

Lamar State College-Orange

2014-2016 Catalog, Volume 50

Revised 9/23/2015



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.

A Message from the President

Welcome to Lamar State College-Orange!

Lamar State College-Orange is a great choice for pursuing your dreams! Whether you are fresh from high school and excited about starting your college studies or you are an older student returning to learn a new career or improve your job skills, we have the programs and people you need to succeed.

Lamar State College-Orange takes great pride in providing access to a quality education at an affordable price. Our faculty makes teaching their top priority and treats every student with respect. We set high standards but work with you to help you meet those standards. Our curriculum includes a wide variety of freshman and sophomore academic courses that you can transfer to a four-year institution and apply towards a bachelor's degree. We also offer vocational/technical programs and courses that are tied directly to employment in the local job market. Our open admission policy makes it easy for anyone to take a course for personal enrichment or skills development.

For more than 40 years, the faculty and staff at Lamar State College-Orange have emphasized the importance of each student as an individual. We offer friendly service and personal attention that you will not find on larger campuses. Our campus is easily accessible and features the latest technology. It is a comfortable place to learn and meet new people.

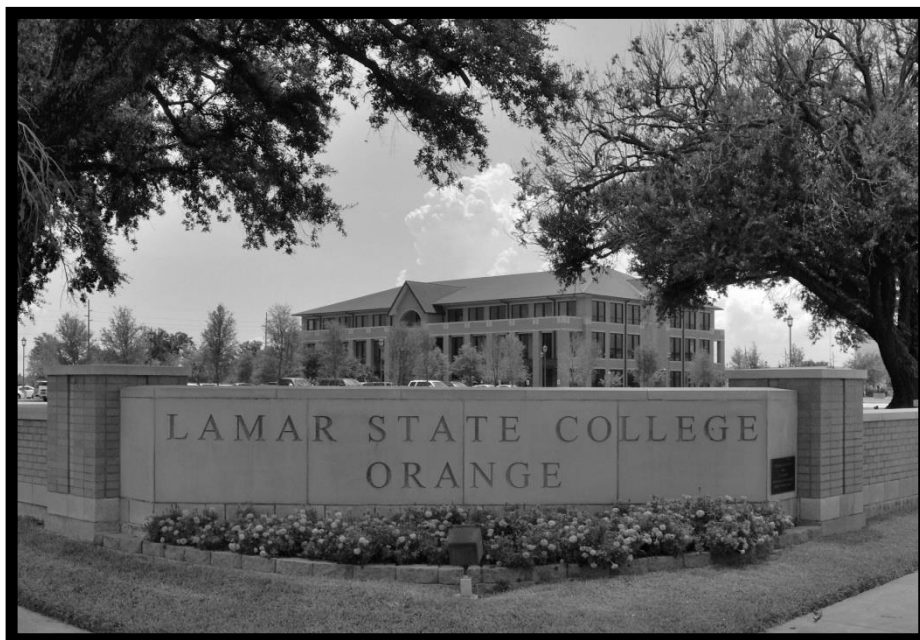
Remember, learning has no age limit! I encourage you to call or visit our campus today and see how Lamar State College-Orange can expand your horizons.



Sincerely,

A handwritten signature in cursive script, which appears to read "J. Michael Shahan".

Dr. J. Michael Shahan
President



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Campus Map and Academic Calendars

Lamar State College-Orange Campus Map

Fall Semester 2014

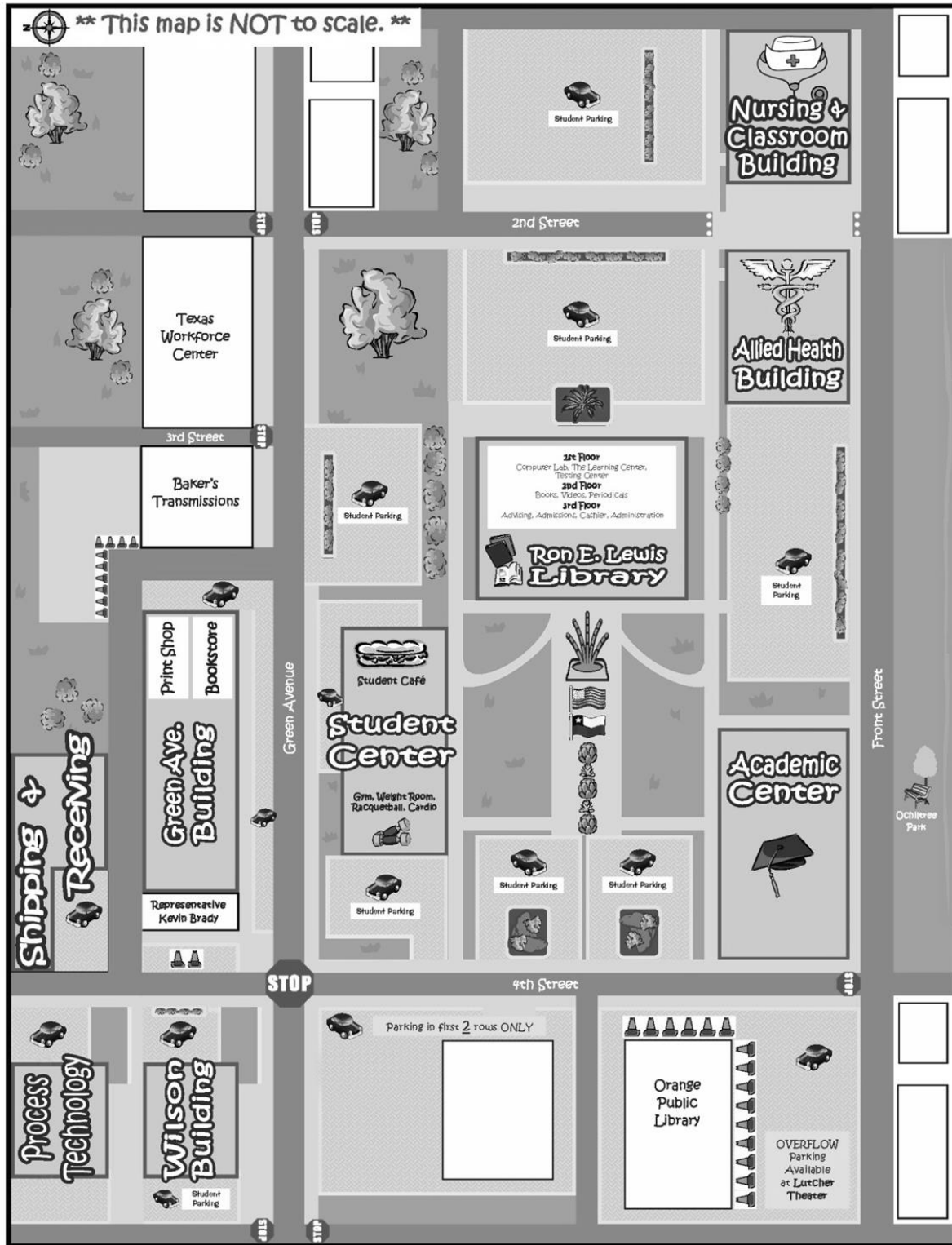
Spring Semester 2015

Summer Semester 2015

Fall Semester 2015

Spring Semester 2016

Summer Semester 2016



Academic Calendars 2014-2016

Fall Semester 2014

August

- 20 *Payment due if registered for Fall, 8-week Session I, and 8-week Session II*
- 23 Saturday on-campus registration 9am - 12pm
- 25 First class day for Fall and 8-week Session I
- 25-26 Schedule revisions and/or late registration *with fee*
- 29 Application for December 2014 graduation begins

September

- 1 Labor Day Holiday
- 2 6th class day for 8-week Session I - no penalty for dropping
- 10 12th class day for Fall - no penalty for dropping
- 17 Last day to drop/withdraw from 8-week Session I without academic penalty (Q or W)
Last day to petition for 'no grade' for 8-week Session I
- 24 Last day to drop/withdraw from 8-week Session I *with academic penalty*
First installment due

October

- 1 Last day to drop/withdraw from Fall without academic penalty (Q or W)
Last day to petition for 'no grade' for Fall
- 15 *Payment due if registered for 8-week Session II*
- 17 Last class day for 8-week Session I
- 20 First class day for 8-week Session II
- 22 *Second installment due*
Short-term loans due
- 27 6th class day for 8-week Session II - no penalty for dropping
- 31 *Fall 60% complete-critical date for financial aid students*

November

- 3 Schedules available for Spring 2015
Registration begins for Spring 2015
- 5 Last day to drop/withdraw from Fall *with academic penalty*
- 12 Last day to drop/withdraw from 8-week Session II without academic penalty (Q or W)
Last day to petition for 'no grade' for 8-week Session II
- 19 Last day to drop/withdraw from 8-week Session II *with academic penalty*
- 26 Last day to apply for December 2014 graduation
- 27-28 Thanksgiving Holiday

December

- 1 Last day to pay for December 2014 graduation
- 3 Last class day for Fall and 8-week Session II
- 4-10 Final exams
- 11 Grades for graduating students due by noon
- 12 December 2014 Commencement
- 16 Grades for all students due by noon
- 22-31 Christmas Holiday

Spring Semester 2015

January

- 1-2 New Year's Holiday
- 14 *Payment due if registered for Spring, 8-week Session I, and 8-week Session II*
- 17 Saturday on-campus registration 9am - 12pm
- 19 Martin Luther King, Jr. Day Holiday
- 20 First class day for Spring and 8-week Session I
- 20-21 Schedule revisions and/or late registration *with fee*
- 23 Application for May 2015 graduation begins
- 27 6th class day for 8-week Session I - no penalty for dropping

February

- 4 12th class day for Spring - no penalty for dropping
- 11 Last day to drop/withdraw from 8-week Session I without academic penalty (Q or W)
Last day to petition for 'no grade' for 8-week Session I
- 18 Last day to drop/withdraw from 8-week Session I *with academic penalty*
- 25 *First installment due*
Last day to drop/withdraw from Spring without academic penalty (Q or W)
Last day to petition for 'no grade' for Spring

March

- 11 *Payment due if registered for 8-week Session II*
- 13 Last class day for 8-week Session I
- 16-19 Spring Break (campus open)
- 20 Energy Conservation Day (campus closed)
- 23 First class day for 8-week Session II
- 25 *Second installment due*
Short-term loans due
- 30 6th class day for 8-week Session II - no penalty for dropping

April

- 1 Schedules available for Summer 2015 and Fall 2015
Registration begins for Summer 2015 and Fall 2015
- 2 *Spring 60% complete-critical date for financial aid students*
- 3 Good Friday - no classes (campus closed)
- 8 Last day to drop/withdraw from Spring *with academic penalty*
- 15 Last day to drop/withdraw from 8-week Session II without academic penalty (Q or W)
Last day to petition for 'no grade' for 8-week Session II
- 22 Last day to drop/withdraw from 8-week Session II *with academic penalty*
- 24 Last day to apply for May 2015 graduation

May

- 1 Last day to pay for May 2015 graduation
- 6 Last class day for Spring and 8-week Session II
- 7-13 Final exams
- 14 Grades for graduating students due by noon
- 15 May 2015 Commencement
- 19 Grades for all students due by noon
- 25 Memorial Day Holiday

Summer Semester 2015

May

27 *Payment due if registered for Full-Term, Summer I, and Summer II*

June

1 First class day for Full Term and Summer Session I (SSI)
 1-2 Schedule revisions and/or late registration *with fee*
 4 4th class day for SSI - no penalty for dropping
 5 Application for August 2015 graduation begins
 10 Last day to drop/withdraw from SSI without academic penalty (Q or W)
 Last day to petition for 'no grade' for SSI
 18 12th class day for Full Term - no penalty for dropping
 24 Last day to drop/withdraw from SSI *with academic penalty*
First installment due

July

1 *Payment due if registered for Summer II*
 Last day to drop/withdraw from Full Term without academic penalty (Q or W)
 Last day to petition for 'no grade' for Full Term
 2 SSI final exams
 3 Energy Conservation Day (campus closed)
 8 First class day for Summer Session II (SSII)
 8-9 Schedule revisions and/or late registration *with fee*
 14 4th class day for SSII - no penalty for dropping
 15 Last day to drop/withdraw from Full Term *with academic penalty*
 22 Last day to drop/withdraw from SSII without academic penalty (Q or W)
 Last day to petition for 'no grade' for SSII
Second installment due
 24 Last day to apply for August 2015 graduation
 31 Last day to pay for August 2015 graduation

August

5 Last day to drop/withdraw from SSII *with academic penalty*
 11 SSII and Full Term final exams
 13 Grades for graduating students due by noon
 14 August 2015 Commencement
 18 Grades for all students due by noon

The academic calendar is subject to change. All dates should be verified. The schedule of classes is published twice per year - Spring and 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 semester.

*These dates are subject to change.

Fall Semester 2015

August

- 19 *Payment due if registered for Fall, 8-week Session I, and 8-week Session II*
- 22 Saturday on-campus registration 9am - 12pm
- 24 First class day for Fall and 8-week Session I
- 24-25 Schedule revisions and/or late registration *with fee*
- 28 Application for December 2015 graduation begins
- 31 6th class day for 8-week Session I - no penalty for dropping

September

- 7 Labor Day Holiday
- 9 12th class day for Fall - no penalty for dropping
- 16 Last day to drop/withdraw from 8-week Session I without academic penalty (Q or W)
Last day to petition for 'no grade' for 8-week Session I
- 23 Last day to drop/withdraw from 8-week Session I *with academic penalty*
First installment due
- 30 Last day to drop/withdraw from Fall without academic penalty (Q or W)
Last day to petition for 'no grade' for Fall

October

- 7 *Payment due if registered for 8-week Session II*
- 16 Last class day for 8-week Session I
- 19 First class day for 8-week Session II
- 21 *Second installment due*
Short-term loans due
- 26 6th class day for 8-week Session II - no penalty for dropping

November

- 2 Schedules available for Spring 2016
Registration begins for Spring 2016
Fall 60% complete-critical date for financial aid students
- 4 Last day to drop/withdraw from Fall *with academic penalty*
- 11 Last day to drop/withdraw from 8-week Session II without academic penalty (Q or W)
Last day to petition for 'no grade' for 8-week Session II
- 18 Last day to drop/withdraw from 8-week Session II *with academic penalty*
Last day to apply for December 2015 graduation
- 26-27 Thanksgiving Holiday
- 30 Last day to pay for December 2015 graduation

December

- 1 Last class day for Fall and 8-week Session II
- 2-8 Final exams
- 9 Grades for graduating students due by 10 am
- 9 December 2015 Commencement
- 15 Grades for all students due by noon
- 21-22 Energy Conservation Days (campus closed)
- 23-31 Christmas Holiday

Spring Semester 2016

January

- 1 New Year's Day Holiday
- 6 *Payment due if registered for Spring, 8-week Session I, and 8-week Session II*
- 9 Saturday on-campus registration 9am - 12pm
- 11 First class day for Spring and 8-week Session I
- 11-12 Schedule revisions and/or late registration *with fee*
- 15 Application for May 2016 graduation begins
- 18 Martin Luther King, Jr. Day Holiday
- 19 6th class day for 8-week Session I - no penalty for dropping
- 27 12th class day for Spring - no penalty for dropping

February

- 3 Last day to drop/withdraw from 8-week Session I without academic penalty (Q or W)
Last day to petition for 'no grade' for 8-week Session I
- 10 Last day to drop/withdraw from 8-week Session I *with academic penalty*
First installment due
- 17 Last day to drop/withdraw from Spring without academic penalty (Q or W)
Last day to petition for 'no grade' for Spring

March

- 2 *Payment due if registered for 8-week Session II*
- 4 Last class day for 8-week Session I
- 7 First class day for 8-week Session II
- 9 *Second installment due*
Short-term loans due
- 14-17 Spring Break (campus open)
- 18 Energy Conservation Day (campus closed)
- 21 6th class day for 8-week Session II - no penalty for dropping
- 25 Good Friday - no classes (campus open)*
- 30 Last day to drop/withdraw from Spring *with academic penalty*
Spring 60% complete-critical date for financial aid students

April

- 1 Schedules available for Summer 2016 and Fall 2016
Registration begins for Summer 2016 and Fall 2016
- 6 Last day to drop/withdraw from 8-week Session II without academic penalty (Q or W)
Last day to petition for 'no grade' for 8-week Session II
- 13 Last day to drop/withdraw from 8-week Session II *with academic penalty*
- 22 Last day to apply for May 2016 graduation
- 29 Last day to pay for May 2016 graduation

May

- 3 Last class day for Spring and 8-week Session II
- 4-10 Final exams
- 12 Grades for graduating students due by noon
- 13 May 2016 Commencement
- 17 Grades for all students due by noon
- 30 Memorial Day Holiday

Summer Semester 2016

June

- 1 *Payment due if registered for Full-Term, Summer I, and Summer II*
- 6 First class day for Full Term and Summer Session I (SSI)
- 6-7 Schedule revisions and/or late registration *with fee*
- 9 4th class day for SSI - no penalty for dropping
- 10 Application for August 2016 graduation begins
- 15 Last day to drop/withdraw from SSI without academic penalty (Q or W)
Last day to petition for 'no grade' for SSI
- 23 12th class day for Full Term - no penalty for dropping
- 29 Last day to drop/withdraw from SSI *with academic penalty*
First installment due

July

- 4 Independence Day Holiday
- 6 *Payment due if registered for Summer II*
Last day to drop/withdraw from Full Term without academic penalty (Q or W)
Last day to petition for 'no grade' for Full Term
- 7 SSI final exams
- 11 First class day for Summer Session II (SSII)
- 11-12 Schedule revisions and/or late registration *with fee*
- 14 4th class day for SSII - no penalty for dropping
- 20 Last day to drop/withdraw from SSII without academic penalty (Q or W)
Last day to petition for 'no grade' for SSII
Last day to drop/withdraw from Full Term *with academic penalty*
- 22 Last day to apply for August 2016 graduation
- 27 *Second installment due*
- 29 Last day to pay for August 2016 graduation

August

- 3 Last day to drop/withdraw from SSII *with academic penalty*
- 11 SSII and Full Term final exams
Grades for graduating students due by noon
- 12 August 2016 Commencement
Grades for all students due by noon

The academic calendar is subject to change. All dates should be verified. The schedule of classes is published twice per year - Spring and 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 semester.

* These dates are subject to change.

General Information

About Lamar State College-Orange
Community Services
Health Policies and Regulations

General Information

LSC-O's 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: Arts and Sciences, Business and Technology, Allied Health, and Education.

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 Sam Houston State University, Texas State University-San Marcos and Sul Ross State University.

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 2,700. 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, in turn, delegates the operational authority to the Chancellor and the presidents, campus administrative officers and faculty of each component institution.

Vision

Lamar State College-Orange (LSC-O) will improve the quality of life for the citizens of Orange County and surrounding environs by spurring intellectual exploration, providing avenues for personal and professional growth, and offering a means to succeed in the global society.

Mission Statement

Lamar State College-Orange is a two-year open admissions, lower-division component of the Texas State University System. Our mission is:

- a. to provide, through traditional and innovative delivery systems, an academic curriculum that offers associate degrees and prepares students for transfer to senior colleges and universities;
- b. to provide, through traditional and innovative delivery systems, certificate and Associate of Applied Science Degree programs that prepare students for employment;
- c. to provide support services that facilitate and enhance student learning and success;
- d. to provide continuing education and customized training programs for upgrading employment skills and/or for those pursuing areas of personal interest; and
- e. to sponsor and/or participate in community activities that support economic development, promote cultural engagement, and/or encourage cooperation with area school districts.

Core Values

To foster a collaborative environment of integrity and accountability, Lamar State College – Orange values:

- Excellence: We endeavor to achieve quality results.
- Diversity: We celebrate diversity in ideas, people, and culture, and encourage a spirit of inclusiveness.
- Community: We demonstrate genuine concern for our students, faculty, staff, and the region that we serve.
- Student Success: We encourage and celebrate student achievement.

Accreditation

Lamar State College – Orange is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate of arts, associate of science, associate of applied science degrees, and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by telephone 404-679-4500, or by visiting the website <http://www.sacscoc.org> for questions regarding the accreditation of Lamar State College – Orange. Normal inquiries about the institution such as admission requirements, financial aid, education programs, etc., should be addressed directly to Lamar State College – Orange and not to the Commission’s office. The Commission should be contacted *only* if there is evidence that appears to support the institution’s significant non-compliance with a requirement or standard of *The Principles of Accreditation: Foundations for Quality Enhancement*.



Community Services, Education and Training

The Brown Estate

The Brown Estate 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 62 acres of scenic landscaped grounds, including a lake and greenhouses, feature a graceful mansion built and decorated in the southern antebellum plantation tradition.

Lamar State College-Orange 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 Estate can be reserved for seminars, meetings, planning retreats, and other public service activities.

Continuing and Workforce Education

Lamar State College-Orange (LSC-O) offers customized training programs for upgrading employment skills and/or for those pursuing areas of personal interest through its continuing education programs. These classes provide opportunities for individuals to continue their education in the academic and technical/occupational areas. A number of classes are offered for persons interested in pursuing creative activities, cultural endeavors, and/or recreational programs. Additional, class offerings include personal development, computer skill enhancement, and professional development along with free community service learning opportunities.

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

Continuing & Workforce Education (C&WE) offers customized business and industrial training. These programs are designed to fit the needs of local employers. Training can take place on the Lamar State

College-Orange campus, a local plant, or office location. C&WE has worked with local businesses and industry leaders to deliver courses in computer technology, leadership training, business communication, maintenance technology, and more. Courses vary in length from one hour, to one-day, to multi-faceted, long-term training.

