus

It is a violation of the Texas State University System Rules and Regulations to possess, carry or otherwise cause a handgun--licensed or otherwise, concealed or otherwise--to be brought on the premises of a system component.

Fact Sheet

- Lamar State College-Orange is a two-year, lower division college accredited by the Southern Association of Colleges and Schools to award the associate of arts, associate of applied science and associate of science degrees, as well as certificates of completion in a number of disciplines.
- Lamar State College-Orange offers a quality education at a very inexpensive price compared to most four-year state universities. Attending LSC-O in order to complete the basics for a four-year degree can decrease the expenses of a bachelor's degree by thousands of dollars. LSC-O's core curriculum is transferable to any Texas state school and some private and out-of-state schools.
- Approximately 2,000 students are enrolled in LSC-O programs. The college is located on the Texas-Louisiana border on the Sabine River and serves Orange, Newton, Hardin, Jasper and Jefferson counties along with several Louisiana parishes.
- Lamar State College-Orange offers small classes that emphasize personal attention with a 20-1 student teacher ratio.
- The location makes many activities accessible. The Sabine River and Sabine Lake are perfect for fishing and water sports. The campus is located halfway between Beaumont and Lake Charles, and both cities offer excellent restaurants and nightlife.

Admission Requirements and Fees

Admission Requirements and Fees

Admission Requirements

Lamar State College-Orange welcomes any student interested in education and personal improvement. As a two-year, lower-division component of the Texas State University System, the Lamar State College-Orange campus offers educational opportunity to all citizens through an open-door policy that admits all students who can benefit from post-secondary education. Lamar State College-Orange believes that each individual student is important and welcomes students with diverse backgrounds and needs.

Who May Apply for Admission

Students enrolling in college for the first time who fit one of the following categories may apply for admission:

- Graduates from an accredited high school may be admitted.
- Those who have earned a General Education Diploma (GED) may be admitted.
- Those who are at least 18 years of age and who do not have a high school diploma or GED may be admitted upon individual approval of the vice president for student services upon determination of the students' abilities to benefit in their chosen fields of study after achieving minimum scores on the ASSET placement test.
- Those who are under 18, who do not have a diploma or GED and who are still in high school may be admitted upon the written recommendation of the high school principal or counselor.

Admission to the institution does not guarantee admission to a particular degree or certificate program. Special requirements for various programs of study are described in subsequent sections of the catalog.

Beginning freshmen must submit completed Application for Admission forms, official high school transcripts or GED certificates and appropriate placement scores.

All beginning students must comply with requirements relating to the Texas Success Initiative (TSI).

Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Applicants must submit completed Application for Admission forms and official transcripts from all colleges previously attended. Transfer applicants must be in good standing with all institutions previously attended. Students on scholastic or disciplinary suspension from another institution must petition the vice president for academic affairs for individual approval. Contact the Admissions and Records Office for further information.

Students transferring from a Texas public college or university are subject to the same testing requirements that apply to current students. Therefore, transfer students from Texas public colleges and universities who began their college careers in the fall semester of 1989 or later who have accumulated college-level credit must have TASP/THEA or ASSET scores on file for details.

Former Students

Students formerly enrolled (out of school for one year or more) at Lamar State College-Orange need only submit new applications for admission. Students with unsettled financial debts to any Lamar component or incomplete records will not be allowed to register until such problems are resolved.

Proof of Residency

The Admissions Office is responsible for determining residence status of students for the purpose of tuition as set forth by the Texas Education Code and the Rules and Regulations for Determining Status of the Texas Higher Education Coordinating Board and college regulations. Students classified as Texas residents are required to provide documentation showing the applicant's name (or parent's name if residency is based on parent) with a Texas residency and dated one year prior to registration, such as the following:

- Texas high school transcript for the senior year immediately preceding the first semester enrolled;
- Texas driver's license at least one year old;
- Property tax statement with name and address;
- Texas voter registration or ID card;
- Employer statement of date of employment and address;
- Bank statements or canceled checks;
- Utility bills for the year preceding enrollment; or
- Other third party documentation that confirms residency

International Students

Students from other countries holding visas other than permanent resident visas are considered international students. Applicants to Lamar State College-Orange may be accepted for admission and have a Form I-20 issued when all requirements have been met. These requirements include:

- application for admission;
- official secondary school record and official college transcript (if applicable);
- evidence of sufficient financial support for the academic year in the form of an I-34 affidavit of support, an Immigration and Naturalization Services document;
- adequate proof of competency in English or a score of 500 or better on the Test of English as a Foreign Language (TOEFL), administered by the College Entrance Examination Board, Box 505, Princeton, New Jersey 08540, U.S.A.; and
- proof of adequate health insurance.

Transfer students who are out of status must file reinstatement for F-1 status with the Immigration and Naturalization Services before they will be allowed to enroll. Students denied reinstatement will be administratively withdrawn from classes and will be subject to the refund policy in effect at the time of withdrawal.

In fulfillment of immigration regulations, a student must enroll in a full-time course of study which will lead to the attainment of specific educational objectives. A full-time course load is defined as a minimum of 12 semester hours.

High School Students - Co-Enrollment

Lamar State College-Orange has a co-enrollment program allowing qualified high school students to enroll in college courses. Written permission of parents or guardians and the high school principal or counselor must be on file prior to enrollment.

Non-High School Graduates

A non-high school graduate may apply for admission on an individual-approval basis. Applicants are required to

- furnish evidence of preparation substantially equivalent to that required of other applicants;
- submit records of the school work that was completed and/or test scores to substantiate their ability to succeed in the program in which they wish to enroll;
- appear for personal interviews with the vice president for student services; and
- satisfy additional requirements (such as satisfactory scores on entrance or placement tests) stipulated by the college administration.

To be considered, educational records and test scores should be on file 30 days in advance of the proposed registration date. Arrangements for the interview should be made after records and scores are received by the college.

Transients

Students in attendance at other colleges during the spring and/or fall semester who wish to enroll in summer or mini-session terms at Lamar State College-Orange may be admitted as transient students. Students applying for admission under this classification are required to submit all regular admissions credentials. International students may not be admitted as transients.

Graduates of Non-Accredited High Schools

Applicants who have not graduated from accredited high schools (including home schooled) may be admitted if they (1) have graduated in the upper two-thirds of their classes, (2) score 700 or above on the Scholastic Aptitude Test, (3) have the recommended high school preparation credits or (4) exhibit an ability to benefit through successful GED or ASSET scores.

Ability to Benefit

Students who do not possess high school diplomas or who have not passed the General Education Development tests are required to demonstrate the ability to benefit from the education programs offered at Lamar State College-Orange.

Students must demonstrate the ability to benefit by taking the ASSET Program: Basic Skills Test and achieving the following minimum scores determined by the Department of Education: reading, 35; writing, 35; and numerical, 33. Contact the Testing Center, (409) 882-3330, for additional information concerning administration of the ASSET test.

Selected Admission - Allied Health Programs

Admission to Lamar State College-Orange does not guarantee entrance to a specific allied health program. The number of students admitted to each of these programs is limited. Students admitted to selected admissions programs are admitted on the basis of college reading levels, math abilities, prior educational achievements and other specific criteria. Application for program admission should be made directly with the program director within published deadlines.

Programs that require separate application include the associate of applied science degrees in upward mobility nursing, medical laboratory technology and emergency medical technology and the certificate in vocational nursing, dental assisting and pharmacy technology.

False Information

A student who provides false information or makes false statements to any college official or on an official form submitted to the college is subject to immediate dismissal.

How to Apply for Admission

The following procedures should be followed in making application for admission. All credentials should be sent to the Admissions and Records Office, Lamar State College-Orange, 410 Front Street, Orange, Texas 77630, at (409) 882-3364. Students must:

- submit applications for admission on the official forms (inclusion of a social security number on this form is encouraged);
- submit official transcripts from each high school and/or official college transcripts from all colleges previously attended, which must be mailed directly from issuing institutions (this requirement applies, regardless of the length of time in attendance and regardless of whether credit was earned or is desired); and
- take the prescribed placement tests and/or have records of test scores sent to the Admissions and Records Office.

All materials required for admission to Lamar State College-Orange should be on file in the Admissions and Records Office prior to registration. A new applicant whose file is incomplete at the time of registration will be allowed to enroll on conditional status pending completion of the admission file.

NO STUDENT will be permitted to re-enroll until admission requirements have been met.

When To Apply for Admission

Application should be made well in advance, two or three months before the proposed enrollment date. Students are encouraged to submit applications as early as possible in order to facilitate the early advisement process.

The application form should be submitted before transcripts are sent. Transcripts normally should be sent after all work to be transferred is completed. Temporary admission will be granted if the time interval is limited between the end of a semester elsewhere and the beginning of the subsequent semester at Lamar State College-Orange. In this event a copy of the last grade report will be required. All credentials must be on file within four weeks after the first class or the student may be withdrawn. Students on temporary admission who are subsequently found to be ineligible for admission will be withdrawn.

In some cases questions regarding transfer need to be clarified while work is still in progress at another institution. Under these circumstances the partial transcript should be submitted and a complete transcript furnished by the end of the semester.

Academic Records and Transcripts

Academic records are in the permanent custody of the Admissions and Records Office. Transcripts of academic records may be secured by individuals or will be released on the students' written authorizations. Chapter 675, Acts of the 61st Legislature, 1969 Regular Session, provides that "no person may buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an institution of education in this state with the intent to use fraudulently such document or to allow the fraudulent use of such document."

A person who violates this act or who aids another in violating this act is guilty of a misdemeanor that upon conviction, is punishable by a fine of not more than \$1,000 and/or confinement in the county jail for a period not to exceed one year.

Students who owe debts to the college will have their official transcripts and grade reports withheld until the debts are paid.

Educational Records and Students' Rights

The following information concerning student records maintained by Lamar State College-Orange is published in compliance with the Family Education Rights and Privacy Act of 1974, PL 93-380:

Access to educational records directly related to a student will be granted to him or her unless the type of record is exempted from the provision of the law.

The types, locations and names of custodians of educational records maintained by the college are available from the Admissions and Records Office.

Access to records by persons other than the student will be limited to those persons and agencies specified in the statute. Records will be maintained of persons granted such access and the legitimate interest in each case.

The release of information to the public without the consent of the student will be limited to the categories of information that have been designated by the college as directory information and that will be routinely released. The student may request that any or all of this information be withheld from the public by making a written request to the Admissions and Records Office. The request must be made by the last official day to register for a given session and applies to that session only. Directory information includes name, current and permanent address, telephone listing, date and place of birth, sex, country of citizenship, major, semester hour load, classification, eligibility for and participation in officially recognized activities, dates of attendance, degrees and awards received (with dates) and previous educational agencies or institutions attended.

A student has the right to challenge records and information directly related to him or her if they are considered to be inaccurate, misleading or otherwise inappropriate. Issues may be resolved either through an informal hearing with the official immediately responsible or by requesting a formal hearing. A description of the procedure to be followed in a formal hearing is available in the Admissions and Records Office.

The right of parental access to student records may be established by either of two methods: first, by the student's filing a written consent statement; or second, by the parent's validating the student's dependency as defined by the IRS.

Description of Fees

Payment of Fees

Lamar State College-Orange reserves the right to change fees in accordance with acts of the Texas Legislature and the college's Board of Regents. By registering for classes at the college, each student agrees to abide by all policies of the college.

A student is not registered until either (1) all fees are paid in full or (2) the required down payment has been paid on the installment plan. Payments may be made by check, credit card, money order, cashier's check, traveler's check or currency. Checks, money orders and cashier's checks should be made payable to Lamar State College-Orange and will be accepted subject to clearing the financial institution on which they are drawn. The college will not accept counter checks, postdated checks, credit card checks or altered checks. Excess payments will be refunded by check.

Installment Program

Students who do not pay tuition and fees in full will be considered to have agreed to the installment program if they have paid the required down payment (approximately 50 percent of tuition and fees). Two subsequent payments of 25 percent each must then be made. A non-refundable service charge of \$20 is assessed for the installment program. A late fee of \$15 will be assessed beginning the first day after an installment due date for each delinquent installment payment.

Tuition and Fees

Tuition is based upon the number of hours for which the student registers and is determined by the student's resident status in accordance with statutes of the state of Texas. (Refer to the "Summary of Fees" section.)

Laboratory Fees

- one to three (1-3) semester credit hours = \$4 per course
- four plus (4+) semester credit hours = \$8 per course

Computer Use Fee

- \$9 per semester credit hour

Student Services Fee

- \$18 per semester credit hour
- \$180 maximum

Library Use Fee

- \$4 per semester credit hour
- \$40 maximum

Applied Music Lab Fees

- 30 minutes per week = \$18 per semester
- one (1) hour per week = \$36 per semester

Distance Education Fee

- \$50 per Internet course and/or telecourse

Allied Health Course FeesUpward Mobility Nursing

RNSG 1327 - Transition from Vocational to Professional Nursing

Liability Insurance Fee \$25

ERI Testing Program \$168

RNSG 2361 - Clinical I

Liability Insurance Fee \$25

Basic Nursing

VNSG 1160 - Clinical Practical Nurse

Liability Insurance Fee \$25

Vocational Nursing

VNSG 1561 - Clinical II Practical Nurse

Liability Insurance Fee \$25

Achievement Testing \$80

Total \$105

VNSG 1562 - Clinical III Practical Nurse

Liability Insurance Fee \$25

VNSG 2563-Clinical IV Practical Nurse

Liability Insurance Fee \$25

Medical Laboratory Technology

MLAB 2663 - Clinical Medical Laboratory Technology

Liability Insurance Fee \$25

Pharmacy Technology

PHRA 2260 - Clinical Pharmacy Technician

Liability Insurance Fee \$25

PHRA 2361 - Clinical Pharmacy Technician

Liability Insurance Fee \$25

Emergency Medical Services

EMSP 2160 - Clinical I Basic

Liability Insurance Fee \$25

Clinical Testing Fee \$50

EMSP 2261 - Clinical II Intermediate

Liability Insurance Fee \$25

Clinical Testing Fee \$50

EMSP 2162 - Clinical III Paramedic I

Liability Insurance Fee \$25

Clinical Testing Fee \$50

EMSP 2463 - Clinical IV Paramedic

Liability Insurance Fee \$25

Dental Assistant

DNTA 1160 - Clinical I

Liability Insurance Fee \$25

DNTA 2461 - Clinical II

Liability Insurance Fee \$25

Late Registration Fee

- \$10 per registration

Property Deposit

- \$10 (one-time fee)

Any unused portion of the \$10 will be refunded upon written request to the Cashier's Office after the student graduates or withdraws from the college.

Special Fees

Fees will be set by the college for courses in which special plans and/or field trips must be prepared and specialists secured as instructors.

Matriculation Fee

A matriculation fee of \$15 will be incurred by students who withdraw prior to the first day of class. This \$15 fee will be deducted from refunds.

Reinstatement Fee

A student seeking reinstatement within the same semester after having withdrawn or having been withdrawn shall pay a \$50 reinstatement fee in addition to late payment fees. Students on installment plans must also pay all past due balances at the time of reinstatement.

Waiving Off-Campus Fees

Students enrolled exclusively in classes that are held off campus may request a waiver of the Student Center fee. Forms are available in the Office of Admissions and Records.

Waiving Tuition for Senior Citizens

Senior citizens 65 years of age or older may audit courses (up to six credit-hours per semester) on a space-available basis without the payment of tuition. Credit will not be earned on a transcript. If credit is desired, the senior citizen will be exempt from tuition (up to six credit hours per semester) but will be responsible for all applicable fees.

Refunds

Withdrawal Refunds

Withdrawal from the college **prior to the first class day** results in a 100 percent refund of tuition, student services fee, laboratory fee, designated tuition, student center fee, library fee, computer use fee and private lessons fee but **not** the \$15 matriculation fee. The student I.D. must be surrendered to receive a refund of the student services fee. The amount of refund decreases beginning on the first class day. For refund purposes the effective drop date is the date the **withdrawal petition** is received in the Admissions and Records Office with all appropriate signatures. Refunds are calculated according to the following schedules:

Fall or Spring Semesters and Summer Extended Session

- prior to the first class day, 100 percent, less matriculation fee
- during the first five class days of the semester, 80 percent
- during the second five class days of the semester, 70 percent
- during the third five class days of the semester, 50 percent
- during the fourth five class days of the semester, 25 percent
- after the fourth week of the semester, no refund

Mini-Session

- prior to the first class day, 100 percent, less matriculation fee
- during the first class day, 80 percent, less matriculation fee
- after the first class day, no refund

Summer Sessions

- prior to the first class day, 100 percent, less matriculation fee
- during the first, second or third class days, 80 percent
- during the fourth, fifth or sixth class days, 50 percent
- after the sixth class day, no refund

Withdrawal refunds are generally processed at the end of the second week after the 12th class day for fall or spring (two weeks after the fourth class day for summer sessions). **Note:** A student whose I.D. is not surrendered will not receive the student services fee refund.

Dropped Course Refunds

Students who drop courses during the drop period and remain enrolled at Lamar State College-Orange will receive a refund of tuition and fees. For refund purposes, the effective drop date is the date the drop form is received in the Admissions and Records Office with all appropriate signatures. Refunds are based on the following:

Fall or Spring Semesters and Summer Extended Session

- through the 12th class day, 100 percent
- after the 12th class day, no refund

Summer Sessions

- through the fourth class day, 100 percent
- after the fourth class day, no refund

Refunds are mailed to the student's permanent address as specified to the Office of Admission and Records.

Financial Obligations

Dropping courses or withdrawing from the college does **not** relieve the student of any financial obligations under the installment payment agreement or for student loans. Students withdrawing from the college are required to surrender their student identification cards and parking permits. Student services fees **will not** be refunded unless the student I.D. card is returned to the college. Withdrawal from the college precludes the student from receiving a refund for dropped courses.

Refunds - Students Receiving Financial Aid

Lamar State College-Orange adheres to the Return of Title IV Funds policy as proposed in the 1998 amendments to the Higher Education Act. Under this policy students who have received Title IV funds (PELL, SEOG, LEAP) who withdraw on or before 60 percent of the semester has been completed may owe repayments of portions of their grants. This repayment will be based on a federal formula which takes into account how much of the semester the student has completed. Students who withdraw will be notified of the amount of repayment they owe within 30 days of the day they withdraw. In addition, the Department of Education will be notified at that time that the student owes a repayment of Title IV funds. Students will not be eligible to receive future Title IV funds until they have repaid these funds or made

satisfactory repayment plans with the Department of Education. Students also may owe repayments to the school if the amount from the school refund policy is not enough to cover the school's portion of the Department of Education's repayment policy.

Refunds for students who receive aid other than Title IV funds will be based on a "fixed priority allocation." The full amount received under each program is returned in priority order until the refund amount is exhausted. The amount returned to a specific program cannot exceed the amount the student received from that program. The following listing indicates the priority in which programs will be refunded:

Non-Title IV Refund Priority: Installments-Emergency Tuition Loan (TPEG Loan); Sponsored Students Source; TPEG; Departmental Budgeted Funds; Restricted Scholarship Funds; Student.

Refunds - Students on Installment Plan

Refunds are calculated as a percentage of **total fees assessed**, not as a percentage of partial payments on installments. Questions regarding refunds should be directed to the cashier in the Business Office.

Delinquent Payments

Checks written in payment to the college and returned because of insufficient funds (NSF) are considered delinquent payments. An NSF check fee of \$25 plus any applicable late fees are charged for each NSF check. Students who write NSF checks are on "cash only" status for the duration of their enrollment. They will be restricted to paying by credit card, money order, cashier's check, traveler's check or currency. All unpaid, delinquent obligations are released to a collection agency and credit bureaus. All costs of collecting delinquent obligations are payable by the student and may total as much as 50 percent of the student's outstanding obligation. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made.

Resident Classification

Students are responsible for registering under their legal residence student classification. Questions regarding residency must be answered by the registrar no later than the time of registration.

Every student who is classified as a resident student who becomes a non-resident at any time by virtue of a change of legal residence by his or her own action, or by the person controlling his or her domicile, is required to notify the registrar. Students failing to comply with the residence provisions of the state tuition

bill (Art. 2645c, V.C.S. as amended 1957) are subject to penalties and/or appropriate disciplinary action as set forth in the law.

Tuition Rebates - Baccalaureate Degrees

The state of Texas has authorized a tuition rebate program under Section 54.0065 of the Texas Education Code not to exceed a total of \$1,000. The rebate is paid to eligible students after receiving baccalaureate degrees from Texas public colleges. The purpose of the program is to provide "incentive for students to prepare for college studies while completing their high school work, avail themselves of academic counseling, make early decisions, and complete their baccalaureate studies with as few extraneous courses as possible." See the comptroller for more information on tuition rebates upon initial enrollment.

Tuition Charges for Extra Credit Hours

Students initially enrolling in Texas institutions of higher education in the 1999 fall semester or in subsequent terms are subject to Chapter 13, Subchapter G, Section 13.115 (THECB, Texas Register). A student who has accumulated 70 or more semester hours at a community college, technical college and/or Lamar State College-Orange is subject to notification about the limit of credit hours (120) received at the in-state tuition rate. Students who exceed the limit (120 credit hours) are subject to higher tuition rates, not to exceed the rates charged to non-resident undergraduate students.

Credit hours exempt from the cap include hours earned by the student before receiving a baccalaureate degree that has been previously awarded to the student; hours earned through examination; hours from developmental courses, technical courses and workforce education courses; hours earned at a private institution or an out-of-state institution; and any hours not eligible for state formula funding.

Admissions, Registration and Financial Aid

Admission Requirements

- Obtain Lamar State College-Orange admission application.
- Submit official high school, GED or college transcripts.
- Provide proof of residency by submitting a copy of Texas driver's license or Texas voter's registration card at least one year old.

Registration Procedures

- Select a major or degree from the application insert.
- Take all required placement tests (ASSET, THEA, etc.) and submit scores to Advising Office.
- Obtain a copy of the current college catalog and schedule of classes.
- Visit with an advisor to set up a class schedule.
- Pay tuition and fees by the deadline.

Financial Aid Procedures

To determine eligibility to receive financial assistance, you must:

Obtain the Free Application for Federal Student Aid (FAFSA) from LSC-O's Financial Aid Office, your high school counselor or visit the Department of Education website, www.fafsa.ed.gov, to submit the form electronically.

Scholarships are also available, and applications may be obtained in the Financial Aid Office.

Summary of Fees

Fee summaries for all semesters are presented in the following schedules.

Note that "total charge" does not include the following fees:

Property Deposit	\$10	(one-time fee per campus)
I.D. Fee	\$5	(required)
Lab Fees	\$4	(1-3 semester hours)
	\$8	(4 or more semester hours)
	\$18	(applied music)
TLC Classes	\$60	(fall and spring term)
TLC Classes	\$30	(summer term)
Distance Education	\$50	per course (Internet/telecourse)

Miscellaneous Fees

Advanced Standing Examination	\$25
Associate Diploma	\$19.99*
Certificate of Completion	\$19.99*
Photo I.D. (required)	\$ 5
TASP/Quick TASP	\$29
ASSET	\$17
Nurse Entrance Exam	\$40
Strong	\$ 9
MBTI	\$ 9
Returned Checks	\$25
Nurses Aid Exam	\$76
Transcript Fee	\$ 5
Nurse Entrance Exam	\$40

* Subject to Sales Tax

	Texas/Louisiana*	Non Texas/Louisiana**
E & G Tuition, minimum \$144	\$48/SCH	\$282/SCH
Designated Tuition (formerly General Use Fee)	\$24/SCH	\$24/SCH
Student Services, maximum \$180	\$18/SCH	\$18/SCH
Computer Services	\$9/SCH	\$9/SCH
Library Use Fee, maximum \$40	\$4/SCH	\$4/SCH
Student Center	\$30	\$30

Note:* U.S. citizens who are legal residents of Texas/Louisiana. Louisiana residents MUST qualify for Texas tuition rates through the Admissions and Records Office.

** U.S. citizens who are not legal residents of Texas/Louisiana. Foreign students should contact the Business Office for information regarding applicable rates.

**SUMMARY OF FEES - FALL 2004, SPRING 2005,
SUMMER EXTENDED SESSION -12 WEEKS 2005
TEXAS/LOUISIANA RESIDENTS**

No. of Sem. Hrs.	Tuition		Student Services Fee	Library Use Fee	Computer Use Fee	Student Center Fee	Total
	E&G	Desig. (Gen. Use)					
1	\$144	\$24	\$18	\$4	\$9	\$30	\$229
2	144	48	36	8	18	30	284
3	144	72	54	12	27	30	339
4	192	96	72	16	36	30	442
5	240	120	90	20	45	30	545
6	288	144	108	24	54	30	648
7	336	168	126	28	63	30	751
8	384	192	144	32	72	30	854
9	432	216	162	36	81	30	957
10	480	240	180	40	90	30	1,060
11	528	264	180	40	99	30	1,141
12	576	288	180	40	108	30	1,222
13	624	312	180	40	117	30	1,303
14	672	336	180	40	126	30	1,384
15	720	360	180	40	135	30	1,465
16	768	384	180	40	144	30	1,546
17	816	408	180	40	153	30	1,627
18	864	432	180	40	162	30	1,708
19	912	456	180	40	171	30	1,789
20	960	480	180	40	180	30	1,870

**SUMMARY OF FEES - WINTER-MINI 2004,
MAY-MINI 2005 AND SUMMER I and II, 2005**

No. of Sem. Hrs.	Tuition		Student Services Fee	Library Use Fee	Computer Use Fee	Student Center Fee	Total
	E&G	Desig. (Gen. Use)					
1	\$72	\$24	\$18	\$4	\$9	\$15	\$142
2	96	48	36	8	18	15	221
3	144	72	54	12	27	15	324
4	192	96	72	16	36	15	427
5	240	120	90	20	45	15	530
6	288	144	90	24	54	15	615
7	336	168	90	28	63	15	700
8	384	192	90	32	72	15	785
9	432	216	90	36	81	15	870
10	480	240	90	40	90	15	955
11	528	264	90	40	99	15	1,036
12	576	288	90	40	108	15	1,117

**SUMMARY OF FEES - FALL 2004/SPRING 2005,
SUMMER EXTENDED SESSION-12 WEEKS 2005
NON-TEXAS RESIDENTS**

No. of Sem. Hrs.	Tuition		Student Services Fee	Library Use Fee	Computer Use Fee	Student Center Fee	Total
	E&G	Desig. (Gen. Use)					
1	\$282	\$24	\$18	\$4	\$9	\$30	\$367
2	564	48	36	8	18	30	704
3	846	72	54	12	27	30	1,041
4	1,128	96	72	16	36	30	1,378
5	1,410	120	90	20	45	30	1,715
6	1,692	144	108	24	54	30	2,052
7	1,974	168	126	28	63	30	2,389
8	2,256	192	144	32	72	30	2,726
9	2,538	216	162	36	81	30	3,063
10	2,820	240	180	40	90	30	3,400
11	3,102	264	180	40	99	30	3,715
12	3,384	288	180	40	108	30	4,030
13	3,666	312	180	40	117	30	4,345
14	3,948	336	180	40	126	30	4,660
15	4,230	360	180	40	135	30	4,975
16	4,512	384	180	40	144	30	5,290
17	4,794	408	180	40	153	30	5,605
18	5,076	432	180	40	162	30	5,920
19	5,358	456	180	40	171	30	6,235
20	5,640	480	180	40	180	30	6,550

**SUMMARY OF FEES - WINTER-MINI 2004
MAY-MINI 2004, AND SUMMER I and II, 2005**

No. of Sem. Hrs.	Tuition		Student Services Fee	Library Use Fee	Computer Use Fee	Student Center Fee	Total
	E&G	Desig. (Gen. Use)					
1	\$282	\$24	\$18	\$4	\$9	\$15	\$352
2	564	48	36	8	18	15	689
3	846	72	54	12	27	15	1,026
4	1,128	96	72	16	36	15	1,363
5	1,410	120	90	20	45	15	1,700
6	1,692	144	90	24	54	15	2,019
7	1,974	168	90	28	63	15	2,338
8	2,256	192	90	32	72	15	2,657
9	2,538	216	90	36	81	15	2,976
10	2,820	240	90	40	90	15	3,295
11	3,102	264	90	40	99	15	3,601
12	3,384	288	90	40	108	15	3,907

Financial Aid and Awards

Financial assistance in the form of scholarships, grants, loans and employment is available to a number of qualified students. Information regarding programs and eligibility criteria can be obtained from the Financial Aid Office, 410 Front Street, Orange, Texas 77630, at (409) 882-3317.

When to Apply

Applications should be completed by April 1 for the following academic year. Notification of awards will be mailed in late spring and early summer. The college will continue to award student aid as long as funds are available. The most desirable types of aid, however, are normally expended early. Therefore, students should make every effort to meet the April 1 priority date.

How to Apply

Lamar State College-Orange requires all students applying for aid to file the General Application for Student Aid. Students wishing to be considered for scholarships should request the scholarship application. Students should be aware that scholarship funds are limited and that recipients normally must have grade point averages above 2.0 to be considered.

Students wishing to apply for grants and/or work-study employment must complete the Free Application for Federal Student Aid (FAFSA). Six to eight weeks after the application is mailed, the student will receive a Student Aid Report (SAR) from the Department of Education. The student must notify the Financial Aid Office of his or her intent to attend Lamar State College-Orange after receiving the Student Aid Report.

The Student Aid Report contains the Estimated Family Contribution (EFC) that is used in determining the student's eligibility to receive financial aid along with the college's satisfactory academic progress policy. The type and amount of assistance will be determined by the Financial Aid Office. Students wishing to receive financial aid should complete the application process by February 15 each year to ensure meeting the April 1 priority date.

Types of Aid

Grants

The Federal Pell Grant is the foundation for all other need-based programs. Students are considered for other financial aid awards after their eligibility for the Federal Pell Grant has been determined. Students must adhere to the satisfactory academic progress policy along with meeting the need-based eligibility requirement to receive financial aid. The requirements of the satisfactory academic progress policy are available in the Financial Aid Office.

The final amount of the Federal Pell Grant is determined at the time of enrollment.

In addition to the Federal Pell Grant Program, Lamar State College-Orange participates in the following need-based grant programs:

Federal SEOG.....Federal Supplemental Education Opportunity Grant
TPEG.....Texas Public Education Grant
TPE-SSIG.....Texas Public Education-State Student Incentive Grant
STS.....State Tuition Scholarship
TG.....Texas Grant
SDS.....Student Deposit Scholarship
SWS.....State Work Study
TEXAS.....Towards Excellence, Access, and Success

Scholarships

Scholarships are funds that cover portions of students' expenses. A limited number of Lamar State College-Orange and endowed scholarships are available to students who qualify based on merit and/or need. The amounts and numbers of these awards will vary each year depending on available funding and student need.