Health Policies and Regulations

Bacterial Meningitis Vaccination Requirement

Texas Senate Bill 1107 and subsequent Senate Bill 62 requires all students entering an institution of higher education (public and private) to either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination 10 days before the first day of classes. Therefore, if you are under the age of 22 and are 1) a returning student, who did NOT attend classes at LSC-O the preceding long semester, 2) an entering freshman, OR 3) a transfer student, you must submit evidence of vaccination against bacterial meningitis. Students that are taking online only courses DO NOT need to submit evidence of vaccination against bacterial meningitis. However, must complete a signed notarized waiver that may be obtained from the Admission & Records Office and may only enroll in on-line classes. To learn important facts about Bacterial Meningitis

<http://www.cdc.gov/meningococcal/about/index.html>

Proof of bacterial meningitis vaccination or exemption

Evidence of Vaccination must verify that the vaccination was received at least 10 days prior to attending classes.

- A document bearing the signature or stamp of a physician, his or her designee, or public health official that states the name of the vaccination, the name and address of the medical facility, and the day, month and year that the vaccination was administered.
- An official immunization record generated by a state or local health authority. This record must state the name of the vaccination, the name and address of the medical facility, and the day, month and year that the vaccination was administered.
- An official school record that indicates a current bacterial meningitis vaccination. This record must state the name of the vaccination, the name and address of the medical facility, and the day, month and year that the vaccination was administered.

Evidence to Decline Vaccination must be submitted in the following format:

- To claim an exclusion for medical reasons, the student must present a statement signed by a physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.
- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. For information about requesting a conscientious objection exemption form from DSHS click here:- <http://collegevaccinerequirements.com/>.

Important Considerations

- The bacterial meningitis vaccination must be administered by a Health Practitioner authorized by law to administer an immunization.

Vaccinations older than 5 years will require a booster

How to provide proof of bacterial meningitis or exemption

After evaluating multiple platforms, Lamar State College-Orange chose an established provider, Magnus Health SMR (Student Medical Record). Magnus Health SMR is already used by more than 900 colleges, universities, and independent schools for managing school health records. We are adopting this system because it:

- Reduces the future burden of paperwork on our students.
- Provides HIPAA and FERPA privacy and security practices to the information.
- Makes this information instantly available to you, the student, if the need arises in the future.

- Advances the speed of care and communication of our staff to you in the event of an outbreak or an illness.

After applying for admission students will receive an email from Magnus Health SMR containing their username and temporary password to access their account and provide the information required by the state. The bacterial meningitis vaccine or exemption from the vaccine must be provided to Magnus Health before registration. All students are required to submit their information through Magnus Health SMR.

When you log in to your Magnus Health SMR account you will be able to download the forms you need to be completed to provide proof of the vaccination (or exemption). If you have any additional questions please contact customer support from Magnus Health SMR, which is available to you by phone (877-461-6831) and email (service@magnushealthportal.com).

Tobacco-Free Institution

The Texas State University System Board of Regents passed a rule requiring all component institutions to prohibit the use of ALL TOBACCO PRODUCTS on properties owned by the System; there will be no exceptions. The **Tobacco-Free Policy** is in effect as of June 1, 2012. The rule applies to all students, faculty, staff, and visitors. Violators are subject to established administrative/disciplinary policies and procedures. The **Tobacco-Free Policy** may be viewed on the Lamar State College-Orange web page at www.lSCO.edu.

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 Department of State Health Services 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, from 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 364 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 Building.

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 17, 2007).

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.

Admission Requirements

Admission Requirements
Educational Records and
Students' Rights

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 with a diploma from an accredited high school or home school program.
- Those who have earned a General Education Diploma (GED).
- 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, and consent from parent/guardian.

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 and/or GED certificates, driver's license and social security card.

All beginning students must comply with requirements relating to the Texas Success Initiative (TSI) and must submit appropriate scores for placement purposes.

EDUC 1300 "Learning Frameworks" is required for all first-time freshman students. A first-time student is one who has not earned any college credit since graduating from high school or completing the GED.

New students and returning students, with an enrollment lapse of one semester, who are under the age of 22 will not be permitted to register for classes without verification of proof of receiving the Bacterial Meningitis Immunization Vaccination. Please see *Bacterial Meningitis Vaccination Requirement* under the *Health Policies and Regulations* of this catalog.

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 sent directly from all colleges previously attended or in a sealed envelope from issuing institution. Transfer applicants must be in good standing with all institutions previously attended. Students on scholastic suspension or probation must meet with an Academic Advisor. Students on disciplinary suspension from another institution must petition the Vice President for Student Services for individual approval. Contact the Office of Admission and Records 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 must comply with requirements relating to the Texas Success Initiative.

Former Students

Former LSC-O students who have not registered, or who have a break in enrollment of one fall or spring term must file for readmission by submitting an application for admission. Former students who have attended another college are required to submit a complete official transcript of all work done subsequent to the last date of attendance at LSC-O. Students with unsettled financial debts to any TSUS component or incomplete records will not be allowed to register until such problems are resolved.

Proof of Residency

The Office of Admission and Records is responsible for determining residence status of students for the purpose of tuition as set forth by the *Texas Education Code, 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 residence and dated one year prior to registration, such as the following:

- Texas high school transcript for full senior year immediately preceding the census date;
- Unexpired Texas driver's license or Texas ID card with an issue date of more than 12 months preceding the census date for the term enrolling;
- Two consecutive Texas voter registration cards with the most current not expired;
- Pay stubs for the 12 months preceding the census date;
- Bank statements reflecting a Texas address for 12 months preceding the census date;
- Utility bills for the 12 months preceding the census date;
- Registration or verification from licenser showing Texas address for licensee;
- Ownership of real property with copies of utility bills for the 12 months preceding the census date;
- A current credit report that documents the length and place of residence of the person or dependent's parent.

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;
- Proof of adequate health insurance; and
- Provide proof of English Language Proficiency. International students must provide proof of English language proficiency through scores on the ROEFL or IELTS. This testing requirement is waived only for applicants who have completed at least two consecutive years of study at a college or university in the U.S. or in an English proficiency-exempt country. Scores are valid for two years and must be received directly from the testing agency.

Undergraduate (Freshman & Transfer) English Proficiency Requirements:

| | |
|----------------------------|-----|
| TOEFL Internet Based Total | 61 |
| TOEFL Computer Based Total | 173 |
| TOEFL Paper Based Total | 500 |
| IELTS Total | 5.0 |

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 Student Dual Credit Enrollment

Lamar State College-Orange has a dual credit program allowing qualified high school students to enroll in college courses and earn credit for the courses simultaneously at the high school and college level. Written recommendation from the high school principal or counselor and consent from parent/guardian must be on file prior to enrollment.

High School Concurrent Enrollment

Lamar State College-Orange allows qualified high school students to enroll in college courses. Students attend high school and enroll in a course at the college; however, credit is received at the college level only. Written recommendation from the high school principal or counselor and consent from parent/guardian must be on file prior to enrollment.

Graduates of Non-Accredited High Schools

Applicants who have not graduated from accredited high schools 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, or (3) have the recommended high school preparation credits.

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 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 submitted to the Office of Admission and Records, Lamar State College-Orange, 410 Front Street, Orange, Texas 77630, Phone # (409) 882-3364, Fax # (409) 882-3055, or Admissions.Records@lsc.edu. Students must:

- submit applications for admission online at www.ApplyTexas.org (inclusion of a social security number is encouraged);
- submit official transcripts from each high school and/or official college transcripts from all colleges previously attended, sent directly from issuing institutions or in a sealed envelope from issuing institution (this requirement applies, regardless of the length of time in attendance and regardless of whether credit was earned or is desired);
- submit current driver's license; and
- submit social security card, visa or green card, if applicable.

All materials required for admission to Lamar State College-Orange should be on file in the Office of Admission and Records 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. Students should take the prescribed placement tests and/or have records of test scores sent to the Office of Admission and Records.

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. Official transcripts should normally be sent from the issuing institution 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 an unofficial transcript and/or 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 official transcript furnished by the end of the semester.

Academic Records and Transcripts

Academic records are in the permanent custody of the Office of Admission and Records. 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 withheld until the debts are paid.

Educational Records and Students' Rights

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 Office of Admission and Records.

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 Office of Admission and Records. 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, e-mail address, date and place of birth, major, enrollment status, 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 Office of Admission and Records.

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

Tuition and Fees

Description of Fees

Refunds

Tuition Rebates

Tuition Charges for Extra Credit Hours

Summary of Fees

Financial Aid

Types of Aid

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 made by check, money order, cashier's check or traveler's check should be made payable to Lamar State College-Orange and will be accepted subject to clearing the financial institution on which they are drawn. Debit/credit cards and currency are also accepted. The college will not accept counter checks, postdated checks, credit card checks or altered checks. Excess payments will be refunded by direct deposit.

Installment Program

A student is not automatically placed on installments. A student will only be placed on installments if they have paid 50 percent of total tuition and fees, plus the \$20 nonrefundable installment fee. To receive the installment plan, contact the cashier at (409)882-3371 or view account online at Desire2Learn to apply installment plan. Two subsequent payments of 25 percent each are required at a later date. A late fee of \$15 will be assessed beginning the first day after an installment due date for each delinquent installment payment.

Testing Fees

LSC-O offers a variety of tests for career development, placement, entrance exams, etc. Prices vary based on the exam.

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 the refund.

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 Admission 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, **but will be responsible for all applicable fees.** Senior Citizen Tuition Exemption forms are available from the Office of Admission and Records. If credit is not desired, a petition for 'no grade' must be completed and submitted to the Office of Admission and Records by the census date of the term enrolling.

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 Office of Admission and Records with all appropriate signatures. Refunds are calculated according to the following schedules:

Fall, Spring Semesters, 10 and 12-Week Sessions 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-Sessions

- 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 I and II and Fall, Spring 8-Week Session

- 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).

Dropped Course Refunds

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

Fall, Spring Semesters

- Through the 12th class day, 100 percent
- After the 12th class day, no refund

Fall, Spring 8-Week Session

- Through the 6th class day, 100 percent
- After the 6th class day, no refund

Fall, Spring 10-week Session

- Through the 7th class day, 100 percent
- After the 7th class day, no refund

Fall, Spring 12-Week Session

- Through the 9th class day, 100 percent
- After the 9th class day, no refund

Summer Extended 10-Week Session

- Through the 12th class day, 100 percent
- After the 12th class day, no refund

Refunds are sent as a direct deposit to the student's bank account as specified by the student.

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 Plans

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 30 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. 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 *Texas Comptroller of Public Accounts* 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 have 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.

Summary of Fees

Fee summaries for all semesters are presented on the following pages. Note that "total charge" does not include the following fees:

| | | |
|--------------------------|------|---------------------------------------|
| Lab Fees | \$4 | 1-3 Semester Credit Hour Course |
| Lab Fees | \$8 | 4 or more Semester Credit Hour Course |
| Lab Fees | \$10 | All Science Labs |
| Applied Music | \$18 | |
| Internet/Hybrid Fee | \$50 | Per Course |
| Late Registration Fee | \$10 | |
| Reinstatement Fee | \$50 | |
| Returned Checks | \$25 | |
| Installment Late Penalty | \$15 | |
| Credit by Exam | \$25 | |

The cost to transcript credit by examination is \$25 per semester hour.

| | Texas/Louisiana* | Non Texas/Louisiana** |
|---------------------------------|------------------|-----------------------|
| E & G Tuition | \$50/SCH | \$412/SCH |
| Designated Tuition | \$68/SCH | \$68/SCH |
| Student Services, maximum \$180 | \$18/SCH | \$18/SCH |
| Computer Services | \$18/SCH | \$18/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 Office of Admission and Records.

** 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 2014
Texas and Louisiana Residents

| No. of Semester Hours | Tuition | Student Services Fee | Library Use Fee | Computer Use Fee | Student Center Fee | Student ID Fee* | Transcript Fee | Total* |
|-----------------------|---------|----------------------|-----------------|------------------|--------------------|-----------------|----------------|--------|
| 1 | \$118 | \$18 | \$4 | \$18 | \$30 | \$5 | \$5 | \$198 |
| 2 | \$236 | 36 | 8 | 36 | 30 | 5 | 5 | 356 |
| 3 | \$354 | 54 | 12 | 54 | 30 | 5 | 5 | 514 |
| 4 | \$472 | 72 | 16 | 72 | 30 | 5 | 5 | 672 |
| 5 | \$590 | 90 | 20 | 90 | 30 | 5 | 5 | 830 |
| 6 | \$708 | 108 | 24 | 108 | 30 | 5 | 5 | 988 |
| 7 | \$826 | 126 | 28 | 126 | 30 | 5 | 5 | 1,146 |
| 8 | \$944 | 144 | 32 | 144 | 30 | 5 | 5 | 1,304 |
| 9 | \$1,062 | 162 | 36 | 162 | 30 | 5 | 5 | 1,462 |
| 10 | \$1,180 | 180 | 40 | 180 | 30 | 5 | 5 | 1,620 |
| 11 | \$1,298 | 180 | 40 | 198 | 30 | 5 | 5 | 1,756 |
| 12 | \$1,416 | 180 | 40 | 216 | 30 | 5 | 5 | 1,892 |
| 13 | \$1,534 | 180 | 40 | 234 | 30 | 5 | 5 | 2,028 |
| 14 | \$1,652 | 180 | 40 | 252 | 30 | 5 | 5 | 2,164 |
| 15 | \$1,770 | 180 | 40 | 270 | 30 | 5 | 5 | 2,300 |
| 16 | \$1,888 | 180 | 40 | 288 | 30 | 5 | 5 | 2,436 |
| 17 | \$2,006 | 180 | 40 | 306 | 30 | 5 | 5 | 2,572 |
| 18 | \$2,124 | 180 | 40 | 324 | 30 | 5 | 5 | 2,708 |
| 19 | \$2,242 | 180 | 40 | 342 | 30 | 5 | 5 | 2,844 |
| 20 | \$2,360 | 180 | 40 | 360 | 30 | 5 | 5 | 2,980 |

Summary of Fees
Spring Mini-Session 2014, Summer Sessions I & II 2014
Texas and Louisiana Residents

| | | | | | | | | |
|----|---------|------|-----|------|------|-----|-----|-------|
| 1 | \$106 | \$18 | \$4 | \$18 | \$15 | \$5 | \$5 | \$171 |
| 2 | \$212 | 36 | 8 | 36 | 15 | 5 | 5 | 317 |
| 3 | \$318 | 54 | 12 | 54 | 15 | 5 | 5 | 463 |
| 4 | \$424 | 72 | 16 | 72 | 15 | 5 | 5 | 609 |
| 5 | \$530 | 90 | 20 | 90 | 15 | 5 | 5 | 755 |
| 6 | \$636 | 90 | 20 | 108 | 15 | 5 | 5 | 879 |
| 7 | \$742 | 90 | 20 | 126 | 15 | 5 | 5 | 1,003 |
| 8 | \$848 | 90 | 20 | 144 | 15 | 5 | 5 | 1,127 |
| 9 | \$954 | 90 | 20 | 162 | 15 | 5 | 5 | 1,251 |
| 10 | \$1,060 | 90 | 20 | 180 | 15 | 5 | 5 | 1,375 |
| 11 | \$1,166 | 90 | 20 | 198 | 15 | 5 | 5 | 1,499 |
| 12 | \$1,272 | 90 | 20 | 216 | 15 | 5 | 5 | 1,623 |

- Louisiana students must qualify to pay Texas tuition rates by applying in the Office of Admission and Records prior to registration.
- Note: Tuition and Fees are subject to change without notice by the action of the Board of Regents or the Texas State Legislature.
- *Student ID Fee: Charged only ONCE per academic year.

Summary of Fees
Fall 2014
Non-Texas Residents

| No. of Semester Hours | Tuition | Student Services Fee | Library Use Fee | Computer Use Fee | Student Center Fee | Student ID Fee* | Transcript Fee | Total* |
|-----------------------|---------|----------------------|-----------------|------------------|--------------------|-----------------|----------------|--------|
| 1 | \$480 | \$18 | \$4 | \$18 | \$30 | \$5 | \$5 | \$560 |
| 2 | \$960 | 36 | 8 | 36 | 30 | 5 | 5 | 1,080 |
| 3 | \$1,440 | 54 | 12 | 54 | 30 | 5 | 5 | 1,600 |
| 4 | \$1,920 | 72 | 16 | 72 | 30 | 5 | 5 | 2,120 |
| 5 | \$2,400 | 90 | 20 | 90 | 30 | 5 | 5 | 2,640 |
| 6 | \$2,880 | 108 | 24 | 108 | 30 | 5 | 5 | 3,160 |
| 7 | \$3,360 | 126 | 28 | 126 | 30 | 5 | 5 | 3,680 |
| 8 | \$3,840 | 144 | 32 | 144 | 30 | 5 | 5 | 4,200 |
| 9 | \$4,320 | 162 | 36 | 162 | 30 | 5 | 5 | 4,720 |
| 10 | \$4,800 | 180 | 40 | 180 | 30 | 5 | 5 | 5,240 |
| 11 | \$5,280 | 180 | 40 | 198 | 30 | 5 | 5 | 5,738 |
| 12 | \$5,760 | 180 | 40 | 216 | 30 | 5 | 5 | 6,236 |
| 13 | \$6,240 | 180 | 40 | 234 | 30 | 5 | 5 | 6,734 |
| 14 | \$6,720 | 180 | 40 | 252 | 30 | 5 | 5 | 7,232 |
| 15 | \$7,200 | 180 | 40 | 270 | 30 | 5 | 5 | 7,730 |
| 16 | \$7,680 | 180 | 40 | 288 | 30 | 5 | 5 | 8,228 |
| 17 | \$8,160 | 180 | 40 | 306 | 30 | 5 | 5 | 8,726 |
| 18 | \$8,640 | 180 | 40 | 324 | 30 | 5 | 5 | 9,224 |
| 19 | \$9,120 | 180 | 40 | 342 | 30 | 5 | 5 | 9,722 |
| 20 | \$9,600 | 180 | 40 | 360 | 30 | 5 | 5 | 10,220 |

Summary of Fees
Spring Mini-Session 2014, Summer Sessions I & II 2014
Non-Texas Residents

| | | | | | | | | |
|----|-------|------|-----|------|------|-----|-----|-------|
| 1 | \$460 | \$18 | \$4 | \$18 | \$15 | \$5 | \$5 | \$525 |
| 2 | 920 | 36 | 8 | 36 | 15 | 5 | 5 | 1,025 |
| 3 | 1,380 | 54 | 12 | 54 | 15 | 5 | 5 | 1,525 |
| 4 | 1,840 | 72 | 16 | 72 | 15 | 5 | 5 | 2,025 |
| 5 | 2,300 | 90 | 20 | 90 | 15 | 5 | 5 | 2,525 |
| 6 | 2,760 | 90 | 20 | 108 | 15 | 5 | 5 | 3,003 |
| 7 | 3,220 | 90 | 20 | 126 | 15 | 5 | 5 | 3,481 |
| 8 | 3,680 | 90 | 20 | 144 | 15 | 5 | 5 | 3,959 |
| 9 | 4,140 | 90 | 20 | 162 | 15 | 5 | 5 | 4,437 |
| 10 | 4,600 | 90 | 20 | 180 | 15 | 5 | 5 | 4,915 |
| 11 | 5,060 | 90 | 20 | 198 | 15 | 5 | 5 | 5,393 |
| 12 | 5,520 | 90 | 20 | 216 | 15 | 5 | 5 | 5,871 |

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 Office of Financial Aid, 410 Front Street, Orange, Texas 77630, at (409) 882-3317.

When to Apply for Financial Aid and Awards

Applications should be completed by April 1 for the following academic year. Notification of awards will be emailed 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 for Financial Aid and Awards

Students wishing to apply for grants and/or work-study employment must complete the Free Application for Federal Student Aid (FAFSA). Students may complete the FAFSA online at www.fafsa.gov. After the application is submitted, the student will receive a *Student Aid Report* (SAR) from the Department of Education. The Student Aid Report contains the Estimated Family Contribution (EFC) that is used in determining the student's eligibility to receive financial aid. The type and amount of assistance will be determined by the Office of Financial Aid based on several factors.

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.

Satisfactory Academic Progress

In order to be eligible to receive Federal or State financial aid, students must meet the standards for Satisfactory Academic Progress.

The financial aid office will review SAP, each semester, after the student applies for financial aid. New students, transfers and returning students in good standing will be awarded for the semester they are enrolled. Students must maintain a 2.00 GPA to remain eligible to receive financial aid, and a completion percentage (earned hours/attempted hours) of at least 70% to remain eligible to receive aid. Courses attempted include all courses for which a student is registered. In order for a course to be considered complete, the student must receive a grade of A, B, C, D or S. Grades of W, Q, F, U, NG or I will not be considered as complete for SAP purposes. Grade changes due to the grade replacement policy, completing coursework towards an incomplete, or an instructor-initiated change will not be considered until the official change is made in the records office.

A student may receive financial aid for no more than 150% of the published length of their declared degree program. For example, if the stated number of hours for a degree program is 64 hours, the student may receive aid for no more than 96 hours ($64 \times 1.5 = 96$). Included in this total will be all college coursework attempted at all schools attended.