Scholarships at Lamar State College-Orange are of two types: those administered solely by the college, including the selection of recipients; and those administered by the college at the request of donors who select the recipients themselves. Scholarship application forms and information concerning other requirements and deadlines are available in the Financial Aid Office.

Foundation Scholarships

The Lamar State College-Orange Foundation provides scholarship assistance to students who meet the minimum eligibility requirements. In addition to the general scholarship fund, the foundation has endowed programs designed for specific purposes:

President's Scholarship--for first-time entering freshmen, based on merit, recommended by high schools.

Bennie Talmadge Endowment--for students studying music.

Claude W. Smith Endowment--for Orange County students, based on need.

Martin Thomen Fund--provides scholarship aid to students enrolled in allied health programs, based on need.

Orange Scholarship Fund--for Orange County students, based on merit and/or need.

Service League of Orange Healthcare Scholarship--for students enrolled in allied health programs.

Cecil Beeson Endowment--for Orange County students who are pursuing technical programs of study.

Levingston Endowment--provided for an employee of Levingston or his or her dependents.

A.H. Montagne Memorial Scholarship--Orangefield High School graduate, based on merit and need.

Winfree Endowment--Orangefield or Bridge City graduate, based on merit and need.

Outside Source Scholarships

Dupont SRW Federal Credit Union--members of the Dupont Credit Union or members of their families, based on merit.

Chevron/Phillips Scholarship--entering freshmen who graduated from West Orange-Cove Independent School District and/or non-traditional students who graduated from West Orange-Cove Independent School District, based on merit.

Mary Schlesinger Endowed Scholarship--entering freshmen or presently enrolled students with full-time status, based on merit.

Applications for any of the above programs can be obtained in the Financial Aid Office.

Loans

Lamar State College-Orange provides short-term loans. Short-term loans for 60 days are designed to pay tuition and fees during registration and must be repaid within the semester in which the loan is made. Interest is charged on short-term loans. Students interested in acquiring short-term loans should contact the Financial Aid Office for information and application forms.

Employment

Employment opportunities under Federal Work-Study, State Work-Study and other employment programs of the college are available to Lamar State College-Orange students as part of the financial assistance program. The college and local businesses and industries provide a number of part-time jobs that enable students to earn part or all of their expenses while attending the college.

Exemptions

The state of Texas allows certain students to be exempt from paying all or a portion of tuition and fees. Students should contact the Financial Aid Office if they meet any of the conditions listed:

- Residents of the state of Louisiana
- Highest ranking high school graduate
- Veterans who do not receive veteran education benefits or PELL
- Students who graduate from high school in three years or fewer
- Senior citizens over the age of 65
- Recipients of AFDC who are recent high school graduates
- Children of armed forces members who are MIA or killed in action
- Children of fire/peace officers who were killed in the line of duty
- Fire fighters enrolling in classes related to fire fighting
- Students who are blind and/or deaf
- Students attending more than one public college or university

Financial Assistance and Special Services for Disabled Students

The Texas Rehabilitation Commission (TRC) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a TRC counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist handicapped students to become employable. Application for such services should be made at the Texas Rehabilitation Commission, Beaumont District Office, 5550 Eastex Freeway, Suite D, Beaumont, Texas 77708-5300, at (800) 252-5204.

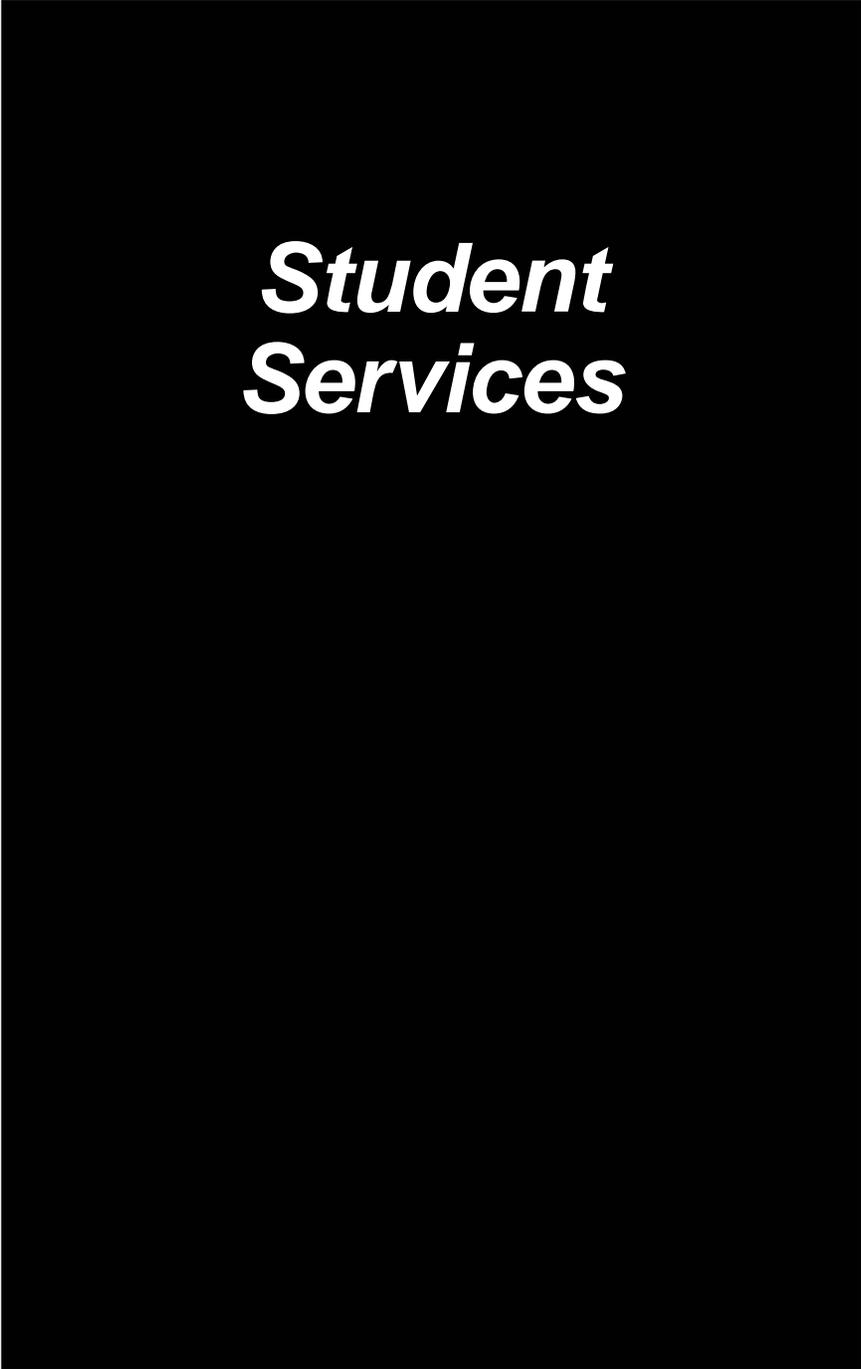
The Advising and Counseling Office works closely with the Texas Commission for the Blind. Visually impaired students are eligible for assistance, including mobility training, professional counseling, placement service, tuition assistance and reader services from the commission. The commission also maintains special equipment for its clients. For more information call or write Texas Commission for the Blind, 3515 Fannin, Suite 105, Beaumont, Texas 77701, at (409) 833-7466.

Veterans' Affairs Office

A Veterans' Affairs Office is maintained in the Financial Aid Office and assists veterans in obtaining their educational benefits. Also, under the provisions of Public Law 634, certain veterans' dependents may be eligible for subsidies while pursuing their educations. Orphans of service personnel and dependents of veterans with service-connected disabilities may be eligible.

Policy Regarding Referrals of Suspected Fraud or Criminal Misconduct

In the event that an applicant is suspected of participating in fraud or other criminal misconduct in connection with application for Title IV, HEA program assistance, the information will be referred to the appropriate college, state and/or federal authorities. These authorities may include, but are not limited to, college discipline officer, college police, Orange Police and the Office of the Inspector General of the U.S. Department of Education.



***Student
Services***

Student Services

The Student Services Division provides services and programs to enhance the general education and development of students, enrich the quality of student life and support the teaching and service mission of the college.

The division consists of student activities, admissions and records, advising and counseling, testing, financial aid, orientation, registration, recruitment, security, student organizations and The Brown Center.

Student Handbook

Policies and procedures related to student life and to the rights and responsibilities that accompany student citizenship are found in the Student Conduct Code. This code and other important information pertaining to student life may be found in the Student Handbook. It is the student's responsibility to be knowledgeable of established college policies and procedures that are contained in the Student Handbook and to comply with them. Copies of the Student Handbook are available upon request in the Office of the Vice President for Student Services and may also be viewed at www.lsc.edu.

Health Services and Student Insurance

Because Lamar State College-Orange is strictly a commuter school, the college does not employ a full-time health professional. The existence of the Orange County ambulance service, the close proximity of the local hospital and the posting of emergency telephone numbers in each office provide adequate medical service for the staff and student body. Students are encouraged to contact their personal physicians or the County Health Clinic in case of illness. Any campus accident or serious illness must be reported to the vice president for student services.

All registered students enrolled in six or more credit hours (three or more during the summer) are eligible to purchase health insurance for an entire year or for one semester. Health and accident insurance is required of all foreign students and all participants in the intramural sports and Spring Day program. Insurance information is available from the vice president for student services and the director of security.

Compact With Texans

Agency Name

Lamar State College-Orange

Services Rendered

LSC-O is a state supported, two-year institution of higher education offering students both an academic transfer curriculum and a variety of high-quality vocational, technical programs. Additionally, non-credit classes and training opportunities are provided for the continuing education of community members and the customized training needs of local business and industry.

Service Principles

LSC-O is committed to providing quality service to students who can expect:

- *reliability*—consistent quality performance, access to services and timely and accurate completion of tasks.
- *credibility*—qualified faculty and staff, trustworthy administrators, prompt problem solving and accurate printed materials.
- *environment conducive to learning*—safe premises, appropriately dressed faculty and staff and friendly and accurate information.
- *responsiveness*—helpful and accessible staff, quick service, prompt communication and satisfactory student information.
- *concern*—expeditious and caring attention to student needs, empathetic faculty and staff and reliable and credible problem solving.

Service Goals and Objectives

LSC-O is committed to maintaining an appropriate and current curriculum; maintaining excellence in instruction; providing personal and academic counseling for students; providing extracurricular opportunities conducive to lifelong personal development; providing a functional and aesthetically pleasing campus; and cooperating with individual and community groups to promote education, economic development and cultural opportunities.

Standards for Maximum Wait Time

LSC-O is committed to processing transcript requests within a 24-48 hour period; determining financial aid awards within three weeks of receiving completed file; registering (enrolling) students for classes within 15-30 minutes of initial contact; receiving service at the cashier's office within 15 minutes; determining admission into competitive-entry programs within 30 days; reporting results of credit-by-exam within one week; responding to requests for ADA accommodations in one day; answering the phone in four rings; completing transcript evaluations by the end of

the first semester after receiving official completed file; and processing admission applications within 24 hours.

Complaints

Students desiring to file initial complaints about services, faculty and staff or activities should bring the complaints to the attention of the appropriate department head for resolution. If an acceptable resolution is not reached within five days, the student can then file a formal written complaint. In the event that a student wishes to file a formal written complaint, a Complaint Intake Form is available in the office of the vice president for student services or on the Lamar State College-Orange web site. After receiving the formal complaint, the form will be referred to the appropriate department, and complaint will be resolved within 10 working days and the complainant notified in writing. Procedure for specific types of grievances can be found in the Texas State University, Rules and Regulations, the LSC-O Faculty Handbook, LSC-O Student Handbook and the LSC-O Catalog.

Student Relations Representative

Bobbie Burgess

Vice President for Student Services and Auxiliary Enterprises

Ron Lewis Library Building, Room 355

(409) 882-3341

bobbie.burgess@lsc.edu

Admissions and Records

The primary function of the Admissions and Records Office is to collect and maintain the appropriate data and records necessary to register students at Lamar State College-Orange. Application forms and transcripts from high schools and/or former colleges, as well as any questions regarding admittance to the college, should be addressed to this office. Questions regarding multicampus enrollment, copies of current college credit and requests for I.D.s are also handled by this office.

Notification of Emergencies

In the event of an emergency between the hours of 8 a.m. and 5 p.m., the Admissions and Records Office will attempt to locate a student on campus and/or to relay an emergency message to him or her.

Change of Address or Name

Students are responsible for all communications addressed to them at the address on file in the Admissions and Records Office. Students who move during a semester must immediately register their changes of address in the Admissions and Records Office.

Change of name because of marriage or correction of name because of spelling errors may be made by completing a name change card at the Admissions and Records Office. All name changes must be accompanied by copies of the legal documents making the name official. This document will be kept on file in the student's confidential folder.

Advising and Counseling Center

The college provides a wide range of advising and counseling services to all students. The goal of the college is to assist in the resolution of student problems and questions and ultimately support personal growth and development.

The Advising and Counseling Center can provide specific assistance with class schedule planning, change of major, general information about various career choices and transfer of college credits. Questions concerning math and English placement exams and the Texas Success Initiative (TSI) may also be directed to the center's staff. The staff can provide current information concerning degree plans for both two-year Lamar State College-Orange degrees and four-year Lamar University degrees or direct the student to appropriate faculty advisors.

Trained personnel offer both academic and career counseling as well as limited social and personal counseling on an individual and confidential basis. Students also may participate in counseling groups and workshops dealing with areas such as personal growth, getting along with others, coping with stress, drug and alcohol dependence and developing effective study skills.

Career counseling is available to each student to assist in the clarification of career objectives. The counselors have available the comprehensive, interactive career guidance system, Texas C.A.R.E.S., the Myers-Briggs Personality Type Indicator (MBTI) and the Strong Interest Inventory (SII). Students are advised to make appointments with the Testing Center staff to use the Texas C.A.R.E.S. program. An explanation of your personalized profile may be obtained by visiting a professional advisor at the Advising and Counseling Center.

Students are always welcome to drop in to the Advising and Counseling Center to discuss any kind of concern. The philosophy of the center is that no concern is too small to bring to the counselors' attention. When appropriate, on-going appointments will be made with counselors. When a problem exists that requires special professional expertise, the Advising and Counseling Center is the best place to receive a referral to an off-campus resource.

The center is open from 8 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Friday. The center is closed during observed holidays as noted on the academic calendar in this catalog.

The Advising and Counseling Center is located in room 354 of the Ron E. Lewis Library.

Students may schedule appointments by calling (409) 882-3340.

New Student Orientation

A series of freshman orientation programs is offered during the summer months. These small-group sessions are designed to acquaint new students with campus facilities and services and give individual students opportunities to confer with advisors about academic programs. Attendance at each session is limited, and advance reservations are necessary. Details of the program - including available dates, costs and reservation forms - are sent out upon request. Reservations should be requested early so that convenient dates may be selected.

Academic Advising

Academic advising is necessary to ensure that all students are in compliance with the Texas Success Initiative testing requirements and Lamar State College-Orange policies. Participation in continuous academic advising is vital to students' academic successes. Thus, students are expected to participate in the advising process throughout their careers on the Lamar State College-Orange campus. All first-time students, students with fewer than 15 credit hours, students with undecided majors and students who have not completed the Texas Success Initiative (TSI) provisions are required to register through the Advising and Counseling Center.

After successful completion of the Texas Success Initiative (TSI) and 15 credit hours, students are assigned faculty advisors by the Academic Affairs Office. Continuing students should meet with their faculty advisors at least once every semester to review their academic progress and to ensure that all prerequisites and program requirements are being met.

Placement Services

Advising and counseling staff members, as well as Lamar State College-Orange faculty, assist students in finding part-time jobs off campus. The job placement specialist can assist students with job searches for both on-campus and off-campus employment. A student job board is maintained in the Academic Center where students may regularly check for job listings both on and off campus. In addition, information regarding full-time career opportunities for graduating students is provided by maintaining close working relationships with local job placement agencies and regular contact with local business and Lamar State College-Orange advisory board members. Students may also participate in résumé writing workshops and job interviewing training sessions as part of their preparation for LSC-O's annual job fair, which is held each spring semester.

Carl Perkins Programs

The Carl Perkins Vocational Education Act makes available a variety of special services for qualified students who are majoring in technical/ occupational areas. Special populations include:

- **Single Parent/Displaced Homemaker**--an unmarried individual who must prepare to enter the workforce, yet has full or joint custody of a minor child or children;
- **Disadvantaged**--individuals who have academic or economic disadvantages and need special services or assistance in order to succeed in educational programs;
- **Services for Students with Disabilities**--see Disability Support Services section below.

Some of the special services offered by the Carl Perkins Program include child care assistance, tutoring, career and personal counseling, Learning Center assistance in basic skills development, job placement services and seminars in test taking, study skills, résumé writing, interviewing and job-hunting skills.

Disability Support Services

Lamar State College-Orange offers a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Students requesting academic adjustments and/or accommodations must document their requests for services in the Disability Support Services Office in the Advising and Counseling Center.

Services are arranged to fit students' individual needs and may include individualized test administration, registration assistance, resource referral, sign language interpreters, note takers, tutors, mobility assistance, readers/audio tapes and the loan of specialized equipment, such as wheelchairs, tape recorders, closed captioned decoders, large print materials and access to a TDD.

When necessary, the counselor for students with disabilities acts as a liaison among students and faculty, administrators and outside agencies.

The Disability Support Services Office works closely with the Texas Rehabilitation Commission and the Texas Commission for the Blind. Visually impaired students are eligible for assistance, including mobility training, professional counseling, placement service, tuition assistance and reader services from the commission. The commission also maintains special equipment for its clients. For more information call or write: Commission for the Blind, 3315 Fannin, Suite 105, Beaumont, Texas 77701, at (409) 838-5201 or (800) 252-5204.

The Texas Rehabilitation Commission provides a variety of services that allow disabled persons opportunities to enter into or return to gainful employment. Assistance with tuition and fees - in addition to diagnostic evaluation, vocational counseling and physical restoration - may be provided. For more information call or

write: Texas Rehabilitation Commission, 5550 Eastex Freeway, Suite D, Beaumont, Texas 77708-5300, at (409) 898-3988 or (800) 242-8334.

Testing Center

The Lamar State College-Orange Testing Center is located in room 107 of the Ron E. Lewis Library. The Testing Center provides a quiet and comfortable setting for group and individual testing of students. The center is completely handicapped accessible.

Group testing for ASSET is offered weekly or biweekly. A listing of all other test dates is available at the Testing Center. Registration for group testing is done at the Testing Center. Testing Center hours are from 8 a.m. to 8 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday; and 9 a.m. to 1 p.m., Saturday.

Individual testing for career assessment inventories, make-up exams, finals, English and math placement, credit by examination, etc., is done on an appointment basis. During registration a student can generally get the results for the reading and math sections of the ASSET immediately, be advised and register in one day if the student has already been accepted for admission.

The ASSET test is also offered to persons who have not received high school diplomas. Students who have not received either high school diplomas or other post-secondary degrees must show an ability to benefit from the courses of study they are pursuing. This may be done by passing the ASSET or by passing another independently administered test approved by the Secretary of the Department of Education before enrollment.

Career development exams are offered to assist students who want to explore career alternatives. The Lamar State College-Orange Testing Center offers the newest in valid and reliable career assessment instruments. Two such instruments are the Myers-Briggs Personality Type Indicator (MBTI) Career Report and the Strong Interest Inventory (SII). Tests are administered on computer, and a profile is available at the end of the test session. Students may see counselors at the Advising and Counseling Center for explanations of the results.

Special Accommodations Testing

Students who qualify for special testing accommodations for regular classroom tests must confer with their instructors who will contact the Testing Center to grant approval. Instructions for special accommodations must be submitted by the instructor along with the student's test and must explain in detail the required accommodations. Needs for special accommodations must be identified and documented on the Request for Special Accommodations Form located in the Disability Support Services Office.

For more information or to schedule appointments, please call (409) 882-3330.

Library

Opened and dedicated in June 2001, the Ron E. Lewis Library is a vital learning resource conveniently located in the center of the campus.

The library contains a collection of resources to support the college's curricula and the needs of students and faculty. The collection contains more than 170,000 volume equivalents. The library receives more than 400 serial and periodical titles in print format; back files of most are available in microform. The library is heavily automated with all computers Internet accessible. A wide range of electronic information resources is available to students and staff through the World Wide Web. The library maintains more than 19,000 electronic books and provides access to numerous abstracted, full-text and full-image databases, including Proquest, Elsevier Science Direct, EBSCO, Galenet, Lexis-Nexis and OCLC FirstSearch indices. Users have immediate access to more than 3,600 unique periodical and journal titles in electronic format covering most research disciplines. To facilitate cooperation and resource sharing, the library is a member of Amigos Library Services and participates in the TexShare program, which is a project managed by the Texas State Library for Texas academic and public libraries. Funded by the Texas Legislature, the TexShare program is designed to facilitate access to library materials for all Texans.

All printed resources except reference and reserve materials circulate and are readily available on open shelves. The student identification card serves as the library card.

While students are encouraged to learn how to find and use their own resources in the library, librarians are always willing and available to assist students in the location and use of library materials. Instruction in the use of the library is provided to classes and individuals. Online tutorials are available through the library's web page. Photocopies, computers, audiovisual equipment and individual and group study rooms are available.

As part of the community service mission of the college, library facilities and privileges are extended to adult citizens of the Orange community. The Ron E. Lewis Library maintains a reciprocal borrowing agreement with the Orange Public Library and maintains a cooperative working arrangement with the Mary and John E. Gray Library at Lamar University. The Ron E. Lewis Library also honors the TexShare borrower card when presented with acceptable photo identification. Some use and access restrictions may apply to those resources and materials with contractual and licensing restrictions.

Library services to distance education students are readily available. Contact the library for assistance and access privileges. Distance education students have full access to the library's collections and resources via the Internet, and students are encouraged to utilize the virtual library's reference services. While most

resources are available electronically, fax, phone, email and mail services are additional services available to distance education students.

The Learning Center

The Learning Center is designed to serve, support and augment the academic, technical and occupational curricula at Lamar State College-Orange with computer-assisted/based instruction. This computer-aided learning center, located in room 113 in the Ron E. Lewis Library, introduces students to new learning strategies, using contemporary equipment and software that support the curricula at Lamar State College-Orange.

The center has computer, video and printed materials available in subjects such as math, English and reading to increase basic skills with enrichment activities that help students broaden their knowledge outside the classroom. Tutoring is available for all subjects. Walk-ins are welcome.

Campus Security

Campus security officers help protect students and their property, as well as protecting college property. Furthermore, these officers will escort students to their cars upon request and maintain parking surveillance. The campus also relies on the Orange Police Department when needed.

All emergencies on campus should be reported to the Vice President for Student Services Office. If an emergency occurs, telephones that dial directly to the security officer on duty are located in hallways.

Activities and Organizations

Student Government Association

The Student Government Association (SGA) serves as the representative voice of students, as major facilitator of new and improved student services and programs and in an important role relative to student judicial proceedings. All students enrolled in good standing at Lamar State College-Orange are eligible to become members of the Student Government Association, affording each student an opportunity to promote, support and participate in a well-rounded student life program.

The president and officers of the Student Government Association are elected each spring in a general student election. Student senators are elected each fall semester. Student opinions may be expressed at the open meetings of the SGA.

Ideas, suggestions and/or concerns may also be submitted through SGA suggestion boxes at various campus locations.

Student Organizations

Many student organizations offer membership opportunities in one or more groups: professional, religious, academic, honor, spirit, sports or activity. Participation in student organization activities enhances the education of students, and students are strongly encouraged to affiliate with the organization(s) of their choice and participate in the programs.

Student Center

The Student Center provides facilities for leisure-time recreation and is the campus center for many extracurricular activities. The center includes a game area, TV area, cafe, study area and recreational facilities. All students must present their Lamar State College-Orange student identification cards to use these facilities.

Student Publications

Cypress Branches is a literary journal which encourages and promotes the literary, artistic and photographic expression of students of Lamar State College-Orange. Entries are judged by a qualified panel of judges. Entries are received, judged, published and awarded prizes every spring semester. Students from all majors and fields of study are encouraged to make submissions.

Recreational Sports

All faculty, staff and currently enrolled students with valid Lamar State College-Orange I.D. cards have access to the recreational facilities and may participate in activities offered by the college.

Published schedules and reservations allow students, faculty or staff members to exercise and enjoy competition with friends.

The intramural program provides an opportunity to participate in supervised, competitive sports among groups within the college community. The stated purpose of the intramural program is to promote human understanding, fair play and behavioral control through the interrelationships occurring in athletic competition.

Further information on any facet of the recreational sports program may be obtained from the director of student activities.

LSC-O Alumni

Lamar State College-Orange offers on-campus services and activities to ex-students. Anyone wanting to participate or take advantage of these services may purchase an Alumni ID Card. The card has an annual cost of \$35 (September 1 through August 31) and may be paid for at the Cashier's Office. The paid receipt

should then be presented in the Office of Admissions, and a photo ID will be made at that time. The ID card must be renewed annually beginning September 1.

Conduct and Discipline

Student Conduct

In order to meet its educational objectives, an institution of higher learning must expect rational, mature behavior from its constituency. To accept anything less is to invite the destruction of not only academic freedom but also the system of higher education itself.

Disciplinary Action

A student is subject to disciplinary action for unacceptable behavior as outlined in the Student Handbook under "Code of Student Conduct and Discipline." The vice president for student services may classify behavior as unacceptable and may refer the case to the proper judicial body for investigation and decision. The student has the right to appeal the decision to the College Discipline Committee. This appeal is made through the Vice President for Student Services Office, and the action of the Discipline Committee is subject to review by the president of Lamar State College-Orange.

Hazing

Hazing is prohibited in state educational institutions by the Texas Education Code, Section 4.19. Students of Lamar State College-Orange are forbidden to engage in, encourage, aid or assist any person(s) participating in what is commonly known and recognized as hazing. Any student who does so will be subject to college disciplinary action and may also face civil authority. Refer to the Student Handbook for more information relative to the legal implications of hazing.

Official Summons

An official summons takes precedence over all other college activities of the student and should be answered promptly on the day and hour designated. Failure to heed an official summons may subject the student to serious disciplinary action.

Debts

The college is not responsible for debts contracted by individual students or student organizations and will not act as a collection agency for organizations, firms or individuals to whom a student may owe bills.

Student discipline at Lamar State College-Orange is based on an educational philosophy of helping students grow and mature into responsible citizens. When a student behaves in a manner that may require disciplinary action, a careful investigation of all facts is made, and the student is afforded every opportunity to

participate in the process of arriving at a just and equitable decision. Counseling, conferences with instructors, conferences with peer groups and other techniques may be employed in making discipline an educational experience.

Students and student organizations are expected to honor contractual obligations promptly, but in case of flagrant disregard of such obligations, the chief student affairs officer or his or her designated representative will take appropriate action.

After the 12th week in the long semester and the fourth week in the summer term, failure to pay fees by the specified date will result in suspension at the end of the current semester and will include denial of readmission, withholding of grades and transcripts and/or withholding of degrees or certificates.

Parking Regulations

Each student is issued a vehicle permit that allows parking on the campus and other specific areas adjoining the campus. This permit is to be displayed as instructed in official parking and traffic regulations materials. Strict observance of traffic and parking regulations is necessary for the safe, orderly flow of vehicles in the campus area.

Student Quotes

“Lamar-Orange has given me the opportunity to do something I have wanted to do for 30 years—go back to college. With the wonderful instructors at LSC-O, I have gained confidence and am pursuing a career in nursing. The counselors and instructors make you feel welcome and are there at every turn to help you. I am so grateful that LSC-O is here; it has enabled me to fulfill a dream.”

-Peggy Claybar

Student Vocational Nurse

“The faculty members at Lamar State College-Orange provide an excellent learning environment with a lot of one-on-one attention.”

-Shanetta Judge

Communications Sophomore

“Coming to America from Portugal, I wasn’t sure what to expect from an American college, but Lamar has provided me with an excellent education as well as the opportunity to experience American culture firsthand.”

-Rui Corriea

LSC-O Graduate

Academic Policies and Procedures

Academic Policies and Procedures

Registration for Classes

Students will be permitted to attend classes only when the instructors have received evidence of proper registration. Registration dates and deadlines are listed in the official college calendar. Students may add courses, make section changes or drop courses only within the period specified in the calendar.

Full-Time Student Status

During the fall and spring semesters, a full-time student is one who is enrolled for at least 12 hours of courses, including both credit and non-credit (i.e., developmental) courses. Full-time status may be required of some students, depending upon financial aid or scholarship status. Some students are also required to be full-time if covered under parental health insurance. A student must be enrolled for four credit hours in a summer term to be considered full-time.

Maximum Course Loads

The normal maximum course load in a long semester is 15-18 semester hours. Overloads (more than 18 credit hours) must be approved by the vice president for academic affairs. No student will be allowed to enroll for more than 21 semester hours regardless of the number of grade points earned the preceding semester. Maximum course load total on all Lamar campuses combined is 21 semester hours.

Course Numbering

Lamar State College-Orange uses the state approved Common Course Numbering System for all academic courses. Each academic course has a letter code and/or numerical code. The letters are an abbreviation for the subject. For example, ENGL indicates an English course. Most courses meet three hours each week and have a credit value of three semester hours. Each number contains three or more figures:

- The first number indicates the rank of the course: 1, freshman level; 2, sophomore level.
- The second number indicates the number of semester hours of credit.
- The last number(s) indicates the order in which the course normally is taken.

Applied music courses are numbered so the second number indicates both semester hours of credit and number of private lessons each week.

Semester Hours

The unit of measure for credit purposes is the semester hour. Two or more hours of laboratory work are counted equivalent to one classroom hour. For laboratory work that requires reports to be written outside of class, two clock hours are usually counted as one semester hour.

New Courses

In order to meet changing educational requirements, the college reserves the right to add any needed courses at any time without regard to the listing of such courses in the catalog.

Minimum Class Enrollment

The college reserves the right not to offer any courses listed in the class schedule if fewer than 10 students register for the course.

Class Attendance

Regular class attendance is important to the attainment of the educational objectives of the college. The instructor may keep attendance records and will formulate an attendance policy consistent with division policies but suited to the needs of the particular class. The instructor's policy will be explained in detail to the class at the beginning of the semester and will appear in the course syllabus.