A student enrolled in a regular program may receive financial aid for no more than 30 semester hours of remedial coursework. Remedial courses will be considered when calculating a student's completion rate and will count towards their total number of hours for SAP.

Summer and mini-session coursework will be included in all completion rate and GPA calculations. Students denied aid may appeal in writing to the financial aid office. This appeal should explain any mitigating circumstances, which have caused the student's failure to make academic progress. The Coordinator of Financial Aid will review appeals. Relevant documentation necessary to verify or support the appeal (e.g. death in immediate family, extended personal illness, recent divorce, etc.) should be submitted with the appeal letter. Students shall be notified of their appeal decisions on their Desire2Learn within two (2) weeks of the appeal letter being received in the financial aid office. Students denied their appeal may then make an

additional appeal to the Director of Financial Aid. (**NOTE:** If a student's appeal is denied, new information and documentation is required at each level of appeal to enhance the chances for granting subsequent appeals.) If appeal is denied by the Director, students may then appeal to the Vice President for Student Services. The decision of the Vice President is final. Ten (10) working days should be allowed at each level of appeal. Students will be notified of all appeal decisions through Desire2Learn. A student's not meeting SAP, but who has their appeal accepted, will be placed on probation or be placed on a Satisfactory Academic Plan. They will receive notification by status updates on their Desire2Learn. Under the terms of probation, the student must complete 75% of all attempted coursework for that semester, and attain a GPA of 2.0 for the semester. Their status will be reevaluated at the end of the semester, which is when they are placed on probation. They will be notified of their new status on their Desire2Learn at the end of that semester.

A student not meeting SAP, and who will not be able to attain that status after one semester will be denied financial aid. This status will remain in effect until the student is granted an appeal or completes coursework, which brings them in compliance with all standards for academic progress.

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 Office of Financial Aid.

The final amount of the Federal Pell Grant is determined at the time of Leverage Educational Assistance Partnership Program 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 |
| STS | State Tuition Scholarship |
| SDS | Student Deposit Scholarship |
| CWS | College Work Study |
| TEOG | Texas Educational Opportunity Grant |
| TEXAS | Toward Excellence, Access, and Success |

Loans

Federal Direct Loans are available through the U.S. Department of Education. In order to apply for Direct Loans, the student must complete the FAFSA form. They must also complete an online entrance counseling session.

Direct Loans must be repaid. Direct Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on loan (subsidizes the loan) until the student graduates, withdraws, or drops below half-time status. An unsubsidized loan is not awarded on the basis of need. Students will be charged interest from the time the loan is disbursed until it is paid in full.

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 Office of Financial Aid.

Lamar State College-Orange 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.
- **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.
- **Service League of Orange Scholarship**—for high school seniors selected by the Service League.
- **Womack Scholarship**—for all students, based on merit and need.
- **Cecil Beeson Endowment**—for Orange County students who are pursuing technical programs of study.
- **Orange County Board of Realtors Scholarship**—for US and Orange County students in good standing, working towards a degree, and must be a graduate of public or private high school or home-schooled equivalent. Must maintain a 2.5 GPA at LSC-O or 3.5 scholastic average on 4.0 scale in his/her high school senior year. Student must not be eligible for financial aid assistance. Preference is given to students working full or part-time while attending LSC-O.
- **Betty Jo Spence Scholarship Fund**—for all students based on merit and need.
- **Amelia Feathers Memorial Scholarship**—must be a female, African-American, West Orange-Stark High School graduate, majoring in journalism or English.
- **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.

Lamar State College-Orange Foundation Scholarships

- **Nelda C. Stark Scholarship** - focuses on students majoring in Allied Health and similar medical, health, nursing, or science-related fields of study.
- **Lutcher Stark Scholarship** - focuses on students majoring in fields of study other than Allied Health; this scholarship is concentrated on students majoring in Industrial Arts and similar business or economic-related studies and students pursuing education degrees.

General Scholarships

- **Sabine 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.
- **Claire Marshall Memorial Scholarship**—any student who has a physical disability.
- **Mary Schlesinger Endowed Scholarship**—entering freshmen or presently enrolled students with full-time status, based on merit.

- **Service League Health Care Scholarship**—for students enrolled in allied health programs.
- **Tony Houseman Memorial Scholarship**—for students majoring in business or a related field.
- **Riparian B & PW Scholarship**—for women who are residents of Orange County 30 years of age or older.

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

Short-Term Loans

Lamar State College-Orange provides short-term loans. Short-term loans for 60 days are designated to pay tuition and fees during registration and must be repaid within the semester in which the loan is made. Students withdrawing from the college remain responsible for the repayment of the short-term loan. Students interested in acquiring short-term loans should contact the Office of Financial Aid 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. Students are able to apply for student assistant and work-study job programs on line at: https://jobs.lSCO.edu/applicants/jsp/shared/Welcome_css.jsp

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 Office of Financial Aid if they meet any of the conditions listed:

- Residents of the state of Louisiana
- Highest ranking high school graduate
- Veterans who do not receive Post 9/11 or VA Voc Rehab veteran education benefits
- Students who graduate from high school in three years or fewer
- Children of fire/peace officers who were killed in the line of duty
- Fire fighters enrolling in classes related to fire fighting
- Peace officers enrolled in Law Enforcement or Criminal Justice courses
- Students who are blind and/or deaf
- Senior Citizen Tuition

For more information on these exemptions, visit www.collegefortexans.com.

Financial Assistance and Special Services for Disabled Students

The Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a DARS 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 Department of Assistive and Rehabilitative Services, Beaumont District Office, 5550 Eastex Freeway, Suite D, Beaumont, Texas 77708-5300, at (409) 924-7320 or (800) 242-8334.

The Advising and Counseling Office works closely with the Department of Assistive and Rehabilitative Services. Visually and hearing impaired students may be eligible for assistance, aid for the purchase of books, and assistance in acquiring specialized equipment. For more information call the Department of Assistive and Rehabilitative Services Division of the Blind, 5550 Eastex Freeway, Suite D, Beaumont, Texas, 77708, or at (409) 899-8490 and (800) 687-7013.

Veterans' Affairs Office

A Veterans' Affairs Office is maintained in the Office of Financial Aid and assists veterans in obtaining their educational benefits. Possible VA benefits available for eligible veterans and their dependents include:

- Post 9/11 GI Bill, Chapter 33
- Montgomery GI Bill, Chapter 30
- Montgomery GI Bill- Selected Reserve Chapter, 1606
- Montgomery GI Bill- Reserve Educational Assistance Program, Chapter 1607
- Vocational Rehabilitation and Employment Vet Success Program, Chapter 31
- Survivors and Dependents Assistance, Chapter 35

For more information on any of these programs contact the financial aid office or visit www.gibill.va.gov

Hazlewood Exemption for Texas Veterans

The purpose of the Hazlewood Exemption is to provide an education benefit to honorable discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. For eligibility requirements and other information visit <http://collegefortexans.com>

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
Campus Security
Compact with Texans
Office of Admission and Records
Advising and Counseling Center
Ron E. Lewis Library
Testing Center
The Learning Center
Activities and Organizations
Conduct and Discipline

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, admission 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.lSCO.edu.

Health Services and Student Insurance

Because Lamar State College-Orange is a commuter school, the college does not employ a full-time health professional. The existence of a local 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.

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 Office of the Vice President for Student Services. If an emergency occurs, telephones that dial directly to the security officer on duty are located in hallways.

Connect-ED Emergency Notification System

Lamar State College-Orange utilizes the communications system, Connect-ED, which allows the delivery of time-sensitive emergency notification via voice messages, e-mails and text messages in the event of a campus emergency. The Connect-ED service provides a safer environment, enhances emergency preparedness and will keep students, faculty and staff better informed. LSC-O will use this service solely for the purpose of campus safety.

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 a completed file; registering (enrolling) students for classes within 15-30 minutes of initial contact (unless the student registers themselves via Self Service Banner); 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 regarding **non-academic** issues should bring the complaints to the attention of the appropriate department head for resolution. If an acceptable resolution is not reached with five working days, the student can then file a formal written complaint on the **Complaint Intake Form** (located on Desire2Learn or in the Office of the Vice President for Student Services). The complaint is logged in at this time and routed to the department against which the complaint has been made. If resolution is not achieved, the complainant may appeal to the Vice President for Student Services. Students may expect a maximum of five (5) days per step in the complaint resolution procedure. The decision of the Vice President for Student Services is final. **Academic** complaints/grievances should first be filed, in writing with the instructor. If resolution is not achieved, the complainant may appeal through the chain-of-command possibly culminating with a hearing before the Academic Appeals Committee. Students are then notified, in

writing, of the

decision. Procedures for pursuing specific types of grievances are detailed in the Texas State University System *Rules and Regulations*, the *LSC-O Faculty Handbook*, the *LSC-O Student Handbook*, and the *LSC-O Catalog*. Students may expect a maximum of five (5) working days per step in the grievance procedure.

Student Relations Representative

Michael Yeater

Vice President for Student Services and Auxiliary Enterprises

Ron E. Lewis Library Building, Room 355

(409) 882-3341

Michael.Yeater@lsco.edu

Office of Admission and Records

The Office of Admission and Records provides student access to accurate and timely information regarding application, registration, record maintenance, and academic policies. Application documents 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 multi-campus enrollment, copies of current college credit, and requests for IDs 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 Office of Admission and Records 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 Office of Admission and Records. Students who move during a semester must immediately register their changes of address in the Office of Admission and Records.

Change of name because of marriage or correction of name because of spelling errors may be made by completing a name change form at the Office of Admission and Records. 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.

New Student Orientation

A freshman orientation program is offered during July for the fall enrollment and in January for the spring enrollment. These sessions are designed to acquaint new students with campus facilities and services and give individual students opportunities to confer with advisors, division directors, and program directors about academic programs. Details of the orientation programs can be found at www.lsco.edu or by contacting the Recruiting Office at (409) 882-3955.

DegreeWorks

Students, faculty mentors, academic advisors, and staff members have access to DegreeWorks; a degree audit system within LSC-O's Self Service Banner System. The tool allows all parties to see the same information about what courses students have successfully completed and what courses are still required for students' chosen degree plan.

For students, DegreeWorks:

- Provides real-time advice and counsel
- Provides intuitive web access to self-service capabilities

- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, and FAQs

For advisors and staff members, DegreeWorks:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes

Students and advisors can also use DegreeWorks to test “what if” scenarios with alternate majors to see how a change of major might affect the student’s expected graduation date.

Current students may access DegreeWorks, view course schedules, and register for classes online at my.lsc.edu under the Self-Service for Students Channel/Student Information System link.

Advising and Counseling Center

The college provides a wide range of advising and counseling services to all students. The goal of the center 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 transferring 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 all degree, certificate and institutional awards, as well as programs at other colleges and universities. The Transfer Success advisor is available to facilitate a successful transfer in order to meet your educational and career goals.

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, online interactive career guidance system, MyNextMove.org, 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 take the MBTI or SII.

MyNextMove.org is a new comprehensive computer-delivered career guidance and information system. You can log in to this user friendly website for free!

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 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 Building. Students

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

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 Director of Advising, Counseling and Testing with the collaboration of the Dean of Instruction and the Division Directors. 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.

Job 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 businesses 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; and
- 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, The Learning Center provides 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, readers, scribes, and the loan of specialized equipment, such as audio tape recorders, assistive listening devices, 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 Department of Assistive and Rehabilitative Services (DARS). The department provides 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 the Department of Assistive and Rehabilitative Services, Beaumont Field Office, 5550 Eastex Freeway, Suite D, Beaumont, Texas 77708-5300 at (409) 924-7329 or (800) 242-8334.

Visually and hearing impaired students and other qualified students with disabilities may be eligible for assistance, including mobility training, professional counseling, placement services, tuition assistance, reader services, personal assistants, and other services through DARS. The department also maintains special equipment for its clients. To reach the Division of the Blind, call (409) 899-8490 or (800) 687-7013.

Ron E. Lewis Library

The purpose of the Ron E. Lewis Library is to support the educational mission of Lamar State College-Orange by providing activities, services, resources, and programs to students, faculty, staff and the community. LSC-O Learning Center promotes academic success and continuing intellectual growth through subject-specific tutoring, technology resources, and study skills support. The library, located at the center of campus, opened in June 2001 and is an integral part of the college's learning experience. The library contains a collection of resources, both electronic and print, which support the school's curriculum and the information needs of students and faculty. The collection contains more than 45,000 print items and subscribes to more than 200 periodicals covering education and leisure. Included in the media library are 2,500+ titles of both educational films and popular movies. Students have access to 68 computers to search dozens of purchased electronic databases which include EBSCO, Proquest, Magill and Lexis-Nexis among others. These databases provide access to nearly 32,000 journals and through EBSCO eBooks, students can access 36,000 electronic or eBooks. Students may access these databases and eBooks via the Internet from anywhere by using their MyLSCO login information.

To facilitate cooperation and resource sharing, the library is a member of Amigos Library Services and participates in the TexShare Program. This project is managed by the Texas State Library and Archives Commission and 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 when checking out these items.

While students are encouraged to learn how to find and use their own resources in the library, librarians and library staff 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. Photocopiers, computers, audio/visual equipment and individual and group study rooms are also available.

As part of the community service mission of the college, library facilities and privileges are extended to adult patrons of the Orange Public Library. 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 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 resources and materials with contractual and licensing restrictions.

Testing Center

The Lamar State College-Orange Testing Center is located in room 107 of the Ron E. Lewis Library Building. The Testing Center provides a quiet and comfortable setting for group and individual testing of students. The center is completely handicapped accessible. 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 during fall and spring semesters. The center observes reduced hours during the Summer semesters, 8 a.m. through 6 p.m., Monday through Thursday; and 8 a.m. through 5 p.m. on Friday.

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 TSI Assessment immediately, be advised and register in one day if the student has already been accepted for admissions.

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 newly revised Strong Interest Inventory (SII). Tests are administered on a 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.

The Learning Center

The Learning Center reinforces classroom learning by providing subject-specific tutoring, additional technology resources, and study skills support. This computer-aided learning center, located in room 113 in the Ron E. Lewis Library Building, 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 most subjects. Walk-ins are welcome.

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 TV, cafe, study areas, games 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 Admission and Records 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 Office of the Vice President for Student Services, and the action of the Discipline Committee is subject to review by the President of Lamar State College-Orange.

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.

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.

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.

Academic Policies and Procedures

Academic Policies and Procedures
Nontraditional Credit Education Evaluation
Testing and Placement

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 academic calendar. Students may add courses, make section changes or drop courses only within the period specified in the calendar.

New students and returning students, with an enrollment lapse of one semester, who are under the age of 22, will not be permitted to register for classes without verification of proof of receiving the Bacterial Meningitis Immunization Vaccination. Please see *Bacterial Meningitis Vaccination Requirement* under the *Health Policies and Regulations* of this catalog.

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 college prep 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 Dean of Instruction. No student will be allowed to enroll for more than 21 semester hours regardless of the number of grade points earned the preceding semester.

Course Numbering

Lamar State College-Orange uses the state approved Texas 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 12 students register for the course.

Class Attendance

Students must attend classes regularly and punctually to achieve their educational objectives. Therefore, instructors shall formulate and state in course syllabi attendance policies that best supports student success. The college would prefer that faculty keep an accurate attendance record throughout the course.

When an instructor intends to use class participation as a grading criterion in a course, it shall be so stated in his/her course syllabus in objective measures. While attendance may be reflected in the instructor's evaluation of a student's class participation or affect a student's performance on other graded material or skills, attendance (or lack of attendance) in class should not be used as a sole criterion in determining a student's grade in a course.

The Office of the Vice President for Student Services maintains a list of college sponsored extra-curricular activities. Instructors may or may not approve college-sponsored student absences. Instructor-approved absences entitle students to make up exams and written assignments without penalty.

Students with absences approved by the instructor for LSC-O sponsored activities should present properly completed college-sponsored absence forms to their instructors prior to the absence, if possible. If this is not possible, students should present the forms as soon as they return to class.

Students may request the Office of Student Services to notify faculty members' prior to or during an extended absence due to personal or family illness, accident, hospitalization, etc. This notification does not require the instructor to regard the absence as excused; however, it does explain to instructors why a student is absent and when he/she will return to class.

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. 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. The student notifies the instructor of each class scheduled on the date that the student would be absent for a religious holy day. Arrangements must be made with the instructor in advance. This policy does not apply to any student absence which may interfere with patient care.

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 Honesty

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 director, the student may make a written appeal to the Dean of Instruction within five school days of the meeting with the faculty member. If not resolved, the student may make a written appeal to the Vice President for Academic

Affairs within five days.

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.

Grade Replacement

Students may replace a course grade by repeating the same course. If a student repeats a course, the official grade is the higher one, although all grades remain on the student's transcript. A grade, once earned and entered on a student's transcript, cannot be removed. The grade for repeating a course at another institution cannot be transferred to replace a grade for a Lamar State College-Orange course. Eligibility for all College honors will be determined on the basis of a cumulative GPA that includes all grades earned at Lamar State College-Orange, including those that were replaced. Any student who wishes to repeat a course must do so before completing a more advanced course in the same subject. The division director of the department offering the course will determine what constitutes a more advanced course. This policy does not apply to classes repeated before the fall of 2011. Once a degree has been conferred, a student may not use the *Grade Replacement* for any courses used to award a degree or calculate the cumulated grade point average.

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. Students seeking an incomplete should have completed most of the course requirements and be passing the course at the time of the request. Arrangements to complete deficiencies in a course should be made with the instructor (there is a form available for this process). Incomplete work must be finished during the next long semester. If not, the Office of Admission and Records 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 Dean of Instruction 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 director and the Dean of Instruction.

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," 0 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 spring 2010 with the implementation of a new student system LSC-O modified the academic transcript. Undergraduate academic and undergraduate technical careers are combined into one undergraduate level on one undergraduate transcript. Students with questions regarding their grade point average computation should be directed to the Office of Admission and Records.

Final Grades

Final grades are available at all times by accessing the Online Student Information System via the Internet at www.lSCO.edu, and by logging on to MYLSCO.edu with username and password. Instructions on how to access grades via web for students are available in the Lamar State College-Orange Schedule of Classes and the Office of Admission and Records.

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 Office of Admission and Records 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 announced by the Dean of Instruction after each fall and spring semester.

President's List

At the end of each semester, the Office of Admission and Records 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 fall and spring semester.

Change of Major

Students wishing to change their majors must have the approval of the division director. The approval must be in writing on the Change of Major form. These forms are available in the Advising and Counseling Center and the Office of Admission and Records. All such changes are initiated by the completion of the proper form. Prior to changing majors students should meet with their assigned academic advisor.

Changing Schedules

All section changes, adds, and drops must be approved by either the advisor, the division director 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 of the long semester and two weeks in the summer session. 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 Office of Admission and Records. For refund purposes the effective drop date is the date the drop form is received in the Office of Admission and Records 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. Prior to dropping a course students should meet with their advisors. (See also *Six Drop Rule*)

Six Drop Rule

Limitations on the Number of Courses that may be Dropped by Undergraduate Students: Legislation passed by the Texas Senate (SB 1231) in late spring 2007 could seriously impact your college career.

This legislation applies to all students entering into any Texas public institution of higher education as a first time freshman beginning fall 2007 and subsequent terms.

- Under *Section 51.907* of the *Texas Education Code*, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas and applies to students who enroll in a public institution of higher education as first-time freshman in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade (A,B,C,D,F,S,U or Q) or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course [signified by a ‘QL’ grade at Lamar State College – Orange (LSC-O)]; and (3) the student is not dropping the course in order to withdraw from the institution.” Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Contact the Office of the Registrar, (409) 882-3318, for more information before you drop a course.
- This statute applies to all Texas public colleges and universities. Therefore, a LSC-O student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution’s policies on dropping courses.
- Any course dropped at LSC-O prior to the 12th class day for a fall and spring semester, 4th class day for a summer term and 1st class day for a mini-session will not count toward the six-course drop limit.

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 director or the Dean of Instruction. The official form must be processed in the Office of Admission and Records.

Instructor Initiated Drop

When absences, other than approved absences, interfere with the student's performance, the instructor may recommend to the division director 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. In the case of an instructor initiated drop the advising office will be notified. In the event the student has accumulated 6 drops, and the drop is not eligible for an exemption to the rule, the instructor will not be able to drop the student. In this instance the student will have to receive the grade they have earned.

Withdrawals

Students wishing to withdraw from all classes must fill out withdrawal petitions in the Office of Admission and Records. 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 director, the Business Office, Office of Financial Aid and the Vice President for Student Services are presented to the Office of Admission

and Records by the student. For refund purposes the effective withdrawal date is the date the withdrawal petition is received in the Office of Admission and Records with all appropriate signatures.

The Business Office will return such fees as are refundable according to the schedule shown under "Fees". 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.

Prior to withdrawing from classes students should meet with an advisor.

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

Students are expected to make satisfactory academic progress toward their degree objectives. A "C" is the minimum satisfactory grade and a "C" average (2.0 GPA) constitutes satisfactory performance. The cumulative grade point average is based only on course work at Lamar-Orange for which the student earns the grade of A, B, C, D or F. The marks of Q, W, NG, XC or U are not counted as hours attempted in figuring the cumulative grade point average.

A student is placed on probation after the first long semester in which a student's institutional cumulative GPA falls below 2.0. Students on academic probation whose institutional term GPA is a 2.0 or higher will be allowed to continue on probation until the institutional cumulative GPA reaches 2.0 or higher. Students on academic probation must see an academic advisor to be advised and registered for classes each semester until they are off probation. If, after one semester on probation, a student fails to raise their cumulative GPA above 2.0, the student will be limited to enrolling in 7 credit hours during subsequent semesters until the cumulative GPA reaches 2.0 or higher.