Observance of Religious Holy Days

A student who misses an examination, work assignment or other project because of the observance of a religious holy day will be given the opportunity to complete the work missed within a reasonable time after the absence. This policy does not apply to any student absence which may interfere with patient care. The student may not be penalized for these excused absences unless the student fails to complete satisfactorily the missed assignment or examination within a reasonable time after the excused absence.

A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Tax Code.

Academic Integrity

The college does not tolerate cheating or plagiarism. Cheating involves either giving assistance to another student or receiving assistance from another student during a quiz, test, examination or other individual assignment unless the instructor has explicitly permitted such assistance.

Plagiarism means "to take and use as one's own the writings or ideas of another" (American Heritage Dictionary). Before submitting any paper for any

course at the college, the student must acknowledge each source used consciously, whether published or unpublished. Even an idea presented in the student's own words but consciously taken from a source must be acknowledged. In addition, quotation marks (or indenting) must set off phrases or longer passages copied verbatim. Each instructor will explain any special means required to avoid plagiarism in his or her own field.

The assignment of grades is the responsibility of the instructor. Thus, if the instructor determines that a student's work has been intellectually dishonest, the instructor may award the student an "F" for the course or for the specific task determined to have been dishonestly accomplished. Such action will be preceded by a meeting with the student to provide an occasion for refutation, explanation or mitigation. In cases where the faculty member and student cannot reach agreement, and after consultation with the division chair, the student may make a written appeal to the vice president for academic affairs within five school days of the meeting with the faculty member.

The faculty member's charge must include an academic penalty, the most severe being removal from the course with a grade of "F." Additionally, LSC-O may propose an institutional sanction in repeated or blatant cases of academic dishonesty. A student involved in an appeal of an intellectual dishonesty case has the right to remain in class until a decision is made.

In cases of a possible institutional sanction, a judgment will be rendered by the vice president for student services. A student who is found guilty of intellectual dishonesty loses his or her right to withdraw voluntarily from the course in which cheating occurred.

Course Repetition Policy and Procedures

1. Lamar State College-Orange students will have one opportunity to replace grades earned in undergraduate courses.
2. A student who wishes to repeat a course must do so before enrolling in any other course that requires the repeated course as a prerequisite.
3. If a student repeats a course, the official grade (for calculation of grade point average) will be the second grade earned - regardless of whether it is higher, lower or the same - although the first grade will remain on the student's official transcript.
4. The repetition of a LSC-O course at another institution will not replace the grade earned at LSC-O in the calculation of a student's cumulative grade point average, nor will a grade earned in a LSC-O course replace a transcribed grade earned in the same course at another institution.
5. Any grade earned by further repetition of a course (third and subsequent grades earned in the same course) will be included in the calculation of a student's cumulative grade point average.
6. A "Q" grade for a dropped course or a "W" grade for withdrawal from the college counts as the one allowable attempt at course repetition. If the student

receives a "Q" or "W" grade on the repeated course, the original grade will be calculated into the grade point average, and the student will not be allowed a subsequent attempt to replace the original grade under this policy.

7. Before repeating a course for grade replacement, a student must receive approval from the assistant registrar or the director of admissions, records and financial aid.
8. College honors will be determined on the basis of a cumulative grade point average that includes **ALL** grades earned, even those replaced according to this policy.

To process a request for grade replacement, the student is responsible for completing all of the following steps:

- obtain a grade replacement form from the Admissions Office (Library Building, room 341);
- ensure that the previous and current courses are exactly the same;
- enroll (register);
- receive signature approval from the assistant registrar or director of admissions, records and financial aid on the form and return it to the Admissions Office before the 12th class day for the fall and spring semesters, fourth class day for Summer I and Summer II and first class day for mini-sessions; and
- complete the course

Classification of Students

Students are classified as freshmen, sophomores and post-baccalaureate. For the purpose of determining eligibility to hold certain offices and for other reasons, officially enrolled students are classified as follows:

- Freshman: has met all entrance requirements but has completed fewer than 30 semester hours;
- Sophomore: has completed a minimum of 30 semester hours with 60 grade points;
- Post-baccalaureate: holds a bachelor's degree but is not pursuing a degree program.

Grading System

A.....Excellent	Q.....Dropped course
B.....Good	U.....Unsatisfactory
C.....Satisfactory	S.....Satisfactory
D.....Poor	I.....Incomplete
F.....Failing	NG.....No grade
W.....Withdrawn from all classes	

The grade of "W" or "Q" is given if the withdrawal or drop is made before the penalty date and/or if the student is passing at the time of withdrawal or drop.

Incomplete

The grade of "I" may be given when any requirement of the course, including the final examination, is not completed. Arrangements to complete deficiencies in a course should be made with the instructor. Incomplete work must be finished during the next long semester. If not, the Admissions and Records Office must change the "I" grade to the grade of "F." The course must then be repeated if credit is desired.

An "I" grade also automatically becomes an "F" if the student registers for the course prior to removing the deficiencies and receiving a grade change. The instructor may record the grade of "F" for a student who is absent from the final examination and is not passing the course.

Grade Changes

A grade may not be corrected or changed without the written authorization of the instructor giving the grade; or, in the event that an instructor is no longer employed by Lamar State College-Orange, the vice president for academic affairs may authorize a grade change after reviewing grade records. The written instruction for a grade change should be accompanied by a statement explaining the reason for the change and must be signed by the division chair.

Grade Point Average Computation

The grade point average is a measure of the student's overall academic performance and is used in the determination of academic standing, rank in class, eligibility for graduation, etc.

To compute a grade point average, grade points are assigned to a letter as follows: "A," 4 points; "B," 3 points; "C," 2 points; "D," 1 point; and "F," "I," "S," "NG," "Q," "U" and "W," no points.

The number of grade points earned in a course is obtained by multiplying the number of semester hours of credit by the number of points assigned to the letter grade made in the course.

The grade point average is calculated by dividing the total number of grade points earned by the total number of semester hours attempted in courses for which the grades "A," "B," "C," "D," "F" and "I" are assigned. Thus, for grades "S," "U," "NG," "W" and "Q," neither semester hours nor grade points are used in the computation of the grade point average. Hours attempted reflect all work taken, whether passed, failed or repeated.

Beginning with the fall 1994 semester, all Lamar campuses modified their procedure for grade point average computation. Each campus began maintaining an independent grade point average that reflects only the coursework attempted on that specific campus. The old procedure of combining all coursework into one

comprehensive grade point average will continue to be used for any courses taken prior to fall 1994. For additional information interested parties may contact the Registrar's Offices on the respective campuses.

Final Grade Report

Final grades are available at all times by accessing the Telephone Student Information System by calling (409) 882-3036 and the On-line Student Information System via the Internet at www.lSCO.edu. Instructions on how to access grades via the telephone and the web are available in the Lamar State College-Orange Schedule of Classes.

Grade Appeals and Academic Grievances

A student may appeal a final grade by first contacting the instructor concerning the grounds for appeal within five days. If the dispute is not resolved at this level, the student must follow the procedures outlined in the Student Handbook. Other grievances of an academic nature are subject to the same appeals process.

Dean's List

At the end of each semester, the Admissions and Records Office prepares a list of all full-time (those who completed 12 or more semester hours) students who have earned for that semester a grade point average of 3.4 or above. This list is the Dean's List and is announced by the vice president for academic affairs after each fall and spring semester. Developmental courses do not count toward the Dean's List.

President's List

At the end of each semester, the Admissions and Records Office prepares a list of all full-time (those who complete 12 or more semester hours) students who have earned for that semester a grade point average of 4.0. This list is announced by the president after each long semester. Developmental courses do not count toward the President's List.

Change of Major

Students wishing to change their majors must have the approval of the division chairs. The approval must be in writing on the form entitled "Change of Major." These forms are available in the Advising and Counseling Center and the Admissions and Records Office. All such changes are initiated by the completion of the proper form.

Changing Schedules

All section changes, adds and drops must be approved by either the academic advisor, the division chair or Advising and Counseling Center personnel. All such changes are initiated by the completion of the proper form. A course may not be

added after the first week of a long semester or the first two days of a summer session.

Dropping Courses

After consultation with the instructor, a student may drop a course and receive a grade of "Q" during the first six weeks--two weeks in the summer session--of the semester. For drops after this penalty-free period, the instructor records a grade of "Q" or "F" on the drop form, indicating that the student was passing or failing at the time of the drop. A grade of "Q" may not be assigned on the grade sheet unless an official drop has been processed through the Admissions and Records Office. For refund purposes the effective drop date is the date the drop form is received in the Admissions and Records Office with all appropriate signatures. A student may not drop a course after the published deadline. It is the student's responsibility to obtain all required signatures on the drop form before the end of the drop period.

Reinstatement to Class

A student may be reinstated to class upon written approval by the major instructor of the course and the instructor's division chair or the vice president for academic affairs. The official form must be processed in the Admissions and Records Office.

Instructor-Initiated Drop

When absences, other than approved absences, interfere with the student's performance, the instructor may recommend to the division chair that the student be dropped from the course. If this action is taken after the first six weeks of the semester, a grade of "F" may be recorded for the course.

Withdrawals

Students wishing to withdraw from all classes must fill out withdrawal petitions in the Admissions and Records Office. Students must clear all financial obligations and return all books, laboratory equipment and other materials. Four copies of the withdrawal form signed by the division chair, the Business Office, financial aid and the vice president for student services are presented to the Admissions and Records Office by the student. For refund purposes the effective withdrawal date is the date the withdrawal petition is received in the Admissions and Records Office with all appropriate signatures.

The Business Office will return such fees as are refundable according to the schedule shown under the "Fees" section of this catalog. After the penalty-free period the instructor may assign a grade of "F" for courses at the time of withdrawal.

A student may not withdraw after the published deadline. A student who leaves without withdrawing officially will receive a grade of "F" in all courses, will forfeit all refundable fees and is not relieved of outstanding financial debts.

English Requirement

A full-time student (one taking 12 or more semester hours) enrolled in a program of study requiring English must register for freshman English until credit for six semester hours in composition coursework has been earned. This policy does not apply during the summer terms.

Academic Probation and Suspension

Students are expected to make acceptable scholastic progress toward their degree objectives. A "C" is the minimum satisfactory grade and a "C" average--a 2.0 grade point average (GPA)--constitutes satisfactory performance. Students earning less than a "C" (2.0) GPA are not making satisfactory academic progress and will be put on scholastic probation for as long as this deficiency exists. The grade point deficiency is the number of grade points fewer than those required for a "C" average.

A student with a grade point deficiency of 25 or more grade points at the end of the fall and spring semesters shall be suspended. However, no first-time college student shall be suspended at the end of his or her first semester of attendance.

Students returning from an academic suspension must continue to reduce their grade point deficiencies every semester of enrollment until the deficiencies are eliminated. If students fail to reduce their deficiencies in any one semester, they will be suspended again unless approved for probationary re-enrollment by the vice president for academic affairs.

Veterans' Satisfactory Academic Progress

The Veterans' Administration must be notified of unsatisfactory progress the second semester a student has not completed classes with a 2.0 grade point average. Veterans should contact the Veterans' Affairs Office for additional information.

Academic Appeals Procedures

After an enrollment lapse of four or more years from Lamar State College-Orange and after completing successfully (2.2 average) 24 semester hours of coursework, a student may petition to disregard a maximum of two entire successive semesters of work taken previously at Lamar State College-Orange. The petition shall be filed with the assistant registrar and approved by the vice president for student services.

When approved by the vice president for student services, disregarded course work shall not count in determining the student's grade point average for academic progress or for graduation; however, the work shall remain on the transcript with an appropriate notation and shall be used in determining honors. Once a degree has been conferred, a student may not use the academic appeals procedure for any courses used to award the degree or calculate the cumulative grade point average.

Eligibility for Extracurricular Activities

An extracurricular activity is understood to be any non-class-related activity representing the student body, a student organization, a department or division organization or any such activity representing the college.

Any full-time student not on disciplinary or scholastic probation who is officially registered is eligible to become a candidate and/or to hold student office. In some cases part-time students are also eligible to hold office. Any full-time or part-time student not on disciplinary or scholastic probation is eligible to represent the college in any extracurricular activity provided the student has a grade point average of at least 2.0 for both the whole of college work completed at Lamar State College-Orange and for the preceding semester.

For the purpose of establishing eligibility, two six-week summer terms may count as one semester.

Transfer students have the same eligibility as freshman students until completion of one semester at Lamar State College-Orange.

Credit by Examination and Advanced Standing Examination

Advanced standing examinations are intended only for those students who have had the equivalent, in formal or informal training, of the work being presented in the course in question. These exams may be taken only once unless otherwise approved by the division chair or vice president for academic affairs. Credit may be granted to those who pass departmental advanced standing examinations with a grade of "B" or better. Normally, departmental examinations will be given only if College Level Examinations Program (CLEP) subject examinations are not available.

To secure permission for such examination, a student must obtain the written permission of the division chair responsible for the course. A fee of \$25 must be paid to the Cashier's Office. Forms are available in the Testing Center.

A student who has previously and/or is currently enrolled in a course or has received a grade (passing or failing) in a course may not take an advanced standing examination in that course. Credit earned by examination is not granted or transcribed if the student does not complete at least one course at LSC-O subsequent to earning credit by exam.

Advanced Placement

The first two optional testing programs listed below are offered to enable first-time college students to qualify for advanced standing and/or college credit. These tests must be taken before enrollment. Applicants also may qualify for credit through the College Level Examination Program (CLEP).

1. Advanced Placement Examinations (Optional)

Applicants who wish to receive credit for college-level work completed in high school may do so by submitting scores from the College Entrance Examination Board's Advanced Placement Examinations. Examinations are given each May by high schools. Arrangements are made through high school counselors. Subject matter areas and the basis for granting credits are as follows:

<u>Subject Area</u>	<u>Required Score</u>	<u>Credit Granted</u>
Art	Score of 3 or above	Art 1316, 1311
Biology	Score of 3 or above	Biology 1406-1407
Calculus		
AB Test	Score of 3 or above	Math 1325 or Math 2413
BC Test	Score of 3 or above	Math 2312, 2413, and 2914
Chemistry	Score of 3 or above	Chemistry 1411
Computer Science		
A Test	Score of 4 or 5	Computer Science 1420
AB Test	Score of 4 or 5	Computer Science 2420
Economics (Micro)	Score of 3 or above	Economics 2302
Economics (Macro)	Score of 3 or above	Economics 2301
English	Score of 4 or 5	English 1301-1302
	Score of 3	English 1301
Foreign Language	Score of 3	1311
	Score of 4	1311, 1312
	Score of 5	1311, 1312, 2311
Govern./Compar.	Score of 3 or above	3 hrs. elective (non-advanced)
Government/Pol.	Score of 3 or above	Government 2302
History/American	Score of 3 or above	History 1301-1302*
History/European	Score of 3 or above	History 2312-2322

* State law requires three semester hours of classroom instruction in some phase of American history in addition to credit by examination.

2. SAT II - Subject Tests

Students with outstanding high school records or who have participated in accelerated programs are encouraged to take the College Entrance Examination Board's Subject Tests in available academic areas. The results of those tests may allow the student to bypass introductory level courses. Students scoring at or above college standards are awarded credit according to the following chart. SAT II Subject Tests are given on most of the regularly scheduled SAT test dates. Registration bulletins are available from high schools.

<u>Subject Matter Area</u>	<u>CEEB Test Required</u>	<u>Credit Granted</u>
English Composition	English	ENGL 1301 Completion of ENGL 1302 with a grade of "C" or better
Foreign Language Chemistry	Spanish Chemistry	0 to 6 semester hours CHEM 1411 if validated by completion of CHEM 1412 with a grade of "C" or better
Mathematics	Level I	Up to 6 semester hours depending on placement and validation.

3. College Level Examination Program (CLEP)

Lamar State College-Orange awards credit on the basis of most of the subject examinations on the College Level Examination Program (CLEP).

A complete list is available from the Testing Center. No credit will be awarded for the general examinations. The essay section of the College Composition Examination is required but need not be taken in order to qualify for credit on most of the other subject examinations.

The amount of credit awarded to a student who attended college before taking the examination will depend upon which college courses the student completed before taking the examination. Credit will not be awarded if the student received prior credit for the same course or its equivalent. Grades will not be assigned and hours will not be used in the computation of grade point averages.

Transfer Credit for Correspondence Courses

The following regulations will apply to work completed through correspondence:

Lamar State College-Orange does not offer correspondence courses but will accept for transfer and application toward an associate degree or certificate up to nine (9) semester credit hours of correspondence courses which have been satisfactorily completed in a correspondence division of an accredited college or university.

Students who desire to earn credit by correspondence and apply the credit toward a degree or certificate at LSC-O must secure the approval of their major advisor and the division chair. Forms for this purpose may be obtained in the Office of Admissions and Records.

All correspondence work in which a student is enrolled during a given semester will count as a part of the student's maximum load permitted for that semester. A student will not be given permission to exceed the maximum load by enrolling in

correspondence courses, and any correspondence work which is completed without approval will not be accepted for transfer to Lamar State College-Orange.

Correspondence work must be completed, and an official transcript showing the grades and credits earned must be filed in the Office of Admissions and Records at LSC-O no later than 14 days before the date of graduation. If credit is filed after this period, the student's graduation may be deferred to the following semester or summer. It is the student's responsibility to have an official transcript sent to the Office of Admissions and Records at LSC-O from the Registrar's Office where the correspondence work was completed.

Correspondence courses will not be approved for students who are ineligible to enroll at LSC-O, for those students who may be on academic or disciplinary probation or suspension and/or for beginning freshmen prior to registration at LSC-O. Also, correspondence courses may not be used to repeat courses.

A maximum of nine (9) semester credit hours may be earned through correspondence work and applied toward a degree or certificate at LSC-O; the work normally should be in general education, minor or elective areas. Correspondence work cannot be used to satisfy major field requirements.

Transfer Credit Evaluation

Credit earned at other accredited institutions may be considered for credit by Lamar State College-Orange according to the following policies; however, credit evaluation is not automatic:

- Official transcripts reflecting all completed coursework must be sent directly to Lamar State College-Orange Admissions and Records Office from the issuing institution.
- A completed Transfer Credit Evaluation Request form must be completed and turned in to the Admission and Records Office. Transfer credit evaluation will not be processed until all official transcripts have been received.
- Courses will be transferred as credit only, and the grades will not be used in calculating students' GPAs except in the case of honor graduates, where all courses attempted will be used in calculating the cumulative grade point average for the determination of honors.
- "D" grades earned at other institutions are transferable, but departments may refuse to count them toward degrees.
- Transfer students completing Transfer Credit Evaluation Requests will be informed of the amount of credit that will transfer no later than the end of the first academic term in which they are enrolled.

Transfer of Military Credit

Credit may be granted for military experience. A completed Transfer Credit Evaluation Request form must be completed and turned into the Admission & Records Office. Credit will be evaluated upon the evaluation recommendations outlined in the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. Students must submit the following documents:

- Form DD214
- Military Transcript Summary

Testing and Placement

The Texas Success Initiative

The purpose of the Texas Success Initiative is to ensure that students enrolled in Texas public colleges and universities possess the academic skills needed to perform effectively in college-level coursework.

All students subject to the requirements of the Texas Success Initiative must take the Texas Higher Education Assessment (THEA) or the ASSET test. Students must present scores to register for classes unless otherwise exempt. Students who have missed all reasonable institutional testing opportunities, through no fault of their own, may register for classes, but must take the THEA or ASSET not later than the end of the first semester of enrollment. Students who fail to test during the designated semester will not be permitted to re-enroll in any courses other than non-degree credit courses until they have tested.

The following students shall be exempt from the requirements of the Texas Success Initiative:

- For a period of five years from the date of testing, a student who is tested and performs at or above the following standards:
 - ACT*: composite score of 23 with a minimum of 19 on both the English and mathematics tests;
 - Scholastic Assessment Test (SAT)*: a combined verbal and mathematics score of 1,070 with a minimum of 500 on both the verbal and the mathematics tests
- For a period of three years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1,770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test
- A student who has graduated with an associate or baccalaureate degree from an institution of higher education
- A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of

- higher education and who has satisfactorily completed nine hours of college-level coursework as determined by the receiving institution
- A student who has previously attended any institution and has been determined to have met readiness standards by that institution
- A student who is enrolled in a certificate program of one year or less (Level-I certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute or a public state college
- A student who is serving on active duty as a member of the Armed Forces of the United States, the Texas National Guard or as a member of a reserve component of the Armed Forces of the United States and has been serving for at least three years preceding enrollment
- A student who on or after August 1, 1990 was honorably discharged, retired or released from active duty as a member of the Armed Forces of the United States or the Texas National Guard or service as a member of a reserve component of the Armed Forces of the United States.

Otherwise, all full-time and part-time students enrolled in a college-level certificate (see counselors for exceptions) or degree program must take the THEA (Texas Higher Education Assessment) or ASSET examination for reading, writing and mathematical skills.

At Lamar State College-Orange all Level II certificate and degree-seeking students must take the THEA or ASSET for placement purposes. Texas Success Initiative requirements do not apply to Level I certificates.

Pre-collegiate courses, such as developmental reading, writing and math, are not counted in calculating the credit hours for meeting testing requirements.

For further information please contact the Testing Center at (409) 882-3330.

Entering LSC-O students who are not otherwise exempt must take the ASSET or THEA prior to registration.

Mathematics and English Placement

Diagnostic placement tests in mathematics and English are required for all students who are enrolling in math and/or English for the first time to determine the course most appropriate for the individual's skill level. Results of this test are used for placement into the appropriate level math course. While most students will take only one exam, it is possible that a few may need to take additional exams to determine placement. The math tests take 60 minutes each, and test results will normally be available immediately. English tests take 25 minutes. Although maintained in records for student advising, scores do not appear on the student transcript.

Successful completion of the Texas Success Initiative requirements **does not eliminate** the requirement for math and English placement testing. Students who have received passing grades in math and/or English courses may continue with the next course in the sequence. Students who have failed or dropped will re-enroll

at the level indicated previously. The division chair can provide additional information about placement.

Developmental Writing and Reading Courses

All TSI-required students and those who are enrolling in English composition for the first time will be required to take a writing placement test upon entry to Lamar State College-Orange. College policy requires that all full-time students register for freshman English until credit for six semester credit hours is earned. A student who does not successfully place into English composition may be required to enroll in a developmental reading and/or developmental writing course.

Graduation With Honors

To be designated as an honor graduate, a student must

- have completed at least 30 semester hours at Lamar State College-Orange; and
- have a grade point average of at least 3.5 for all coursework attempted at Lamar State College-Orange and all attempted work at other institutions attended.

A grade point average of 3.5-3.64 qualifies a student for "honors" (cum laude), 3.65-3.79 for "high honors" (magna cum laude) and 3.80-4.00 for "highest honors" (summa cum laude).

Grades earned the semester of graduation are included in the calculation of grade point averages for honors. Both diplomas and permanent records indicate graduation honors.

Second Associate Degree

When another associate degree is taken simultaneously or has been taken previously, the second associate degree may be granted upon the completion of all required work for the second degree. A total of 15 semester hours above the number required for the degree having the greater semester hour requirements must be completed.

Graduation Under a Particular Catalog

A student normally is entitled to graduate under the degree provisions of the catalog in effect at the time of the first completed semester of enrollment with this exception: **a catalog more than seven years old shall not be used.**

The program of the student who interrupts enrollment for reasons other than involuntary military service for more than one calendar year shall be governed by the catalog in effect at the time of the student's re-entry to the college. The student who interrupts enrollment for involuntary military service must re-enroll within one year from the date of separation from military service in order for this provision to apply. For these purposes enrollment shall be defined as registration for and

successful completion of at least one course during an academic term. A student forced to withdraw for adequate cause before completion of a course may petition for a waiver of this provision at the time of withdrawal.

The program of the student who changes a major from one department to another within the college shall be governed by the degree requirements in effect at the time the change of major becomes effective.

At the discretion of the division chair, the student will be required to comply with all changes in the curriculum made subsequent to the year in which the student was enrolled. Deletions and additions of courses will be of approximately equal credit so that no student will have an overall appreciable increase of total credits required for graduation.

Graduate Guarantee Policy

Lamar State College-Orange guarantees that students who successfully complete two-year programs of study in vocational/technical fields will have the job skills for entry-level employment in the occupational fields for which they have been trained. Graduates with associate of applied science (AAS) degrees who are judged by their employers to lack these basic skills will be entitled to a maximum of twelve (12) additional credit hours of tuition-free training in their field of study.

The following conditions apply to this graduate guarantee policy:

- The graduate must have earned the AAS degree beginning May 1993 or thereafter in a technical, vocational or occupational program published in the college catalog.
- The graduate must have completed the AAS degree at Lamar State College-Orange with a minimum of 75 percent of the necessary credits earned at Lamar State College-Orange and must have completed the degree program within a four-year time span from the date of initial enrollment.
- Graduates must be employed full time in job fields directly related to their AAS programs of study as certified by the appropriate academic officer.
- Employment must commence within 12 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by Lamar State College-Orange as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, division chair and other appropriate academic officers will agree upon a written plan for educational retraining.
- Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.

- The graduate and/or employer is responsible for all costs associated with enrollment **except** tuition. This includes fees, books, insurance, uniforms and other course-related expenses.
- The guarantee does not imply that a graduate will pass any licensing or qualifying examinations for a particular career.
- A graduate's sole remedy against the institution and its employees for skill deficiencies shall be limited to 12 hours of tuition-free education as outlined under the conditions described above.
- A request to implement the graduate guarantee policy can be initiated through a written contract with the president's office within 90 days of the graduate's initial employment.

Programs of Study

Programs of Study

Degrees and Certificates

Lamar State College-Orange offers courses which are equivalent in content and quality to freshman and sophomore courses at all Texas four-year colleges and universities. Students can complete programs of study, preparing them to transfer to four-year institutions or to seek immediate employment. Those students seeking personal enrichment or new or updated job skills will also find what they need at Lamar State College-Orange.

Lamar State College-Orange is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate of arts, associate of science and associate of applied science degrees and certificates of completion and is also accredited by the Texas Board of Vocational Nurse Examiners, the Texas Board of Nurse Examiners, the Board of Directors of the American Society of Health-System Pharmacists and the National Accrediting Agency for Clinical Laboratory Sciences, the Texas Department of Health and The American Dental Association.

Associate of Science (AS) Degrees

Associate of science degrees are designed for transfer to four-year institutions and form the basis for several career options and concentrations. The student must select courses that provide the best preparation for transfer in a particular major field at the specific institution planned for transfer.

The AS curricula found in this section include electives as well as required courses for particular concentrations of study. It is imperative that a transferring student work closely with an academic advisor to plan a successful program for the selected senior institution. Students pursuing associate of science degrees must meet the testing requirements of the Texas Success Initiative (TSI).

Associate of Applied Science (AAS) Degrees

Curricula leading to the AAS degrees are intense programs of study designed to prepare students for employment after graduation. All programs are developed to ensure that students achieve competencies in job skills. Some courses may transfer to four-year institutions, but students planning to pursue bachelors' degrees should work closely with academic advisors to plan for successful transfer of coursework. Requirements for the AAS degree include general education courses, specified courses in the chosen area of study and a capstone or external learning experience course. Students pursuing associate of applied science degrees must meet the testing requirements of the Texas Success Initiative.

Certificate (C)

Certificate programs are traditionally one-year courses of study that provide specialized technical career training. Successful students develop essential skills and gain technical background that prepares them to enter the workforce. All certificate programs offered at Lamar State College-Orange are exempt from the testing requirements of the Texas Success Initiative (TSI), except administrative assistant, medical administrative assistant, vocational nursing and the Level II certificate in emergency medical services-paramedic.

Institutional Awards

The college offers institutional awards reflecting a course or series of courses that represent achievement of a marketable skill or meet a student's self-defined educational objective.

Accelerated Certification for Educators (ACE)

LSC-O offers a high-quality teacher certification program that addresses the needs of individuals interested in a non-traditional route to the teaching profession. The Accelerated Certification for Educators (ACE) Program at Lamar State College-Orange prepares individuals who hold bachelors' degrees for teacher certification by the state of Texas.

This continuing education unit (CEU) program based on contact hours, not credit hours, is approved by the Texas Board of Educator Certification.

As one of the best resources for workforce development, LSC-O provides this teacher training for baccalaureate degreed individuals presently in business/industry seeking career changes, teachers who currently do not have permanent certifications, teachers who need content area specialty and teacher candidates who have not had success passing the ExCET/TEExES. For more information contact the program director.

PROGRAM COMPONENTS

- I. Pedagogy and Professional Responsibilities (PPR)

This component is designed to train ACE participants in classroom management techniques, best teaching practices and professional ethics in the classroom.
- II. Content Area Training

This component is designed to train ACE participants in teaching techniques used in the specific content areas.
- III. Technology Integration

This component is designed to give the ACE participant hands-on experience in designing projects to integrate the use of technology into the classroom.

IV. Internship

Participants must be “teacher of record” for two semesters before they are recommended for standard certificates.

COURSE SCHEDULE

The ACE Program is intensive, fast-tracked and modular based. Courses are held on weekday evenings and some Saturdays. Participants may enter the program in January and July. Participants can finish certification in one year if they are currently teaching.

Certification areas that are currently being offered are Generalist EC-4, Generalist 4-8, Math 4-8, Science 4-8, Language Arts/Reading 4-8, Social Studies 4-8, Math/Science 4-8, Special Education EC-12, Math 8-12, Health Science Technology Education, Trade and Industrial Education, Science 8-12, Life Science 8-12, Physical Science 8-12, English/Language Arts 8-12 and Social Studies 8-12.

Lamar State College-Orange reserves the right to modify admission and certification requirements and teaching certificate requirements in keeping with legislative acts and rules established by the Texas Higher Education Coordinating Board and the Texas State Board for Educator Certification.

Programs of Study Offered**Certificates**

Accounting Operations
 Administrative Assistant
 Business Management Information System
 CISCO Network Specialist
 Criminal Justice Corrections
 Criminal Justice
 Dental Assisting
 Emergency Medical Services-Basic
 Emergency Medical Services-Intermediate
 Emergency Medical Services-Paramedic
 Entrepreneurship
 Information Technology Support Assistant
 Medical Administrative Assistant
 Medical Office Assistant
 Medical Office Transcriptionist
 Nursing-Vocational
 Office Assistant
 Office Software Specialist
 Pharmacy Technology
 Process Technology

Associate of Applied Science

Accounting-Technical
 Business Management
 Emergency Medical Services-Paramedic
 Information Technology Support Specialist
 Medical Laboratory Technology
 Medical Office Professional
 Nursing-Upward Mobility (RN)
 Office Professional

Associate of Science

Business
 Communication
 Computer Science
 Criminal Justice
 Elementary Education
 Liberal Arts
 Natural Science
 Sociology

Institutional Award

Advanced Fire Protection Technology
 Medical Office Receptionist

Transfer and Articulation

All lower-division academic courses shall be fully transferable among public institutions in Texas. The Texas Higher Education Coordinating Board rules (Chapter 5, Subchapter S, Section 5.390) state:

Requirements and Limitations

- Each institution of higher education shall identify in its undergraduate catalog each lower-division course that is substantially equivalent to an academic course listed in the current edition of the Community College General Academic Course Guide Manual.
- All colleges and universities must identify at least 42 semester credit hours of academic courses that are substantially equivalent to courses listed in the Community College General Academic Course Guide Manual, including those that fulfill the lower-division portion of the institution's core curriculum.
- All public colleges and universities must accept for credit successfully completed courses identified in the first two bullets above as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that major.

- Each institution shall be required to accept in transfer into a baccalaureate degree the number of lower-division credit hours in a major which are allowed for their non-transfer students in that major; however,
- No institution shall be required to accept in transfer more credit hours in a major than the number set out in the applicable Coordinating Board approved Transfer Curriculum for that major, as prescribed by the current issue of the Coordinating Board's Guide to Transfer Curricula and Transfer of Credit, Transfer of Credit Policies and Curricula;
- In any major for which there is no Coordinating Board-approved Transfer Curriculum, no institution shall be required to accept in transfer more lower-division course credit in the major applicable to a baccalaureate degree than the institution allows its non-transfer students in that major; and
- A university may deny the transfer of credit in courses with a grade of "D" as applicable to the student's major.
- All senior institutions of higher education in Texas shall provide support services for transfer students equivalent to those provided to non-transfer students regularly enrolled at the institutions, including an orientation program for transfer students equivalent to that provided for entering freshmen.
- No university shall be required to accept in transfer or toward a degree more than 66 semester credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours.

Resolution of Transfer Disputes for Lower-Division Courses

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

- 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 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.
- A student who receives notice as specified above may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.

- The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with the Coordinating Board's rules and guidelines.
- 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 denial, the institution that denies the course credit for transfer shall notify the commissioner of its denial and the reasons for the denial.

The Commissioner of Higher Education or the commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

High School Tech Prep Programs

Tech Prep is a challenging course of study designed to award college credit for courses taken while in high school. Upon a student's graduation from high school and enrollment in Lamar State College-Orange, his or her high school transcript is evaluated, and the credit hours are applied to the appropriate degree plan at the end of the first semester.

Lamar State College-Orange has tech prep articulation agreements in the areas of office technology, allied health, criminal justice and process technology.

The following criteria govern the award of articulated semester-hour credit:

- The student must be identified by the secondary institution as a tech prep student.
- College credit earned by students while in high school will partially fulfill the requirements of an associate degree or certificate in an **approved** tech prep program.
- Students must earn at least a grade of "B" in the high school courses to be articulated and earn a minimum of 60 percent on the end-of-course exam for specified courses.
- College credit for articulated course(s) will be posted with a letter grade to the student's college transcript upon the successful completion of at least three semester credit hours in the Tech Prep degree plan.
- **No credit hours, whether articulated or earned, will be transcribed until a student has satisfied the testing requirements of the Texas Success Initiative (TSI).**
- No credit hours will be transcribed until after the student has graduated from high school.
- Award of articulated course credit will be considered on a case-by-case basis if more than two (2) years have elapsed since the student seeking the credit has graduated from high school.

High school students interested in this program should contact their counselors for more information.

General Graduation Requirements

Associate of Science Degree

Students must meet the following requirements for an AS degree:

- satisfy all admission requirements;
- have twenty-five (25) percent of the total semester hours required in residence at Lamar State College-Orange with a minimum of twelve (12) hours from the 2000 level, sophomore classification or from core curriculum courses;
- attain 2.00 GPA (grade points/hours attempted) on all coursework completed at LSC-O;
- attain no lower than a grade of "C" in each and every class in their major fields of study (concentration);
- have all transfer work evaluated on a credit basis only; transfer work will not be used to determine the LSC-O GPA (credit will be awarded for a transfer grade of "D"; however, if the transferred course is on the degree plan under the major field of study, a grade of "C" must be attained);
- complete the required core curriculum;
- confer with the appropriate division chair to establish a formal degree plan and complete the **associate of science** degree program as prescribed; and
- have no more than a total of fifteen (15) semester hours of credit by correspondence (maximum of 9) and/or credit by examination combined.

Associate of Applied Science Degree

Students must meet these requirements for an AAS degree:

- satisfy all admission requirements;
- have twenty-four (24) of the total semester hours required in residence at Lamar State College-Orange with twelve (12) of the twenty-four (24) in the 2000 level, sophomore classification or from core curriculum courses;
- attain 2.00 GPA (grade points/hours attempted) on all coursework completed at LSC-O;
- attain no lower than a grade of "C" in each and every class in their major fields of study (concentration);
- have all transfer work evaluated on a credit basis only; transfer work will not be used to determine the GPA (credit will be awarded for a transfer grade of

- "D"; however, if the LSC-O transferred course is on the degree plan under the major field of study, a grade of "C" must be attained);
- complete at least fifteen (15) credit hours of general education courses with a minimum of three credit hours in each of the following: natural science/mathematics, humanities/fine arts and social sciences/behavioral sciences;
- complete the **associate of applied science** degree program as prescribed; and
- have no more than a total of fifteen (15) semester hours of credit by correspondence (maximum of 9) and/or credit by examination combined.

Certificate of Completion and Institutional Award

Students must meet these requirements for a certificate of completion or institutional award:

- satisfy all admission requirements;
- complete an approved certificate or institutional award plan;
- have at least a 2.00 grade point average on all courses submitted on the certificate or institutional award plan;
- attain no lower than a "C" in each and every class in the major field of study; and
- have at least 60 percent of semester credit hours in residence at Lamar State College-Orange.

Note: All technical certificate programs are exempt from the testing requirements of the Texas Success Initiative (TSI) except administrative assistant, medical administrative assistant, vocational nursing and emergency medical services-paramedic.

Core Curriculum

If a student successfully completes the core curriculum, that block of courses may be transferred to any other Texas public institution of higher education and must be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution.

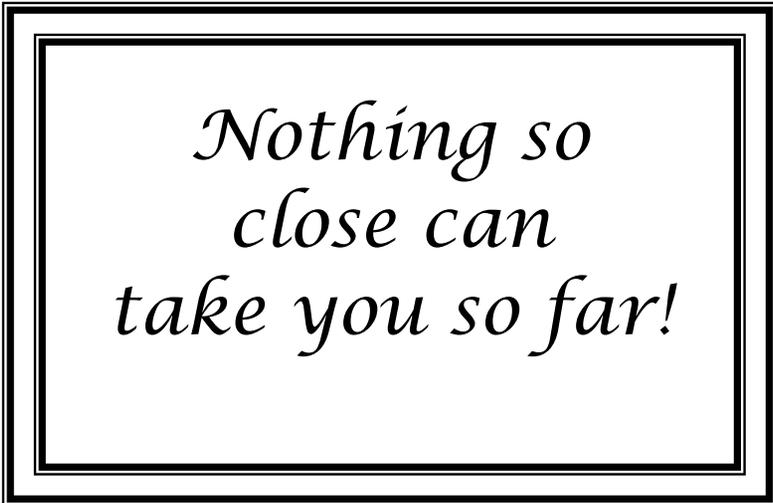
A student who transfers without completing the core curriculum shall receive academic credit within the core curriculum of the receiving institution for each of the courses that the student has successfully completed in the core of the sending institution. The student may be required to satisfy the remaining course requirements in the core curriculum of the receiving institution.

A student completing an associate of science degree must successfully complete the following core curriculum:

Credit Hrs.	Course
3	English 1301
3	English 1302
3	Math
<i>(Options: MATH 1314, 1316, 1324, 1325, 1332, 1342, 2305, 2312, 2318, 2413, 2414 or 2415)</i>	
8	Natural sciences
<i>(Options: BIOL 1406, 1407, 1408, 1409, 2401, 2402, 2420; CHEM 1405, 1407, 1411, 1412; GEOL 1403, 1404)</i>	
3	Fine arts
<i>(Options: ARTS 1301; DRAM 1310; HUMA 1315)</i>	
3	Literature
<i>(Options: ENGL 2321, 2326, 2328, 2331, 2341)</i>	
3	Philosophy 1301 or Literature
3	History 1301
3	History 1302
3	Government 2301
3	Government 2302
3	Social science elective
<i>(Options: ANTH 2346, 2351; ECON 2301, 2302; GEOG 1301, 1302, 1303; PSYC 2301; SOCI 1301)</i>	
3	Communication
<i>(Options: SPCH 1315, 2335; SGNL 1301, 2301; any foreign language)</i>	
3	Computer science course (academic courses only)
1	PHED (any physical activity course)
48	TOTAL

Any of the following courses may be taken to meet the fine arts or humanities elective in associate of applied science degree plans:

ARTS 1301	Art Appreciation
DRAM 1310	Introduction to Theater
ENGL 2321	Masterworks of British Literature
ENGL 2326	Masterworks of American Literature
ENGL 2328	Masterworks of Minority American Literature
ENGL 2331	Masterworks of World Literature
ENGL 2341	Studies in Modern Fiction
HUMA 1315	Understanding the Arts
PHIL 1301	Philosophy of Knowledge
SGNL 1301	Sign Language
SPAN 1311	Beginning Spanish I
SPAN 1312	Beginning Spanish II



*Nothing so
close can
take you so far!*

LSC-O is proud of our students and faculty!

Here are a few reasons why!

Two Lamar State College-Orange emergency medical services students were recognized at both the state and national levels of HOSA (Health Occupations Students of America) competitions.

Lamar State College-Orange's last two classes of upward mobility nursing (RN) students had 100 percent pass rates on their State Board Exams, and our vocational nursing (LVN) students currently have an 88 percent pass rate on their State Board Exams.

Andrew Preslar, instructor of English at Lamar State College-Orange since 1994, was honored as one of 15 prestigious Piper Professor Award recipients. Preslar was one of only three Texas two-year college honorees in 2002.

Accounting Operations (C)

The accounting operations certificate program is designed provide students with the accounting, computer and business knowledge and skills for entry level positions in the field of accounting in both the private and public business sectors. This includes sole proprietorships, partnerships and corporations, as well as service, merchandising and manufacturing firms. The program uses a project approach, which requires writing and mathematical calculations across the curriculum and simulates what the students will be required to do in the real world.

FIRST SEMESTER

			Cred Hrs
ACCT	2301	Principles of Accounting I (Financial)	3
ACNT	1329	Payroll and Business Tax Accounting	3
BMGT	1301	Supervision	3
BUSI	1301	Business Principles	3
COSC	1301	Microcomputer Applications	<u>3</u>
			Total Hours:15

SECOND SEMESTER

ACCT	2302	Principles of Accounting II (Managerial)	3
ACNT	1311	Introduction to Computerized Accounting	3
ECON	2301	Economics (Macro)	3
ITSW	1304	Spreadsheets	3
POFT	1301	Business English	<u>3</u>
			Total Hours:15
			Grand Total:30

Accounting-Technical (AAS)

The technical accounting program is designed to provide students with the accounting, computer and business knowledge and skills to enter into the accounting field and become full-charged bookkeepers or office managers in both the private and public business sectors. This includes sole proprietorships, partnerships and corporations, as well as service, merchandising and manufacturing firms. The program uses a project approach, which requires writing and mathematical calculations across the curriculum and simulates what the students will be required to do in the real world.

FIRST SEMESTER

			Cred Hrs
ACCT	2301	Principles of Accounting I (Financial)	3
ACNT	1329	Payroll and Business Tax Accounting	3
BMGT	1301	Supervision	3
BUSI	1301	Business Principles	3
COSC	1301	Microcomputer Applications	<u>3</u>
Total Hours:			15

SECOND SEMESTER

ACCT	2302	Principles of Accounting II (Managerial)	3
ACNT	1311	Introduction to Computerized Accounting	3
ECON	2301	Economics (Macro)	3
ITSW	1304	Spreadsheets	3
POFT	1301	Business English	<u>3</u>
Total Hours:			15

THIRD SEMESTER

BUSI	1307	Personal Finance	3
BUSI	2301	Business Law	3
ECON	2302	Economics (Micro)	3
POFI	2301	Word Processing	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1331	Business Machine Applications	<u>3</u>
Total Hours:			18

FOURTH SEMESTER

ACNT	2389	Internship Accounting-Technical	3
BUSG	2309	Small Business Management	3
POFT	2312	Business Correspondence and Communication or	
ENGL	1301	Composition I	3
Elective		Humanities/Fine Arts	3
Elective		Math/Science	<u>3</u>
Total Hours:			15
Grand Total:			63

Administrative Assistant (C)

This program consists of a core of administrative courses designed to develop basic skills and various specialized courses. In addition to basic keyboarding and office skills, students will receive training in accounting, oral and written business communications, personal development and computer operations, which will include a variety of software packages. Administrative assistants perform administrative and office support activities for multiple supervisors. Extensive software skills, as well as Internet research abilities and strong communication skills, are required. To graduate, students must type 55 net words a minute **and** 10-key 160 strokes a minute with fewer than five errors at least **five** times on 5-minute timings.

FIRST SEMESTER

			Cred Hrs
COSC	1301	Microcomputer Applications	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1331	Business Machine Applications	<u>3</u>
Total Hours:			15

SECOND SEMESTER

POFI	2301	Word Processing	3
POFT	1349	Administrative Office Procedures II	3
POFT	2301	Document Formatting and Skillbuilding	3
POFT	2312	Business Correspondence and Communication	3
SPCH	1318	Interpersonal Communication	<u>3</u>
Total Hours:			15

THIRD SEMESTER

ACCT	2301	Principles of Accounting I (Financial)	3
BUSI	1301	Business Principles	3
ITSW	1304	Spreadsheets	3
ITSW	1307	Database	3
ITSW	2331	Advanced Word Processing	3
POFT	2303	Speed and Accuracy Building	<u>3</u>
Total Hours:			18
Grand Total:			48

Business (AS)

This is a **recommended** curriculum only. Some courses may be taken in different order, and students do not have to complete the degree in four semesters. Students in remediation will require a different course sequence. All interested students should see the Business and Technology Division chair for degree plans.

FIRST SEMESTER			Cred Hrs
ACCT	2301	Principles of Accounting I (Financial)	3
COSC	1301	Microcomputer Applications	3
ECON	2302	Principles of Economics (Micro)	3
ENGL	1301	Composition I	3
HIST	1301	U.S. History Before 1877	3
PHED		Physical Activity	<u>1</u>
Total Hours:			16

SECOND SEMESTER			
ACCT	2302	Principles of Accounting II (Managerial)	3
BUSI	1301	Business Principles	3
ECON	2301	Principles of Economics (Macro)	3
ENGL	1302	Composition II	3
HIST	1302	U.S. History Since 1877	<u>3</u>
Total Hours:			15

THIRD SEMESTER			
GOVT	2301	Introduction to American Government I	3
MATH	1314	College Algebra or	
MATH	1324	Mathematics for Business Applications	3
Elective		Communication *	3
Elective		Literature *	3
Elective		Natural Science w/lab *	<u>4</u>
Total Hours:			16

FOURTH SEMESTER			
GOVT	2302	Introduction to American Government II	3
PHIL	1301	Intro to Philosophy or Literature *	3
Elective		Humanities/Fine Arts *	3
Elective		Natural Science w/lab *	4
Elective		Social Science *	<u>3</u>
Total Hours:			16
Grand Total:			63

* **OPTIONS:** Communication--SPCH 1315, 2335; or modern language including SGNL 1301, 2301; or Spanish. Fine Arts--ARTS 1301; DRAM 1310; HUMA 1315; MUSI 1306. Literature--ENGL 2321, 2326, 2327, 2328, 2331, 2370. Natural Science--BIOL 1406, 1407, 1408, 1409, 2401, 2402, 2420; CHEM 1405, 1407, 1411, 1412; GEOL 1403, 1404; PHYS 1401. Social Science--ANTH 2346, 2351; GEOG 1301, 1302, 1303; PSYC 2301; SOCI 1301.

Business Management (AAS)

This program prepares individuals to be either general managers, supervisors, foremen or superintendents or to own small businesses. Students will complete some basic education courses in addition to a well-planned core of business management course work. In the second year the internship gives students the opportunity to put into practice what they have learned.

FIRST SEMESTER			Cred Hrs
ACCT	2301	Principles of Accounting I (Financial)	3
BMGT	1301	Supervision	3
BUSI	1301	Business Principles	3
COSC	1301	Microcomputer Applications	3
ECON	2302	Principles of Economics (Micro)	<u>3</u>
Total Hours:			15

SECOND SEMESTER			
ACCT	2302	Principles of Accounting II (Managerial)	3
ACNT	1311	Introduction to Computerized Accounting	3
ECON	2301	Principles of Economics (Macro)	3
ITSW	1304	Spreadsheets	3
POFT	1301	Business English	<u>3</u>
Total Hours:			15

THIRD SEMESTER			
BUSI	1307	Personal Finance	3
BUSI	1311	Salesmanship	3
BUSI	2301	Business Law	3
POFI	2301	Word Processing	3
POFT	2312	Business Correspondence and Communication	<u>3</u>
Total Hours:			15

FOURTH SEMESTER			
BMGT	2389	Internship--Management	3
BUSG	2309	Small Business Management	3
MRKG	1311	Principles of Marketing	3
Elective		Natural Science/Math	3
Elective		Humanities/Fine Arts *	<u>3</u>
Total Hours:			15
Grand Total:			60

* **OPTIONS:** Communication--SPCH 1315, 2335; or modern language including SGNL 1301, 2301; or Spanish. Fine Arts--ARTS 1301; DRAM 1310; HUMA 1315. Literature--ENGL 2321, 2326, 2327, 2328, 2331, 2341; PHIL 1301.

Business Management w/Concentration in Information Systems (C)

This program provides office workers, managers, professionals and other interested participants with the opportunity to develop and refine their skills in a variety of current personal computer software applications common in today's work environment.

The program is designed to enable practicing managers to acquire or refresh knowledge and skills in this area. This knowledge is valuable not only to general managers but also to specialists in accounting, management information systems, finance, operations management, health care, marketing, human resources and strategic planning.

FIRST SEMESTER			Cred Hrs
ACCT	2301	Principles of Accounting I (Financial)	3
BMGT	1301	Supervision	3
BUSI	1301	Business Principles	3
COSC	1301	Microcomputer Applications	3
ECON	2302	Principles of Economics (Micro)	<u>3</u>
Total Hours:			15
SECOND SEMESTER			
ACCT	2302	Principles of Accounting II (Managerial)	3
ACNT	1311	Introduction to Computerized Accounting	3
ECON	2301	Principles of Economics (Macro)	3
ITSW	1304	Spreadsheets	3
POFT	1301	Business English	<u>3</u>
Total Hours:			15
THIRD SEMESTER			
BCIS	2390	System Analysis and Design	3
ITSW	1307	Database	3
POFI	2301	Word Processing	<u>3</u>
Total Hours:			9
Grand Total:			39

CISCO Network Specialist (C)

This certificate is recommended for students who plan to pursue careers as network technicians, network engineers, network administrators and network help-desk staff. This program prepares students to certify as a Cisco Certified Network Associate (CCNA). All interested students should see the business and technology director for degree plans.

FIRST SEMESTER			Cred Hrs
ITCC	1302	Networking Basics Cisco I	3
ITCC	1306	Routers and Routing Basics Cisco 2	<u>3</u>
Total Hours:			6
SECOND SEMESTER			
ITCC	1342	Switching Basics and Intermediate Routing Cisco 3	3
ITCC	1346	WAN Technologies Cisco 4	3
Elective		IT course*	<u>3</u>
Total Hours:			9
Grand Total:			15

*Options: BCIS 1310, 1316, 2390; COSC 1301, 1320, 2420; ITSC 1313, 1321, 1325, 2339; ITSW 1304, 1307, 2331

Communication (AS)

This degree is recommended for students who plan to pursue bachelor of science degrees in communication.

This is a **recommended** curriculum only. Some courses may be taken in different order, and students do not have to complete the degree in four semesters. All interested students should see the Liberal Arts Division chair for degree plans.

FIRST SEMESTER			Cred Hrs
ENGL	1301	Composition I	3
PHED		Physical Activity	1
SPCH	1315	Public Speaking	3
Elective		Natural Science with lab *	4
Elective		Social Science *	<u>3</u>
Total Hours:			14
SECOND SEMESTER			
ENGL	1302	Composition II	3
GOVT	2301	Introduction to American Government I	3
SPCH	1311	Introduction to Speech Communication	3
Elective		Natural science with lab *	<u>4</u>
Total Hours:			13
THIRD SEMESTER			
GOVT	2302	Introduction to American Government II	3
HIST	1301	U.S. History Before 1877	3
MATH	1314	College Algebra or	
MATH	1332	Math for Liberal Arts	3
PHIL	1301	Introduction to Philosophy or Literature	3
SPCH	2335	Argumentation and Debate	3
Elective		Literature *	<u>3</u>
Total Hours:			18
FOURTH SEMESTER			
COSC	1301	Microcomputer Applications	3
HIST	1302	U.S. History Since 1877	3
SPCH	1318	Interpersonal Communication	3
SPCH	2341	Oral Interpretation of Literature	3
Elective		Fine arts *	<u>3</u>
Total Hours:			15
Grand Total:			60

* OPTIONS: *Fine Arts*—ARTS 1301; DRAM 1310; HUMA 1315. *Literature*—ENGL 2321, 2326, 2328, 2331, 2341. *Natural Science*—BIOL 1406, 1407, 1408, 1409, 2401, 2402, 2420; CHEM 1405, 1407, 1411, 1412; GEOL 1403, 1404; PHYS 1401, 1405, 1407, 2425. *Social Science*—ANTH 2346, 2351; ECON 2301, 2302; GEOG 1301, 1302, 1303; PSYC 2301; SOCI 1301.

Computer Science (AS)

This degree is recommended for students who plan to pursue bachelor of science degrees in computer science. This is a **recommended** curriculum only. Some courses may be taken in different order, and students do not have to complete the degree in four semesters. All interested students should see the business and technology director for degree plans.

FIRST SEMESTER			Cred Hrs
COSC	1301	Microcomputer Applications	3
ENGL	1301	Composition I	3
HIST	1301	U.S. History Before 1877	3
MATH	1314	College Algebra	3
PHED		Physical activity	1
Elective		Communication*	<u>3</u>
Total Hours:			16
SECOND SEMESTER			
BCIS	1310	Programming Methodology	3
ENGL	1302	Composition II	3
HIST	1302	U.S. History Since 1877	3
MATH	2305	Discrete Mathematics	3
Elective		Fine Arts*	<u>3</u>
Total Hours:			15
THIRD SEMESTER			
COSC	1320	Introductory C++ Programming	3
ENGL		Literature *	3
GOVT	2301	Introduction to American Government I	3
Elective		Natural Science w/lab *	4
Elective		Social Science*	<u>3</u>
Total Hours:			16
FOURTH SEMESTER			
COSC	2420	Advanced C++ Programming	4
GOVT	2302	Introduction to American Government II	3
PHIL	1301	Intro to Philosophy or Literature	3
Elective		Natural Science w/lab *	4
Elective		Computer Science*	<u>3</u>
Total Hours:			17
Grand Total:			64

* OPTIONS: *Communication*—SPCH 1315, 2335; or modern language including SGNL 1301, 2301; or Spanish. *Computer Science*—BCIS 1316, 2390; *Fine Arts*—ARTS 1301; DRAM 1310; HUMA 1315. *Literature*—ENGL 2321, 326, 2327, 2328, 2331, 2341. *Natural Science*—BIOL 1406, 1407, 1408, 1409, 2401, 2402, 2420; CHEM 1405, 1407, 1411, 1412; GEOL 1403, 1404; PHYS 1401. *Social Science*—ANTH 2346, 2351; ECON 2301, 2302; GEOG 1301, 1302, 1303; PSYC 2301; SOCI 1301.

Corrections (C)

This certificate will provide training for students interested in preparing themselves for careers as county jailers. Upon completion of this certificate, students may apply most of their coursework to the 30 credit-hour criminal justice certificate or the associate degree program in criminal justice.

FIRST SEMESTER			Cred Hrs
CRIJ	1301	Intro to Criminal Justice	3
CRIJ	2314	Criminal Investigation	3
CRIJ	2323	Legal Aspects of Law Enforcement	<u>3</u>
Total Hours:			9
SECOND SEMESTER			
CJCR	1381	Co-op in Criminal Justice or	
CJCR	1400	Basic Jail Course*	3/4
CRIJ	2313	Correctional Systems and Practices	<u>3</u>
Total Hours:			6-7
Grand Total:			15-16

Students must have a course grade of "C" or better in all CRIJ or CJCR courses on the degree plan and an overall 2.0 grade point average in order to graduate with a certificate in criminal justice. *Students taking CJCR 1400 must take CJCR 1381 as a co-requisite.

Criminal Justice (AS)

This degree is recommended for students who plan to pursue bachelor of science or bachelor of arts degrees in criminal justice or for students seeking employment in law enforcement or criminal justice fields.

This is a **recommended** curriculum only. Some courses may be taken in different order, and students do not have to complete the degree in four semesters. Students in remediation will require a different course sequence. All interested students should see the Liberal Arts Division chair for degree plans.

FIRST SEMESTER			Cred Hrs
CRIJ	1301	Introduction to Criminal Justice	3
CRIJ	2314	Criminal Investigation	3
ENGL	1301	Composition I	3
PHED		Physical Activity	1
Elective		Natural Science w/lab *	<u>4</u>
Total Hours:			14

SECOND SEMESTER			
CRIJ	1307	Crime in America or CRIJ 1313 Juvenile Justice or CRIJ 2323 Legal Aspects of Law Enforcement	3
ENGL	1302	Composition II	3
GOVT	2301	Introduction to American Government I	3
Elective		Fine Arts *	3
Elective		Natural Science w/lab *	4
Elective		Social Science *	<u>3</u>
Total Hours:			19

THIRD SEMESTER			
CRIJ	1310	Fundamentals of Criminal Law	3
CRIJ	2328	Police Systems and Practices	3
GOVT	2302	Introduction to American Government II	3
HIST	1301	U.S. History Before 1877	3
MATH	1314	College Algebra or	
MATH	1332	Math for Liberal Arts	3
Elective		Literature *	<u>3</u>
Total Hours:			18

FOURTH SEMESTER			
COSC	1301	Microcomputer Applications	3
CRIJ	1306	Court Systems and Practices	3
CRIJ	2313	Correctional Systems and Practices	3
HIST	1302	U.S. History Since 1877	3
PHIL	1301	Introduction to Philosophy or Literature*	3
SPCH	1315	Public Speaking or SPCH *	<u>3</u>
Total Hours:			18
Grand Total:			69

***OPTIONS:** *Communication*--SPCH 1315, 2335; or modern language including SGNL 1301, 2301; or Spanish. *Fine Arts*--ARTS 1301; DRAM 1310; HUMA 1315. *Literature*--ENGL 2321, 2326, 2328, 2331, 2314. *Natural Science*--BIOL 1406, 1407, 1408, 1409, 2401, 2402, 2420; CHEM 1405, 1407, 1411, 1412; GEOL 1403, 1404; PHYS 1401. *Social Science*--ANTH 2346, 2351; ECON 2301, 2302; GEOG 1301, 1302, 1303; PSYC 2301; SOCI 1301.

Criminal Justice (C)

This curriculum will prepare students for entry into a field of professional corrections by combining both academic and technical concepts.

These fields have a high demand for well-trained and educated individuals who are committed to serve the public. Upon completion of this program, students may apply their coursework toward an associate degree program.

FIRST SEMESTER			Cred Hrs.
CRIJ	1301	Introduction to Criminal Justice	3
CRIJ	1306	Court Systems and Practices	3
CRIJ	2314	Criminal Investigation	3
CJCR	1400	Basic Jail Course* or free elective	3
POFT	1301	Business English or	
ENGL	1301	Composition I	<u>3</u>
Total Hours:			15
SECOND SEMESTER			
CJCR	1381	Co-op in Criminal Justice	3
CRIJ	1307	Crime in America or	
CRIJ	1313	Juvenile Justice	3
CRIJ	1310	Fundamentals of Criminal Law	3
CRIJ	2313	Correctional Systems and Practices	3
CRIJ	2328	Police Systems and Practices	<u>3</u>
Total Hours:			15
Grand Total:			30

Students taking CJCR 1400 must take CJCR 1381 as a co-requisite.

Dental Assisting (C)

The Dental Assisting Program is competency-based and will teach the appropriate skills, knowledge and perspectives needed to succeed within the dental assisting field. Students will be given the opportunity to attain competence in oral and written communications as well as skills specific to the workplace.

The 40-credit-hour curriculum was developed, using the American Dental Association's guidelines and should prepare students for the certification examination through the Dental Assisting National Board.

Admission requirements are that students be at least 18 years of age and have high school diplomas or G.E.D. certificates. Students in the program are waived from TSI requirements. However, LSC-O may require a placement test for the English course.

Students must maintain 75 percent averages in all dental assisting courses and satisfactory (S) grades for clinical experiences in order to progress to the next course in the sequence. Students must have course grades of "C" or better in all DNTA courses listed on the dental assisting degree plan and an overall 2.0 grade point averages in order to graduate with certificates in dental assisting.

FIRST SEMESTER			Cred Hrs
DNTA	1305	Dental Radiology I	3
DNTA	1311	Dental Science	3
DNTA	1315	Chairside Assisting	3
DNTA	1401	Dental Materials	4
SPCH	1318	Interpersonal Communication	<u>3</u>
Total Hours:			16
SECOND SEMESTER			
DNTA	1241	Dental Laboratory Procedures	2
DNTA	1245	Preventive Dentistry	2
DNTA	1249	Dental Radiology Techniques	2
DNTA	1251	Dental Office Management	2
DNTA	1353	Dental Assisting Applications	3
DNTA	1660	Clinical I-Dental Assistant	<u>6</u>
Total Hours:			17
SUMMER I SEMESTER			
ENGL	1301	Composition I	<u>3</u>
Total Hours:			3
SUMMER II SEMESTER			
DNTA	2461	Clinical II-Dental Assistant	<u>4</u>
Total Hours:			4
Grand Total:			40

Elementary Education (AS)

This degree is recommended for students who plan to pursue bachelor of science degrees in elementary education (interdisciplinary studies).