Academic probation is assessed at the end of the Fall and Spring semesters.

Suspension and Reinstatement

A student who has been on academic probation for two consecutive semesters will be placed on academic suspension if the student fails to maintain a 2.0 institutional term GPA. A student who has been suspended may return to LSC-O after sitting out one long semester.

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, (409) 882-3317, for additional information.

Academic Forgiveness

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 Registrar and approved by the Vice President for Student Services.

When approved by the Vice President for Student Services, disregarded coursework 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 forgiveness for any courses used to award the degree or to 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 director or Dean of Instruction. 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 director 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. A fee of \$25 per credit hour must be paid to the Cashier's Office for credit to be transcribed.

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:

| Subject Area | Required Score | Credit Granted |
|---------------------|-----------------------|-------------------------|
| Art | Score of 3 or above | Art 1316, 1311 |
| Biology | Score of 3 or above | Biology 1306-1307 |
| Calculus | | |
| AB Test | Score of 3 or above | Math 1325 or Math 2413 |
| BC Test | Score of 3 or above | Math 2312, 2413, & 2914 |
| Chemistry | Score of 3 or above | Chemistry 1311 |

| | | |
|------------------------------|---------------------|--------------------------------|
| Computer Science | | |
| A Test | Score of 4 or 5 | Computer Science 1420 |
| AB Test | Score of 4 or 5 | Computer Science 2420 |
| Macroeconomics | Score of 3 or above | Economics 2301 |
| Microeconomics | Score of 3 or above | Economics 2302 |
| English | Score of 4 or 5 | English 1301-1302 |
| | Score of 3 | English 1301 |
| Foreign Language | Score of 3 | Spanish 1311 |
| | Score of 4 | Spanish 1311, 1312 |
| | Score of 5 | Spanish 1311, 1312, 2311 |
| Government/Compar. | Score of 3 or above | 3 hrs. elective (non-advanced) |
| Government/Political Science | Score of 3 or above | Government 2306 |
| 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.

| Subject Area | CEEB Test Required | Credit Granted |
|------------------|--------------------|---|
| English | English | ENGL 1301 |
| Composition | | Completion of ENGL 1302 with a grade of "C" or better |
| Foreign Language | Spanish | 0 to 6 semester hours |
| Chemistry | Chemistry | CHEM 1311 if validated by completion of CHEM 1312 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. The essay sections of the English Composition and Literature examinations are required and the determination for the awarding of equivalent English credit is based upon the strength of the written essays.

The amount of credit awarded to a student who attended college before taking the examination will depend upon which college courses the student completed. 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.

4. International Baccalaureate (IB) Diploma Program

Lamar State College-Orange recognizes the IB Diploma Program. Students who receive an IB diploma and receive scores of "4" or above on Higher Level (HL) or Standard Level (SL) examinations will be awarded a minimum of 24 semester credit hours (see table). Students who have not received an IB diploma may be granted credit on an individual course-by-course basis as determined by participating academic departments. A copy of the official IB transcript must be submitted to the Office of Admissions and Records to receive

transfer credit. All applicable Texas statutes and Lamar State College-Orange policies must be complied with and are in effect for course transferability.

| Exam | Score = 4+ On all levels | Credit Granted | Equivalent Course |
|---|-----------------------------|-------------------|-------------------|
| Group 1 - Language (A1) | | | |
| English | HL | 6 hrs. | ENGL 1301, 1302 |
| | SL | 3 hrs. | ENGL 1301 |
| | A or B | 3 hrs. | ENGL 1302 |
| Group 2 - Second Language (A2) | | | |
| Spanish | SL | 6 hrs. | SPAN 1311, 1312 |
| Group 3 - Individuals and Society | | | |
| History Americas | HL | 6 hrs. | HIST 1301, 1302 |
| | SL | 3 hrs. | HIST 1301 |
| Economics | HL | 6 hrs. | ECON 2301, 2302 |
| | SL | 3 hrs. | ECON 2301 |
| Philosophy | HL or SL | 3 hrs. | PHIL 1301 |
| Psychology | HL or SL | 3 hrs. | PSYC 2301 |
| Group 4 - Experimental Sciences | | | |
| Chemistry | HL | 8 hrs. | CHEM 1311, 1312 |
| | SL | 4 hrs. | CHEM 1311 |
| Biology | HL | 8 hrs. | BIOL 1306, 1307 |
| | SL | 4 hrs. | BIOL 1306 |
| Physics | SL | 4 hrs. | PHYS 1301 |
| Group 5 - Math and Computer Sciences | | | |
| Mathematics | HL | 3 hrs. | MATH 1325 |
| | SL | 3 hrs. | MATH 1314 |
| Computer Sciences | SL | 3 hrs. | COSC 1301 |
| Group 6 - Arts | | | |
| Visual Arts (A) | HL or SL | 3 hrs. | DRAM 1310 |
| Visual Arts (B) | HL or SL | 3 hrs. | ARTS 1301 |
| Music | HL or SL | 3 hrs. | MUSI 1306 |

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 director. Forms for this purpose may be obtained in the Office of Admission 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 Admission 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 Admission 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:

- Official transcripts reflecting all completed coursework must be sent directly to Lamar State College-Orange Office of Admission and Records from the issuing institution or in a sealed envelope from issuing institution.
- Transfer credit evaluation will not be processed until all official transcripts have been received.
- Courses will be transferred as credit only; however, a transfer credit GPA will be maintained and used 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 credit evaluations can be viewed on the unofficial academic transcript by accessing the Online Student Information System via the internet at www.lSCO.edu and logging on to MyLSCO.edu. This information will be available 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 Transfer Credit Evaluation Request form must be completed and turned into the Office of Admission and Records. 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 sent directly from the American Council on Education

Nontraditional Credit Education Evaluation

Academic credit may be granted for education obtained through a variety of nontraditional methods including continuing education, non-accredited private and technical college coursework, military training, and credit by examination. Students planning to transfer to a four-year institution are advised to confer with the institution to which they plan to transfer regarding acceptance of nontraditional credit.

The evaluation of nontraditional education is based upon the guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Credit may also be awarded based on recommendations contained in the *National Guide to Educational Credit for Training Programs* published by the American Council on Education.

Nontraditional credit will be evaluated and approved by the division director of the subject area for which the credit is being requested, using the following guidelines:

- Texas Success Initiative requirements, including course pre/co-requisites, must be met prior to the award of nontraditional credit.
- A maximum of 21 hours of nontraditional credit may be awarded.
- Nontraditional credit may be awarded to an LSC-O matriculated student after the census date of the first semester of enrollment.
- Credit is noted as nontraditional on the transcript and will receive a grade of “S” (satisfactory), with the exception of LSC-O departmental credit by exam, which are shown with a letter grade of “A” or “B.”
- Applicants seeking nontraditional credit for courses that do not meet SACSCOC criteria may apply for credit through the credit-by-exam option.
- Nontraditional credit will not be counted toward resident credit with the exception of LSC-O Continuing Education overlay classes.

Procedures for Requesting Credit for Nontraditional Education

1. The student initiates the request in the Office of Admission and Records by completing the appropriate form and presenting documentation, if required.
2. The Office of Admission and Records sends the form to the appropriate division director for evaluation. Departmental approval is not normally required of ACE Guide recommendations.
3. The form is returned to the Office of Admission and Records and a copy of the completed evaluation is mailed to the student.
4. After payment is received, the nontraditional credit is posted to the student’s academic record. A transcript showing posted credit is mailed to the student.

Testing and Placement

The Texas Success Initiative (TSI)

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 TSI Assessment. Students must present scores to register for classes unless otherwise exempt, or are majoring in programs of less than 43 credit hours.

The LSC-O Testing Center is dedicated to providing students ample opportunities to obtain TSI scores necessary for late enrollment through the twelfth class day.

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

(a) The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of this title (relating to Definitions):

(1) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:

(A) ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;

(B) SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment,

and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or

(2) For a period of three (3) 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 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.

(3) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:

(A) On the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or

(B) STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

(4) A student who has graduated with an associate or baccalaureate degree from an institution of higher education.

(5) 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 college-level coursework as determined by the receiving institution.

(6) A student who has previously attended any institution and has been determined to have met readiness standards by that institution.

(7) A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.

(8) 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.

(9) 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.

(b) An institution may exempt a non-degree-seeking or non-certificate-seeking student.

(c) ESOL Waiver--An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed after the student attempts 15 credit hours of developmental ESOL coursework or prior to enrolling in entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(1)(1) and (2) for developmental education still apply.

(d) Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

Otherwise, all full-time and part-time students enrolled in a college-level certificate (see counselors for

exceptions) or degree program must take the TSI Assessment for reading, writing, and mathematical skills.

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 TSI Assessment. Students should contact Advising to determine if TSI testing will be required prior to enrolling in classes.

LSC-O Placement scores for the TSI Assessment:

| | College Ready | Developmental Education |
|-------------|---|--|
| Mathematics | 350 or above – MATH 1314 College Algebra or appropriate class for degree plan | 336 and below – DMTH 0301 Intro to Algebra + Non-Course Competency Based Option (NCBO) 337-345 – DMTH 0301 Intro to Algebra 346-349 – DMTH 0302 Intermediate Algebra |
| Reading | 351 or above | 350 or below – DIRW 0400 Integrated Reading/Writing |
| Writing | Essay score of 5; Essay score of 4 and multiple choice of 363 | Essay score of 4 with multiple choice score 362 or below; Essay score below 4 – DIRW 0400 Integrated Reading/Writing |

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 (cumulative GPA for all work taken).

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 two associate degrees are taken simultaneously or one has been taken previously, the second associate degree may be granted upon the completion of all required work for the second degree. However, 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 unless state law or state guidelines prohibit the practice).

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 director, 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 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:

- 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 director, 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 are 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.



Degrees, Certificates and Institutional Awards

Degrees, Certificates and Institutional Awards

Transfer and Articulation

General Graduation Requirements

Core Curriculum

Degrees, Certificates and Institutional Awards

Lamar State College-Orange offers courses that 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, new or updated job skills will also find what they need at Lamar State College-Orange.

Lamar State College-Orange is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate of arts, associate of science, associate of applied science degrees, and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by telephone 404-679-4500, or by visiting the website <http://www.sacscoc.org> for questions regarding the accreditation of Lamar State College-Orange. Normal inquiries about the institution such as admission requirements, financial aid, education programs, etc., should be addressed directly to Lamar State College-Orange and not to the Commission's office. The Commission should be contacted *only* if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard of *The Principles of Accreditation: Foundations for Quality Enhancement*.

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 Texas Board of Nursing. The Pharmacy Technology Program is accredited by the American Society of Health-System Pharmacists. The Emergency Medical Services Program is certified by the Texas Department of State Health Services.

Associate of Arts (AA) and Associate of Science (AS) Degrees

AA and AS degrees are designed for transfer to four-year institutions and form the basis for several career options and majors. Students must select courses which provide the best preparation for transfer in a particular major field at the specific institution planned for transfer.

The AA and AS curricula include electives as well as required courses for particular concentrations of study. It is imperative that a transferring student work closely with an advisor to plan a successful program for the selected senior institution. Students pursuing Associate of Arts or Associate of Science degrees must meet the testing requirements of Texas Success Initiative (TSI).

Associate of Applied Science (AAS) Degrees

Associate of Applied Science (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 bachelor degrees should work closely with 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 (TSI).

Certificates (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 technical certificate programs with 42 credit hours or less offered at Lamar State College-Orange are waived from the testing requirements of the Texas Success Initiative (TSI).

Institutional Awards (IA)

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

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 *Lower-Division 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 *Lower-Division 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.

General Graduation Requirements

Associate of Science and Associate of Arts Degrees

Students must meet the following requirements for an AS or AA 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 director to establish a formal degree plan and complete the associate of science or the associate of arts degree program as prescribed;
- have no more than a total of fifteen (15) semester hours of credit by correspondence (maximum of 9) and/or credit by examination combined; and
- complete the Collegiate Assessment of Academic Proficiency (CAPP) test.

Note: College prep (developmental) courses do not apply to any degree or certificate.

Associate of Applied Science Degrees

Students must meet these requirements for an AAS 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 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.

Note: College prep (developmental) courses do not apply to any degree or certificate.

Certificates of Completion and Institutional Awards

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.

Exclusion: The Academic Certificate in General Studies does not focus on a specific major field of study; therefore, a "D" may be allowed in the degree plan as long as the overall GPA is at least a 2.00.

Note: College prep (developmental) courses do not apply to any degree or certificate. All technical certificate programs with 42 credit hours or less offered at LSC-O are waived from the testing requirements of the Texas Success Initiative (TSI).

Core Curriculum

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 or an Associate of Arts degree must successfully complete the following core curriculum:

LSC-O 42-Hour Core Curriculum

| THECB Component Area | Hours |
|-----------------------------------|-----------|
| Communication | 6 |
| Mathematics | 3 |
| Life and Physical Sciences | 6 |
| Language, Philosophy, and Culture | 3 |
| Creative Arts | 3 |
| American History | 6 |
| Government/Political Science | 6 |
| Social and Behavioral Sciences | 3 |
| Component Area Option | 6 |
| Total Curriculum Hours | 42 |

Core Curriculum Required Courses

| | | |
|---|--|--|
| 6 hours | Communication | |
| ENGL 1301-Composition I (<i>required</i>) | | <i>And one of:</i> SPCH 1311-Introduction to Speech Communications SPCH 1315-Public Speaking SPCH 1321-Business & Professional Communication |
| 3 hours | Mathematics | |
| <i>Choose one from these options:</i> MATH 1314-College Algebra MATH 1324-Math for Business & Social Sciences I MATH 1332-Contemporary Mathematics I | | MATH 1342-Elementary Statistical Methods MATH 2312-Pre-Calculus Math MATH 2413-Calculus I* |
| 6 hours | Life and Physical Sciences** | |
| <i>Choose two from these options:</i> BIOL 1306-Biology for Science Majors I BIOL 1307-Biology for Science Majors II BIOL 1308-Biology for Non-Science Majors I BIOL 1309-Biology for Non-Science Majors II BIOL 2301-Anatomy and Physiology I BIOL 2302-Anatomy and Physiology II BIOL 2306-Environmental Biology | | CHEM 1306-Introductory Chemistry I CHEM 1307-Introductory Chemistry II CHEM 1311-General Chemistry I CHEM 1312-General Chemistry II PHYS 1301-College Physics I PHYS 1305-Elementary Physics I PHYS 1307-Elementary Physics II PHYS 2325-University Physics I |
| GEOL 1303-Physical Geology GEOL 1304-Historical Geology | | |
| 3 hours | Language, Philosophy, and Culture | |
| <i>Choose one from these options:</i> ENGL 2322-British Literature I ENGL 2323-British Literature II ENGL 2326-American Literature ENGL 2331-World Literature ENGL 2341-Forms of Literature | | HIST 2321-World Civilizations I HIST 2322-World Civilizations II HUMA 1315-Fine Arts Appreciation PHIL 1301-Introduction to Philosophy SPAN 2311-Intermediate Spanish I |
| 3 hours | Creative Arts | |
| <i>Choose one from these options:</i> ARTS 1301-Art Appreciation DRAM 1310-Introduction to Theater MUSI 1306-Music Appreciation | | |
| 6 hours | American History | |
| <i>Choose two from these options:</i> HIST 1301-United States History I HIST 1302-United States History II | | HIST 2301-Texas History |
| 6 hours | Government/Political Science | |
| GOVT 2305-Federal Government (<i>required</i>) GOVT 2306-Texas Government (<i>required</i>) | | |
| 3 hours | Social and Behavioral Sciences | |
| <i>Choose one from these options:</i> ECON 2301-Principles of Macroeconomics ECON 2302-Principles of Microeconomics | | GEOG 1301-Physical Geography GEOG 1302-Cultural Geography PSYC 2301-General Psychology SOC1 1301-Introductory Sociology |
| 6 hours | Component Area Option | |
| ENGL 1302-Composition II (<i>required</i>) | | <i>And one of:</i> BUSI 1307-Personal Finance COSC 1301-Introduction to Computing PHED 1304-Personal/Community Health I SPAN 1311-Beginning Spanish I SPAN 1312-Beginning Spanish II SPCH 1318-Interpersonal Communications |
| 42 Total Hours | | |
| *The one-hour will have to be moved manually. | | |
| **The one-hour lab course will be dropped to the major component. | | |

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Academic Certificate in General Studies

Certificate of Completion

This certificate is designed for students who do not desire to complete an associate's degree but wish to transfer their core class work to serve as a foundation for the Bachelor of Arts or Bachelor of Science degrees at a public university in the state of Texas. Students earning this certificate will be guaranteed full transferability of core curriculum courses to public institutions as per the Texas legislative mandate.

| First Semester | Credit Hours |
|---|---------------------|
| ENGL 1301 Composition I..... | 3 |
| GOVT 2305 Federal Government..... | 3 |
| MATHEMATICS* ^Δ | 3 |
| COMMUNICATION*..... | 3 |
| CREATIVE ARTS*..... | 3 |
| Semester Hours | 15 |
| | |
| Second Semester | |
| ENGL 1302 Composition II..... | 3 |
| GOVT 2306 Texas Government..... | 3 |
| AMERICAN HISTORY*..... | 3 |
| LANGUAGE, PHILOSOPHY, AND CULTURE*..... | 3 |
| LIFE AND PHYSICAL SCIENCES*..... | 3 |
| Semester Hours | 15 |
| | |
| Third Semester | |
| AMERICAN HISTORY*..... | 3 |
| LIFE AND PHYSICAL SCIENCES*..... | 3 |
| SOCIAL AND BEHAVIORAL SCIENCES*..... | 3 |
| COMPONENT AREA OPTION*..... | 3 |
| Semester Hours | 12 |
| Total Program Hours | 42 |

^ΔStudents must check with the institution they are planning to transfer to for advice on which Math works best for their major.

*Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - BUSI 1307, COSC 1301, PHED 1304, SPAN 1311, or SPAN 1312

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, or MATH 2312

Social and Behavioral Sciences - ECON 2301, ECON 2302, GEOG 1301, GEOG 1302, PSYC 2301, or SOCI 1301

Administrative Technology

Certificate of Completion

This program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, and electronic file management. The program includes instruction in effective communication skills and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology.

| First Semester | | Credit Hours |
|-----------------------------------|---|---------------------|
| ACCT 2301 | Principles of Accounting I - Financial | 3 |
| ACNT 1329 | Payroll and Business Tax Accounting | 3 |
| COSC 1301 | Introduction to Computing | 3 |
| POFT 1309 | Administrative Office Procedures I | 3 |
| POFT 1329 | Beginning Keyboarding | 3 |
| Semester Hours | | 15 |
| | | |
| Second Semester | | |
| ACNT 1311 | Computerized Accounting | 3 |
| BMGT 1301 [♦] | Supervision | 3 |
| ITSW 1304 | Introduction to Spreadsheets | 3 |
| MRKG1301 | Customer Relationship Management | 3 |
| POFT 2312 | Business Correspondence and Communication | 3 |
| Semester Hours | | 15 |
| <i>Total Program Hours</i> | | 30 |

[♦]Capstone

Business

Associate of Science Degree

This two-year academic degree prepares individuals to be business professionals, supervisors, managers, and may transfer to a four-year university. This is a recommended curriculum only.

| First Semester | | Credit Hours |
|--|--|---------------------|
| ACCT 2301 | Principles of Accounting I-Financial | 3 |
| COSC 1301 | Introduction to Computing..... | 3 |
| ECON 2301 | Principles of Macroeconomics..... | 3 |
| ENGL 1301 | Composition I | 3 |
| AMERICAN HISTORY* | | 3 |
| Semester Hours | | 15 |
| Second Semester | | |
| ACCT 2302 | Principles of Accounting II-Managerial | 3 |
| BUSI 1301 | Business Principles | 3 |
| ECON 2302 | Principles of Microeconomics | 3 |
| ENGL 1302 | Composition II..... | 3 |
| AMERICAN HISTORY* | | 3 |
| Semester Hours | | 15 |
| Third Semester | | |
| GOVT 2305 | Federal Government..... | 3 |
| BUSI 1307 | Personal Finance | 3 |
| MATHEMATICS*..... | | 3 |
| COMMUNICATION* | | 3 |
| LIFE AND PHYSICAL SCIENCES* | | 4 |
| Semester Hours | | 16 |
| Fourth Semester | | |
| GOVT 2306 | Texas Government..... | 3 |
| APPROVED ELECTIVE†..... | | 1 |
| LANGUAGE, PHILOSOPHY, AND CULTURE* | | 3 |
| CREATIVE ARTS* | | 3 |
| LIFE AND PHYSICAL SCIENCES* | | 4 |
| Semester Hours | | 14 |
| Total Program Hours | | 60 |

†See Division Director

*Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - PHED 1304, SPAN 1311, SPAN 1312, or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, or MATH 2312

Social and Behavioral Sciences - GEOG 1301, GEOG 1302, PSYC 2301, or SOCI 1301

Business Management

Associate of Applied Science Degree

This two-year program prepares individuals for careers as business professionals, supervisors, managers or small business owners. The curriculum is designed for students who want to take the business and technical courses necessary to enter the workforce and begin careers with the option to take the general academic courses associated with a four-year Bachelor of Applied Arts and Sciences degree at a later time.

The degree plan includes up to 36 credit hours of academic courses. Under the current inverted Bachelor of Applied Science degree plan at Lamar University, 24 credit hours of technical courses and all academic classes should transfer to a Bachelor of Applied Science four-year degree. Furthermore, the 36 units in academic courses should transfer to any four-year public college or university in the state of Texas.

| First Semester | | | Credit Hours |
|---|--|--|---------------------|
| ACCT 2301 | Principles of Accounting I-Financial..... | | 3 |
| BMGT 1301 | Supervision..... | | 3 |
| BUSI 1301 | Business Principles..... | | 3 |
| COSC 1301 | Introduction to Computing..... | | 3 |
| ECON 2301 | Principles of Macroeconomics..... | | 3 |
| Semester Hours | | | 15 |
| Second Semester | | | |
| ACCT 2302 | Principles of Accounting II-Managerial..... | | 3 |
| ACNT 1311 | Introduction to Computerized Accounting..... | | 3 |
| ECON 2302 | Principles of Microeconomics..... | | 3 |
| ENGL 1301 | Composition I..... | | 3 |
| ITSW 1304 | Introduction to Spreadsheets..... | | 3 |
| Semester Hours | | | 15 |
| Third Semester | | | |
| BUSI 1307 | Personal Finance..... | | 3 |
| BUSI 2301 | Business Law..... | | 3 |
| MRKG 1301 | Customer Relationship Management..... | | 3 |
| POFT 2312 | Business Correspondence and Communication..... | | 3 |
| COMMUNICATION* | | | 3 |
| or COMPONENT AREA OPTION | | | |
| Semester Hours | | | 15 |
| Fourth Semester | | | |
| BMGT 2389 [◊] | Internship-Business Management..... | | 3 |
| BUSG 2309 | Small Business Management..... | | 3 |
| MRKG 1311 | Principles of Marketing..... | | 3 |
| or ACNT 1329 | | | |
| LANGUAGE, PHILOSOPHY, AND CULTURE*..... | | | 3 |
| or CREATIVE ARTS* | | | |
| LIFE AND PHYSICAL SCIENCES*..... | | | 3 |
| or MATHEMATICS* | | | |
| Semester Hours | | | 15 |
| Total Program Hours | | | 60 |

[◊]Capstone Course

*Choose from options for:

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - PHED 1304, SPAN 1311, SPAN 1312, or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, MATH 2312, or MATH 2413

Social and Behavioral Sciences - GEOG 1301, GEOG 1302, PSYC 2301, or SOCI 1301

Business Management Accounting

Certificate of Completion

This one-year certificate program is designed to provide students with the accounting, computer, and business knowledge needed for accounting positions in both the private and public business sectors. Principles addressed are applicable to sole proprietorships, partnerships, and corporations as well as service, merchandising, and manufacturing firms.

| First Semester | | | Credit Hours |
|----------------------------|--|--|---------------------|
| 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 | Introduction to Computers | | 3 |
| Semester Hours | | | 15 |
| | | | |
| Second Semester | | | |
| ACCT 2302 | Principles of Accounting II-Managerial..... | | 3 |
| ACNT 1311 [◊] | Introduction to Computerized Accounting..... | | 3 |
| ENGL 1301 | Composition I..... | | 3 |
| ITSW 1304 | Introduction to Spreadsheets | | 3 |
| MRKG 1301 | Customer Relations Management | | 3 |
| Semester Hours | | | 15 |
| Total Program Hours | | | 30 |

[◊]Capstone Course

Cisco Network Specialist

Certificate of Completion

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 Cisco Certified Network Associates (CCNA).

| First Semester | Credit Hours |
|--|---------------------|
| ITCC 1310 Cisco Discovery 1 | 3 |
| Semester Hours | 3 |
| Second Semester | |
| ITCC 1311 Cisco Discovery 2 | 3 |
| Semester Hours | 3 |
| Third Semester | |
| ITCC 1312 Cisco Discovery 3 | 3 |
| Semester Hours | 3 |
| Fourth Semester | |
| ITCC 1313 [◊] Cisco Discovery 4 | 3 |
| INFORMATION TECHNOLOGY* | 3 |
| Semester Hours | 6 |
| <i>Total Program Hours</i> | <i>15</i> |

[◊]Capstone Course

***Information Technology-** BCIS 1310, BCIS 1316, COSC 1301, COSC 1336, COSC 1337, IMED 1301, IMED 1316, ITNW 1354, ITSC 1325, ITSC 2387, ITSE 1311, ITSE 1345, ITSW 1304, ITSW 1307, or ITSY 1342

Communication

Associate of Arts Degree

This degree is recommended for students who plan to pursue Bachelor of Arts 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.

| First Semester | Credit Hours |
|---|---------------------|
| ENGL 1301 Composition I..... | 3 |
| COMMUNICATION*..... | 3 |
| LIFE AND PHYSICAL SCIENCES*..... | 4 |
| COMPONENT AREA OPTION*..... | 3 |
| SOCIAL AND BEHAVIORAL SCIENCES*..... | 3 |
| Semester Hours | 16 |
| | |
| Second Semester | |
| ENGL 1302 Composition II..... | 3 |
| GOVT 2305 Federal Government..... | 3 |
| SPCH 1315 Public Speaking..... | 3 |
| AMERICAN HISTORY*..... | 3 |
| LIFE AND PHYSICAL SCIENCES*..... | 4 |
| Semester Hours | 16 |
| | |
| Third Semester | |
| GOVT 2306 Texas Government..... | 3 |
| PHED 1164 Introduction to Physical Fitness and Sport..... | 1 |
| SPCH 2335 Argumentation and Debate..... | 3 |
| MATHEMATICS*..... | 3 |
| LANGUAGE, PHILOSOPHY, AND CULTURE*..... | 3 |
| Semester Hours | 13 |
| | |
| Fourth Semester | |
| SPCH 1318 Interpersonal Communication..... | 3 |
| SPCH 2341 Oral Interpretation..... | 3 |
| AMERICAN HISTORY*..... | 3 |
| CREATIVE ARTS*..... | 3 |
| APPROVED ACADEMIC ELECTIVE*..... | 3 |
| Semester Hours | 15 |
| Total Program Hours | 60 |

*It is recommended for students to check with the institution they are planning to transfer to for advice on which courses work best for their major. Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311 or SPCH 1321

Component Area Option - BUSI 1307, COSC 1301, PHED 1304, SPAN 1311, or SPAN 1312

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341,

HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101,

BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112,

GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, or MATH 2312

Social and Behavioral Sciences - ECON 2301, ECON 2302, GEOG 1301, GEOG 1302, PSYC 2301, or SOCI 1301

Computer Science

Associate of Science Degree

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.

| | Credit Hours |
|---|-----------------|
| First Semester | |
| BCIS 1310 BASIC Programming | 3 |
| COSC 1301 Introduction to Computing | 3 |
| ENGL 1301 Composition I..... | 3 |
| AMERICAN HISTORY* | 3 |
| MATHEMATICS* | 3 |
| Semester Hours | 15 |
| Second Semester | |
| BCIS 1316 Computer Programming-BASIC | 3 |
| BUSI 1307 Personal Finance | 3 |
| ENGL 1302 Composition II..... | 3 |
| AMERICAN HISTORY* | 3 |
| CREATIVE ARTS* | 3 |
| Semester Hours | 15 |
| Third Semester | |
| COSC 1336 Programming Fundamentals I** | 3 |
| GOVT 2305 Federal Government..... | 3 |
| COMMUNICATION* | 3 |
| LIFE AND PHYSICAL SCIENCES*..... | 4 |
| Semester Hours | 13 |
| Fourth Semester | |
| COSC 1337 Programming Fundamentals II** | 3 |
| GOVT 2306 Texas Government | 3 |
| LANGUAGE, PHILOSOPHY, AND CULTURE* | 3 |
| LIFE AND PHYSICAL SCIENCES*..... | 4 |
| SOCIAL AND BEHAVIORAL SCIENCES* | 3 |
| APPROVED ELECTIVE [†] | 1 |
| Semester Hours | 17 |
| Total Program Hours | 60 |

[†]See Division Director

** Requires a "B" or better to transfer to Lamar University.

*Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, PHYS 1301/1101, PHYS 1305/1105, or PHYS 1307/1107

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, or MATH 2312

Social and Behavioral Sciences - ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

Criminal Justice

Associate of Science Degree

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.

| First Semester | | | Credit Hours |
|----------------------------|------|---|---------------------|
| CRIJ | 1301 | Introduction to Criminal Justice | 3 |
| CRIJ | 1306 | Court Systems and Practices..... | 3 |
| ENGL | 1301 | Composition I..... | 3 |
| | | Approved Elective [†] | 1 |
| | | LIFE AND PHYSICAL SCIENCES* | 4 |
| Semester Hours | | | 14 |
| | | | |
| Second Semester | | | |
| CRIJ | 1307 | Crime in America | 3 |
| | | or CRIJ 1310 or CRIJ 1313 | |
| | | or CRIJ 2301 or CRIJ 2314 or CRIJ 2323 | |
| ENGL | 1302 | Composition II..... | 3 |
| GOVT | 2305 | Federal Government | 3 |
| | | CREATIVE ARTS* | 3 |
| | | LIFE AND PHYSICAL SCIENCES* | 4 |
| Semester Hours | | | 16 |
| | | | |
| Third Semester | | | |
| CRIJ | 2313 | Correctional Systems and Practices..... | 3 |
| GOVT | 2306 | Texas Government..... | 3 |
| | | MATHEMATICS* ^Δ | 3 |
| | | AMERICAN HISTORY* | 3 |
| | | COMMUNICATION* | 3 |
| Semester Hours | | | 15 |
| | | | |
| Fourth Semester | | | |
| CRIJ | 2328 | Police Systems and Practices..... | 3 |
| | | AMERICAN HISTORY* | 3 |
| | | SOCIAL AND BEHAVIORAL SCIENCES* | 3 |
| | | LANGUAGE, PHILOSOPHY, AND CULTURE* | 3 |
| | | COMPONENT AREA OPTION* | 3 |
| Semester Hours | | | 15 |
| Total Program Hours | | | 60 |

^ΔStudents must check with the institution they are planning to transfer to for advice on which Math works best for their major.

*Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - BUSI 1307, COSC 1301, PHED 1304, SPAN 1311, or SPAN 1312

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112,

GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, or MATH 2312

Social and Behavioral Sciences - ECON 2301, ECON 2302, GEOG 1301, GEOG 1302, PSYC 2301, or SOCI 1301

Criminal Justice

Certificate of Completion

This curriculum will prepare students for entry into a field of criminal justice 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 | | | Credit Hours |
|------------------------|------|--|-------------------------|
| CRIJ | 1301 | Introduction to Criminal Justice | 3 |
| CRIJ | 1306 | Court Systems and Practices..... | 3 |
| CRIJ | 2314 | Criminal Investigation | 3 |
| CJCR | 1381 | Co-op in Criminal Justice | 3/4 |
| | | or CJCR 1400** | |
| FREE ELECTIVE..... | | | 3 |
| | | Semester Hours | 15/16 |
| Second Semester | | | |
| CRIJ | 1307 | Crime in America..... | 3 |
| | | or CRIJ 1313 | |
| CRIJ | 1310 | Fundamentals of Criminal Justice..... | 3 |
| CRIJ | 2313 | Correctional Systems and Practices | 3 |
| CRIJ | 2328 | Police Systems and Practices | 3 |
| ENGL | 1301 | Composition I | 3 |
| | | Semester Hours | 15 |
| | | Total Program Hours | 30/31 |

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

Criminal Justice Corrections

Certificate of Completion

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 | | | Credit Hours |
|----------------------------|------|---|-------------------------|
| CRIJ | 1301 | Introduction to Criminal Justice | 3 |
| CRIJ | 2314 | Criminal Investigation | 3 |
| CRIJ | 2323 | Legal Aspects of Law Enforcement | 3 |
| Semester Hours | | | 9 |
| Second Semester | | | |
| CJCR | 1381 | Co-op in Criminal Justice | 3/4 |
| | | or CJCR 1400** | |
| CRIJ | 2313 | Correctional Systems and Practices..... | 3 |
| Semester Hours | | | 6/7 |
| Total Program Hours | | | 15/16 |

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

Customer Service

Institutional Award

This program is designed to provide students with the skills necessary for success in customer service environments. All courses can be transferred into the Associate of Applied Science degree program in Business Management.

| First Semester | | Credit Hours |
|----------------------------|---------------------------------------|---------------------|
| BMGT 1301 | Supervision | 3 |
| BUSI 1301 | Business Principles | 3 |
| Semester Hours | | 6 |
| | | |
| Second Semester | | |
| COSC 1301 | Introduction to Computing..... | 3 |
| MRKG 1301 | Customer Relationship Management..... | 3 |
| Semester Hours | | 6 |
| Total Program Hours | | 12 |

Dental Assisting

Certificate of Completion

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.

Admissions requirements are that students be at least 18 years of age and have high school diplomas or G.E.D. certificates. Students must pass the HOBET test and a background check before entrance to the program is granted. 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 overall 2.0 grade point averages in order to graduate with a certificate in dental assisting.

| First Semester | | | Credit Hours |
|-----------------------------------|-------------------------------------|--|-------------------------|
| DNTA 1305 | Dental Radiology | | 3 |
| DNTA 1311 | Dental Science..... | | 3 |
| DNTA 1315 | Chairside Assisting..... | | 3 |
| DNTA 1401 | Dental Materials..... | | 4 |
| SPCH 1318 | Interpersonal Communication..... | | 3 |
| Semester Hours | | | 16 |
| | | | |
| Second Semester | | | |
| DNTA 1241 | Dental Laboratory Procedures..... | | 2 |
| DNTA 1245 | Preventive Dentistry..... | | 2 |
| DNTA 1249 | Dental Radiology in the Clinic..... | | 2 |
| DNTA 1251 | Dental Office Management | | 2 |
| DNTA 1353 | Dental Assisting Applications..... | | 3 |
| DNTA 1660 | Clinical I-Dental Assistant | | 6 |
| Semester Hours | | | 17 |
| | | | |
| Third Semester | | | |
| DNTA 2461 | Clinical II-Dental Assisting..... | | 4 |
| ENGL 1301 | Composition I..... | | 3 |
| Semester Hours | | | 7 |
| <i>Total Program Hours</i> | | | <i>40</i> |

Emergency Medical Services

Institutional Award

The Emergency Medical Services Program offers students the opportunity to obtain the EMT-Basic requirements in one semester. Students must have the following to attend clinicals:

- Health assessment by physician or nurse practitioner on form provided
- Hepatitis B Vaccination
- TB Skin Test
- Clear Background Check

Students must keep a current CPR card throughout enrollment in the EMSP courses.

| First Semester | | Credit Hours |
|-----------------------------------|---|---------------------|
| EMSP 1401 | Emergency Medical Technician- Basic | 5 |
| EMSP 1160 | Clinical EMT-Basic | 1 |
| Semester Hours | | 6 |
| <i>Total Program Hours</i> | | 6 |

Students will be eligible to sit for the NREMT-Basic Certification Exam upon successful completion of coursework.

Entrepreneurship

Certificate of Completion

The program introduces individuals to fields essential to small business management, including accounting, economics, finance, management, and marketing. Computer and bookkeeping-accounting systems will also be presented. These skills are also useful to individuals working within large corporate environments.

All courses can be transferred into the Associate of Applied Science degree program in Business Management.

| First Semester | | | Credit Hours |
|----------------------------|-------------------|---|-------------------------|
| ACCT | 2301 | Principles of Accounting I-Financial | 3 |
| BMGT | 1301 | Supervision..... | 3 |
| BUSI | 1301 | Business Principles | 3 |
| BUSI | 2301 | Business Law | 3 |
| COSC | 1301 | Introduction to Computing..... | 3 |
| Semester Hours | | | 15 |
| Second Semester | | | |
| ACCT | 2302 | Principles of Accounting II-Managerial..... | 3 |
| ACNT | 1311 | Introduction to Computerized Accounting..... | 3 |
| BUSG | 2309 [◇] | Small Business Management/Entrepreneurship..... | 3 |
| ECON | 2301 | Principles of Macroeconomics | 3 |
| ENGL | 1301 | Composition I..... | 3 |
| MRKG | 1311 | Principles of Marketing..... | 3 |
| Semester Hours | | | 18 |
| Total Program Hours | | | 33 |

[◇]Capstone Course

Forensic Science

Institutional Award

This curriculum will prepare students for a field of forensic science by combining introductory criminal justice with forensic science courses. These courses may be applied toward a certificate or associate degree in Criminal Justice.

| First Semester | | | Credit Hours |
|----------------------------|------|--|-------------------------|
| CRIJ | 2314 | Criminal Investigation..... | 3 |
| FORS | 2440 | Introduction to Forensic Science..... | 4 |
| Semester Hours | | | 7 |
| Second Semester | | | |
| CRIJ | 1310 | Fundamentals of Criminal Law..... | 3 |
| FORS | 2450 | Introduction to Forensic Psychology..... | 4 |
| Semester Hours | | | 7 |
| Total Program Hours | | | 14 |

Game Designer

Institutional Award

This program is designed to provide the knowledge, skills, and abilities focusing on existing and new developments in digital gaming technology. The student will acquire knowledge of digital gaming and simulation industries and markets, programming, graphics, animation, and storyboarding skills to develop games. Students will develop teamwork skills, multimedia skills, animation, and art. Careers include computer programmers, system analysis, software engineering, multimedia, animation, and graphic art. Students may transfer this award to the Game Specialist Certificate offered at LSC-O.

| First Semester | | | Credit Hours |
|-----------------------------------|------|---|-------------------------|
| ARTC | 1325 | Introduction to Computer Graphics | 3 |
| COSC | 1301 | Introduction to Computing | 3 |
| COSC | 1336 | Programming Fundamentals I | 3 |
| GAME | 1306 | Design and Creation of Games | 3 |
| Semester Hours | | | 12 |
| <i>Total Program Hours</i> | | | <i>12</i> |

Game Specialist

Certificate of Completion

This program is designed to provide the knowledge, skills, and abilities, focusing on existing and new developments in digital gaming technology. The student will acquire knowledge of digital gaming and simulation industries and markets, programming, graphics, animation, and storyboarding skills to develop games. Students will develop teamwork skills, multimedia skills, animation, and art. Careers include computer programmers, system analysis, software engineering, multimedia, animation, and graphic art.

| First Semester | | | Credit Hours |
|----------------------------|------|---|-------------------------|
| ARTC | 1325 | Introduction to Computer Graphics | 3 |
| COSC | 1301 | Introduction to Computing | 3 |
| COSC | 1336 | Programming Fundamentals I | 3 |
| GAME | 1306 | Design and Creation of Games | 3 |
| Semester Hours | | | 12 |
| | | | |
| Second Semester | | | |
| ARTC | 1353 | Computer Illustration..... | 3 |
| COSC | 1337 | Programming Fundamentals II | 3 |
| GAME | 1302 | Interactive Storyboarding | 3 |
| ITSE | 1311 | Beginning Web Programming | 3 |
| Semester Hours | | | 12 |
| Total Program Hours | | | 24 |

Industrial Technology

Associate of Applied Science Degree

This program is designed to develop basic skills in various specialized courses to prepare students for entry-level positions in the petrochemical industry. Upon successful completion of the coursework, students will be able to transfer to the four-year degree program in Industrial Technology at Lamar University.

| First Semester | | | Credit Hours |
|--|--|--|-------------------------|
| COSC 1301 | Introduction to Computing | | 3 |
| ENGL 1301 | Composition I | | 3 |
| PTAC 1302 | Introduction to Process Technology | | 3 |
| PTAC 1408 | Safety, Health and Environment I | | 4 |
| PTAC 1432 | Process Instrumentation I | | 4 |
| Semester Hours | | | 17 |
| Second Semester | | | |
| MATH 1314 | College Algebra..... or MATH 1332 | | 3 |
| PTAC 1410 | Process Technology I-Equipment..... | | 4 |
| CETT 1403 | DC Circuits..... or CETT 1405 | | 4 |
| SPCH 1311 | Introduction to Speech Communication | | 3 |
| or SPCH 1315 or SPCH 1318 or SPCH 1321 | | | |
| Semester Hours | | | 14 |
| Third Semester | | | |
| EPCT 1301 | Hazardous Waste Op. and Emergency Response | | 3 |
| EPCT 1305 | Environmental Regulations Overview..... | | 3 |
| EPCT 1349 | Environmental Regulation Interp. & Applications..... | | 3 |
| LANGUAGE, PHILOSOPHY, AND CULTURE* | | | 3 |
| or CREATIVE ARTS* | | | |
| Semester Hours | | | 12 |
| Fourth Semester | | | |
| EPCT 1341 | Principles of Industrial Hygiene | | 3 |
| EPCT 2489 [◊] | Internship-Environmental Engineering Tech | | 4 |
| or CTEC 2387 | | | |
| PTAC 2314 | Principles of Quality | | 3 |
| PTAC 2446 | Process Troubleshooting | | 4 |
| PSYC 2301 | General Psychology | | 3 |
| or SOCI 1301 | | | |
| Semester Hours | | | 17 |
| Total Program Hours | | | 60 |

[◊] Capstone Course

*Choose from options for:

Creative Arts - ARTS 1301, DRAM 1310, HUMA 1315, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Information Technology Support Assistant

Networking Specialist

Certificate of Completion

This certificate is designed for those with little or minimal computer training. The computer core courses allow students to explore computer hardware. This certificate transfers into the Information Technology Support Specialist Associate of Applied Science degree.