This is a **recommended** curriculum only. Some courses may be taken in different order, and students do not have to complete the degree in four semesters.

Students in remediation will require a different course sequence. All interested students should see the Liberal Arts Division chair for degree plans.

FIRST SEMESTER

			Cred Hrs
ENGL	1301	Composition I	3
CHEM	2470	Integrated Chemistry	4
COSC	1301	Microcomputer Applications	3
GOVT	2301	Introduction to American Government I	3
PHED		Physical activity	<u>1</u>
Total Hours:			14

SECOND SEMESTER

ENGL	1302	Composition II	3
MATH	1314	College Algebra	3
PHIL	1301	Intro to Philosophy	3
PHYS	2470	Integrated Physics	4
Elective		Toward BS degree	<u>3</u>
Total Hours:			16

THIRD SEMESTER

GOVT	2302	Introduction to American Government II	3
HIST	1301	U.S. History Before 1877	3
PHED	1304	Health and Wellness	3
SPCH	1315	Public Speaking	3
Elective		Literature *	<u>3</u>
Total Hours:			15

FOURTH SEMESTER

DRAM	1310	Introduction to Drama	3
HIST	1302	U.S. History Since 1877	3
MATH	1350	Fundamentals of Mathematics	3
PSYC	2301	Introduction to Psychology or	3
SOCI	1301	Introduction to Sociology	3
Elective		Toward BS degree	<u>3</u>
Total Hours:			15
Grand Total:			60

***OPTIONS:** *Literature*--ENGL 2321, 2326, 2328, 2331, 2341. *Natural Science*--BIOL 1406, 1407, 1408, 1409, 2401, 2402, 2420; CHEM 1405, 1407, 1411, 1412; GEOL 1403, 1404; PHYS 1401.

Emergency Medical Services Paramedic (AAS)

Students will be eligible to sit for the NREMT-Basic Certification Exam upon successful completion of EMSP 1501-EMT Basic and EMSP 2160-Clinical I Basic (6 credit hours) or EMSP 1305-Emergency Care Attendant, EMSP 1313-EMT Basic Completer Course, and EMSP 2160-Clinical I Basic (7 credit hours).

To be considered for admission to the Emergency Medical Services Program the **student is responsible** for submitting ALL of the following to the Allied Health Department:

- an application to the Emergency Medical Services Program
- a certification number and expiration date for current EMS certification (if applicable)
- transcript(s) of all college work completed at schools, **including** LSC-O and any of the other campuses. All transcriptions should be obtained from the college attended (including those from any of the Lamar campuses) and submitted with the application
- one reference request form completed by a former or current employer. The form is in the application packet available in the Allied Health office or EMS director's office.

After acceptance to the program, students must provide documentation of health status by a physician or nurse practitioner on the form provided and a current CPR card at the health provider level. Students must keep current CPR cards throughout enrollment in the EMS Program. Students must satisfy TSI requirements.

A student may enter the program as an EMT-Basic, EMT-Intermediate or an EMT-Paramedic dependent on current TDH or NREMT certification at that level.

Emergency Medical Services Paramedic (AAS)

SPRING SEMESTER			Cred Hrs
EMSP	1501	Emergency Medical Technology-Basic or	5
EMSP	1305	Emergency Care Attendant and	3
EMSP	1313	Emergency Medical Technology-Basic Completer Course	3
EMSP	1338	Introduction to Advanced Practice	3
EMSP	1355	Trauma Management	3
EMSP	1356	Patient Assessment/Airway Management	3
EMSP	2160	Clinical I-Basic	<u>1</u>
Total Hours:			15-16

SUMMER SEMESTER			
BIOL	2401	Human Anatomy and Physiology I	4
SPCH	1318	Interpersonal Communication	<u>3</u>
Total Hours:			7

FALL SEMESTER			
BIOL	2402	Human Anatomy and Physiology II	4
EMSP	2261	Clinical II-Intermediate	2
EMSP	2434	Medical Emergencies	4
EMSP	2444	Cardiology	<u>4</u>
Total Hours:			14

SPRING SEMESTER			
EMSP	2162	Clinical III-Paramedic	1
EMSP	2330	Special Populations	3
EMSP	2332	Mass Disaster Response	3
EMSP	2338	EMS Operations	3
MATH	1324	Mathematics for Business or	
MATH	1314	College Algebra	<u>3</u>
Total Hours:			13

SUMMER SEMESTERS			
EMSP	2348	Emergency Pharmacology	3
ENGL	1301	Composition I or	
SPAN	1311	Beginning Spanish I	3
Elective		Humanities/Fine Arts	<u>3</u>
Total Hours:			9

FALL SEMESTER			
COSC	1301	Microcomputer Applications	3
EMSP	2345	EMS Supervision/Management or	
EMSP	2300	Methods of Teaching	3
EMSP	2463	Clinical IV-Paramedic	4
PSYC	2311	Adult Development and Aging or	
SOCI	2372	Social Gerontology	<u>3</u>
Total Hours:			15
Grand Total:			71-72

*Students are eligible to sit for the TDH instructor exam upon completion of this course and certification as an EMT-B, EMT-I or EMT-P.

Emergency Medical Services Level I Certificate of Proficiency-Basic (C)

Students will be eligible to sit for the NREMT-Basic Certification Exam upon successful completion of EMSP 1501-EMT Basic and EMSP 2160-Clinical I Basic (6 credit hours) or EMSP 1305-Emergency Care Attendant, EMSP 1313-EMT Basic Completer Course, and EMSP 2160-Clinical I Basic (7 credit hours).

FIRST SEMESTER			Cred Hrs
EMSP	1501	Emergency Medical Technology-Basic or	5
EMSP	1305	Emergency Care Attendant and	3
EMSP	1313	Emergency Medical Technology-Basic Completer Course	3
EMSP	1338	Introduction to Advanced Practice	3
EMSP	1355	Trauma Management	3
EMSP	1356	Patient Assessment/Airway Management	3
EMSP	2160	Clinical I-Basic	<u>1</u>
Total Hours:			15-16
Grand Total:			15-16

Emergency Medical Services Level I Certificate of Proficiency- Intermediate (C)

Students will be eligible to sit for the NREMT-Intermediate Certification Exam if they are certified EMT-Basic and upon successful completion of EMSP 1338-Introduction to Advanced Practice, EMSP 1356-Patient Assessment/Airway Management, EMSP 1355-Trauma Management and EMSP 2261-Clinical II-Intermediate (11 credit hours).

SPRING SEMESTER			Cred Hrs
EMSP	1501	Emergency Medical Technology-Basic or	5
EMSP	1305	Emergency Care Attendant and	3
EMSP	1313	Emergency Medical Technology-Basic Completer Course	3
EMSP	1338	Introduction to Advanced Practice	3
EMSP	1355	Trauma Management	3
EMSP	1356	Patient Assessment/Airway Management	3
EMSP	2160	Clinical I EMT-Basic	<u>1</u>
Total Hours:			15-16
FALL SEMESTER			
EMSP	2261	Clinical II-Intermediate	2
EMSP	2434	Medical Emergencies	4
EMSP	2444	Cardiology	<u>4</u>
Total Hours:			10
Grand Total:			25-26

Emergency Medical Services Level II Certificate of Proficiency-Paramedic (C)

Students will be eligible for NREMT-Paramedic certification if they are certified at the EMT-Intermediate level and after successful completion of EMSP 2444-Cardiology, EMSP 2434-Medical Emergencies, EMSP 2348-Emergency Pharmacology, EMSP 2162-Clinical III-Paramedic, EMSP 2330-Special Populations, EMSP 2338-EMS Operations, EMSP 2332 Mass Disaster Response, EMSP 2463-Clinical IV-Paramedic and EMSP 2345-EMS Supervision/Management or EMSP 2300-Methods of Teaching (31 credit hours).

SPRING SEMESTER			Cred Hrs
EMSP	1501	Emergency Medical Technology-Basic or	5
EMSP	1305	Emergency Care Attendant and	3
EMSP	1313	Emergency Medical Technology-Basic Completer Course	3
EMSP	1338	Introduction to Advanced Practice	3
EMSP	1355	Trauma Management	3
EMSP	1356	Patient Assessment/Airway Management	3
EMSP	2160	Clinical I EMT-Basic	<u>1</u>
Total Hours:			15-16
FALL SEMESTER			
EMSP	2261	Clinical II-Intermediate	2
EMSP	2434	Medical Emergencies	4
EMSP	2444	Cardiology	<u>4</u>
Total Hours:			10
SUMMER SEMESTER			
EMSP	2348	Emergency Pharmacology	<u>3</u>
Total Hours:			3
SPRING SEMESTER			
EMSP	2162	Clinical III-Paramedic	1
EMSP	2330	Special Populations	3
EMSP	2332	Mass Disaster Response	3
EMSP	2338	EMS Operations	<u>3</u>
Total Hours:			10
FALL SEMESTER			
EMSP	2345	EMS Supervision/Management or	
EMSP	2300	Methods of Teaching*	3
EMSP	2463	Clinical IV-Paramedic	<u>4</u>
Total Hours:			7
Grand Total:			45-46

*Students are eligible to sit for the TDH instructor exam upon completion of this course and certification at an EMT-B, EMT-I or EMT-P.

Entrepreneurship (C)

This program prepares individuals to begin and operate small businesses. Students have the opportunity to explore the knowledge, skills and attitudes necessary to begin, operate and manage small, home-based or family businesses. The program introduces individuals to management, marketing, accounting and finance - essential areas for business development. Individuals working within a large corporate environment may also apply these skills.

Students learn how to generate and test-market creative, successful business ventures; develop marketing and business plans; and learn the sources of capital for their businesses. Computer and bookkeeping-accounting systems will also be presented. All courses can be transferred into the associate of applied science degree program in business management.

FIRST SEMESTER			Cred Hrs
ACCT	2301	Principles of Accounting I (Financial)	3
BMGT	1301	Supervision	3
BUSI	1301	Business Principles	3
BUSI	2301	Business Law	3
COSC	1301	Microcomputer Applications	<u>3</u>
Total Hours:			15
SECOND SEMESTER			
ACCT	2302	Principles of Accounting II (Managerial)	3
ACNT	1311	Introduction to Computerized Accounting	3
BUSG	2309	Small Business Management	3
ECON	2301	Economics (Macro)	3
MRKG	1311	Principles of Marketing	3
POFT	1301	Business English	<u>3</u>
Total Hours:			18
Grand Total:			33

Advanced Fire Protection (IA) Institutional Award

This program represents achievement of marketable skills proficiency for students who may be currently employed as fire fighters, serve on volunteer fire departments or serve as fire protection members in the industrial setting. Persons who are seeking careers in the fire protection or life safety fields or seeking to improve their present skill levels will find this program beneficial. The courses will also satisfy federal and state levels of training to meet continuing education requirements for persons currently in the fire protection or life safety fields.

FIRST SEMESTER			Cred Hrs
CHEM	1405	Introduction to Chemistry I	4
POFT	2312	Business Correspondence and Communications*	3
GOVT	2301	Introduction to American Government I	3
SPCH	1311	Introduction to Speech Communication	3
Elective		Any college-level mathematics	<u>3</u>
Total Hours:			16
SECOND SEMESTER			
EMSP		Any EMSP Course	3-38
OSHT	2401	OSHA Regulations	<u>4</u>
Total Hours:			7-42
Grand Total:			23-58

* Prerequisite: POFT 1301

Information Technology Support Specialist (AAS)

This degree prepares students for entry-level positions, troubleshooting and training to computer users. It includes both general knowledge of computer hardware, software and networking operation and specific skills in troubleshooting, problem solving and user assistance.

FIRST SEMESTER			Cred Hrs
BUSI	1301	Business Principles	3
COSC	1301	Microcomputer Applications	3
ITCC	1302	Networking Basics Cisco I	3
ITCC	1306	Routers and Routing Basics Cisco 2	3
POFT	1301	Business English	3
POFT	1329	Keyboarding and Document Formatting	<u>3</u>
			Total Hours:18
SECOND SEMESTER			
BCIS	1310	Programming Methodology	3
ITCC	1342	Switching Basics and Intermediate Routing Cisco 3	3
ITCC	1346	WAN Technologies Cisco 4	3
ITSC	1321	PC Operating Systems-Windows	3
POFT	2312	Business Correspondence and Communications*	3
SPCH	1318	Interpersonal Communication	<u>3</u>
			Total Hours:18
THIRD SEMESTER			
ITSC	1325	Personal Computer Hardware	3
ITSW	1304	Spreadsheets	3
ITSW	1307	Database	3
MATH	1314	College Algebra	3
POFI	2301	Word Processing	<u>3</u>
			Total Hours:15
FOURTH SEMESTER			
BCIS	2390	Systems Analysis and Design	3
ITSC	2339	Personal Computer Help Desk	3
ITSC	2387	Internship-ITSS	3
Elective*		Social Science/Behavioral Science	3
Elective **		Humanities/Fine Arts	<u>3</u>
			Total Hours:15
			Grand Total:66

* **Social sciences/behavioral science electives:** ANTH 2346, 2351; ECON 2301, 2302; GEOG 1301, 1302, 1303; PSYC 2301; SOCI 1301.

****Humanities/Fine Arts Electives:** ARTS 1301; DRAM 1310; ENGL 2321, 2326, 2327, 2328, 2331, 2341; HUMA 1315; PHIL 1301; SGNL 1301; SPAN 1311, 1312, 2311, 2312

Information Technology Support Assistant (C)

This certificate is designed for those with little or minimal computer training. The computer core courses allow students to explore technology software, hardware and telecommunications.

FIRST SEMESTER			Cred Hrs
BUSI	1301	Business Principles	3
COSC	1301	Microcomputer Applications	3
ITCC	1302	Networking Basics Cisco I	3
ITCC	1306	Routers and Routing Basics Cisco 2	3
POFT	1301	Business English	3
POFT	1329	Keyboarding and Document Formatting	<u>3</u>
			Total Hours:18
SECOND SEMESTER			
ITCC	1342	Switching Basics and Intermediate Routing Cisco 3	3
ITCC	1346	WAN Technologies Cisco 4	3
ITSC	1321	PC Operating Systems-Windows	3
POFT	2312	Business Correspondence and Communications	<u>3</u>
			Total Hours:12
THIRD SEMESTER			
ITSC	1325	Personal Computer Hardware	3
ITSW	1304	Spreadsheets	3
ITSW	1307	Database	3
POFI	2301	Word Processing	<u>3</u>
			Total Hours:12
			Grand Total:42

Liberal Arts (AS)

This degree is recommended for students who plan to pursue bachelor of science degrees in fields for which no specific associate degree is offered or for students who have collected hours in a variety of disciplines, perhaps by changing majors.

This is a **recommended** curriculum only. Some courses may be taken in different order, and students do not have to complete the degree in four semesters. All interested students should see the Liberal Arts Division chair for degree plans.

FIRST SEMESTER			Cred Hrs
ENGL	1301	Composition I	3
GOVT	2301	Introduction to American Government I	3
PHED		Physical Activity	1
Elective		Toward BS degree	3
Elective		Natural science w/lab *	<u>4</u>
Total Hours:			14
SECOND SEMESTER			
ENGL	1302	Composition II	3
PHIL	1301	Introduction to Philosophy or literature*	3
SPCH	1315	Public Speaking or SPCH *	3
Elective		Toward BS degree	3
Elective		Natural science w/lab *	<u>4</u>
Total Hours:			16
THIRD SEMESTER			
ENGL		Literature *	3
HIST	1301	U.S. History Before 1877	3
MATH	1314	College Algebra or	
MATH	1332	Math for Liberal Arts	3
Elective		Fine arts *	3
Elective		Toward BS degree	<u>3</u>
Total Hours:			15
FOURTH SEMESTER			
COSC	1301	Microcomputer Applications	3
GOVT	2302	Introduction to American Government II	3
HIST	1302	U.S. History Since 1877	3
Elective		Social Science *	3
Elective		Toward BS degree	<u>3</u>
Total Hours:			15
Grand Total:			60

***OPTIONS:** Communication--SPCH 1315, 2335; or modern language including SGNL 1301, 2301; or Spanish. Fine Arts--ARTS 1301; DRAM 1310; HUMA 1315. Literature--ENGL 2321, 2326, 2328, 2331, 2341. Natural Science--BIOL 1406, 1407, 1408, 1409, 2401, 2402, 2420; CHEM 1405, 1407, 1411, 1412; GEOL 1403, 1404; PHYS 1401. Social Science--ANTH 2346, 2351; ECON 2301, 2302; GEOG 1301, 1302, 1303; PSYC 2301; SOCI 1301.

Medical Administrative Assistant (C)

This program is designed to prepare individuals to work in administrative roles in healthcare facilities. Skills are developed in computer applications, medical office procedures and financial management. In addition, the student learns basic human anatomy, physiology and disease conditions.

FIRST SEMESTER			Cred Hrs
POFM	1309	Medical Office Procedures	3
POFM	1313	Medical Terminology I	3
POFT	1301	Business English	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1331	Business Machine Applications	<u>3</u>
Total Hours:			15
SECOND SEMESTER			
COSC	1301	Microcomputer Applications	3
POFM	1321	Medical Law and Ethics for Office Personnel	3
POFM	1327	Medical Insurance	3
POFM	1331	Medical Transcription I	3
POFM	1353	Medical Coding	3
POFM	2333	Medical Document Production	<u>3</u>
Total Hours:			18
THIRD SEMESTER			
ACCT	2301	Principles of Accounting I (Financial)	3
BIOL	1408	Introductory Biology I	4
POFM	2386	Internship-Medical Office	3
POFT	2312	Business Correspondence and Communications	3
SPCH	1318	Interpersonal Communication	<u>3</u>
Total Hours:			16
Grand Total:			49

Medical Laboratory Technology Program (AAS)

Lamar State College-Orange offers a two-year program designed to provide understanding, proficiency and skill in medical laboratory technology (MLT). Upon completion of the program, the student is granted the associate of applied science degree and is eligible to apply for the certification examination given by the Board of Registry of the American Society of Clinical Pathologists (ASCP) and/or the National Certification Agency for Medical Laboratory Personnel (NCA).

To be considered for admission to the Medical Laboratory Technology Program, a student must:

- be accepted as a student at LSC-O;
- submit an application to the Medical Laboratory Technology program;
- submit transcript(s) of all college work completed;
- submit high school transcript or GED certificate if the student has no previous college hours;
- students must satisfy the TSI requirements;
- submit proof of qualifying medical exam and required immunizations during first semester.

Applicants are encouraged to take as many of the general academic courses (non-MLAB) listed on the degree plan prior to applying to the Medical Laboratory Technology Program. MLAB students are required to earn "C" or above in all MLAB and science courses listed on the degree plan.

General CHEM 1411 and 1412 and General BIOL 1406 and 1407 are recommended if the student plans to pursue a baccalaureate degree for medical technology.

Complete information about the Medical Laboratory Technology Program, including admissions requirements, application deadlines, uniform and accessories expenses, etc., is available from the Allied Health Division. Additional questions regarding medical laboratory technology may be addressed to the National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois, 60631, or by phone at (773) 714-8880.

Medical Laboratory Technology Program (AAS)

			Cred Hrs
SUMMER			
BIOL	1406	General Biology I or	
BIOL	2401	Human Anatomy and Physiology I	<u>4</u>
			Total Hours:4
FIRST SEMESTER			
CHEM	1411	General Chemistry I or	
CHEM	1405	Introduction to Chemistry I	4
MATH	1314	College Algebra	3
MLAB	1201	Introduction to Clinical Laboratory Science	2
MLAB	1227	Coagulation	2
MLAB	1415	Hematology	4
PLAB	1223	Phlebotomy	<u>2</u>
			Total Hours:17
SECOND SEMESTER			
BIOL	1407	General Biology II or	
BIOL	2402	Human Anatomy and Physiology II	4
CHEM	1412	General Chemistry II or	
CHEM	1407	Introduction to Chemistry II	4
MLAB	1311	Urinalysis and Body Fluids	3
MLAB	1335	Immunology/Serology	3
MLAB	2431	Immunohematology	<u>4</u>
			Total Hours:18
SUMMER			
COSC	1301	Microcomputer Applications	3
ENGL	1301	Composition I	<u>3</u>
			Total Hours:6
THIRD SEMESTER			
MLAB	2401	Clinical Chemistry	4
MLAB	2434	Clinical Microbiology	4
PSYC	2301	Intro to Psychology or	
SOCI	1301	Intro to Sociology	3
Elective		Humanities/Fine Arts	<u>3</u>
			Total Hours:14
FOURTH SEMESTER			
MLAB	2232	Seminar in Medical Laboratory Technology	2
MLAB	2663	Clinical-Medical Laboratory Technician	6
SPCH	1318	Interpersonal Communication	<u>3</u>
			Total Hours:11
			Grand Total:70

Medical Office Assistant (C)

This program is designed for individuals considering employment with medical offices performing clerical functions. Emphasis is placed on interpersonal communication and skill development in clerical functions, such as reception and scheduling, filing, insurance billing, International Classification of Diseases-9th edition (ICD-9) and Physicians Current Procedural Terminology (CPT) coding, transcribing medical reports, patient relations and technical procedures.

FIRST SEMESTER			Cred Hrs
POFM	1309	Medical Office Procedures	3
POFM	1313	Medical Terminology I	3
POFT	1301	Business English	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1331	Business Machine Applications	<u>3</u>
Total Hours:15			
SECOND SEMESTER			
COSC	1301	Microcomputer Applications	3
POFM	1321	Medical Law and Ethics for Office Personnel	3
POFM	1327	Medical Insurance	3
POFM	1331	Medical Transcription I	3
POFM	1353	Medical Coding	3
POFM	2333	Medical Document Production	<u>3</u>
Total Hours:18			
Grand Total:33			

Medical Office Professional (AAS)

This program is designed for individuals considering employment with medical offices performing clerical functions. Emphasis is placed on interpersonal communication, familiarization with administrative duties and skill development in clerical functions, such as reception and scheduling, filing, billing, completion of insurance claims, patient relations, medical terminology and technical procedures.

FIRST SEMESTER			Cred Hrs
POFM	1309	Medical Office Procedures	3
POFM	1313	Medical Terminology I	3
POFT	1301	Business English	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1331	Business Machine Applications	<u>3</u>
Total Hours:15			
SECOND SEMESTER			
COSC	1301	Microcomputer Applications	3
POFM	1321	Medical Law and Ethics for Office Personnel	3
POFM	1327	Medical Insurance	3
POFM	1331	Medical Transcription I	3
POFM	1353	Medical Coding	3
POFM	2333	Medical Document Production	<u>3</u>
Total Hours:18			
THIRD SEMESTER			
ACCT	2301	Principles of Accounting I (Managerial)	3
BIOL	1408	Introductory Biology I	4
POFM	2386	Internship-Medical Office	3
POFT	2312	Business Correspondence and Communication	3
SPCH	1318	Interpersonal Communication	<u>3</u>
Total Hours:16			
FOURTH SEMESTER			
BUSI	1301	Business Principles	3
ITSW	1304	Spreadsheets	3
POFI	2301	Word Processing	3
Elective		Humanities/Fine Arts	3
Elective		Social/Behavioral Science	<u>3</u>
Total Hours:15			
Grand Total:64			

Medical Office Receptionist (IA) Institutional Award

This program is designed to prepare individuals to work in healthcare facilities as receptionists. Receptionists register new patients, use proper telephone techniques, schedule appointments, file medical records, process mail, understand medical terminology, etc. Students use both manual and computerized systems to organize medical offices.

FIRST SEMESTER			Cred Hrs
POFM	1309	Medical Office Procedures	3
POFM	1313	Medical Terminology I	3
POFT	1301	Business English	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1331	Business Machine Applications	<u>3</u>
			Total Hours:15
			Grand Total:15

Medical Transcriptionist (C)

Graduates of the medical transcriptionist program are in demand for positions in hospitals, laboratories and clinics. They also have unique opportunities to work from home on a contractual or per diem basis. The primary duty is transcription of medical dictation into the appropriate report format. This includes radiology, consultation, operative, pathology and multi-specialty reports. Professional certification is offered only through the American Association of Medical Transcription (AAMT).

FIRST SEMESTER			Cred Hrs
BIOL	1408	Introductory Biology I	4
POFM	1313	Medical Terminology I	3
POFT	1301	Business English	3
POFT	1329	Keyboarding and Document Formatting	<u>3</u>
			Total Hours: 13
SECOND SEMESTER			
POFM	1331	Medical Transcription I	3
POFT	2303	Speed and Accuracy Building	<u>3</u>
			Total Hours:6
THIRD SEMESTER			
POFM	2313	Medical Transcription II	<u>3</u>
			Total Hours:3
			Grand Total:22

Natural Science (AS)

This degree is a foundation for any four-year science degree or premedical curriculum. This is a **recommended** curriculum only. Some courses may be taken in different order, and students do not have to complete the degree in four semesters. All interested students should see the Math and Science Division chair for degree plans.

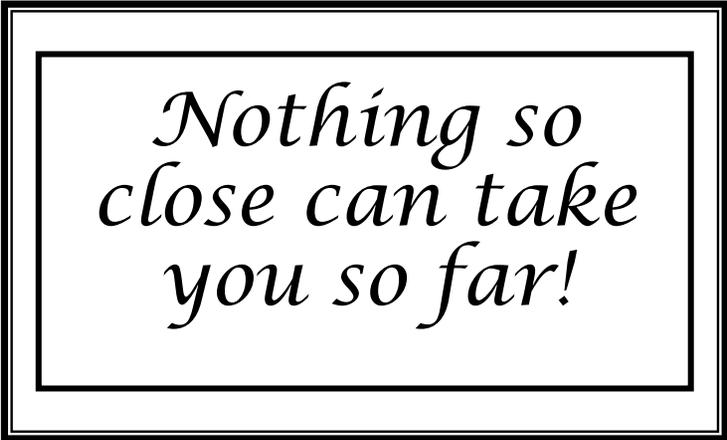
FIRST SEMESTER				Cred Hrs
BIOL	1406	General BIOL I or GEOL 1403	Physical Geology	4
ENGL	1301	Composition I		3
HIST	1301	U.S. History Before 1877		3
MATH	1314	College Algebra		3
PHED		Physical activity		1
PHIL	1301	Intro to Philosophy or Literature *		<u>3</u>
				Total Hours:17

SECOND SEMESTER				Cred Hrs
BIOL	1407	General Biology II or		4
GEOL	1404	Historical Geology		
COSC	1301	Microcomputer Applications		3
ENGL	1302	Composition II		3
HIST	1302	U.S. History Since 1877		3
MATH	2312	Precalculus or MATH 1342 Elementary Statistics		<u>3</u>
				Total Hours:16

THIRD SEMESTER				Cred Hrs
CHEM	1411	General Chemistry I or		4
GEOL	1403	Physical Geology		
ENGL		Literature *		3
GOVT	2301	Introduction to American Government I		3
MATH	2413	Calculus and Analytic Geometry I or any GEOL or BIOL 2420 Microbiology		3
Elective		Fine arts *		<u>3</u>
				Total Hours:16

FOURTH SEMESTER				Cred Hrs
CHEM	1412	General Chemistry II or GEOL 1404 Historical Geology		4
GOVT	2302	Introduction to American Government II		3
SPCH	1315	Public Speaking or a Modern Language or		
SGNL	1301	Sign Language		3
Elective		Natural science with lab *		4
Elective		Social science *		<u>3</u>
				Total Hours:17
				Grand Total:66

***OPTIONS:** *Fine Arts*--ARTS 1301; DRAM 1310; HUMA 1315. *Literature*--ENGL 2321, 2326, 2327, 2328, 2331, 2341. *Natural Science*--BIOL 1406, 1407, 1408, 1409, 2401, 2402, 2420; CHEM 1405, 1407, 1411, 1412; GEOL 1403, 1404; PHYS 1401. *Social Science*--ANTH 2351; ECON 2301, 2302; GEOG 1301, 1302, 1303; PSYC 2301; SOCI 1301.



*Nothing so
close can take
you so far!*

Nursing--Upward Mobility Nursing (AAS)

The Associate of Applied Science Upward Mobility Nursing Program is a competency-based program for LVN/LPNs that leads to eligibility to take the National Council Licensure Examination (NCLEX-RN) to become a registered nurse (RN). Students must maintain "C" or better grades in ALL nursing and science courses and overall 2.0 grade point averages (GPAs) to graduate from the Lamar State College-Orange Upward Mobility Program. To be considered for admission to the Upward Mobility Nursing Program, students must submit the following to the Allied Health Division:

- application to the Upward Mobility Nursing Program
- official transcript from State Board-approved Vocational/Practical Nursing Program
- official transcript(s) of all college work completed
- official transcript evaluation by LSC-O for all transfer students
- license number and expiration date of current LVN/LPN license
- proof of current work experience and a minimum of 1,000 hours of clinical experience at the level of a licensed vocational practical nurse
- successful completion of BIOL 2401 and BIOL 2402 Human Anatomy and Physiology, BIOL 2420 Introductory Microbiology, a three-hour computer elective **or** college algebra, RNSG 1215 Health Assessment, RNSG 1311 Nursing Pathophysiology and ENGL 1301 Composition I, with a minimum grade of "C"
- three letters of reference from a previous or current supervisor
- copy of current CPR certification
- Nurse Entrance Test (NET) profile with a 60 or higher
- proof of good mental and physical health
- Personal Intake Interview

Complete information about the Upward Mobility Nursing Program, including admission requirements, application deadlines and current application forms, is available from the Allied Health Division.