| First Semester | | | Credit Hours |
|-------------------------------|-------------------|--|---------------------|
| COSC | 1301 | Introduction to Computing | 3 |
| ITCC | 1310 | Cisco Discovery 1..... | 3 |
| ITSC | 1325 | Personal Computer Hardware..... | 3 |
| Semester Hours | | | 9 |
| Second Semester | | | |
| BUSI | 1301 | Business Principles | 3 |
| ITCC | 1311 | Cisco Discovery 2..... | 3 |
| ITNW | 1354 | Implementing and Supporting Servers | 3 |
| INFORMATION TECHNOLOGY* | | | 3 |
| or COMPUTER SCIENCE* | | | |
| Semester Hours | | | 12 |
| Third Semester | | | |
| ITCC | 1312 | Cisco Discovery 3..... | 3 |
| ITSW | 1307 | Introduction to Database..... | 3 |
| POFT | 2312 | Business Correspondence and Communication..... | 3 |
| Semester Hours | | | 9 |
| Fourth Semester | | | |
| ITCC | 1313 [◊] | Cisco Discovery 4..... | 3 |
| ITSW | 1304 | Introduction to Spreadsheets | 3 |
| Semester Hours | | | 6 |
| Total Program Hours | | | 36 |

[◊]Capstone Course

**Information Technology/Computer Science* - ARTC 1325, ARTC 1353, BCIS 1310, BCIS 1316, COSC 1336, COSC 1337, GAME 1302, GAME 1306, IMED 1301, IMED 1316, ITSE 1311, ITSE 1345, or ITSY 1342

Information Technology Support Assistant

Software Development

Certificate of Completion

This certificate is designed for those with little or minimal computer training. The computer core courses allow students to explore computer software. This certificate transfers into the Information Technology Support Specialist Associate of Applied Science degree.

| First Semester | | | Credit Hours |
|-------------------------------|-------------------|--|---------------------|
| BCIS | 1310 | BASIC Programming | 3 |
| COSC | 1301 | Introduction to Computing | 3 |
| ITCC | 1310 | Cisco Discovery 1..... | 3 |
| ITSW | 1307 | Introduction to Database..... | 3 |
| ITSC | 1325 | Personal Computer Hardware..... | 3 |
| Semester Hours | | | 15 |
| Second Semester | | | |
| BCIS | 1316 [◊] | Computer Programming-BASIC | 3 |
| IMED | 1316 | Web Design I..... | 3 |
| ITSW | 1304 | Introduction to Spreadsheets | 3 |
| ITSE | 1345 | Introduction to Oracle SQL | 3 |
| INFORMATION TECHNOLOGY* | | | 3 |
| or COMPUTER SCIENCE* | | | |
| Semester Hours | | | 15 |
| Third Semester | | | |
| BUSI | 1301 | Business Principles..... | 3 |
| POFT | 2312 | Business Correspondence and Communication..... | 3 |
| Semester Hours | | | 6 |
| Total Program Hours | | | 36 |

[◊]Capstone Course

**Information Technology/Computer Science* - ARTC 1325, ARTC 1353, COSC 1336, COSC 1337, GAME 1302, GAME 1306, IMED 1301, ITCC 1311, ITCC 1312, ITCC 1313, ITNW 1354, ITSE 1311, or ITSY 1342

Information Technology Support Specialist

Associate of Applied Science Degree

This degree prepares students for entry-level positions as computer software development technicians. It includes general knowledge of computer hardware, software, program design, programming languages, specific skills in troubleshooting, problem-solving, and user assistance.

| First Semester | | | Credit Hours |
|---|-------------------|--|-------------------------|
| BCIS | 1310 | BASIC Programming | 3 |
| COSC | 1301 | Introduction to Computing | 3 |
| ITCC | 1310 | Cisco Discovery 1..... | 3 |
| ITSC | 1325 | Personal Computer Hardware..... | 3 |
| LANGUAGE, PHILOSOPHY, AND CULTURE*..... | | | 3 |
| or CREATIVE ARTS* | | | |
| Semester Hours | | | 15 |
| Second Semester | | | |
| BCIS | 1316 | Computer Programming-BASIC | 3 |
| ITCC | 1311 | Cisco Discovery 2..... | 3 |
| ITSW | 1304 | Introduction to Spreadsheets | 3 |
| ITNW | 1354 | Implementing and Supporting Servers | 3 |
| SOCIAL AND BEHAVIORAL SCIENCES*..... | | | 3 |
| Semester Hours | | | 15 |
| Third Semester | | | |
| BUSI | 1301 | Business Principles | 3 |
| ITCC | 1312 | Cisco Discovery 3 | 3 |
| ITSW | 1307 | Introduction to Database..... | 3 |
| MATH | 1314 | College Algebra..... | 3 |
| or MATH 1324 | | | |
| or MATH 1332 | | | |
| POFT | 2312 | Business Correspondence and Communication..... | 3 |
| Semester Hours | | | 15 |
| Fourth Semester | | | |
| ITCC | 1313 | Cisco Discovery 4..... | 3 |
| IMED | 1316 | Web Design I..... | 3 |
| ITSC | 2387 [◇] | Internship-Computer and Information Sciences | 3 |
| ITSE | 1345 | Introduction to Oracle SQL | 3 |
| SPCH | 1311 | Introduction to Speech Communications..... | 3 |
| or SPCH 1315 or SPCH 1318 or SPCH 1321 | | | |
| Semester Hours | | | 15 |
| Total Program Hours | | | 60 |

[◇] Capstone Course

*Choose from options for:

Creative Arts - ARTS 1301, DRAM 1310, HUMA 1315, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Social and Behavioral Sciences - ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

Instrumentation

Certificate of Completion

This program prepares students for careers in an entry-level maintenance, instrument and electrical positions within chemical plants, refineries, pipeline transmission companies, and industrial manufacturing. This certificate helps students understand the basics in theory, physics, fundamentals, and safety in the field of instrumentation (including the measurement of flow, level, and temperature), and electricity (including AC and DC circuits).

| First Semester | | | Credit Hours |
|----------------------------|--|--|---------------------|
| CETT 1403 | DC Circuits | | 4 |
| COSC 1301 | Introduction to Computing | | 3 |
| INCR 1402 | Physics of Instrumentation | | 4 |
| INTC 1358 | Flow & Measurement Calibration | | 3 |
| MATH 1314 | College Algebra..... | | 3 |
| | or MATH 1332 | | |
| Semester Hours | | | 17 |
| Second Semester | | | |
| CETT 1405 | AC Circuits | | 4 |
| INCR 1442 [◇] | Measurement and Process Control Theory | | 4 |
| INTC 1301 | Principles of Industrial Measurement I..... | | 3 |
| PTAC 1408 | Safety, Health and Environment I | | 4 |
| Semester Hours | | | 15 |
| Total Program Hours | | | 32 |

[◇]Capstone Course

Liberal Arts

Associate of Arts Degree

This degree is recommended for students who plan to pursue Bachelor of Arts or Bachelor of Science degrees in fields for which no specific associate degree is offered. 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.

| First Semester | Credit Hours |
|---|---------------------|
| ENGL 1301 Composition I..... | 3 |
| GOVT 2305 Federal Government..... | 3 |
| PHED 1164 Introduction to Physical Fitness and Sport..... | 1 |
| LIFE AND PHYSICAL SCIENCES* | 4 |
| APPROVED ACADEMIC ELECTIVE* | 3 |
| Semester Hours | 14 |
| | |
| Second Semester | |
| ENGL 1302 Composition II..... | 3 |
| AMERICAN HISTORY* | 3 |
| COMMUNICATION* | 3 |
| LIFE AND PHYSICAL SCIENCES* | 4 |
| COMPONENT AREA OPTION* | 3 |
| Semester Hours | 16 |
| | |
| Third Semester | |
| GOVT 2306 Texas Government | 3 |
| MATHEMATICS* | 3 |
| LANGUAGE, PHILOSOPHY, AND CULTURE* | 3 |
| CREATIVE ARTS* | 3 |
| APPROVED ACADEMIC ELECTIVE* | 3 |
| Semester Hours | 15 |
| | |
| Fourth Semester | |
| AMERICAN HISTORY* | 3 |
| SOCIAL AND BEHAVIORAL SCIENCES* | 3 |
| APPROVED ACADEMIC ELECTIVE* | 3 |
| APPROVED ACADEMIC ELECTIVE* | 3 |
| APPROVED ACADEMIC ELECTIVE* | 3 |
| Semester Hours | 15 |
| Total Program Hours | 60 |

*It is recommended for students to check with the institution they are planning to transfer to for advice on which courses work best for their major. Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - BUSI 1307, COSC 1301, PHED 1304, SPAN 1311, or SPAN 1312

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, or MATH 2312

Social and Behavioral Sciences - ECON 2301, ECON 2302, GEOG 1301, GEOG 1302, PSYC 2301, or SOCI 1301

Medical Administrative Assistant

Certificate of Completion

This program is designed to prepare individuals to work in administrative roles in health care 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 | | | Credit Hours |
|----------------------------|-------------------|--|-------------------------|
| COSC | 1301 | Introduction to Computing | 3 |
| HITT | 1305 | Medical Terminology I..... | 3 |
| MRKG | 1301 | Customer Relations | 3 |
| POFM | 1317 | Medical Administrative Support | 3 |
| POFT | 1329 | Beginning Keyboarding..... | 3 |
| Semester Hours | | | 15 |
| Second Semester | | | |
| HPRS | 2221 | Medical Law and Ethics for Health Professionals..... | 2 |
| MRMT | 1307 | Medical Transcription I..... | 3 |
| POFM | 1300 | Medical Coding Basics..... | 3 |
| POFM | 1327 | Medical Insurance | 3 |
| BIOL | 2404 | Anatomy and Physiology | 4 |
| Semester Hours | | | 15 |
| Third Semester | | | |
| ACCT | 2301 | Principles of Accounting I-Financial..... | 3 |
| HITT | 1301 | Health Data Content and Structure | 3 |
| POFM | 2386 [◊] | Internship-Medical Admin/Executive Assistant..... | 3 |
| BMGT | 1301 | Supervision | 3 |
| SPCH | 1318 | Interpersonal Communication | 3 |
| Semester Hours | | | 15 |
| Total Program Hours | | | 45 |

[◊]Capstone Course

Medical Office Assistant

Certificate of Completion

This program is designed for individuals considering employment with medical offices performing clerical functions. Emphasis is placed on skill development in clerical functions such as reception, scheduling, filing, insurance billing, patient relations, and technical procedures.

| First Semester | | | Credit Hours |
|-----------------------------------|-------------------|--|-------------------------|
| COSC | 1301 | Introduction to Computing | 3 |
| HITT | 1305 | Medical Terminology I..... | 3 |
| MRKG | 1301 | Customer Relations | 3 |
| POFM | 1317 | Medical Administrative Support | 3 |
| POFT | 1329 | Beginning Keyboarding..... | 3 |
| Semester Hours | | | 15 |
| Second Semester | | | |
| BIOL | 2404 | Anatomy and Physiology..... | 4 |
| HPRS | 2221 | Medical Law and Ethics for Health Professionals..... | 2 |
| MRMT | 1307 | Medical Transcription I..... | 3 |
| POFM | 1300 | Medical Coding Basics..... | 3 |
| POFM | 1327 [◊] | Medical Insurance | 3 |
| Semester Hours | | | 15 |
| <i>Total Program Hours</i> | | | 30 |

[◊]Capstone Course

Medical Office Professional

Associate of Applied Science Degree

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

| First Semester | | | Credit Hours |
|------------------------------------|-------------------|--|-------------------------|
| COSC | 1301 | Introduction to Computing..... | 3 |
| HITT | 1305 | Medical Terminology I..... | 3 |
| MRKG | 1301 | Customer Relations..... | 3 |
| POFM | 1317 | Medical Administrative Support..... | 3 |
| POFT | 1329 | Beginning Keyboarding..... | 3 |
| Semester Hours | | | 15 |
| Second Semester | | | |
| HPRS | 2221 | Medical Law and Ethics for Health Professionals..... | 2 |
| MRMT | 1307 | Medical Transcription I..... | 3 |
| POFM | 1300 | Medical Coding Basics..... | 3 |
| POFM | 1327 | Medical Insurance..... | 3 |
| BIOL | 2404 | Anatomy and Physiology..... | 4 |
| Semester Hours | | | 15 |
| Third Semester | | | |
| ACCT | 2301 | Principles of Accounting I-Financial..... | 3 |
| HITT | 1301 | Health Data Content and Structure..... | 3 |
| BMGT | 1301 | Supervision..... | 3 |
| SPCH | 1318 | Interpersonal Communication..... | 3 |
| BUSI | 1301 | Business Principles..... | 3 |
| Semester Hours | | | 15 |
| Fourth Semester | | | |
| ITSW | 1304 | Introduction to Spreadsheets..... | 3 |
| POFT | 2312 | Business Correspondence and Communication..... | 3 |
| POFM | 2386 [◇] | Internship-Medical Admin/Executive Assistant..... | 3 |
| SOCIAL AND BEHAVIORAL SCIENCES* | | | 3 |
| LANGUAGE, PHILOSOPHY, AND CULTURE* | | | 3 |
| or CREATIVE ARTS | | | |
| Semester Hours | | | 15 |
| Total Program Hours | | | 60 |

[◇] Capstone Course

*Choose from options for:

Creative Arts - ARTS 1301, DRAM 1310, HUMA 1315, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Social and Behavioral Sciences - ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

Medical Office Receptionist

Institutional Award

This program is designed to prepare individuals to work in health care 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 | | | Credit Hours |
|-----------------------|-------------------------------------|----------------------------|---------------------|
| HITT 1305 | Medical Terminology I..... | | 3 |
| MRKG 1301 | Customer Relations..... | | 3 |
| POFM 1317 | Medical Administrative Support..... | | 3 |
| POFT 1329 | Beginning Keyboarding..... | | 3 |
| | | Semester Hours | 12 |
| | | Total Program Hours | 12 |

Medical Transcriptionist

Certificate of Completion

Graduates of the medical office 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 credentialing is offered through the *Association for Healthcare Documentation Integrity (AHDI)*.

| First Semester | | | Credit Hours |
|----------------------------|-------------------|--|---------------------|
| BIOL | 2404 | Anatomy and Physiology | 4 |
| HITT | 1301 | Health Data Content and Structure | 3 |
| HPRS | 2221 | Medical Law and Ethics for Health Professionals..... | 2 |
| MRMT | 1307 | Medical Transcription I..... | 3 |
| HITT | 1305 | Medical Terminology I..... | 3 |
| Semester Hours | | | 15 |
| Second Semester | | | |
| MRMT | 2333 [◇] | Medical Transcription II..... | 3 |
| POFT | 1329 | Beginning Keyboarding..... | 3 |
| Semester Hours | | | 6 |
| Total Program Hours | | | 21 |

[◇] Capstone Course

Natural Science

Associate of Science Degree

This degree is a foundation for most four-year science degrees or premedical curricula. 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.

| | Credit Hours |
|---|-----------------|
| First Semester | |
| ENGL 1301 Composition I..... | 3 |
| MATH 2312 Pre-Calculus Math..... | 3 |
| LIFE AND PHYSICAL SCIENCES*..... | 4 |
| COMMUNICATION*..... | 3 |
| AMERICAN HISTORY*..... | 3 |
| Semester Hours | 16 |
| Second Semester | |
| ENGL 1302 Composition II..... | 3 |
| GOVT 2305 Federal Government..... | 3 |
| LIFE AND PHYSICAL SCIENCES*..... | 4 |
| CREATIVE ARTS*..... | 3 |
| AMERICAN HISTORY*..... | 3 |
| Semester Hours | 16 |
| Third Semester | |
| GOVT 2306 Texas Government..... | 3 |
| LIFE AND PHYSICAL SCIENCES*..... | 4 |
| SOCIAL AND BEHAVIORAL SCIENCES*..... | 3 |
| COMPONENT AREA OPTION*..... | 3 |
| LANGUAGE, PHILOSOPHY, AND CULTURE*..... | 3 |
| Semester Hours | 16 |
| Fourth Semester | |
| LIFE AND PHYSICAL SCIENCES*..... | 4 |
| or MATHEMATICS* | |
| LIFE AND PHYSICAL SCIENCES*..... | 4 |
| LIFE AND PHYSICAL SCIENCES*..... | 4 |
| Semester Hours | 12 |
| Total Program Hours | 60 |

*Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - BUSI 1307, COSC 1301, PHED 1304, SPAN 1311, or SPAN 1312

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, BIOL 2420, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 2413

Social and Behavioral Sciences - ECON 2301, ECON 2302, GEOG 1301, GEOG 1302, PSYC 2301, or SOCI 1301

Pharmacy Technology

Certificate of Completion

This program consists of a sequence of courses designed to prepare students for employment as pharmacy technicians. 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.

Students are required to pass the HOBET Test and register with the Texas State Board of Pharmacy prior to being accepted into the program.

Students must maintain “C” or better grades in ALL PHRA courses and an overall 2.0 grade point average (GPA) 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.

| First Semester | | | Credit Hours |
|----------------------------|------|--|---------------------|
| ENGL | 1301 | Composition I..... | 3 |
| HITT | 1305 | Medical Terminology I..... | 3 |
| PHRA | 1301 | Introduction to Pharmacy..... | 3 |
| PHRA | 1305 | Drug Classification..... | 3 |
| PHRA | 1313 | Community Pharmacy Practice..... | 3 |
| PHRA | 2260 | Clinical-Pharmacy Technician..... | 2 |
| Semester Hours | | | 17 |
| Second Semester | | | |
| PHRA | 1304 | Pharmacotherapy and Disease Process..... | 3 |
| PHRA | 1309 | Pharmaceutical Mathematics I..... | 3 |
| PHRA | 1349 | Institutional Pharmacy Practice..... | 3 |
| PHRA | 1445 | Intravenous Admixture and Sterile Compounding..... | 4 |
| PHRA | 2361 | Clinical-Pharmacy Technician..... | 3 |
| Semester Hours | | | 16 |
| Total Program Hours | | | 33 |

Pharmacy Technology Sterile Preparations

Institutional Award

This program trains pharmacists and certified pharmacy technicians in sterile product preparation and aseptic technique, including USP <797>. Most health-system pharmacy settings require IV certification and/or prior experience for employment consideration. This program meets all applicable State Board of Pharmacy training requirements for IV Certified Pharmacy Technicians and Pharmacists.

| First Semester | | Credit Hours |
|-----------------------|---------------------------------------|-------------------------|
| PHRA 1345 | Compounding Sterile Preparations..... | 3 |
| | Semester Hours | 3 |
| | Total Program Hours | 3 |

Process Operating Technology

Associate of Applied Science Degree

The field of process technology appeals to persons who would enjoy the challenges involved in controlling industrial plant processes to produce a final product. This program offers students careers as safe, efficient, and environmentally responsible process operators in the petrochemical and oil refinery industries. In addition to developing technical knowledge regarding plant operations and procedures, maintenance, safety, health and environment skills, students will develop their communication, computer, people, and team-building skills throughout the program.

| First Semester | | | Credit Hours |
|--|---|--|---------------------|
| COSC 1301 | Introduction to Computing | | 3 |
| ENGL 1301 | Composition I | | 3 |
| PTAC 1302 | Introduction to Process Technology | | 3 |
| PTAC 1408 | Safety, Health and Environment I | | 4 |
| PTAC 1410 | Process Technology I-Equipment..... | | 4 |
| Semester Hours | | | 17 |
| Second Semester | | | |
| MATH 1314 | College Algebra..... | | 3 |
| | or MATH 1332 | | |
| PTAC 1432 | Process Instrumentation I | | 4 |
| PTAC 2314 | Principles of Quality | | 3 |
| PTAC 2420 | Process Technology II-Systems..... | | 4 |
| SPCH 1311 | Introduction to Speech Communications..... | | 3 |
| | or SPCH 1315 or SPCH 1318 or SPCH 1321 | | |
| Semester Hours | | | 17 |
| Third Semester | | | |
| PTAC 2446 | Process Troubleshooting..... | | 4 |
| SCIT 1418 | Applied Physics | | 4 |
| SCIT 1494 | Special Topics in Chemistry | | 4 |
| PSYC 2301 | General Psychology | | 3 |
| | or SOCI 1301 | | |
| Semester Hours | | | 15 |
| Fourth Semester | | | |
| CTEC 2480 | Cooperative Education-Chemical Technology | | 4 |
| | or CTEC 2445 | | |
| PTAC 2438 [◇] | Process Technology III-Operations | | 4 |
| LANGUAGE, PHILOSOPHY, AND CULTURE* | | | 3 |
| | or FINE ARTS* | | |
| Semester Hours | | | 11 |
| Total Program Hours | | | 60 |

[◇] Capstone Course

*Choose from options for:

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Process Technology

Certificate of Completion

This program prepares students for careers in an entry-level process operations position. It prepares students to become safe, efficient, and environmentally responsible operators in the petrochemical and oil refinery industries. The program works closely with the Gulf Coast Process Technology Alliance-based organization that establishes standards to provide and deliver quality curriculum in the field.

| First Semester | | | Credit Hours |
|--|---|--|---------------------|
| COSC 1301 | Introduction to Computing..... | | 3 |
| ENGL 1301 | Composition I | | 3 |
| PTAC 1302 | Introduction to Process Technology | | 3 |
| PTAC 1408 | Safety, Health and Environment I..... | | 4 |
| PTAC 1410 | Process Technology I-Equipment..... | | 4 |
| Semester Hours | | | 17 |
| Second Semester | | | |
| MATH 1314 | College Algebra | | 3 |
| | or MATH 1332 | | |
| PTAC 1432 | Process Instrumentation I..... | | 4 |
| PTAC 2314 | Principles of Quality | | 3 |
| PTAC 2420 [◇] | Process Technology II-Systems..... | | 4 |
| SPCH 1311 | Introduction to Speech Communications..... | | 3 |
| | or SPCH 1315 or SPCH 1318 or SPCH 1321 | | |
| Semester Hours | | | 17 |
| Summer Semester | | | |
| LANGUAGE, PHILOSOPHY, AND CULTURE* | | | 3 |
| | or CREATIVE ARTS* | | |
| PSYC 2301 | General Psychology | | 3 |
| | or SOCI 1301 | | |
| Semester Hours | | | 6 |
| Total Program Hours | | | 40 |

[◇]Capstone Course

*Choose from options for:

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Safety, Health and Environmental

Certificate of Completion

This certificate is designed to prepare students for entry-level employment as a safety, health or environmental specialist. The program helps the students create a safe work environment, understand OSHA regulations and compliance, learn emergency management techniques, integrate employee health and safety into decision making, have the knowledge and skills to implement strategies to control, and manage potential problems.

| First Semester | | | Credit Hours |
|---|---|--|---------------------|
| COSC 1301 | Introduction to Computing | | 3 |
| ENGL 1301 | Composition I | | 3 |
| EPCT 1301 | Hazardous Waste Op. and Emergency Response | | 3 |
| EPCT 1305 | Environmental Regulations Overview..... | | 3 |
| EPCT 1341 | Industrial Hygiene | | 3 |
| Semester Hours | | | 15 |
| | | | |
| Second Semester | | | |
| EPCT 1349 | Environment Regulation Interpretation & App. | | 3 |
| EPCT 2489 [◇] | Internship-Environmental | | 4 |
| PTAC 1302 | Introduction to Process Technology | | 3 |
| PTAC 1408 | Safety, Health and Environment I | | 4 |
| SPCH 1311 | Introduction to Speech Communications..... | | 3 |
| or SPCH 1315 or SPCH 1318 or SPCH 1321 | | | |
| Semester Hours | | | 17 |
| | | | |
| Summer Semester | | | |
| MATH 1314 | College Algebra | | 3 |
| or MATH 1332 | | | |
| LANGUAGE, PHILOSOPHY, AND CULTURE* | | | 3 |
| or CREATIVE ARTS* | | | |
| PSYC 2301 | General Psychology | | 3 |
| or SOCI 1301 | | | |
| Semester Hours | | | 9 |
| Total Program Hours | | | 41 |

[◇] Capstone Course

*Choose from options for:

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Sociology

Associate of Arts Degree

This degree is recommended for students who plan to pursue Bachelor of Arts degrees in sociology. This is a recommended curriculum only. Some courses may be taken in a different order and students do not have to complete the degree in four semesters.

| First Semester | Credit Hours |
|---|---------------------|
| ENGL 1301 Composition I..... | 3 |
| SOCI 1301 Introductory Sociology..... | 3 |
| SOCI 1306 Social Problems..... | 3 |
| PHED 1164 Introduction to Physical Fitness and Sport..... | 1 |
| COMMUNICATION* | 3 |
| Semester Hours | 13 |
| | |
| Second Semester | |
| ENGL 1302 Composition II..... | 3 |
| GOVT 2305 Federal Government..... | 3 |
| SOCI 2301 Marriage and Family..... | 3 |
| AMERICAN HISTORY*..... | 3 |
| LIFE AND PHYSICAL SCIENCES*..... | 4 |
| Semester Hours | 16 |
| | |
| Third Semester | |
| GOVT 2306 Texas Government..... | 3 |
| SOCI 2306 Human Sexuality..... | 3 |
| SOCI 2326 Social Psychology..... | 3 |
| AMERICAN HISTORY*..... | 3 |
| LIFE AND PHYSICAL SCIENCES*..... | 4 |
| Semester Hours | 16 |
| | |
| Fourth Semester | |
| CRIJ 1307 Crime in America..... | 3 |
| MATHEMATICS*..... | 3 |
| LANGUAGE, PHILOSOPHY, AND CULTURE*..... | 3 |
| CREATIVE ARTS*..... | 3 |
| COMPONENT AREA OPTION*..... | 3 |
| Semester Hours | 15 |
| Total Program Hours | 60 |

*It is recommended for students to check with the institution they are planning to transfer to for advice on which courses work best for their major. Choose from options for:

American History - HIST 1301, HIST 1302, or HIST 2301

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - BUSI 1307, COSC 1301, PHED 1304, SPAN 1311, SPAN 1312, or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, HIST 2321, HIST 2322, HUMA 1315, PHIL 1301, or SPAN 2311

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1308/1108, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, GEOL 1304/1104, PHYS 1301/1101, PHYS 1305/1105, PHYS 1307/1107, or PHYS 2325/2125

Mathematics - MATH 1314, MATH 1324, MATH 1332, MATH 1342, or MATH 2312

Teaching

Associate of Arts in Teaching Degrees

The Associate of Arts in Teaching (AAT) degree is a State Board-Approved collegiate degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. The AAT degree is fully transferable to any Texas public university offering baccalaureate degree programs leading to initial teacher certification.

Because the AAT fulfills the requirements of the field of study curriculum statutes and the Texas Higher Education Coordinating Board rules, all Texas public universities must accept the AAT curricula if they offer the applicable baccalaureate degrees leading to initial teacher certification. The program includes a lab component in which the student will spend at least 16 hours observing in a PK-12 school.

The AAT is fully sanctioned by the Texas Higher Education Coordinating Board as a field of study for students interested in pursuing a degree in education which will lead to teacher certification. It offers an avenue to “grow our own” future teachers in an effort to help the shortage of teachers in Texas.

Some courses may be taken in different order, and students do not have to complete the degree in four semesters. Students in college prep will require a different course sequence. All interested students should see the Education Division Director for degree plans. Students planning to teach in a specific discipline should check with the Education Division Director to select the appropriate electives in the field of study. (See programs of study on the following pages.)

Teaching

Grades EC-6, 4-8, Special Ed. EC-12

Associate of Arts in Teaching Degree (AAT-1)

| First Semester | | | Credit Hours |
|------------------------------------|---|--|-------------------------|
| EDUC 1301 | Introduction to the Teaching Profession..... | | 3 |
| ENGL 1301 | Composition I..... | | 3 |
| MATH 1314 | College Algebra..... | | 3 |
| HIST 1301 | United State History I..... | | 3 |
| PHED 1164 | Introduction to Physical Fitness and Sport..... | | 1 |
| Semester Hours | | | 13 |
| Second Semester | | | |
| EDUC 2301 | Introduction to Special Populations..... | | 3 |
| ENGL 1302 | Composition II..... | | 3 |
| GOVT 2305 | Federal Government..... | | 3 |
| HIST 1302 | United States History II..... | | 3 |
| BIOL 1308/1108 | Biology for Non-Science Majors I..... | | 4 |
| Semester Hours | | | 16 |
| Third Semester | | | |
| GOVT 2306 | Texas Government..... | | 3 |
| MATH 1350 | Fundamentals of Mathematics..... | | 3 |
| PHED 1304 | Personal/Community Health I..... | | 3 |
| CREATIVE ARTS* | | | 3 |
| LIFE AND PHYSICAL SCIENCES* | | | 4 |
| Semester Hours | | | 16 |
| Fourth Semester | | | |
| SPCH 1315 | Public Speaking..... | | 3 |
| LANGUAGE, PHILOSOPHY, AND CULTURE* | | | 3 |
| SOCIAL AND BEHAVIORAL SCIENCES* | | | 3 |
| COMPONENT AREA OPTION* | | | 3 |
| APPROVED ELECTIVE [†] | | | 3 |
| Semester Hours | | | 15 |
| Total Program Hours | | | 60 |

[†]See Division Director

*Choose from options for:

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - COSC 1301 or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, or GEOL 1304/1104

Social and Behavioral Sciences - PSYC 2301 or SOCI 1301

Teaching

Grades 8-12, EC-12 (Art, Music, Physical Education, Health, Theater Arts, Technology Application, and Languages Other Than English, excluding Special Education)

Associate of Arts in Teaching Degree (AAT-2)

| First Semester | | | Credit Hours |
|--|---|--|---------------------|
| EDUC 1301 | Introduction to the Teaching Profession..... | | 3 |
| ENGL 1301 | Composition I..... | | 3 |
| MATH 1314 | College Algebra..... | | 3 |
| HIST 1301 | United State History I..... | | 3 |
| PHED 1164 | Introduction to Physical Fitness and Sport..... | | 1 |
| Semester Hours | | | 13 |
| Second Semester | | | |
| EDUC 2301 | Introduction to Special Populations..... | | 3 |
| ENGL 1302 | Composition II..... | | 3 |
| GOVT 2305 | Federal Government..... | | 3 |
| HIST 1302 | United States History II..... | | 3 |
| BIOL 1308/1108 | Biology for Non-Science Majors I..... | | 4 |
| Semester Hours | | | 16 |
| Third Semester | | | |
| GOVT 2306 | Texas Government..... | | 3 |
| MATH 1350 | Fundamentals of Mathematics..... | | 3 |
| PHED 1304 | Personal/Community Health I..... | | 3 |
| CREATIVE ARTS* | | | 3 |
| LIFE AND PHYSICAL SCIENCES* | | | 4 |
| Semester Hours | | | 16 |
| Fourth Semester | | | |
| SPCH 1315 | Public Speaking..... | | 3 |
| LANGUAGE, PHILOSOPHY, AND CULTURE* | | | 3 |
| SOCIAL AND BEHAVIORAL SCIENCES* | | | 3 |
| COMPONENT AREA OPTION* | | | 3 |
| APPROVED CONCENTRATION ELECTIVE [†] | | | 3 |
| Semester Hours | | | 15 |
| Total Program Hours | | | 60 |

[†]See Division Director

*Choose from options for:

Communication - SPCH 1311, SPCH 1315, or SPCH 1321

Component Area Option - COSC 1301 or SPCH 1318

Creative Arts - ARTS 1301, DRAM 1310, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, or ENGL 2341

Life and Physical Sciences - BIOL 1306/1106, BIOL 1307/1107, BIOL 1309/1109, BIOL 2301/2101, BIOL 2302/2102, BIOL 2306/2106, CHEM 1306/1106, CHEM 1307/1107, CHEM 1311/1111, CHEM 1312/1112, GEOL 1303/1103, or GEOL 1304/1104

Social and Behavioral Sciences - PSYC 2301 or SOCI 1301

Upward Mobility Nursing

Associate of Applied Science Degree

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 Nursing 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;
- successful completion of BIOL 2401 and BIOL 2402 Human Anatomy and Physiology, BIOL 2420 Introductory Microbiology, MATH 1314 College Algebra, RNSG 1300 Health Assessment, RNSG 1311 Nursing Pathophysiology and ENGL 1301 Composition I, with a minimum grade of “C”;
- copy of current CPR certification;
- *Evolve Reach Admission Assessment (A²) Exam* profile indicating a composite score of 80 or higher and a reading comprehension score of 80 or higher;
- proof of good mental and physical health;
- completion of Hepatitis B vaccination series;
- complete Intake Interview Form; and
- current satisfactory criminal background check is required by the Texas Board of Nursing prior to full acceptance into the UMN Program.

Complete information about the Upward Mobility Nursing Program, including admission requirements, application deadlines, criminal background policy, and current application forms, is available from the Nursing Secretary located in the Nursing and Classroom building or on the LSC-O website.

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 cited, charged or 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; or
- has been denied licensure or disciplined by any licensing/certifying authority.

Further information regarding licensure requirements is available on the Board of Nurse Examiners website at www.BON.state.tx.us.

| Prerequisites | | | Credit Hours |
|--|------|--|-------------------------|
| BIOL | 2301 | Anatomy and Physiology I..... | 3 |
| BIOL | 2101 | Anatomy and Physiology I Laboratory | 1 |
| BIOL | 2302 | Anatomy and Physiology II | 3 |
| BIOL | 2102 | Anatomy and Physiology II Laboratory..... | 1 |
| BIOL | 2420 | Microbiology for Non-Science Majors | 4 |
| ENGL | 1301 | Composition I..... | 3 |
| MATH | 1314 | College Algebra | 3 |
| | | or MATH 1342 | |
| RNSG | 1300 | Health Assessment | 3 |
| RNSG | 1311 | Nursing Pathophysiology | 3 |
| Semester Hours | | | 24 |
| Recommended Courses | | | |
| PSYC | 2301 | General Psychology | 3 |
| PSYC | 2314 | Lifespan Growth and Development | 3 |
| SPCH | 1311 | Introduction to Speech Communication..... | 3 |
| | | or SPCH 1315 | |
| LANGUAGE, PHILOSOPHY, AND CULTURE* | | | 3 |
| | | or CREATIVE ARTS* | |
| Semester Hours | | | 12 |
| First Semester | | | |
| RNSG | 1210 | Introduction to Community-Based Nursing..... | 2 |
| RNSG | 1327 | Transition from Vocational to Professional Nursing | 3 |
| RNSG | 2261 | Clinical I..... | 2 |
| Semester Hours | | | 7 |
| Second Semester | | | |
| RNSG | 2262 | Clinical II | 2 |
| RNSG | 2514 | Care of Clients with Complex Health Care Needs..... | 5 |
| Semester Hours | | | 7 |
| Third Semester | | | |
| RNSG | 2363 | Clinical III..... | 3 |
| RNSG | 2535 | Integrated Client Care Management | 5 |
| RNSG | 1207 | Nursing Jurisprudence..... | 2 |
| Semester Hours | | | 10 |
| Total Program Hours | | | 60 |

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.

*Choose from options for:

Creative Arts - ARTS 1301, DRAM 1310, HUMA 1315, or MUSI 1306

Language, Philosophy, and Culture - ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2341, SPAN 1311, or SPAN 1312

Vocational Nursing

Certificate of Completion

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 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 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 2314-Lifespan Growth and Development 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;
- show proof of good mental and physical health;
- show proof of completion of Hepatitis B immunization; and
- show proof of clear criminal background check from the Board of Nursing or have obtained a completed Declaratory Order from the Board of Nurse Examiners (see program director for details).

*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 to take the exam is \$25 and to get transcribed credit is \$100.

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 Nurse Examiners may disqualify an applicant from obtaining licensure who has:

- been convicted, adjudged guilty by a court, plead guilty, no contest, or nolo contendere to any crime in any state, territory, or country, whether or not a sentence was imposed, including any pending criminal charges or unresolved arrests (excluding minor traffic violations). This includes expunged offenses and deferred adjudications with or without prejudice of guilt. Please note that DUI's, DWI's, and PI's must be reported and are not considered minor traffic violations. One time minor in possession (MIP) or minor in consumption (MIC) does not need to be disclosed. If you have two or more MIPs or MICs you must report these to the board;
- any criminal charges pending, including unresolved arrests;
- been refused a license by any licensing authority or ever had a license revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded, or otherwise disciplined you;
- within the last five years, been addicted to and/or treated for the use of alcohol or any other drug; or
- within the last five years, been diagnosed with, treated or hospitalized for schizophrenia, and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder.

If you must answer “yes” to any of these statements, you have to undergo investigation by the Board of Vocational Nurse Examiners before you will be accepted into the Nursing Program. Answering “yes” will not necessarily keep you from acceptance into the program. Failure to answer truthfully may result in disciplinary action by the Board.

Upon acceptance into the VN Program, all students will be subject to a criminal background check.

| Prerequisites | | | Credit Hours |
|-----------------------|------|--|---------------------|
| BIOL | 2301 | Anatomy and Physiology I | 3 |
| BIOL | 2101 | Anatomy and Physiology I Laboratory | 1 |
| BIOL | 2302 | Anatomy and Physiology II | 3 |
| BIOL | 2102 | Anatomy and Physiology II Laboratory | 1 |
| VNSG | 1160 | Clinical I Practical Nurse | 1 |
| VNSG | 1323 | Basic Nursing Skills | 3 |
| Semester Hours | | | 12 |
| First Semester | | | |
| BIOL | 1322 | Nutrition and Diet Therapy I | 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..... | 5 |
| Semester Hours | | | 18 |

Vocational Nursing-Continued

Second Semester

| | | |
|-----------|---------------------------------------|----|
| PSYC 2314 | Lifespan Growth and Development | 3 |
| VNSG 1136 | Mental Health | 1 |
| VNSG 1222 | Vocational Nursing Concepts | 2 |
| VNSG 1562 | Clinical III Practical Nurse | 5 |
| VNSG 2413 | Applied Nursing Skills II..... | 4 |
| | Semester Hours | 15 |

Third Semester

| | | |
|-----------|----------------------------------|-----------|
| VNSG 1138 | Mental Illness | 1 |
| VNSG 1330 | Maternal-Neonatal Nursing | 3 |
| VNSG 1334 | Pediatrics | 3 |
| VNSG 2214 | Applied Nursing Skills III | 2 |
| VNSG 2563 | Clinical IV Practical Nurse..... | 5 |
| | Semester Hours | 14 |
| | Total Program Hours | 59 |

Web Design/Multimedia

Institutional Award

This program is designed to train students interested in Web page creation for business and industry as well as assist educators in incorporating multimedia/video and technology into the classroom. Students will develop skills in a hands-on learning environment. They will learn html programming, web design, and multimedia.

| First Semester | | | Credit Hours |
|-------------------------------|------|--------------------------------------|---------------------|
| IMED | 1301 | Introduction to Digital Media | 3 |
| ITSE | 1311 | Beginning Web Page Programming | 3 |
| Semester Hours | | | 6 |
| | | | |
| Second Semester | | | |
| IMED | 1316 | Web Design I..... | 3 |
| INFORMATION TECHNOLOGY* | | | 3 |
| Semester Hours | | | 6 |
| Total Program Hours | | | 12 |

*Choose from options for:

Information Technology- BCIS 1310, BCIS 1316, COSC 1301, COSC 1336, COSC 1337, ITCC 1310, ITCC 1311, ITCC 1312, ITCC 1313, ITNW 1354, ITSC 1325, ITSC 2387, ITSE 1345, ITSW 1304, ITSW 1307, or ITSY 1342

Course Descriptions

Course descriptions are listed
in alphabetical order.



Course Descriptions

Lamar State College-Orange offers both academic and technical coursework. Academic courses are indicated as “AC,” college preparatory courses are identified with “CP,” and “TEC” denotes classes in the technical area. Academic courses will transfer to another college or university. College Prep courses are included on transcripts but are not transferable courses. Technical courses may or may not 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 six numbers within parenthesis is a course identifier used by the *Texas Higher Education Coordinating Board (THECB)*. The three numbers to the far right represent the number of credit, lecture, and lab hours.

ACCT 23013-3-0
Principles of Accounting I - Financial (52.0301)
 Accounting concepts and their application in transaction analysis and financial statement preparation. Topics include analysis of financial statements; asset and equity accounting in proprietorships, partnerships, and corporations; account receivables; investments; inventories; liabilities; and payroll. It also provides an introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. AC.

ACCT 23023-3-0
Principles of Accounting II - Managerial
 (52.0301)
 Continuation of accounting concepts and their application in transaction analysis and financial statement preparation with emphasis on managerial accounting. Topics include development of cash flow statements; cost behavior and cost-volume-profit analysis; asset and equity accounting in proprietorships, partnerships, and corporations; developing a capital and master budget; departmental and activity-based accounting; and cost control. Pre-requisite: ACCT 2301. AC.

ACNT 13113-3-0
Introduction to Computerized Accounting
 (52.0302)
 Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. Pre-requisite: ACCT 2301. TEC.

ACNT 13293-3-0
Payroll and Business Tax Accounting (52.0301)

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Pre-requisite: ACCT 2301 or concurrent enrollment. TEC.

ARTC 1325..... 3-2-2
Introduction to Computer Graphics (50.0409)
 A survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia. TEC.

ARTC 1353..... 3-2-2
Computer Illustration (50.0402)
 Use of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations or drawings. TEC.

ARTS 1301 3-3-0
Art Appreciation (50.0703)
 Exploration of purposes and processes in the visual arts including evaluation of selected works. AC.

ARTS 1311 3-3-0
Design I (50.0401)
 Elements and principles of art using two-dimensional concepts. AC

ARTS 1316 3-3-0
Drawing I (50.0705)
 Investigation of drawing media and techniques including descriptive and expressive possibilities. AC

BCIS 13103-2-3**BASIC Programming** (11.0202)

Course designed to teach software theory and structured programming methods used to solve business data problems. Includes discussion of business applications, testing, documentation, input specification, and report generation. Pre-requisite: COSC 1301 or concurrent enrollment. AC.

BCIS 13163-2-3**Computer Programming-BASIC** (11.0202)

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

BIOL 1106 1-1-0**Biology for Science Majors I (Lab)** (26.0101)

Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. Co-requisite: BIOL 1306. AC.

BIOL 1107 1-1-0**Biology for Science Majors II (Lab)** (26.0101)

Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Pre-requisite: BIOL 1306/1106. Co-requisite: BIOL 1307. AC.

BIOL 1108 1-1-0**Biology for Non-Science Majors I (Lab)** (26.0101)

Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Co-requisite: BIOL 1308. AC.