Completion of the Upward Mobility Nursing Program does **NOT** guarantee that a graduate may take the National Council Licensure Examination for Registered Nursing (NCLEX-RN). The Texas Board of Nurse Examiners may deny an applicant for initial licensure who:

- has ever been convicted of a crime or received a deferred order, with or without an adjudication of guilt for a felony or misdemeanor offense other than a minor traffic violation or Minor in Possession (MIP).
- has had a misdemeanor conviction involving moral turpitude within the last ten (10) years

- has been diagnosed with or treated or hospitalized within the past five years for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, anti-social personality disorder or borderline personality disorder
- has been, within the past five (5) years, addicted to or treated for the use of alcohol or any other drug
- has been denied licensure or disciplined by any licensing/certifying authority

Nursing--Upward Mobility (AAS)

Prerequisites:			Cred Hrs
BIOL	2401	Human Anatomy and Physiology I	4
BIOL	2402	Human Anatomy and Physiology II	4
BIOL	2420	Introductory Microbiology	4
ENGL	1301	Composition I	3
Elective		Computer elective or	
MATH	1314	College Algebra	3
RNSG	1215	Health Assessment	2
RNSG	1311	Nursing Pathophysiology	<u>3</u>
			Total Hours:23
Co-requisites:			
BIOL	1322	Principles or Nutrition	3
PSYC	2308	Child Psychology	3
PSYC	2311	Adult Development and Aging or	
SOCI	2372	Social Gerontology	3
SPCH	1311	Intro to Speech Communications or	
SPCH	1315	Public Speaking	3
Elective		Fine Arts or Humanities **	<u>3</u>
			Total Hours:15
FIRST SEMESTER			
RNSG	1210	Intro to Community-Based Nursing	2
RNSG	1327	Transition/Vocational to Professional Nursing	3
RNSG	2361	Clinical I	<u>3</u>
			Total Hours: 8
SECOND SEMESTER			
RNSG	1207	Nursing Jurisprudence	2
RNSG	2362	Clinical II	3
RNSG	2514	Care of Clients with Complex Healthcare Needs	<u>5</u>
			Total Hours:10
THIRD SEMESTER			
RNSG	2363	Clinical III	3
RNSG	2535	Integrated Client Care Management	<u>5</u>
			Total Hours:8
			Grand Total: 72

* Eight (8) hours of nursing credit for basic nursing skills related to medical-surgical conditions, care of childbearing families and care of children are granted after passing RNSG 1327.

** ARTS 1301; DRAM 1310; ENGL 2321, 2326, 2327, 2328, 2331, or 2341; HUMA 1315; MUSI 1300; PHIL 1301; SGNL 1301; SPAN 1311, 1312, 2311 and/or 2312.

Prerequisites must be completed prior to admission to the Upward Mobility Nursing Program. Co-requisites may be taken at any time but must be completed prior to graduation.

Vocational Nursing Program

The Vocational Nursing Program is a competency-based program designed to prepare Lamar State College-Orange graduates to take the National Council Licensure Examination (NCLEX-PN/VN) to be a licensed vocational nurse (LVN). The LVN functions under the direction of a registered nurse and/or licensed physician to provide nursing care to people who are in need of medical diagnostic evaluation and are experiencing acute or chronic illness. Graduates of the LSC-O VN Program are currently employed in hospitals, physicians' offices, outpatient medical centers, long-term care facilities and home health agencies. The VN Program is ideal for those who desire careers in nursing but do not wish to spend two or more years in an educational program.

The VN Program is the foundation on which the Associate of Applied Science Upward Mobility Nursing Program is built. The Upward Mobility Nursing Program is a competency-based program whose graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) to be registered nurses (RN).

To be considered for admission to the Vocational Nursing Program at LSC-O, a student must:

- be accepted as a student at Lamar State College-Orange;
- submit official transcripts from an accredited high school and/or GED scores to the Allied Health Division;
- submit transcripts of all college work to the Allied Health Division;
- satisfy the ATI TEAS requirements;
- have a grade of "C" or better in BIOL 2401 and BIOL 2402 Anatomy and Physiology. Although completion of BIOL 1322 Principles of Nutrition and PSYC 2308 Child Psychology is not required for admission to the VN Program, those grades will add points on the admission rating scale;
- have a minimum grade of "C" or better in VNSG 1323-Basic Nursing Skills **and** a satisfactory "S" grade in VNSG 1160-Clinical I Practical Nurse **or** a minimum score of 80 on the VNSG 1323/VNSG 1160 Basic Nursing Challenge Exam. *
- submit a complete application to the Allied Health Division; and
- show proof of good mental and physical health.

* Experienced nurses' aides or certified nurses' aides (CNAs) may be exempt from the VNSG 1323 Basic Nursing Skills and VNSG 1160 Clinical I classes by passing the Basic Nursing Challenge Exam with minimum scores of 80 with the permission of the director of vocational nursing programs. Students may take the challenge exam only one time. The challenge exam is given at the LSC-O Testing Center. Contact the Testing Center at (409) 882-3330 for an appointment to take the exam. The cost of the challenge exam is \$25.

Students **MUST** maintain "C" or better grades in ALL courses on the degree plan and overall 2.0 grade point averages (GPAs) to graduate from the LSC-O VN Program. Complete information about the Vocational Nursing Program, including admission requirements, application deadlines and current application forms, is available from the Allied Health Division.

Completion of the VN Program does NOT guarantee that a graduate may take the National Council Licensure Examination for Practical Nursing (NCLEX-PN). The Texas Board of Vocational Nurse Examiners may disqualify an applicant from obtaining licensure who:

- has been convicted of a felony that relates to the duties and responsibilities of a licensed vocational nurse;
- has had a misdemeanor conviction or been convicted of a felony offense not related to the duties and responsibilities of a vocational nurse;
- has been treated for a psychiatric occurrence within the past three (3) years;
- has been, within the past three (3) years, engaged in the intemperate use of drugs or alcohol; or
- has been denied licensure or disciplined by any licensing/certifying authority.

Nursing--Vocational (C)

Prerequisites:		Cred Hrs
BIOL 2401	Human Anatomy and Physiology I	4
BIOL 2402	Human Anatomy and Physiology II	4
VNSG 1160	Clinical I Practical Nurse	1
VNSG 1323	Basic Nursing Skills	<u>3</u>
Total Hours:		12

FIRST SEMESTER

BIOL 1322	Principles of Nutrition	3
VNSG 1227	Essentials of Medication Administration	2
VNSG 1331	Pharmacology	3
VNSG 1502	Applied Nursing Skills I	5
VNSG 1561	Clinical II Practical Nurse	<u>5</u>
Total Hours:		18

SECOND SEMESTER

PSYC 2308	Child Psychology	3
VNSG 1136	Mental Health	1
VNSG 1222	Vocational Nursing Concepts	2
VNSG 1413	Applied Nursing Skills II	4
VNSG 1562	Clinical III Practical Nurse	<u>5</u>
Total Hours:		15

THIRD SEMESTER

VNSG 1138	Mental Illness	1
VNSG 1214	Applied Nursing Skills III	2
VNSG 1330	Maternal-Neonatal Nursing	3
VNSG 1334	Pediatrics	3
VNSG 2563	Clinical IV Practical Nurse	<u>5</u>
Total Hours:		14
Grand Total:		59

Office Assistant (C)

This program is designed to prepare individuals to perform general clerical tasks. The day-to-day duties may vary a great deal, depending on the type of business, firm or organization for which they work. The office assistant operates basic office equipment, sorts and routes incoming materials and performs computer and data entry skills. To graduate, students must type 45 net words a minute **and** 10-key 160 strokes a minute with fewer than five errors at least **five** times on 5-minute timings.

FIRST SEMESTER

FIRST SEMESTER		Cred Hrs
COSC 1301	Microcomputer Applications	3
POFT 1301	Business English	3
POFT 1309	Administrative Office Procedures I	3
POFT 1329	Keyboarding and Document Formatting	3
POFT 1331	Business Machine Applications	<u>3</u>
Total Hours:		15

SECOND SEMESTER

POFI 2301	Word Processing	3
POFT 1349	Administrative Office Procedures II	3
POFT 2301	Document Formatting and Skillbuilding	3
POFT 2312	Business Correspondence and Communication	3
SPCH 1318	Interpersonal Communication	<u>3</u>
Total Hours:		15
Grand Total:		30

Office Professional (AAS)

This program is designed to provide individuals with analytical and decision-making abilities, along with communication and technical skills required for employment. Office professionals perform administrative duties for executive management and need strong computer and Internet research skills and the ability to work well with all levels of management and staff as well as outside clients and vendors. Students will become prepared to take MOS (Microsoft Office Specialist) exams that certify an understanding of features in Word, Excel, PowerPoint and Access. To graduate, students must type 60 net words a minute **and** 10-key 160 strokes a minute with fewer than five errors at least **five** times on 5-minute timings.

FIRST SEMESTER

			Cred Hrs
COSC	1301	Microcomputer Applications	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1331	Business Machine Applications	<u>3</u>
			Total Hours:15

SECOND SEMESTER

POFI	2301	Word Processing	3
POFT	1349	Administrative Office Procedures II	3
POFT	2301	Document Formatting and Skillbuilding	3
POFT	2312	Business Correspondence and Communication	3
SPCH	1318	Interpersonal Communication	<u>3</u>
			Total Hours:15

THIRD SEMESTER

ACCT	2301	Principles of Accounting I (Financial)	3
BUSI	1301	Business Principles	3
ITSW	1304	Spreadsheets	3
ITSW	1307	Database	3
ITSW	2331	Advanced Word Processing	3
POFT	2303	Speed and Accuracy Building	<u>3</u>
			Total Hours:18

FOURTH SEMESTER

ACNT	1311	Introduction to Computerized Accounting	3
POFT	2386	Internship Office Technology	3
Elective		Math/Natural Science	3
Elective		Humanities/Fine Arts	3
Elective		Social/Behavioral Science	<u>3</u>
			Total Hours:15
			Grand Total:63

Office Software Specialist (C)

This certificate is designed for individuals who would like to acquire up-to-date skills on computer software currently being used in business or industry. The one-year certificate program prepares students to acquire computer application skills in word processing, spreadsheets, presentation media, desktop publishing, Internet and database. Students will become prepared to take the Microsoft exams, indicating that they have an understanding of the core and possibly the expert features in Word, Excel, PowerPoint, Access and Outlook in Microsoft Office software programs. By passing one or more of these certification exams, students can demonstrate proficiencies in a given Office application to employers. Skills are developed through practical hands-on computer applications.

FIRST SEMESTER

COSC	1301	Microcomputer Applications	3
POFI	2301	Word Processing	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1331	Business Machine Applications	<u>3</u>
			Total Hours:18

SECOND SEMESTER

ITSC	1313	Internet/Web Page Development	3
ITSW	1304	Spreadsheets	3
ITSW	1307	Database	3
ITSW	2331	Advanced Word Processing	3
POFI	2331	Desktop Publishing for the Office	<u>3</u>
			Total Hours:15
			Grand Total:33

Pharmacy Technology (C)

This program consists of a sequence of courses designed to prepare students for employment as pharmacy technicians. Successful completers of this certificate program will be eligible to write the licensure examination that is mandated. The pharmacy technician functions under the direct supervision of the registered pharmacist. This program is competency based and will teach the appropriate skills, knowledge and perspectives needed to succeed within the pharmacy technology field. Students will be given the opportunity to attain competence in oral and written communication as well as math and computer skills specific to the workplace.

FIRST SEMESTER			Cred Hrs
PHRA	1301	Introduction to Pharmacology	3
PHRA	1305	Drug Classification	3
PHRA	1309	Pharmaceutical Mathematics I	3
PHRA	2260	Clinical/Pharmacy Technician	2
POFM	1313	Medical Terminology I	<u>3</u>
Total Hours:			14
SECOND SEMESTER			
ENGL	1301	Composition I	3
PHRA	1445	Intravenous Admixture/Sterile Compounding	4
PHRA	2361	Clinical/Pharmacy Technician	3
POFT	1329	Keyboarding and Document Formatting	3
SPCH	1318	Interpersonal Communication	<u>3</u>
Total Hours:			16
Grand Total:			30

Students **must** maintain "C" or better grades in ALL PHRA courses and overall 2.0 grade point averages (GPAs) to graduate from the Lamar State College-Orange Pharmacy Technology Program.

The Pharmacy Technology Program holds full accreditation status from the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814 (301) 657-3000.

Process Technology (C)

This program offers students first-year core courses related to process operations that start preparation of development in their careers as safe, efficient and environmentally responsible process operators in the petrochemical and oil refinery industries. This program (Gulf Coast Process Technology Alliance-based) is committed to serving, in partnership with the community, college and local industry with a quality, industry-driven curriculum. In addition to developing technical knowledge regarding plant operations and procedures, students will develop their communication, computer, people and team-building skills throughout the program. Lamar State College-Orange offers a one-year certificate program in process operating technology.

FIRST SEMESTER			Cred Hrs
COSC	1301	Microcomputer Applications	3
ENGL	1301	Composition I	3
MATH	1338	Applied College Mathematics or	
MATH	1314	College Algebra	3
PTAC	1302	Introduction to Process Technology	3
PTAC	1308	Health, Safety and Environment I	3
PTAC	1352	Process Instrumentation I	<u>3</u>
Total Hours:			18
SECOND SEMESTER			
OSHT	2401	OSHA Regulations	4
PTAC	2410	Process Technology I-Equipment *	4
PTAC	2436	Process Instrumentation II *	4
SOCI	1301	Introduction to Sociology	3
SPCH	1315	Public Speaking	<u>3</u>
Total Hours:			18
SUMMER SEMESTER			
Elective		Humanities/Fine Arts	<u>3</u>
Total Hours:			3
Grand Total:			39

* Prerequisite for PTAC 2436: PTAC 1352-Process Instrumentation I.

* Prerequisite for PTAC 2410: PTAC 1302-Introduction to Process Technology.

Note: Articulation agreements exist with Lamar Institute of Technology and McNeese State University.

Sociology (AS)

This degree is recommended for students who plan to pursue bachelor of science degrees in sociology. This is a **recommended** curriculum only. Some courses may be taken in different order, and students do not have to complete the degree in four semesters. All interested students should see the Liberal Arts Division chair for degree plans.

FIRST SEMESTER			Cred Hrs
ENGL	1301	Composition I	3
PHED		Physical activity	1
SOCI	1301	Introduction to Sociology	3
SPCH	1315	Public Speaking *	3
Elective		Natural Science with lab *	<u>4</u>
			Total Hours:14
SECOND SEMESTER			
ENGL	1302	Composition II	3
GOVT	2301	Introduction to American Government I	3
PHIL	1301	Introduction to Philosophy or Literature*	3
SOCI	1306	Social Problems	3
Elective		Natural Science with lab *	<u>4</u>
			Total Hours:16
THIRD SEMESTER			
GOVT	2302	Introduction to American Government II	3
HIST	1301	U.S. History Before 1877	3
MATH	1314	College Algebra or MATH 1332 Math for Liberal Arts	3
SOCI	2371	Deviant Behavior or SOCI 2301 Marriage & the Family	3
Elective		Literature *	<u>3</u>
			Total Hours:15
FOURTH SEMESTER			
COSC	1301	Microcomputer Applications	3
CRIJ		Any course	3
HIST	1302	U.S. History Since 1877	3
SOCI	2372	Introduction to Social Gerontology or	
SOCI	2373	Current Issues in Sociology	3
Elective		Fine Arts *	<u>3</u>
			Total Hours:15
			Grand Total:60

***OPTIONS:** *Communication*--SPCH 1315, 2335; or modern language including SGNL 1301, 2301; or Spanish. *Fine Arts*--ARTS 1301; DRAM 1310; HUMA 1315. *Literature*--ENGL 2321, 2326, 2328, 2331, 2341. *Natural Science*--BIOL 1406, 1407, 1408, 1409, 2401, 2402, 2420; CHEM 1405, 1407, 1411, 1412; GEOL 1403, 1404; PHYS 1401, 1405, 1407, 2425.

Course Descriptions

Lamar State College-Orange offers both academic and technical coursework. Academic courses are indicated as "AC," and "TEC" denotes classes in the technical area. Technical courses may or may not transfer to another college or university. Academic courses will transfer to another college or university. The Texas Common Course Numbering System (TCCNS) is a course numbering system used throughout the state of Texas. It is composed of four letters plus four numbers. The four letters indicate the subject area. The four numbers indicate the course number. The first digit is the level (1 = freshman, 2 = sophomore, etc.); the second digit is the number of credit hours to be awarded for this course; and the last two digits represent the course sequence. The three numbers to the far right represent the number of credit, lecture and lab hours.

ACCT 2301 - Principles of Accounting I. 3-3-1

This course addresses the concepts and procedures of financial accounting and reporting for sole proprietorship, partnership and corporate forms of organization in both service and merchandising firms. It also provides a more in-depth review of accounting for account receivables, short-term investments, inventories, plant assets, liabilities, payroll, stock transactions, dividends and retained earnings. **AC.**

ACCT 2302 - Principles of Accounting II. 3-3-1

This course is a continuation of Accounting 2301 with an emphasis on managerial accounting, budgeting and accounting for manufacturing organizations. It includes the development of cash flow statements, using both the direct and indirect methods, cost behavior and cost-volume-profit analysis, the contribution versus the absorption method of financial accounting, developing a capital and master budget for a manufacturing concern, flexible budgets and standards for control, departmental and activity-based accounting and overhead application and job-costing and process-costing systems. **Prerequisite: ACCT 2301. AC.**

ACNT 1311 - Intro to Computerized Accounting. 3-2-2

This is a course in computerized accounting systems that includes the hands-on use of the Peachtree Accounting software package and an analysis of manual versus computerized accounting systems. The Peachtree Accounting package is the predominant, full-fledged accounting package among businesses using microcomputers in today's market. It includes all the features of accounting packages used on larger mini and mainframe computer systems. **Prerequisite: ACCT 2301. TEC.**

ACNT 1329 - Payroll and Business Tax Accounting. 3-3-1

This course provides a comprehensive study of both payroll accounting and the applicable payroll laws, tax forms, tax deposit procedures and recordkeeping requirements. The students will first gain a thorough knowledge of manual payroll accounting systems, and then they will complete a computerized practice set using

Peachtree Accounting. **Prerequisite:** ACCT 2301 or concurrent enrollment. **TEC.**

ACNT 2389 - Internship for Accounting-Technical. 3-1-8

This course offers practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. **Prerequisites:** Enrollment in accounting-technical program, sophomore standing, a minimum of 30 semester hours in program and departmental approval. **TEC.**

ANTH 2346 - Introduction to Anthropology. 3-3-0

This course provides an introduction to anthropology, the study of humankind. Topics include a survey of physical and cultural anthropology and archeology with emphasis on the biological and cultural development of human beings. **AC.**

ANTH 2351 - Intro to Cultural Anthropology. 3-3-0

This course provides an introduction to the study of historic and contemporary human societies. Topics discussed include food foraging, horticultural, pastoral and peasant small-scale and urban large-scale food economies and the origin and importance of language as the necessary vehicle for the development and transmission of the various aspects of culture, such as technology, ceremony, mythology and humor. **AC.**

ARTS 1301 - Art Appreciation. 3-3-0

This is an introductory course emphasizing the understanding and appreciation of painting, sculpture, architecture and other art forms. **AC.**

BCIS 1310 - Programming Methodology. 3-2-3

This course is designed to teach software theory and structured programming methods used to solve business data problems. It includes discussion of business applications, testing, documentation, input specification and report generation. **Prerequisite:** COSC 1301. **AC.**

BCIS 1316 - Computer Programming (Visual Basic). 3-2-3

Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification and report generation. **Prerequisite:** BCIS 1310. **AC.**

BCIS 2390 - System Analysis and Design. 3-3-0

This course provides analysis of business information needs and preparation of specifications and requirements for appropriate data system solutions. It includes instruction in information requirements analysis, specification development and writing, prototype evaluation and network application interfaces. **AC.**

BIOL 1322 - Principles of Nutrition. 3-3-0

This course addresses basic principles of nutrition in health and disease. Topics include food selection and quality of nutrients in normal and therapeutic diets related

to physiological and psychological needs of individuals, including consideration of socioeconomic background. **AC.**

BIOL 1406 - General Biology I. 4-3-2

This course provides a survey of biology for science and psychology majors. Topics include biochemistry, cell structure and function, evolution, genetics and organismal diversity. **AC.**

BIOL 1407 - General Biology II. 4-3-2

This course is a continuation of BIOL 1406. Topics include structure and function of organisms (with fetal pig dissection in lab), development, reproduction and ecology.

Prerequisite: BIOL 1406. **AC.**

BIOL 1408 - Introductory Biology I. 4-3-2

This course provides a survey of biology for non-science majors. Topics include organization of life and human body systems, presented in light of health concerns and current issues. Chemistry is not stressed. Human body systems reviewed include circulatory, respiratory, digestive, sensory and reproductive. **AC.**

BIOL 1409 - Introductory Biology II. 4-3-2

This course is a continuation of BIOL 1408 with emphasis on organisms, including taxonomic diversity of living things, heredity, evolution and ecology. BIOL 1408 is helpful but not a prerequisite. **AC.**

BIOL 2401 - Human Anatomy and Physiology I. 4-3-2

This is a study of the basic principles of human anatomy and physiology with emphasis on interrelationships among body systems. Topics include structure and function of cells and tissues and the muscular, skeletal, nervous and endocrine systems. **AC.**

BIOL 2402 - Human Anatomy and Physiology II. 4-3-2

This course is a continuation of BIOL 2401. Topics include the circulatory, lymphatic, immunological, respiratory, digestive, urinary and reproductive systems. **Prerequisite:** BIOL 2401. **AC.**

BIOL 2420 - Introductory Microbiology. 4-3-2

This course addresses microorganisms with emphasis on those of medical significance and problems of personal and community health. **Prerequisite:** BIOL 1406-1407 or BIOL 2401-2402. **AC.**

BMGT 1301 - Supervision. 3-3-0

This course provides a study of methods of applying psychology to the handling of people; the use of testing methods; the consideration of such factors as morale, group attitudes, motivation, frustration and fatigue; and the application of psychological studies to human behavior on the job. **TEC.**

BMGT 2389 - Internship-Business Management. 3-1-8

This course offers an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college

and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. **Prerequisites: Enrollment in business management program, sophomore standing, a minimum of 30 semester hours in program and departmental approval. TEC.**

BUSG 2309 - Small Business Management. 3-3-0

This course covers all the fields of business (marketing, sales, operations, accounting, human resource management, computers, financial management, etc.) with a special emphasis on the problems and opportunities facing small businesses.

Each student will develop a detailed business plan to begin and run a new business venture. **Prerequisites: ACCT 2301 and BUSI 1301. TEC.**

BUSI 1301 - Business Principles. 3-3-0

This course is an introduction into the business world and is designed to provide the student with an understanding of the concepts and terminology covering all fields within business. This includes economics, operations management, quality assurance, human resource management, labor relations, marketing, computer information systems, accounting, financial management and the securities market.

AC.

BUSI 1307 - Personal Finance 3-3-0

This course covers personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership and wills and trust plans. **AC.**

BUSI 1311 - Salesmanship. 3-3-0

This course addresses principles of personal salesmanship, including methods and tasks applicable to a wide variety of industries and commercial settings. **AC.**

BUSI 2301 - Business Law. 3-3-0

This course covers principles of law that form the legal framework for business activity. **AC.**

CHEM 1406 - Introductory Chemistry I. 4-3-2

This is a survey course in elementary inorganic chemistry for allied health majors. **Recommended: MATH 1314 or equivalent. AC.**

CHEM 1408 - Introductory Chemistry II. 4-3-2

This course is a continuation of CHEM 1406 for allied health majors. Topics include nuclear science, elementary organic and physiological chemistry. **Prerequisite: CHEM 1411 or CHEM 1405. AC.**

CHEM 1411 - General Chemistry I. 4-3-2

This course addresses the general practices, problems, fundamental laws and theories of general chemistry. **Prerequisite: DMTH 0302 or higher or two years of high school algebra. AC.**

CHEM 1412 - General Chemistry II. 4-3-2

This course is a continuation of CHEM 1411. Topics include properties of the elements and elementary qualitative analysis and theories of solutions and equilibrium. **Prerequisite: CHEM 1411. AC.**

CHEM 2470 – Integrated Chemistry. 4-3-2

This course provides an integrated approach to mathematics and the traditional experimental sciences (physics, chemistry, biology, earth and space science). It provides a basic understanding for those preparing to teach in grades K-8. **AC.**

CJCR 1381 - Co-op in Criminal Justice. 3-1-15

This is a non-traditional course designed to give the student positive work experience combined with an academic study of criminal justice. **Co-requisite:**

CJCR 1400. TEC.

CJCR 1400 - Basic Jail Course.

This course provides instruction in human relations, observation, evaluation of prisoners, booking procedures, classification, mug shots, fingerprinting, strip searches, meals, medical services, visitation, inmates rights and privileges, detention areas, key, knife and tool control, disturbances, riots, fire procedures and release procedures. This course is taught in accordance with the current TCLEOSE instructor guides provided by the commission for course #1007. Students taking the basic jail course must also register for CJCR 1381 (Co-op in Criminal Justice). Students taking CJCR 1400 or CJCR 1381 must not have criminal records. Permission of the director of criminal justice is needed before a student can register for the basic jail course. **TEC.**

COSC 1301 - Microcomputer Applications. 3-2-3

This course provides an overview of computer information systems. It introduces computer hardware, software, procedures, systems and human resources and explores their integration and application in business and other segments in society. **AC.**

COSC 1320 - Introductory C++ Programming. 3-2-3

This course is an introduction to computer programming. Emphasis is on the fundamentals of structured design, development, testing, implementation and documentation. It includes coverage of language syntax, data and file structures, input/output devices and disks/files. **Prerequisites: BCIS 1310 and MATH 2305. AC.**

COSC 2420 - Advanced C++ Programming. 4-3-3

This course provides further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation and other topics not normally covered in an introductory computer programming course. **Prerequisites: BCIS 1310 and COSC 1320. AC.**

CRIJ 1301 - Introduction to Criminal Justice. 3-3-0

This course includes the history and philosophy of criminal justice and ethical considerations; defines crime and its nature and impact; and provides an overview of criminal justice system, law enforcement, court system, prosecution and defense, trial process and corrections. **AC.**

CRIJ 1306 - Court Systems and Practices. 3-3-0

This course covers the judiciary in the criminal justice system, structure of American court system, prosecution, right to counsel, pre-trial release, grand juries, adjudication process and the types and rules of evidence and sentencing. **AC.**

CRIJ 1307 - Crime in America. 3-3-0

This course provides a study of American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crime and prevention of crimes. **AC.**

CRIJ 1310 - Fundamentals of Criminal Law. 3-3-0

This course provides a study of the nature of criminal law and its philosophical and historical development, major definitions and concepts, classification of crimes, elements of crimes and penalties using Texas statutes as illustrations and criminal responsibility. **AC.**

CRIJ 1313 - Juvenile Justice System. 3-3-0

This course provides a study of the juvenile justice process, including 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. **AC.**

CRIJ 2313 - Correctional Systems and Practices. 3-3-0

This course covers corrections in the criminal justice system, organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatment and rehabilitation and current and future issues. **AC.**

CRIJ 2314 - Criminal Investigation. 3-3-0

This course provides a study of investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences and case and trial preparation. **AC.**

CRIJ 2323 - Legal Aspects of Law Enforcement. 3-3-0

This course provides a study of police authority and responsibilities, constitutional constraints, laws of arrest, search and seizure and police liability. **AC.**

CRIJ 2328 - Police Systems and Practices. 3-3-0

This course provides a study of the police profession, the organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction and current and future issues. **AC.**

CTEC 1191 - Special Topics in Process Technology 1-1-1

This course covers the moral and ethical aspects of technology occupations. The course content includes person and ethics, exterior acts, interior intentions, moral values, judgments, responsibility, fairness, resource allocation, risk, habit and intuition. **Prerequisite: ENGL 1301. TEC.**

DANC 1247 - Jazz I. 2-1-2

This course provides instruction and practice in beginning jazz dance. This course may be repeated for credit. **AC.**

DMTH 111 - Developmental Math. 1-2-0

This course provides tutorial and individualized study at the appropriate mathematics level to prepare students who have completed the DMTH sequence but have not passed the math section of TSI. **AC.**

DMTH 0300 - Pre-Algebra. 3-3-0

This course addresses basic skills of whole numbers, decimals and fractions, ratio and proportions, percent, measurement, powers and roots, signed numbers and geometry. Credit does not apply to any degree plan. **AC.**

DMTH 0301 - Introduction to Algebra. 3-3-0

This course addresses basic skills, ratio and proportions, signed numbers, exponents, word problems, polynomials, solving and graphing linear equations and system of equations. Credit does not apply to any degree plan. **Prerequisite: DMTH 0300 or appropriate math placement score. AC.**

DMTH 0302 - Intermediate Algebra. 3-3-0

This course provides a review of skills and concepts of basic algebra, signed numbers, linear equations and systems, quadratics, radicals and logarithms. Credit does not apply to any degree plan. **Prerequisite: DMTH 0301 or appropriate math placement score. AC.**

DNTA 1241 - Dental Laboratory Procedures. 2-1-2

This course provides the study of dental laboratory procedures, including skills associated with chair side assisting; pouring, trimming and polishing study casts; preliminary impressions; and fabricating provisional restorations. **Prerequisites: DNTA 1305, 1311, 1315 and 1401. Co-requisites: DNTA 1245, 1249, 1251, 1353 and 1660. TEC.**

DNTA 1245 - Preventive Dentistry. 2-1-2

This course provides the study and prevention of dental diseases, community dental health research and projects, fluoridation, nutrition and nutrition counseling, visual aids and oral hygiene instruction for dental patients. **Prerequisites: DNTA 1305, 1311, 1315 and 1401. Co-requisites: DNTA 1241, 1249, 1251, 1353 and 1660. TEC.**

DNTA 1249 - Dental Radiology Techniques. 2-1-2

This course provides the practical application of exposing, processing and mounting of dental radiographs obtained by utilizing various radiographic techniques. This course will encompass critical evaluation of all procedures. **Prerequisites: DNTA 1305, 1311, 1315 and 1401. Co-requisites: DNTA 1241, 1245, 1251, 1353 and 1660. TEC.**

DNTA 1251 - Dental Office Management. 2-1-2

This course is an introduction to business office procedures, including telephone management, appointment control, receipt of payment for dental services, completion of third-party reimbursement forms, supply inventory maintenance, data entry for charges and payments, managing recall systems, federal and state guidelines regarding health care providers and operating basic business equipment

including the computer. **Prerequisites:** DNTA 1305, 1311, 1315 and 1401. **Co-requisites:** DNTA 1241, 1245, 1249, 1353 and 1660. **TEC.**

DNTA 1305 - Dental Radiology. **3-2-2**

This course is an introduction to radiation physics, protection and the operations of radiographic equipment, including exposure, processing and mounting of dental radiographs. **Co-requisites:** DNTA 1311, 1315 and 1401. **TEC.**

DNTA 1311 - Dental Science. **3-2-2**

This course is an introduction to anatomical systems with emphasis placed on head and neck anatomy. The supporting oral structures, embryology of the teeth and tooth nomenclature are covered. Topics include the physiology and morphology of the deciduous and the permanent teeth along with basic dental terminology. **Co-requisites:** DNTA 1305, 1315 and 1401. **TEC.**

DNTA 1315 - Chairside Assisting. **3-2-3**

This course is an introduction to pre-clinical chairside assisting procedures, instrumentation, infection control, equipment safety and maintenance. **Co-requisites:** DNTA 1305, 1311 and 1401. **TEC.**

DNTA 1353 - Dental Assisting Applications. **3-2-2**

This course incorporates comprehensive procedures and applications for the specialties of dentistry. **Prerequisites:** DNTA 1305, 1311, 1315 and 1401. **Co-requisites:** DNTA 1241, 1245, 1249, 1251 and 1660. **TEC.**

DNTA 1401 - Dental Materials. **4-3-2**

This course introduces the theory and structure, properties and procedures related to dental materials. Laboratory safety and universal infection control precautions will be employed. Specific safety and universal precaution in the lab will be practiced. **Co-requisites:** DNTA 1305, 1311 and 1315. **TEC.**

DNTA 1660 - Clinical I--Dental Assistant. **6-0-18**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. This course introduces a method of instruction providing detailed education, training and workplace 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. **Prerequisites:** DNTA 1305, 1311, 1315 and 1401. **Co-requisites:** DNTA 1241, 1245, 1249, 1251 and 1353. **TEC.**

DNTA 2461 - Clinical II--Dental Assistant. **4-0-12**

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. This course introduces a method of instruction providing detailed education, training and workplace 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. **Prerequisites:** DNTA 1241, 1245, 1249, 1251, 1305, 1311, 1315, 1353, 1401, and 1660. **TEC.**

DRAM 1310 - Introduction to Theater. **3-3-0**

This course provides a general survey of the major fields of theater arts and is intended for students who have limited theatrical experience or knowledge. The course emphasizes the various types and styles of plays and knowledge of the functions of the actor, director, set designer, costumer and other elements of theater production. **AC.**

DRDG 011 - Instruction in Reading. **1-1-1**

This course is designed for students who have passed a developmental course but need additional reading skills for TSI preparation. Tutorial sessions are scheduled at student's convenience. **Prerequisites:** DRDG 1301 and/or approval of division chair. **AC.**

DRDG 0301 - Developmental Reading. **3-3-0**

This course provides intensive study and practice in reading comprehension and vocabulary development to prepare students for college-level reading tasks. Credit does not apply to any degree plan. **AC.**

DWRT 011 - Instruction in Writing. **1-1-1**

This course is designed for students who have passed a developmental course but need additional writing skills for TSI preparation. Tutorial sessions are scheduled at student's convenience. **Prerequisite:** DWRT 1301 and/or approval of division chair. **AC.**

DWRT 0301 - Developmental Writing. **3-3-0**

This course addresses the development of writing skills with emphasis on individualized instruction in composition. This course is designed to prepare students for the writing portion of the ASSET test and/or entry into ENGL 1301. This course does not satisfy general degree requirements for freshman English. **AC.**

ECON 2301 - Principles of Economics (Macro). **3-3-0**

This course emphasizes monetary theory, national income analysis, fluctuation and growth, public finance, international trade and current economic problems. **AC.**

ECON 2302 - Principles of Economics (Micro). **3-3-0**

This course provides an introduction to economic principles and addresses the allocation of resources, determination of output and prices and distribution and managerial economics. **AC.**

EMSP 1305 - Emergency Care Attendant. **3-0-0**

This course teaches first responder course in emergency medical care. Emphasis on requirements of national and state accrediting agencies. **TEC.**

EMSP 1313 - Emergency Medical Technician – Basic Completion. **3-2-2**

Continuation of the Emergency Medical Technician (EMT) – Basic course for currently certified emergency care attendant. Skill development to meet the Department of Transportation Emergency Medical Technician – Basic guidelines in all aspects of pre-hospital emergency care and hazardous material awareness.

TEC.

EMSP 1338 - Introduction to Advanced Practice. **3-2-2**

This course provides an exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Includes the roles and responsibilities of a paramedic within the EMS system, the concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients, medication administration and communication skills. Medical, legal and ethical issues impacting the well being of the paramedic will be explored. **Prerequisites or co-requisites: EMSP 1501 and 2160.**

Recommended co-requisites: EMSP 1355 and 1356. TEC.

EMSP 1355 - Trauma Management. **3-2-2**

This course provides a detailed study of the knowledge and skills necessary in the assessment and management of patients with traumatic injuries. **Prerequisites or co-requisites: EMSP 1501 and 2160. Recommended co-requisites: EMSP 1338 and 1356. TEC.**

EMSP 1356 - Patient Assessment/Airway Management. **3-2-2**

This course provides a detailed study of the knowledge and skills necessary to perform patient assessment and airway management. **Prerequisites or co-requisites: EMSP 1501, 2160. Recommended co-requisites: EMSP 1338 and 1355. TEC.**

EMSP 1501 - Emergency Medical Technology-Basic. **5-4-4**

This course provides an 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.

Recommended co-requisite: EMSP 2160. TEC.

EMSP 2160 - Clinical I-Basic. **1-0-5**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. **Recommended co-requisite: EMSP 1501. TEC.**

EMSP 2162 - Clinical III-Paramedic. **1-0-6**

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. **Prerequisites: EMSP 1338, 1355, 1356 and 2261 OR proof of current certification by the Texas Department of Health at the EMT-Intermediate Level. TEC.**

EMSP 2261 - Clinical II-Intermediate. **2-0-6**

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. **Prerequisites: EMSP 1501, 2160 OR proof of current certification by the Texas Department of Health at the EMT-Basic Level. TEC.**

EMSP 2300 - Methods of Teaching. **3-3-0**

This course provides instruction in teaching methodology for instructors of emergency medical services. This course of study includes principles and resources for teaching adults, preparing and presenting lecture/demonstrations on emergency/medical topics, preparing and evaluating student performance in skills and lecture sessions and ethics and professionalism expected of the emergency medical services instructor. **Prerequisite: Proof of current certification by the Texas Department of Health at the EMT-Basic, EMT-Intermediate or EMT-Paramedic level. TEC.**

EMSP 2330 - Special Populations. **3-3-0**

This course provides 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. This course of study includes a study of the pathophysiological principles and assessment findings necessary for the student to formulate a field impression and implement a treatment plan for neonatal, pediatric and geriatric patients, diverse patients and chronically ill patients. **Prerequisites or co-requisites: EMSP 2147, 2162, 2338, 2135, 2444, 2434 and 2261 OR proof of current certification by the Texas Department of Health at the EMT-Basic Level. TEC.**

EMSP 2332 - Mass Disaster Response **3-0-0**

Preparation for first response to nuclear, biological or chemical terrorist attack. Topics discussed are nuclear, biological and chemical agents and their dissemination, triage and treatment of mass casualty. **TEC.**

EMSP 2338 - EMS Operations. **3-3-0**

This course provides a detailed study of the knowledge and skills to manage safely the scene of an emergency. This course of study includes how to manage safely medical incidents, rescue situations, hazardous materials and crime scenes. **Prerequisites or co-requisites: EMSP 2147, 2162, 2338, 2135, 2444, 2434 and 2261 OR proof of current certification by the Texas Department of Health at the EMT-Basic Level. TEC.**

EMSP 2345 - EMS Supervision/Management. **3-3-0**

This course provides instruction, literary review, group discussion and case study on topics pertinent to the emergency medical service (EMS) field supervisor or management. **Prerequisites or co-requisites: EMSP 2162, 2330, 2348, 2434, 2444, 2135, 2143, 2147, 2338 and 2463 AND proof of current certification by the Texas Department of Health at the EMT-Intermediate Level or Paramedic Level. TEC.**

EMSP 2348 - Emergency Pharmacology. 3-3-0

A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to compliment cardiology, special populations and medical emergency courses. **Prerequisites or co-requisites: EMSP 1338, 1356, 1355, 2261, 2434 and 2444 OR proof of current certification by the Texas Department of Health at the EMT-Basic Level. TEC.**

EMSP 2434 - Medical Emergencies. 4-3-2

This course provides a detailed study of the knowledge and skills necessary in the assessment and management of patients with medical emergencies. **Prerequisites or co-requisites: EMSP 1338, 1356, 1355 and 2261 OR proof of current certification by the Texas Department of Health at the EMT-Basic Level. TEC.**

EMSP 2444 - Cardiology. 4-3-2

This course provides a detailed study of the knowledge and skills necessary in the assessment and management of patients with cardiac emergencies. **Prerequisites or co-requisites: EMSP 1338, 1356, 1355 and 2261 OR proof of current certification by the Texas Department of Health at the EMT-Basic Level. TEC.**

EMSP 2463 - Clinical IV-Paramedic. 4-0-12

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. **Prerequisites: EMSP 1338, 1356, 1355 and 2261 OR proof of current certification by the Texas Department of Health. Prerequisite: EMSP 2162. TEC.**

ENGL 1301 - Composition I. 3-3-0

This course provides intensive study and practice in basic forms of expository writing, including writing frequent themes and collateral reading of articles and essays of a factual and informative nature. **Prerequisite: Passing English placement test(s). AC.**

ENGL 1302 - Composition II. 3-3-0

This course provides further study and practice in the basic forms of expository writing and analytical writing. Topics for composition are suggested from a wide reading of fiction, poetry and drama. **Prerequisite: ENGL 1301. AC.**

ENGL 2321 - Masterworks of British Literature. 3-3-0

This course provides critical study of significant works of British literature. **Prerequisites: ENGL 1301 and ENGL 1302. AC.**

ENGL 2326 - Masterworks of American Literature. 3-3-0

This course provides critical study of significant works of American literature, including both the 19th and 20th centuries. **Prerequisites: ENGL 1301 and ENGL 1302. AC.**

ENGL 2328 - Masterworks of Minority American Literature 3-3-0

This course provides critical study of selected significant works of minority American literature. **Prerequisites: ENGL 1301 and ENGL 1302. AC.**

ENGL 2331 - Masterworks of World Literature. 3-3-0

This course provides critical study of significant works of world literature. **Prerequisites: ENGL 1301 and ENGL 1302. AC.**

ENGL 2341 – Forms of Literature. 3-3-0

This course provides critical study of six to 10 major works of short and long fiction from Europe, America and non-Western cultures from the 19th and 20th centuries.

Prerequisites: ENGL 1301 and ENGL 1302. AC.

GEOG 1301 - Physical Geography. 3-3-0

This course provides an introduction to the location of the unique physical realms of the Earth's immediate surface and atmosphere. Topics discussed include cartography, Earth-sun relationships, changes in seasons, meteorology, climate and plant and animal ecology. **AC.**

GEOG 1302 - Cultural Geography. 3-3-0

This course provides an introduction to the location, character and historical development and reasons for the diversity of human cultures. Topics discussed include the historical development of culture, influence of proximity to neighboring cultures or lack of it, ethnicity and race and the interrelation of culture and technology with the physical landscape. **AC.**

GEOG 1303 - Regional Geography. 3-3-0

This course provides an introduction to the location of the Earth's resources and how people use them. Lecture topics include discussions of how language, religion, ethnicity and race, nationality and history tend to determine how and to what extent people use the physical landscape and the political implications of this use. Emphasis is placed on the uniqueness of national cultural realms, the location of nations and their primary cities within each realm and relationships between realms. **AC.**

GEOL 1403 - Physical Geology. 4-3-2

This course provides an introduction into Earth materials and landforms and the processes that have formed and altered them. Topics discussed include minerals, rocks, weathering, soils, mineral resources, erosion, sediment depositions, crustal motions, ground water, caves, glaciations and the beach. **AC.**

GEOL 1404 - Historical Geology. 4-3-2

This course provides an introduction to the geologic and biologic history of the Earth. Topics discussed include the formation and progressive changes that have affected the Earth's crust and what is on it, such as changes within the atmosphere, oceans, position of lands and life forms. **AC.**

GOVT 2301 - Introduction to American Government I. 3-3-0

This course provides a study of the national and Texas constitutions, federalism, political socialization and participation, public opinion and interest groups, parties and voting and elections. **AC.**

GOVT 2302 - Introduction to American Government II. 3-3-0

This course provides a study of the legislative, executive and judicial branches and the bureaucracy, policy formulation and implementation, including civil rights and civil liberties and domestic and foreign policies. **AC.**

HIST 1301 - U.S. History Before 1877. 3-3-0

This course provides a survey of United States history from the revolutionary period through reconstruction. **AC.**

HIST 1302 - U.S. History Since 1877. 3-3-0

This course provides a survey of United States history from the post-reconstruction period to the present. **AC.**

NOTE: History courses do NOT have to be taken in sequence.

HUMA 1315 - Understanding the Arts. 3-3-0

This course offers a study of the visual arts, musical arts and theatrical arts. It provides a medium of learning that broadens the cultural horizons, engenders respect for people's creative potential and encourages emotional maturity through awareness and understanding of people's aesthetic responses. **AC.**

ITCC 1302 - Networking Basics. 3-2-4

This course teaches skill development in the design and installation of local area networks to ensure optimal throughput. Topics include cabling, wiring closets, management devices, selection and installation of network devices, protocols and sub netting. **TEC.**

ITCC 1306 - Routers and Routing Basics. 3-2-4

This course offers an introduction to Cisco basic router configuration for local area networks. Topics include router configuration for TCP/IP, management of the configuration, backup of router configuration files and routing protocols.

Prerequisite: ITCC 1302. TEC.

ITCC 1342 - Switching Basics and Intermediate Routing. 3-2-4

This course teaches skill development in managing traffic in local area networks (LAN) and in the management of network devices for LANs. Topics include configuring routers for IPX protocol, filtering traffic using access lists, configuring and managing VLANs and identifying and resolving network congestion problems.

Prerequisites: ITCC 1302, ITCC 1306. TEC.

ITCC 1346 - WAN Technologies. 3-2-4

This course offers an introduction to wide area networking (WAN) services and management. **Prerequisites: ITCC 1302, ITCC 1306, ITCC 1342. TEC.**

ITNW 1321 - Introduction to Networking. 3-2-3

This course provides an introduction to the fundamentals, basic concepts and terminology of networks. Topics include the access and use of the Internet and networking hardware and software. It provides up-to-date knowledge of developments in this dynamic field. **Prerequisites: COSC 1301, ITSC 1321, and ITSC 1325. TEC.**

ITNW 1325 - Fundamentals of Networking. 3-2-3

This course provides instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media and networking hardware and software. **Prerequisites: ITNW 1321 or equivalent knowledge. TEC.**

ITSC 1313 - Internet/Web Page Development. 3-2-3

This course introduces students to fundamental Internet concepts and uses. Students will learn, through the "hands-on" approach, how to use the Internet as a communication tool, how to navigate and search the WWW, how to build and publish a web page and how to market a site and use different file formats and tools that are used on the Internet. It is the overall goal of the course to prepare students for Internet literacy and subsequently acquire skills needed in the ever increasingly technical workplace. **Prerequisite: COSC 1301. TEC.**

ITSC 1321 - PC Operating Systems-Windows. 3-2-3

This course provides an Introduction to Windows-based microcomputer operating systems. Topics include installation and configuration, file management, memory and storage management, peripheral device control and use of utilities. **Prerequisite: COSC 1301. TEC.**

ITSC 1325 - Personal Computer Hardware. 3-2-3

This course provides a study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration and troubleshooting. **TEC.**

ITSC 2339 - Personal Computer Help Desk. 3-2-3

This course provides a study of diagnosis and solution of use hardware and software-related problems with on-the-job projects in either a Help Desk lab or in short-term assignments for local business. **Prerequisite: ITSC 1325. TEC.**

ITSC 2387 - Internship-ITSS Program. 3-1-8

This course provides an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. See instructor the semester prior to internship. **Prerequisites: Enrollment in information technology support specialist program, sophomore standing, a minimum of 30 semester hours in program and departmental approval. TEC.**

ITSW 1304 - Spreadsheets. 3-2-3

This course provides instruction in the concepts, procedures and importance of electronic spreadsheets. **Prerequisite: COSC 1301. TEC.**

ITSW 1307 - Database. 3-2-3

This course provides an introduction to database theory and the practical applications of a database. **Prerequisite: COSC 1301. TEC.**

ITSW 2331 - Advanced Word Processing. 3-2-2

This course is a continuation of the study of word processing, including advanced applications in merging, macros, graphics, desktop publishing and extensive formatting for technical documents. **Prerequisites: COSC 1301 and POFI 2301. TEC.**

MATH 1314 - College Algebra. 3-3-0

This course addresses algebra topics, including linear equations, quadratic equations and inequalities, determinants, matrices, systems of equations, partial fractions, binomial theorem, logarithms and theory of equations. **Prerequisite: Passing ASSET or a passing grade in DMTH 0302 or appropriate placement test score. AC.**

MATH 1316 - Plane Trigonometry. 3-3-0

This course provides a study of trigonometric functions, identities, inverse functions, trigonometric equations, graphs and applications of trigonometry. It is recommended for students who have not had high school trigonometry. **Prerequisite: MATH 1314 or equivalent. AC.**

MATH 1324 - Mathematics for Business Applications. 3-3-0

This course provides a review of basic algebra techniques, linear equations and inequalities; the mathematics of finance, matrices and linear programming; and an introduction to probability and statistics. **Prerequisite: A passing grade in DMTH 1302 or appropriate placement test score. AC.**

MATH 1325 - Elements of Analysis for Business Applications. 3-3-0

This course provides an introduction to calculus, including the derivative, applications of the derivative, techniques of differentiation, exponential and natural logarithmic functions and an introduction to integral calculus. **Prerequisites: MATH 1324 or MATH 1314 or equivalent. AC.**

MATH 1332 - Mathematics for Liberal Arts. 3-3-0

This course is designed to provide liberal arts majors three hours of college-level mathematics credit. Topics include sets, logic, number systems, number theory, functions, equivalence, congruence, measurement, other geometric concepts, matrices and applications, mathematics of finance and the introduction to probability and statistics. **AC.**

MATH 1342 - Elementary Statistics. 3-3-0

This course provides a non-calculus based introduction to statistics, statistical measures of data, measures of central tendency and variation, normal distribution and correlation and sampling. **Prerequisite: MATH 1314 or its equivalent. AC.**

MATH 1350 – Fundamentals of Mathematics I. 3-3-0

Concepts of sets, functions, numeration systems, number theory and properties of the natural numbers, integers, rational and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for

students who seek middle grade (4-8) teacher certification. **Prerequisite: MATH 1314 or the equivalent. AC.**

MATH 2305 - Discrete Mathematics. 3-3-0

This course provides an introduction to combinatorial and finite mathematics required in the study of computer science. Topics include special functions such as truncation, floor and ceiling, number theory, matrix algebra, summation notation, logic and Boolean algebra, probability, combinatorics, graph theory, differential equations and recurrence relations. **Prerequisites: MATH 1314 or its equivalent. AC.**

MATH 2312 - Precalculus Mathematics. 3-3-0

This course addresses the fundamentals of algebra, trigonometry and analytic geometry and prepares students for MATH 2413. **Prerequisites: MATH 1314 or appropriate placement score. AC.**

MATH 2413 - Calculus and Analytic Geometry I. 4-4-0

This course addresses functions, limits and derivatives of algebraic, trigonometric, exponential and logarithmic functions; curve sketching; related rates; maximum and minimum problems; and definite and indefinite integrals with applications. **Prerequisites: MATH 2312 or its equivalent. AC.**

MLAB 1201 - Introduction to Clinical Laboratory Science. 2-1-2

This course is an introduction to clinical laboratory science, including quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, accreditation, professionalism and ethics. **Required co-requisites: PLAB 1223, MLAB 1415 and 1227. TEC.**

MLAB (PLAB 1223) - Phlebotomy. 2-2-0

This course will provide skill development in the performance of a variety of blood collection methods, using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture and specimen collection in adults, children and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessing. **Required co-requisites: MLAB 1201, 1415 and 1227. TEC.**

MLAB 1227 - Coagulation. 2-1-2

This is a course in coagulation theory, procedures and practical applications. It includes laboratory exercises that rely on commonly performed manual and semi-automated methods. **Required co-requisites: MLAB 1201, 1415 and PLAB 1223.**

MLAB 1311 - Urinalysis and Body Fluids. 3-2-2

This course provides an introduction to urinalysis and body fluid analysis, including the anatomy and physiology of the kidney and physical, chemical and microscopic examination of urine, cerebrospinal fluid and other body fluids. **Required prerequisites: MLAB 1201, 1415, 1227 and PLAB 1223. Required co-requisites: MLAB 1335. TEC.**

MLAB 1335 - Immunology/Serology. 3-2-2

This course provides an introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions and the principles of serological procedures. **Required prerequisites: MLAB 1201, 1415, 1227 and PLAB 1223. Required co-requisites: MLAB 1331 and 1311. TEC.**

MLAB 1415 - Hematology. 4-3-4

This course is an introduction to the theory and practical application of routine and special hematology procedures, both manual and automated, red blood cell and white blood cell maturation sequences and normal and abnormal morphology and associated diseases. **Required co-requisites: MLAB 1201, 1227 and PLAB 1223. TEC.**

MLAB 2232 - Seminar in Medical Laboratory Technology. 2-2-0

This course is designed to reinforce didactic information with laboratory methodologies and to allow exploration of advanced techniques in medical laboratory. **Pre-requisites: MLAB 1201, MLAB 1227, MLAB 1415, MLAB 1335, MLAB 1311, MLAB 2401, MLAB 2431, MLAB 2434 and PLAB 1223. Co-requisite: MLAB 2663. TEC.**

MLAB 2401 - Clinical Chemistry. 4-3-3

This course is an introduction to the principles and procedures of various tests performed in clinical chemistry. Presents the physiological basis for the test and principles and procedures for the test results, including quality control and normal values. Also includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function and toxicology. **Required prerequisites: MLAB 1201, 1227, 1415, 1335, 1331, 1311 and PLAB 1223. Required co-requisites: MLAB 2431 and 2434. TEC.**

MLAB 2431 - Immunohematology. 4-3-3

A study of blood antigens and antibodies. Performance of routine blood banking procedure, including blood group and Rh typing, antibody screens, antibody identification, crossmatching, elution and absorption techniques. **Required prerequisites: MLAB 1201, 1227, 1415, 1335, 1331, 1311 and PLAB 1223. Required co-requisites: MLAB 2401 and 2434. TEC.**

MLAB 2434 - Clinical Microbiology. 4-3-3

This course is designed to give instruction in the theory, practical application and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing and reporting procedures. **Required prerequisites: MLAB 1201, 1227, 1415, 1335, 1331, 1311 and PLAB 1223. Required co-requisites: MLAB 2401 and 2431. TEC.**

MLAB 2663 - Clinical. 6-0-36

This course offers a method of instruction providing detailed education, training, 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 responsibility of the college faculty. **Required prerequisites: MLAB 1201, 1227, 1415, 1335, 1331, 1311, 2401, 2431, 2434 and PLAB 1223. Required co-requisites: MLAB 2232. TEC.**

MRKG 1311 - Principles of Marketing. 3-3-0

This course will aid the student in understanding the marketing concepts needed by business, consumers and organizations. Students will learn how to define and segment a market, develop need-satisfying products and services for markets, establish price offerings, design advertising and promotions and do market research. **TEC.**

MUSI 1181 – Piano Class I. 1-1-0

This is a self-paced course for the study of piano. The beginning level is based on the individual's musical background and experience. Students take one 30-minute private lesson per week. Practice rooms are available. No prior experience is required. The course can be repeated up to four semesters for credit. **AC.**

MUSI 1183 – Voice Class I. 1-1-0

This course provides one 30-minute private lesson each week for beginners as well as advanced vocalists. Time is to be arranged individually. Practice rooms are available. To enroll, a student must be able to read music and be approved by the instructor. **AC.**

OSHT 2401 - OSHA Regulations--General Industry. 4-4-0

This course provides an overview of health and safety in the workplace. Students are introduced to OSHA standards and issues of employee compliance. Compliance in the areas of record keeping, hazard communication, respiratory protection, confined space entry, noise protection, tagout/lockout; personal protective equipment and control of toxic and hazardous materials will be covered in detail. Techniques for developing and maintaining an effective safety program will also be addressed. Special attention is placed on the petroleum refinery industry and petrochemical industry of the local area. **TEC.**

PHED 1138 - Concepts of Physical Fitness. 1-0-3

The class is designed for those individuals who wish to begin a fitness program, have little or no knowledge about what to do or have been idle for an extended period. Class members participate in simple cardiovascular endurance and strength and flexibility exercises. **AC.**

PHED 1238 - Concepts of Physical Fitness. 2-1-2

This course involves physical activities, such as racquetball, volleyball, basketball and aerobics and emphasizes development of lifetime skills in sports. This course may be repeated for credit. **AC.**

PHED 1251 - Scuba. 2-1-2

This course involves participation and instruction in advanced aquatic activities. **Prerequisite: Demonstrated swimming skills. AC.**

PHED 1304 - Health and Wellness. 3-3-0

This course examines acquired knowledge and attitudes pertaining to wellness/health maintenance, including exercise and diet modification activities and their effect upon individual decision-making within one's life span. **AC.**

PHIL 1301 - Introduction to Philosophy. 3-3-0

This course provides an introduction on the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories and methods of reasoning. **AC.**

PHRA 1301 - Introduction to Pharmacy. 3-3-0

This course provides an overview of the qualifications, operational guidelines and job duties of a pharmacy technician in retail, institutional and long-term care settings. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques and supply and inventory techniques. Various software will be used to enhance the pharmacy technician's learning process. This course includes the learning Modules 1, 15, 16, 17, 18, 23, 24 and 31 from the American Society of Health-System Pharmacists' *Model Curriculum for Pharmacy Technician Training* (First Edition). **Co-requisites: PHRA 1305, 1309, POFM 1313 and PHRA 2260. TEC.**

PHRA 1305 - Drug Classification. 3-2-2

This course is a study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body and routes of administration. Emphasis on the location of drugs within the pharmacy, inventory control, safety and quality assurance procedures. This course includes the learning Modules 2-14 and 17 from the American Society of Health-System Pharmacists' *Model Curriculum for Pharmacy Technician Training* (First Edition). **Recommended prerequisites or co-requisites: PHRA 1301, 1309, POFM 1313 and PHRA 2260. TEC.**

PHRA 1309 - Pharmaceutical Mathematics. 3-2-2

This course provides a study in pharmaceutical mathematics including reading, interpreting and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, milliequivalent units, intravenous flow rates and solving problems. This course includes the learning Modules 19 and 20 related to preparation of non-compounded and non-sterile compounded products from the American Society of Health-System Pharmacists' *Model Curriculum for Pharmacy Technician Training* (First Edition).

Co-requisites: PHRA 1301 and 1305, 2260 and POFM 1313. TEC.

PHRA 1445 - Intravenous Admixture and Sterile Compounding. 4-2-4

This course includes mastery of skills in compounding sterile products. Introduction to sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment (robotics, auto-injectors and pumps), preparation of sterile products (intravenous, irrigation, ophthalmic, total parenteral nutrition and chemotherapy drugs) and safe handling of antineoplastic drugs. This course includes the learning Modules 21, 22, and 25-32 from the American Society of Health-System Pharmacists' *Model Curriculum for Pharmacy Technician Training* (First Edition). **Prerequisites: PHRA 1301, 1305, 1309, 2260 and POFM 1313.**

Required co-requisite PHRA 2361. TEC.

PHRA 2260 - Clinical-Pharmacy Technician. 2-0-8

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. This course provides students the opportunity to experience detailed education, training, work-based experience and direct patient/client care at a retail, institutional or long-term care clinical site. Students will apply the theory, concepts and skills involving specialized materials, equipment, procedures, regulations, laws and interactions of the pharmacy technician in a variety of clinical settings. Students will demonstrate legal and ethical behavior, safety practices and interpersonal and teamwork skills. This course includes the application of objectives from learning Modules 33, 34 and 35 related to acute, ambulatory and long-term care practice experiences from the American Society of Health-System Pharmacists' *Model Curriculum for Pharmacy Technician Training* (First Edition). **Required co-requisites: PHRA 1301, 1305, 1309 and POFM 1313. TEC.**

PHRA 2361 - Clinical II-Pharmacy Technician. 3-0-12

This capstone course provides practical clinical experience in retail, institutional and long-term care settings. This course provides students with opportunities to apply, review and bring together all the skills and knowledge from previous courses in serving clients in retail, institutional and long-term care settings, including the standards of ethics governing pharmacy practice. **Prerequisites: PHRA 1301, 1305, 1309, 2260 and POFM 1313. Co-requisite: PHRA 1445. TEC.**

PHYS 1401 - College Physics I. 4-3-2

This course is designed for majors in the physical or natural sciences. Emphasis is placed upon understanding and application of basic physical laws. Topics include general physics, mechanics and heat. **Prerequisite: MATH 1314 or its equivalent. AC.**

PHYS 2470 - Integrated Physics. 4-3-2

This course provides a conceptual and integrated approach to mathematics and the traditional experimental sciences (physics, chemistry, biology, earth and space

science). It provides a basic understanding for those preparing to teach in grades K-8. **AC.**

POFI 2301 - Word Processing. 3-2-2

This course introduces the various aspects of a word processing software package with emphasis on the use of text editing features to produce business documents.

Prerequisite: Demonstrated keyboarding ability. TEC.

POFI 2331 - Desktop Publishing for the Office. 3-2-3

This course provides in-depth coverage of desktop publishing terminology, text editing and use of design principles to create publishing material using word processing desktop publishing features. Emphasis is on layout techniques, graphics and multiple page displays. **Prerequisite: POFI 2301 or proficiency in word processing software. TEC.**

POFM 1309 - Medical Office Procedures. 3-2-2

This course introduces basic medical office skills, including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence and business transactions. Emphasis on human relations and customer service skills. **Prerequisites: Minimum typing speed of 45 net words per minute or POFT 1329. TEC.**

POFM 1313 - Medical Terminology I. 3-3-0

This course provides instruction in the practical application of a medical vocabulary system. Topics include structure, recognition, analysis, definitions, spelling, pronunciation and combination of medical terms from prefixes, suffixes, roots and combining forms. **TEC.**

POFM 1321 - Medical Law and Ethics for Office Personnel. 3-3-0

This course provides instruction in the principles, procedures and regulations governing the legal and ethical relationships among physicians, patients and health care professionals. Topics include current ethical issues related to the practice of medicine and patient confidentiality. **TEC.**

POFM 1327 - Medical Insurance. 3-3-1

This course provides a survey of medical insurance, including the life cycle of various claim forms, terminology, litigation, patient relations and ethical issues. **Prerequisites: POFM 1309, POFM 1313 and basic keyboarding and computer skills. TEC.**

POFM 1331 - Medical Transcription I. 3-1-5

This course provides fundamentals of medical transcription, including basic reports such as history and physicals, discharge summaries, consultations, operative reports and other medical reports. Emphasis is on development of speed and accuracy. **Prerequisites: Minimum typing speed of 45 net words per minute or POFT 1329 and POFM 1313. TEC.**

POFM 1353 - Medical Coding. 3-2-2

This course provides presentation and application of basic coding rules, principles, guidelines and conventions, utilizing various coding systems. **Prerequisites: POFM 1309, POFM 1313 and basic keyboarding and computer skills. TEC.**

POFM 2313 - Medical Transcription II. 3-1-5

This course provides skill development in the production of medical reports, including history and physicals, consultations, discharge summaries, operative reports and other medical reports. Emphasis on speed and accuracy. **Prerequisites: Minimum typing speed of 45 net words per minute or POFT 1329 and POFM 1313. TEC.**

POFM 2333 - Medical Document Production. 3-2-2

This course studies advanced concepts of medical office activities, practices and procedures. Topics include advanced medical reports, coding, billing, insurance activities and records management. **Prerequisites: POFM 1309, POFM 1313, POFM 1327 and POFT 1329. TEC.**

POFM 2386 - Internship-Medical Office. 3-1-8

An experience external to the college for an advanced student in a specialized field, involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. **Prerequisites: Enrollment in medical office technology program, sophomore standing, a minimum of 30 semester hours in program and departmental approval. TEC.**

POFT 1301 - Business English. 3-3-1

This course introduces a practical application of basic language usage skills - grammar, punctuation, capitalization, spelling, vocabulary building and proofreading - with emphasis on fundamentals of writing and editing for business. **TEC.**

POFT 1309 - Administrative Office Procedures I. 3-2-2

This course provides a study of current office procedures, including telephone skills, time management, travel and meeting arrangements, mail processing and other duties and responsibilities in an office environment. **TEC.**

POFT 1329 - Keyboarding and Document Formatting. 3-2-2

This course provides an introduction to the touch-typing system of keyboarding, numeric keyboarding and the formatting of letters, memos, reports, and tables. This course is designed for the individual with no previous keyboarding experience. Training is provided with the personal computer. **TEC.**

POFT 1331 - Business Machine Applications. 3-2-2

This course provides technique familiarization in the operation of the most commonly used office machines. Computations, calculations, speed drills, percentages, discounts and net values, chain discounts and business forms.

Prerequisite: Demonstrated keyboarding ability or concurrent enrollment in POFT 1329. **TEC.**

POFT 1349 - Administrative Office Procedures II. 3-2-3

This course provides advanced office application with special emphasis on decision making, goal setting, management theories and critical thinking. **Prerequisite:** POFT 1309. **Co-requisites:** POFT 2301, POFT 2312 and POFI 2301 or equivalent competencies. **TEC.**

POFT 2301 - Document Formatting and Skillbuilding. 3-2-3

This course is a continuation of keyboarding skills in document formatting, speed and accuracy. Emphasis is on proofreading, editing, following instructions and keying documents from various copy. **Prerequisites:** POFT 1329 with a grade of "C" or better or a demonstrated ability to type 45 net words per minute for 3 minutes. **TEC.**

POFT 2303 - Speed and Accuracy Building. 3-2-3

This course reviews, corrects, improves and/or perfects touch keyboarding techniques for the purpose of increasing speed and improving accuracy. **POFT 1329 with a grade of "C" or better or a minimum keyboarding speed of 35 cwam. TEC.**

POFT 2312 - Business Correspondence/Communication. 3-3-1

This course develops writing skills to produce effective business documents. **Prerequisite:** POFT 1301. **TEC.**

POFT 2386 - Internship-Office Technology. 3-1-8

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. **Prerequisites:** Enrollment in office technology program, sophomore standing, a minimum of 30 semester hours in program and departmental approval. **TEC.**

PSYC 2301 - Introduction to Psychology. 3-3-0

This course provides an introductory survey of the major areas of psychology, such as learning, personality, psychological testing, developmental issues and physiological bases of behavior. Emphasis is on psychology as the scientific study of behavior and includes both human and animal behavior. **AC.**

PSYC 2308 - Child Psychology. 3-3-0

This course provides a study of the growth and development of behavior patterns in children. **AC.**

PSYC 2311 - Adult Development and Aging. 3-3-0

This course offers a survey of major issues in adult development and aging, including biological influences and aging changes, cognitive changes, personality integration, changes in family structure and disease factors. **AC.**

PSYC 2313 - Adolescent Psychology. 3-3-0

This course provides a study of the growth and development of adolescent behavior patterns. **Prerequisite:** PSYC 2301. **AC.**

PSYC 2317 - Statistical Methods in Psychology. 3-3-0

This course provides a non-calculus based introduction to statistics, statistical measures of data, measures of central tendency and variation, normal distribution and correlation and sampling. **Prerequisites:** MATH 1314 or its equivalent. **AC.**

PTAC 1302 - Introduction to Process Technology. 3-2-2

This course provides an introduction to process operations in the oil refinery and petrochemical industry, including operator roles, responsibilities and expectations, plant terminology, safety and environmental responsibilities, applied organic and inorganic chemistry, applied physics, plant equipment, utility systems, product handling, flow diagrams, basic process control, plant organizations and general process overview of process operating technology, including the mental and physical requirements of the process operator career. Plant tour may be conducted. **TEC.**

PTAC 1308 - Safety, Health and Environment. 3-3-0

This course is an introduction to occupational safety, health and environmental practices and associated equipment, including safety mindset and attitude, personal safety equipment; general safety policies and procedures; hazards communications, HAZWOPER/emergency response, first aid and CPR, industrial hygiene, exposure monitoring and environmental compliance. This course will give students an overview of various governmental regulations mandated by OSHA, EPA, SARA, RCRA, DOT, NFPA, etc. **TEC.**

PTAC 1352 - Process Instrumentation I. 3-2-2

This course introduces the student to the nature of process control, elements of process control, process control signals, introduction to process measurement, principles of transducers, basic process measurement, temperature measurements, principles of pressure and measurements, level measurements, properties of fluid flow, flow measurements, controllers, modern control and valves and a study of the instruments and instrument systems used in the process industry, including terminology, primary variables, symbology, control loop and basic troubleshooting. **TEC.**

PTAC 2410 - Process Technology I - Equipment. 4-3-2

This course builds on the information presented in previous courses, putting together the components of equipment. Students will apply the knowledge taught in previous courses to understand how individual pieces of equipment work, how they interconnect and how they contribute to overall plant operations. The student will arrange process equipment into basic systems, describe the purpose and function of specific process equipment, explain how factors affecting process equipment are controlled under normal conditions and recognize abnormal process conditions. This course covers the petroleum refining industry and petrochemical industry equipment. **Prerequisite:** PTAC 1352. **TEC.**

PTAC 2436 - Process Instrumentation II. 4-3-3

This course introduces the student to the following: process control drawings, using symbols and diagrams, fundamentals of control loops, control loop characteristics, advanced control methods, loop dynamics, loop protection, measuring conductivity, measuring pH and ORP, optical measurement, measuring products of combustion, chromatography, computers-history and overview, small computers in process control, distributive control system-architecture, DCS configuration and operation, DCS system and applications integration, introduction to programmable logic controllers, system integration and troubleshooting. **Prerequisites:** PTAC 1352. **TEC.**

RNSG 1207 - Nursing Jurisprudence. 2-1-2

This course in nursing jurisprudence and ethics emphasizes personal and professional responsibility. Study of the laws and regulations related to the provision of safe and effective professional nursing care. **Prerequisites:** BIOL 2401, 2402 and 2420; ENGL 1301, 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. **This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in the course. TEC.**

RNSG 1210 - Introduction to Community-Based Nursing. 2-1-2

This course provides an overview of the delivery of nursing care in a variety of community-based settings, application of systematic problem-solving processes and critical thinking skills, focusing on the examination of concepts and theories relevant to community-based nursing and development of judgment, skill and professional values within a legal/ethical framework. **Prerequisites:** BIOL 2401, 2402 and 2420; ENGL 1301; and 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. **This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in the course. TEC.**

RNSG 1215 - Health Assessment. 2-1-2

This course offers the development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. The student will describe the components of a comprehensive health assessment and demonstrate the techniques utilized in a systematic process of health assessment. **Prerequisites:** Licensed practical/vocational nurse or administrative approval, BIOL 2401 and 2402. **TEC.**

RNSG 1311 - Nursing Pathophysiology. 3-2-2

This course provides basic principles of pathophysiology, emphasizing nursing applications. Topics include principles of homeostasis related to body systems. The student will discuss homeostasis as a mechanism for achieving and maintaining normal interaction of structure and functions, relate the physiological system and its role in pathogenesis and explain the importance of pathophysiology in nursing practice. **Prerequisites:** Licensed practical/vocational nurse or administrative approval, BIOL 2401 and 2402. **TEC.**

RNSG 1327 - Transition from Vocational to Professional Nursing. 3-2-4

This course provides a study of health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication and applicable competencies in knowledge, judgment, skills and professional values within a legal/ethical framework throughout the life span. **Prerequisites:** BIOL 2401, 2402 and 2420; ENGL 1301; 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. **Co-requisite:** RNSG 2361. **This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. This course must be successfully completed simultaneously with the clinical component (RNSG 2361) to receive credit for this course and progress in the Upward Mobility Nursing Program. TEC.**

RNSG 2361 - Clinical I. 3-0-9

This course provides 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. **Prerequisites:** BIOL 2401, 2402 and 2420; ENGL 1301; 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. **Co-requisite:** RNSG 1327. **This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. TEC. This course must be successfully completed simultaneously with the didactic component (RNSG 1327) to receive credit for this course and progress in the Upward Mobility Nursing Program.**

RNSG 2362 - Clinical II. 3-0-9

This course provides 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. **Prerequisites:** BIOL 2401, 2402, 1402 and 2420; ENGL 1301, 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. **Co-requisite:** RNSG 2514. **This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. TEC. This course must be successfully completed simultaneously with the didactic component (RNSG 2514) to receive credit for this course and progress in the Upward Mobility Nursing Program.**

RNSG 2363 - Clinical III. 3-0-9

This course provides 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. **Prerequisites:** BIOL 2401, 2402 and 2420; ENGL 1301 and 3 credit-hour computer elective **OR** MATH 1314; RNSG 1215 and 1311. **Co-requisite:** RNSG 2535. **This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. TEC. This course must be successfully completed simultaneously with the didactic component (RNSG 2534) to receive credit for this course and progress in the Upward Mobility Nursing Program.**

RNSG 2514 - Care of Client w/ Complex Healthcare Needs. 5-4-2

This course provides application of a systematic problem-solving process and critical-thinking skills to provide nursing care to diverse clients/families across the life span with complex healthcare needs, including, but not limited to, complex childhood/adolescent diseases, complicated prenatal care, acute mental illness, complex preoperative care, serious adult health problems and health issues related to aging. Opportunities to collaborate with members of the multidisciplinary healthcare team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills and professional values within a legal/ethical framework. **Prerequisites:** BIOL 2401, 240, and 2420; ENGL 1301, 3 credit-hour Computer Elective **OR** MATH 1314; RNSG 1215 and 1311. **Co-requisite:** RNSG 2362. **This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in the course. TEC. This course must be successfully completed simultaneously with the clinical component (RNSG 2362) to receive credit for this course and progress in the Upward Mobility Nursing Program.**

RNSG 2535 - Integrated Client Care Management. 5-4-2

This course provides the application of client assessment skills, critical thinking and independent nursing interventions to care for diverse client/families throughout the life span whose healthcare needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills and client management. Topics include the significance of professional development, trends in nursing and healthcare and applicable knowledge, judgment skills and professional values within a legal/ethical framework. **Prerequisites:** BIOL 2401, 2402 and 2420; ENGL 1301 and 3 credit-hour computer elective **OR** MATH 1314; RNSG 1215 and 1311. **Co-requisite:** RNSG 2363. **This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. TEC. This course must be successfully completed simultaneously with the clinical component (RNSG 2363) to receive credit for this course and progress in the Upward Mobility Nursing Program.**

SGNL 1301 - Sign Language I (Beginning). 3-3-0

This course introduces American Sign Language, covering finger spelling, vocabulary and basic sentence structure and preparing students to interpret oral speech for the hearing impaired. **AC.**

SGNL 2301 - Sign Language II (Intermediate). 3-3-0

This course offers review and application of conversational skills in American Sign Language, including interpreting from signing to voice and from voice to signing. **Prerequisite:** SGNL 1301. **AC.**

SOCI 1301 - Introductory Sociology. 3-3-0

This course addresses concepts and principles used in the study of group life, social institutions and social processes. **AC.**

SOCI 1306 - Social Problems. 3-3-0

This course addresses application of sociological principles to the major problems of contemporary society, such as inequality, crime and violence, substance abuse, deviance or family problems. **AC.**

SOCI 2301 - Marriage and the Family. 3-3-0

This course provides a sociological examination of marriage and family life, including problems of courtship, mate selection and marriage adjustment in modern American society. **AC.**

SOCI 2306 - Human Sexuality. 3-3-0

This course provides a study of the psychological, socialized and physiological aspects of human sexuality. **AC.**

SOCI 2326 - Social Psychology. 3-3-0

This course provides a survey of theories of individual behavior and social environment and may include topics, such as the socio-psychological process, attitude formation and change, interpersonal relations and group processes. **AC.**

SOCI 2339 - Juvenile Delinquency 3-3-0

This course provides current theories and research on crime and criminal behavior and its causes, methods of prevention, systems of punishment and rehabilitation. **AC.**

SOCI 2371 - Deviant Behavior. 3-3-0

This course provides a study of the major areas of social maladjustment from the standpoint of the processes underlying social and individual disorganization - alcoholism, illegitimacy, suicide, drug addiction and other personal deviations. **AC.**

SOCI 2372 - Social Gerontology. 3-3-0

This course provides a study of aging from a sociological perspective and covers such areas as socialization groups, social stratification and deviance, as well as the five basic social institutions: family, economy, political systems, religion and education. **AC.**

SOCI 2373 - Current Issues in Sociology. 3-3-0

This course provides an in-depth study of specific contemporary topics in sociology, such as multiculturalism, sociobiology, urban society, gerontology, death and dying or sex-roles. **AC.**

SPAN 1311 - Beginning Spanish I. 3-3-0

This course teaches fundamental skills in listening comprehension, speaking, reading and writing, including basic vocabulary, grammatical structures and culture.

Students will engage in audio and computerized practice. **AC.**

SPAN 1312 - Beginning Spanish II. 3-3-0

This course is a continuation of SPAN 1311 and includes concentration on conversation, more advanced points of grammar and continued reading practice.

Students will engage in audio and computerized practice. **Prerequisites:**

SPAN 1311 or equivalent determined by examination. AC.

SPCH 1311 - Introduction to Speech Communications. 3-3-0

This course provides both theoretical and practical approaches to speech communication behavior in interpersonal, small group and public communication situations. **AC.**

SPCH 1315 - Public Speaking. 3-3-0

This course addresses research, composition, organization and delivery of speeches for various purposes and occasions with emphasis on listener analysis and informative and persuasive techniques. **AC.**

SPCH 1318 - Interpersonal Communication. 3-3-0

This course provides both theoretical and practical approaches to verbal and nonverbal communication with focus on interpersonal relationships. **AC.**

SPCH 2335 - Argumentation and Debate. 3-3-0

This course provides a study of evidence and reasoning and a critique of them as reflected in current public affairs. **AC.**

SPCH 2341 - Oral Interpretation of Literature. 3-3-0

This course provides both theoretical and practical approaches to the principles of speech applied to performance in the interpretation of prose and poetry.

Prerequisites: Sophomore literature or instructor's approval. AC.

VNSG 1136 - Mental Health. 1-1-0

This course provides an introduction to the principles and theories of positive mental health and human behaviors. Topics included, but not limited to, are emotional responses, coping mechanisms and therapeutic communication skills.

Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227. Co-requisite: VNSG 1413, VNSG 1562, VNSG 1222. TEC.

VNSG 1138 - Mental Illness. 1-1-0

This course provides a study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.

Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502,

VNSG 1561, VNSG 1331, VNSG 1227, VNSG 1413, VNSG 1562, VNSG 1136, VNSG 1222. Co-requisites: VNSG 1214, VNSG 2563, VNSG 1330, VNSG 1334. TEC.

VNSG 1160 - Clinical Practical Nurse I. 1-0-3

Students will acquire skills to provide basic care to clients, such as hygiene measures, transfer techniques, obtaining vital signs, bed making, etc. Clinical experiences are unpaid external learning experiences. Must be taken in concurrence with VNSG 1323. **TEC.**

VNSG 1214 - Applied Nursing Skills III. 2-1-2

This course is a continuation of Applied Nursing Skills II. Nursing skills are applied to meet complex client needs, utilizing the nursing process and related scientific principles. **Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 1413, VNSG 1562, VNSG 1136, VNSG 1222. Co-requisites: VNSG 1214, VNSG 2563, VNSG 1330, VNSG 1334. TEC.**

VNSG 1222 - Vocational Nursing Concepts. 2-2-0

This course provides an introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts presented relate to the physical, emotional and psychosocial self-care of the learner/professional. **Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1331, VNSG 1227. Co-requisites: VNSG 1413, VNSG 1562, VNSG 1136, PSYC 2308. TEC.**

VNSG 1227 - Essentials of Medication Administration. 2-1-2

This course provides general principles of medication administration, including determination of dosage, preparation, safe administration and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160. Co-requisites: VNSG 1502, VNSG 1561, VNSG 1331, BIOL 1322. TEC.

VNSG 1330 - Maternal-Neonatal Nursing. 3-3-0

This course provides utilization of the nursing process in the assessment and management of the childbearing family. Emphasis is on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth and the neonatal period including abnormal conditions.

Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 1413, VNSG 1562, VNSG 1136, VNSG 1222. Co-requisites: VNSG 1214, VNSG 2563, VNSG 1330, VNSG 1334. TEC.

VNSG 1331 - Pharmacology. 3-3-0

This course provides the fundamentals of medications and their diagnostic, therapeutic and curative effects. Includes nursing interventions utilizing the nursing process.

Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160. Co-requisites: VNSG 1502, VNSG 1561, VNSG 1331, BIOL 1322. TEC.

VNSG 1323 - Basic Nursing Skills. 3-2-2

This course provides the mastery of entry-level nursing skills and competencies for a variety of healthcare settings. Students will utilize the nursing process as the foundation for all nursing interventions. Students may be eligible for certification as nurse aides through the Texas Department of Human Services Long Term Care Division after completing this course. Must be taken with VNSG 1160. **TEC.**

VNSG 1334 - Pediatrics. 3-3-0

This is a study of childhood diseases and childcare from infancy through adolescence. Focus is on the care of the well and the ill child, utilizing the nursing process. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 1413, VNSG 1562, VNSG 1136, VNSG 1222. **Co-requisites:** VNSG 1214, VNSG 2563, VNSG 1330, VNSG 1334. **TEC.**

VNSG 1413 - Applied Nursing Skills II. 4-3-2

This course provides an application of nursing skills to meet more complex needs, utilizing the nursing process and scientific principles. Clients experiencing health deviations are included in this course. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227. **Co-requisite:** VNSG 1413, VNSG 1562, VNSG 1222. **TEC.**

VNSG 1502 - Applied Nursing Skills I. 5-3-6

This course is an introduction to and application of primary nursing skills. This course addresses the role of the vocational nurse. Emphasis is on utilization of the nursing process and related scientific principles. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160. **Co-requisites:** VNSG 1502, VNSG 1561, VNSG 1331, BIOL 1322. **TEC.**

VNSG 1561 - Clinical Practical Nurse II. 5-0-18

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. This clinical rotation is in nursing home facilities or hospital facilities. Students in this level will be required to perform various skills on clients, such as, but not limited to, hygiene measures, foley catheter insertion, physical assessment, g-tube feedings, blood glucose monitoring, care plans, etc. Clinical experiences are unpaid external experiences. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227. **Co-requisite:** VNSG 1413, VNSG 1562, VNSG 1222. **TEC.**

VNSG 1562 - Clinical Practical Nurse III. 5-0-24

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Students continue to provide client care, administer medications, wound care, sterile technique, isolation, admissions and discharges of clients, following doctors orders and utilizing the nursing process, etc. Clinical experiences are unpaid learning experiences. **TEC.**

VNSG 2563 - Clinical Practical Nurse IV. 5-0-24

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Students continue to provide client care in various clinical sites, such as medical surgical, obstetrics/gyn, post partum, pediatrics, etc. Community sites as well as hospital facilities will be utilized. Students will coordinate and provide care for clients while utilizing the nursing process. Clinical experiences are unpaid external experiences. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 1413, VNSG 1562, VNSG 1136, VNSG 1222. **Co-requisites:** VNSG 1214, VNSG 2563, VNSG 1330, VNSG 1334. **TEC.**

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Victoria Norvell , B.B.A., Testing Administrator
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Jennifer Rector , B.B.A., Assistant Director of ACE Program
Barbara Robnett , B.S., Director of Institutional Effectiveness
Dana Rogers , B.S./C.P.A., Director of Finance
Stacy Russell , M.A., Academic Advisor/Special Populations
William L. Ryan , M.A.L.S., Assistant to the President
Bishar Sethna , M.B.A., Coordinator of Institutional Research
Terrie Smith , Manager of the Brown Center
Betty Jo Spence , M.A., Coordinator of Public Information
Amanda Stoneking , B.B.A., Recruiter
Ann Taylor , B.A.A.S., Financial Aid Advisor
Heather Thomas , A.S., Accountant I
Jay Trahan , B.S., Director of Workforce Training and Continuing Education

SUPPORT STAFF

Carol Abshire, Lab Tech III, Academic Programs
Vera Ashworth, Clerk II, Admissions and Records
Denise Benjamin, Accounting Clerk I
Sallie Bertles, Secretary I, Nursing Department
Charlotte Chiasson, Secretary I, ACE Program
Chris Chambless, Accounting Clerk II
Phyllis Crow, Secretary I, Academic Division Chairs
Verniece DeLeon, Secretary III to the Vice President for Academic Affairs
Karolyn Doiron, Administrative Tech II, Vice President for Academic Affairs
Nicholas Doguet, Printing Services Tech I, Print Shop
Diane Dues, Secretary III to the Vice President for Finance and Operations
Tara Edgerton, Web Support Specialist, Computer Center
Wendy Elliott, Clerk II, Student Center
Larry Font, Security Guard
Phyllis Ford, Secretary III to the Vice President for Student Services
James Gardner, Security Guard
Wanda Haney, Accounting Clerk III
Pamela Hardin, Mail Clerk/Switchboard Operator II
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Mary Holman, Library Tech III; Evening Supervisor
Paula Jacobs, ADP Records Control Clerk
Michael Knox, Security Coordinator
Stephanie Knox, Secretary I, Allied Health
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Judy Leger, Property Inventory Clerk I
Bea Lewis, Cook, The Brown Center
Vanessa Lister, Technical Assistant II, Library
Kevin Michalak, LAN Tech
Debbie Moreau, Clerk II, Admissions and Records
Gayle Morvent, Clerk II, Admissions and Records
Melissa Perkins, Accounting Clerk II
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Hugh Robinson, Facility Worker II, Physical Plant
Barbara Sarver, Laboratory Tech I, The Learning Center
Lynn Scales, Secretary I, Workforce Training and Continuing Education
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Sharon Sias, Head Cook II, The Brown Center
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Josephine Solis, Secretary I, Advising and Counseling
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Lisa Sparks, Secretary I, Library
Ricky Strong, Facility Worker II, Physical Plant
Wilbert Thomas, Program Attendant I, The Brown Center
Shane Trahan, Network Support Specialist, Computer Center
Richard Wall, Courier
Flo Ward, Senior Secretary to the President
Sandra Wilson, Administrative Tech I, The Brown Center

FULL-TIME FACULTY

The following list reflects the status of the Lamar State College-Orange faculty as of September 1, 2003. The date following each name is the academic year of first service to the college and does not necessarily imply continuous service since that time.

Best, Anna Marie, 1985, Assistant Professor of Economics
 B.A., B.S., Texas Woman's University;
 M.S., North Texas State University
Bonneaux, Allisha, 1998, Instructor of Psychology
 B.A., Texas A & M; M.Ed., McNeese State University
Brent, Sandra M., 1999, Instructor of Upward Mobility Nursing
 B.S.N., Lamar University; M.S.N., McNeese State University
Brown, Leslie A., 1998, Instructor of Vocational Nursing
 A.D., B.S. Lamar University
Brown, Marcia, 1990, Instructor of Office Technology
 Director of Office Technology Programs
 B.S., M.Ed., University of Nebraska
Bryant, Christy, 2000, Instructor of Office Technology
 B.B.A., Lamar University
Byers, Nancy, 1990, Instructor of English
 B.S., University of Texas; M.A. Lamar University-Beaumont
Coratti, John, 1994, Associate Professor of Criminal Justice;
 Director of Criminal Justice Program
 A.A., Ocean County Community College; B.A., Rutgers College
 M.A., Seton Hall University; J.D., University of Dayton School of Law
Daniel, Max, 1973, Assistant Professor of Political Science
 B.A., University of Houston; M.A., Sam Houston State University
Dorman, Bonnie, 1980, Instructor of Office Technology
 B.B.A., Lamar University; M.Ed., McNeese State University
Doss, L. Kevin, 1996, Instructor of Speech
 B.A., Southwest Baptist; M.A., Southwest Texas State
Ellis, James, 2001, Instructor of Business Management
 Director of Business Management Program
 B.S., Ohio State University; M.B.A., Lamar University
Fears, Dixie L., 2002, Clinical Instructor of Vocational Nursing
 A.D.N., Lamar University
Flippen, Carolyn, 2002, Instructor/Director of Dental Assisting
Ford, Randy, 2001, Instructor/Director of Pharmacy Technology
 Certificate, South West School of Medical Assistants
Hu, Zili, 2001, Instructor of Computer Science
 B.E., M.E., Northwestern Polytechnical University;
 M.S., Lamar University; MOUS certification
Jinks, Julie, 2000, Instructor of Computer Information Systems
 Director of Information Technology
 B.S., M.Ed., McNeese State University; MOS master certification
Jureidini, Elias, 1992, Assistant Professor of Mathematics
 B.S., Nicholls State University; M.S., Clemson University
 M.S., Louisiana State University

LeBlanc, Lorrie, 1996, Instructor/Director of Vocational Nursing
A.D.N., Lamar University-Port Arthur; B.S.N., University of Texas Medical Branch

McClure, Matthew, 1994, Associate Professor of Biology
B.S., Lamar University; M.S., Ph.D., Texas A & M University

McGee, Leah Anne, 1992, Assistant Professor of Nursing
Director of Upward Mobility Nursing
B.S.N., R.N., University of Texas-San Antonio; M.Ed., Lamar University;
Licensed Family Nurse Practitioner

Mello, Carolyn, 2002, Instructor of English
B.A., Lamar University; M.Ed., McNeese State University

Miller, Roberta, 1995, Instructor of Sociology
B.S., Lamar University; M.S., Baylor University

Park, Kathleen, 1998, Instructor/Director of Medical Laboratory Technology
B.S., University of Akron; M.Ed., Sam Houston State

Paulk, Charlene, 1994, Clinical Instructor of Nursing
A.D., R.N., Lamar University-Orange

Peebles, Robert, 1970, Professor of History
B.S., Lamar University; M.A., Sam Houston State University
Ph.D., North Texas State University

Peveto, Barbara, 1999, Instructor of Mathematics
B.S., East Texas Baptist; B.S., M.Ed., Lamar University

Phillips, Catherine, 1999, Instructor of Computer Information Systems
B.A., Jacksonville University; M.S., Florida State University

Preslar, Andrew, 1994, Instructor of English
B.A., University of Texas-Austin; M.A., Lamar University

Priest, Karen, 1987, Assistant Professor of English
B.A., M.A., Lamar University

Rivera, Carla M., 2003, Instructor of Upward Mobility Nursing
A.D.N., New Mexico State, B.S.N, M.S.N.A., Lamar University

Rives, Barbara, 1980, Professor of Mathematics
B.A., David Lipscomb College; M.Ed., Lamar University
Ed.D., University of Houston

Senter, Phil J., 2003, Assistant Professor of Biology
B.A., Wingate University; M.S., Baylor University;
Ph.D., Northern Illinois

Shanti, Basaam, 1995, Instructor of Computer Science; MOUS certification
B.S., M.S., University of Nebraska; Certified Novell Administrator

Stinehart, Joan, 1996, Assistant Professor of Accounting
Director of Accounting Program
B.A., Willamette University;
M.B.A., M.S.B.A., University of Southern California

Switzer, Janis, 1993, Clinical Instructor of Nursing
A.D., R.N., Lamar University-Orange

Thibodeaux, Stephenie, 2001, Instructor of Upward Mobility Nursing
A.A.S., B.S.N., Lamar University; M.S.N., University of Texas Houston

Thomas, Donald, 1992, Instructor of Physical Education
B.S.E., M.S.E., Henderson State University

Thomas, M. Theresa, 1995, Instructor of Math
B.A., University of Western Ontario; B.S., University of Windsor
M.A., University of South Florida

Tobias, Samuel, 1999, Instructor of Process Operating Technology
Director of Process Operating Technology Program
B.S., Lamar University

Thrasher, Shelley, 1970, Professor Emeritus of English
B.A., M.A., North Texas State University; Ph.D., University of Houston

Turkel, Arlene, 1989, Associate Professor of English
B.A., M.Ed., Lamar University; Ed.D., Texas A & M University

Turner, Carol, 2002, Instructor of Medical Office Technology
Director of Medical Office Technology Program
ICD-9 Coding Certification; CPT-4 Coding Certification

Whitehead, Gwendolyn, 1990, Associate Professor of English
B.A., M.A., Lamar University;
Ph.D., University of Southwestern Louisiana

Williams, Patricia, 1998, Clinical Instructor of Vocational Nursing
V.N. Certificate, A.A.S., Lamar University-Orange

Wilmore, Larry, 1975, Assistant Professor of Biology
B.S., M.Ed., Lamar University; M.S., Ohio State University

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