BIOL 1109 1-1-0**Biology for Non-Science Majors II (Lab)**

(26.0101)

Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Co-requisite: BIOL 1309. AC.

BIOL 1306 3-3-0**Biology for Science Majors I (Lecture)** (26.0101)

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Co-requisite: BIOL 1106. AC.

BIOL 1307 3-3-0**Biology for Science Majors II (Lecture)** (26.0101)

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Pre-requisite: BIOL 1306/1106. Co-requisite: BIOL 1107. AC.

BIOL 1308 3-3-0**Biology for Non-Science Majors I (Lecture)**

(26.0101)

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Co-requisite: BIOL 1108. AC.

BIOL 1309 3-3-0**Biology for Non-Science Majors II (Lecture)**

(26.0101)

This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Co-requisite: BIOL 1109. AC.

BIOL 1322 3-3-0**Nutrition & Diet Therapy I** (19.0501)

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. AC.

BIOL 2101 1-1-0**Anatomy & Physiology I (Lab)** (26.0707)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproduction, respiratory, and circulatory systems. Co-requisite: BIOL 2301. AC.

BIOL 2102 1-1-0**Anatomy & Physiology II (Lab)** (26.0707)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive,

urinary, reproduction, respiratory, and circulatory systems. Pre-requisite: BIOL 2301/2101. Co-requisite: BIOL 2302. AC.

BIOL 21061-1-0

Environmental Biology (Lab) (03.0103)

Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Co-requisite: BIOL 2306. AC.

BIOL 23013-3-0

Anatomy & Physiology I (Lecture) (26.0707)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproduction, respiratory, and circulatory systems. Co-requisite: BIOL 2101. AC.

BIOL 23023-3-0

Anatomy & Physiology II (Lecture) (26.0707)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproduction, respiratory, and circulatory systems. Pre-requisite: BIOL 2301/2101. Co-requisite: BIOL 2102. AC.

BIOL 23053-3-0

Anatomy & Physiology II (Pathophysiology) (26.0707)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. AC.

BIOL 23063-3-0

Environmental Biology (Lecture) (03.0103)

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformation, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Co-requisite: BIOL 2106. AC.

BIOL 24044-3-2

Anatomy & Physiology (MOT) (26.0707)

Study of the basic principles of human anatomy and physiology with emphasis on the anatomy of body systems, including the structure and function of cells and tissues, muscular, skeletal, nervous, endocrine, cardiovascular, digestive, respiratory, excretory, and reproductive systems. This course is specifically designed for Medical Office Technology majors. AC.

BIOL 24204-3-2

Microbiology for Non-Science Majors (26.0503)

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. Pre-requisite: BIOL 1306/1106 and BIOL 1307/1107 or BIOL 2301/2101 and BIOL 2302/2102. AC.

BMGT 13013-3-0

Supervision (52.0201)

The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills. TEC.

BMGT 23893-0-9

Internship - Business Administration and Management (52.0201)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. Pre-requisite: Enrollment in Business Management program, sophomore standing, 30 completed semester hours in program, and departmental approval. TEC.

BUSG 23093-3-0

Small Business Management (52.0703)

Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. Pre-requisite: ACCT 2301 and BUSI 1301. TEC.

BUSI 13013-3-0

Business Principles (52.0101)

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. AC.

BUSI 13073-3-0**Personal Finance** (19.0401)

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 23013-3-0**Business Law** (22.0101)

Principles of law which form the legal framework for business activity. AC.

CETT 1403.....4-3-4**DC Circuits** (15.1201)

A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques. TEC.

CETT 1405.....4-3-4**AC Circuits** (15.1201)

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. TEC.

CETT 1415.....4-3-4**Digital Applications** (15.1201)

An investigation of combinational and sequential logic elements and circuits with emphasis on design and troubleshooting of combinational and sequential circuits. TEC.

CETT 1441.....4-3-4**Solid State Circuits** (15.1201)

A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. TEC.

CHEM 11111-1-0**General Chemistry I (Lab)** (40.0501)

Introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Co-requisite: CHEM 1311. AC.

CHEM 11121-1-0**General Chemistry II (Lab)** (40.0501)

Introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Pre-requisite: CHEM 1311/1111. Co-requisite: CHEM 1312. AC.

CHEM 1106.....1-1-0**Introductory Chemistry I (Lab)** (40.0501)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. Co-requisite: CHEM 1306. AC.

CHEM 1107.....1-1-0**Introductory Chemistry II (Lab)** (40.0501)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. Pre-requisite: CHEM 1306/1106. Co-requisite: CHEM 1307. AC.

CHEM 1306.....3-3-0**Introductory Chemistry I (Lecture)** (40.0501)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. Co-requisite: CHEM 1106. AC.

CHEM 1307.....3-3-0**Introductory Chemistry II (Lecture)** (40.0501)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. Pre-requisite: CHEM 1306/1106. Co-requisite: CHEM 1107. AC.

CHEM 1311.....3-3-0**General Chemistry I (Lecture)** (40.0501)

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Pre-requisite: DMTH 0302 or higher, or two years of high school Algebra; being concurrently enrolled in high school Algebra II or Math 1314 College Algebra, is acceptable. Co-requisite: CHEM 1111. AC.

CHEM 1312.....3-3-0

General Chemistry II (Lecture) (40.0501)

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Pre-requisite: CHEM 1311/1111. Co-requisite: CHEM 1112. AC.

CJCR 1381.....**3-0-16****Co-op in Criminal Justice** (43.0102)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Students taking this course must not have criminal records. TEC.

CJCR 1400.....**4-3-2****Basic Jail Course** (43.0102)

Human relations; observation; evaluation of prisoners; booking procedures; classification; mug shots; fingerprinting; strip searches; meals; medical services; visitation; inmates rights and privileges; detention areas; disturbances; riots; fire procedures; release procedures; and key, knife and tool control. Includes the required Texas Commission on Law Enforcement (TCLEOSE) objectives for course #1007. Permission from Director of Criminal Justice is needed before a student can register for this course. Students taking this course must not have criminal records. Co-requisite: CJCR 1381. TEC.

COSC 1301**3-3-0****Introduction to Computing** (11.0101)

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. AC.

COSC 1336**3-3-0****Programming Fundamentals I** (11.0201)

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of

running, testing, and debugging. This course assumes computer literacy. Pre-requisite: COSC 1301 or concurrent enrollment. AC.

COSC 1337.....**3-3-0****Programming Fundamentals II** (11.0201)

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Pre-requisite: COSC 1336. AC.

CPMT 2302**3-2-4****Home Technology Integration** (47.0104)

A study of integration and maintenance of various home technology subsystems. Includes home automation, security and surveillance, home networks, video and audio networks, and structured wiring. TEC.

CRIJ 1301.....**3-3-0****Introduction to Criminal Justice** (43.0104)

History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures. AC.

CRIJ 1306.....**3-3-0****Court Systems & Practices** (22.0101)

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures. AC.

CRIJ 1307.....**3-3-0****Crime in America** (45.0401)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. AC.

CRIJ 1310.....**3-3-0****Fundamentals of Criminal Law** (22.0101)

Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility. AC.

CRIJ 1313.....**3-3-0****Juvenile Justice System** (43.0104)

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. AC.

CRIJ 23013-3-0
Community Resources in Corrections (43.0104)

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. AC.

CRIJ 23133-3-0
Correctional Systems & Practices (43.0104)

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. AC.

CRIJ 23143-3-0
Criminal Investigation (43.0104)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. AC.

CRIJ 23233-3-0
Legal Aspects of Law Enforcement (43.0104)

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. AC.

CRIJ 23283-3-0
Police Systems & Practices (43.0104)

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues. AC.

CTEC 23873-0-10
Internship - Chemical Technology (41.0301)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Enrollment in the Industrial Technology program, sophomore standing, 30 completed semester hours in program, and departmental approval. TEC.

CTEC 24454-3-3
Unit Operations (41.0301)

Instruction in the principles of chemical engineering and process equipment with emphasis on scale-up from laboratory bench to pilot plant. TEC.

CTEC 2480..... 4-0-25
Cooperative Education-Chemical Technology (41.0301)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Prerequisite: Enrollment in Process Technology program, sophomore standing, 30 completed semester hours in program and departmental approval. TEC.

DIRW 0400..... 4-4-0
Integrated Reading/Writing

Integration of critical reading and academic writing skills. This course fulfills TSI requirements for reading and/or writing. CP.

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

Basic skills, ratios 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. Pre-requisite: Appropriate math placement score. CP.

DMTH 0302..... 3-3-0
Intermediate Algebra

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. Pre-requisite: DMTH 0301 or appropriate math placement score. CP.

DNTA 1241..... 2-1-2
Dental Laboratory Procedures (51.0601)

Dental laboratory procedures including skills associated with chairside assisting; pouring, trimming, and polishing study casts, preliminary impressions, and fabrication provisional restorations. Pre-requisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Co-requisite: DNTA 1245, DNTA 1249, DNTA 1251, DNTA 1353, and DNTA 1660. TEC.

DNTA 1245..... 2-1-2

Preventative Dentistry (51.0601)

The study and prevention of dental diseases and community dental health. Pre-requisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Co-requisite: DNTA 1241, DNTA 1249, DNTA 1251, DNTA 1353, and DNTA 1660. TEC.

DNTA 12492-1-2**Dental Radiology in the Clinic** (51.0601)

The practical application of exposing, processing, and mounting diagnostically acceptable radiographs obtained by utilizing various radiographic techniques. This course will encompass critical evaluation of all procedures. Pre-requisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Co-requisite: DNTA 1241, DNTA 1245, DNTA 1251, DNTA 1353, and DNTA 1660. TEC.

DNTA 12512-1-2**Dental Office Management** (51.0601)

The study of 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, record management (manage recall systems), federal and state guidelines regarding health care providers, and operating basic business equipment. Pre-requisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Co-requisite: DNTA 1241, DNTA 1245, DNTA 1249, DNTA 1353, and DNTA 1660. TEC.

DNTA 13053-2-2**Dental Radiology** (51.0601)

Introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs. Specific federal and state safety and standard practices for the classroom and lab settings will be practiced. Co-requisite: DNTA 1311, DNTA 1315, and DNTA 1401. TEC.

DNTA 13113-2-2**Dental Science** (51.0601)

Anatomical systems with emphasis placed on head and neck anatomy. Topics include the physiology and morphology of the deciduous and the permanent teeth along with basic dental terminology. Co-requisite: DNTA 1305, DNTA 1315, and DNTA 1401. TEC.

DNTA 13153-2-3**Chairside Assisting** (51.0601)

Pre-clinical chairside assisting procedures, instrumentation, infection and hazard control protocol, equipment safety and maintenance. Co-requisite: DNTA 1305, DNTA 1311, and DNTA 1401. TEC.

DNTA 1353.....3-2-2**Dental Assisting Applications** (51.0601)

Dental assisting techniques with emphasis on four-handed dentistry and utilization of tray setups for general practice and specialty procedures. Pre-requisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Co-requisite: DNTA 1241, DNTA 1245, DNTA 1249, DNTA 1251, and DNTA 1660. TEC.

DNTA 1401.....4-3-2**Dental Materials** (51.0601)

Structure, properties, and procedures related to dental materials. Includes safety and American Dental Association regulated standard precautions. Co-requisite: DNTA 1305, DNTA 1311, and DNTA 1315. TEC.

DNTA 1660.....6-0-18**Clinical I - Dental Assisting** (51.0601)

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. Pre-requisite: DNTA 1305, DNTA 1311, DNTA 1315, and DNTA 1401. Co-requisite: DNTA 1241, DNTA 1245, DNTA 1249, DNTA 1251, and DNTA 1353. TEC.

DNTA 2461.....4-0-12**Clinical II - Dental Assisting** (51.0601)

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. Pre-requisite: DNTA 1241, DNTA 1245, DNTA 1249, DNTA 1251, DNTA 1305, DNTA 1311, DNTA 1315, DNTA 1353, DNTA 1401, and DNTA 1660. TEC.

DRAM 1310.....3-3-0**Introduction to Theater** (50.0501)

Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Attendance at major productions may be required. AC.

ECON 23013-3-0

Principles of Macroeconomics (45.0601)
History, development, and application of macroeconomic theory underlying the production, distribution, and exchange of goods and services including the national income analysis; fluctuation and growth; monetary and banking theory and policy; public finance; labor problems; international trade; and current economic problems. AC.

ECON 2302.....3-3-0

Principles of Microeconomics (45.0601)
History, development, and application of microeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources; analysis of value and prices; fiscal policies; labor problems; determination of output, prices, distribution; and current economic principles. AC.

EDUC 13003-3-0

Learning Frameworks (42.2701)
A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. CP.

EDUC 13013-3-1
Introduction to the Teaching Profession (13.0101)

An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and

Professional Responsibilities standards; and 5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms. AC.

EDUC 2301..... 3-3-1

Introduction to Special Populations (13.1001)
An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 4) must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Pre-requisite: EDUC 1301. AC.

EMSP 1160..... 1-0-5

Clinical - Emergency Medical Technology (51.0904)
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.
Co-requisite: EMSP 1501. TEC.

EMSP 1401..... 4-2-4

Emergency Medical Technician-Basic (51.0904)
Preparation for certification as an Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services.
Co-requisite: EMSP 1160. TEC.

ENGL 1301..... 3-3-0

Composition I (23.1301)
Principles and intensive study and practice in techniques of written, expository, and persuasive composition; expository and persuasive texts; and critical thinking. Pre-requisite: Passing English placement test(s). AC.

ENGL 1302..... 3-3-0

Composition II (23.1301)
Continuation of principles and intensive study and practice in techniques of written, expository, and persuasive composition; analysis of literary texts;

and critical thinking. Pre-requisite: ENGL 1301. AC.

ENGL 23223-3-0

British Literature I (23.1404)

Selected significant works of British literature. May include study of movements, schools, or periods. Pre-requisite: ENGL 1302. AC.

ENGL 23233-3-0

British Literature II (23.1404)

Selected significant works of British literature. May include study of movements, schools, or periods. Pre-requisite: ENGL 1302. AC.

ENGL 23263-3-0

American Literature (23.1402)

Selected significant works of American literature. May include study of movements, schools, or periods. Pre-requisite: ENGL 1302. AC.

ENGL 23313-3-0

World Literature (16.0104)

Selected significant works of World literature. May include study of movements, schools, or periods. Pre-requisite: ENGL 1302. AC.

ENGL 23413-3-0

Forms of Literature (16.0104)

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Pre-requisite: ENGL 1302. AC.

EPCT 1301.....3-3-1

HAZWOPER (15.0507)

Minimum certification requirements in the Code of Federal Regulations (CFR) for a hazardous waste site worker as found in 29 CFR-1910.120 and 40 CFR-264.16. TEC.

EPCT 1305.....3-3-0

Environmental Regulations Overview (15.0507)

An overview of federal and state (Texas) regulations, the history of the environmental movement, and basic requirements for compliance with the environmental regulations. Regulations covered in this course include RCRA, CERCLA, Emergency Planning, Community/Worker Right-to-Know, TSCA, OSHA, Clean Air Act, Clean Water Act, and basic DOT regulations. TEC.

EPCT 1341.....3-3-0

Principles of Industrial Hygiene (15.0507)

Concepts in threshold limits, dose response, and general recognition of occupational hazards,

including sampling statistics, calibration, and equipment use. A study of the control of occupational hazards and sample collection and evaluation methods. TEC.

EPCT 1349 3-3-0

Environmental Regulation Interpretation & Applications (15.0507)

An in-depth study of the major federal and state environmental regulations. TEC.

EPCT 2489 4-0-12

Internship - Environmental Engineering Technology (15.0507)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Enrollment in Industrial Technology Program or Safety, Health and Environmental Certificate program, completion of 30 semester hours in program, and departmental approval. TEC.

FORS 2440 4-3-2

Introduction to Forensic Science (43.0106)

Survey of the procedures of crime scene investigation in gathering evidence and applicable scientific technologies that follow established protocols by first responders; a preview of how criminalists in forensic laboratories will process the gathered evidence presented. Pre-requisite: CRIJ 1310 and CRIJ 2314. Permission of the Director of Criminal Justice is required. A natural science with a lab is recommended. AC.

FORS 2450 4-3-2

Introduction to Forensic Psychology (43.0106)

Survey of current perspectives and technologies in the analysis of criminal mind suggested by crime scene evidence; introduction applications of forensic psychology including the history and current practice of criminal profiling in the apprehension of serial killers as sexual predators. Pre-requisite: CRIJ 1310, CRIJ 2314 and PSYC 2301. Permission of the Director of Criminal Justice is required. A natural science with a lab is recommended. AC.

GAME 1302..... 3-2-2

Interactive Storyboarding (10.0304)

In-depth coverage of storyboarding for the development interactive media. Addresses target audience analysis, purpose, goals and objectives, content outline, flow chart, and interactive storyboarding. TEC.

GAME 1306.....3-2-2**Design and Creation of Games** (10.0304)

Introduction to game and simulation development. Includes analysis of existing applications and creation of a game using an existing game engine. In-depth coverage of the essential elements of game design. Also covers an overview of cultural history of electronic games, survey of the major innovators, and examination of the trends and taboos that motivate game design. TEC.

GEOG 1301.....3-3-0**Physical Geography** (45.0701)

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. AC.

GEOG 1302.....3-3-0**Cultural Geography** (45.0701)

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. AC.

GEOL 1103.....1-1-0**Physical Geology (Lab)** (40.0601)

Laboratory activities will cover methods used to collect and analyze earth science data. Co-requisite: GEOL 1303. AC.

GEOL 1104.....1-1-0**Historical Geology (Lab)** (40.0601)

Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils. Co-requisite: GEOL 1304. AC.

GEOL 1303.....3-3-0**Physical Geology (Lecture)** (40.0601)

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Co-requisite: GEOL 1103. AC.

GEOL 1304.....3-3-0**Historical Geology (Lecture)** (40.0601)

A comprehensive survey of the history of life and major events in the physical development of Earth

as interpreted from rocks and fossils. Co-requisite: GEOL 1104. AC.

GOVT 2305 3-3-0**Federal Government** (45.1002)

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Pre-requisite: TSI complete/exempt or DIRW complete; recommends ENGL 1301 complete. AC.

NOTE: Government courses DO NOT have to be taken in sequence.

GOVT 2306 3-3-0**Texas Government** (45.1002)

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. Pre-requisite: TSI complete/exempt or DIRW complete; recommends ENGL 1301 complete. AC.

HIST 1301 3-3-0**United States History I** (54.0102)

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the discovery of America to reconstruction. AC.

NOTE: History courses DO NOT have to be taken in sequence.

HIST 1302 3-3-0**United States History II** (54.0102)

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from reconstruction to the present. AC.

HIST 2301 3-3-0**Texas History** (54.0102)

Survey of Texas from the Spanish exploration to the present. AC.

HIST 2321 3-3-0**World Civilizations I** (54.0101)

Survey of ancient and medieval history with emphasis on Asian, African, and European cultures. AC.

HIST 2322 3-3-0**World Civilizations II** (54.0101)

Survey of modern history and culture of Asia, Africa, Europe, and the Americas. AC.

HITT 13013-2-2

Health Data Content and Structure (51.0707)

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. Pre-requisite: HITT 1305 and POFT 1329. TEC.

HITT 13053-3-0

Medical Terminology I (51.0707)

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. TEC.

HPRS 2221.....2-2-1

Medical Law and Ethics for Health

Professionals (51.0000)

Principles, procedures, and regulations governing the legal and ethical relationships among physicians, patients, and health care professionals. Includes current ethical issues related to the various healthcare professions and patient confidentiality. TEC.

HUMA 1315.....3-3-0

Fine Arts Appreciation (50.0101)

Understanding purposes and processes in the visual and musical arts including evaluation of selected works. AC.

IMED 1301.....3-2-2

Introduction to Digital Media (11.0801)

A survey of the theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing digital media presentations. TEC.

IMED 1316.....3-2-3

Web Design I (11.0801)

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers. Pre-requisite: COSC 1301. TEC.

INCR 14024-3-4

Physics of Instrumentation (15.0404)

An introduction to simple control loops. Introduction to pressure, temperature, level, and

flow transmitters and the various transducers used in the detection of changes in process variables. TEC.

INCR 1442..... 4-3-4

Measurement and Process Control Theory

(15.0404)

A study of the basic principles of process automation and their applications including basic control concepts, feedback control, sensors and transmission systems, controllers, control valves, process dynamics, tuning control systems, and cascade ratio. TEC.

INTC 1301 3-0-0

Principles of Industrial Measurements I

(15.0404)

Principles of measurement. Includes operation of devices used to measure process variables and basic control functions. TEC.

INTC 1358..... 3-0-0

Flow and Measurement Calibration (15.0404)

Practical methods of flow measurements and flow integration. Emphasizes primary flow element selection and calculations in accordance with American Gas Association (AGA) and American Petroleum Institute (API) standards. TEC.

INTC 1457 4-3-4

AC/DC Circuits (15.0404)

A study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems. TEC.

ITCC 1310..... 3-2-4

Cisco Discovery 1: Networking for Home & Small Businesses (11.1002)

This introductory course teaches students the skills needed to obtain entry-level home and small business network installer jobs, network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras. TEC.

ITCC 1311 3-2-4

Cisco Discovery 2: Working at a Small-to-Medium Business or ISP (11.1002)

This course prepares students for jobs as network technicians. It also helps students develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide e-mail services, Web space, and authenticated access. Students also learn about soft skills required for help desk and customer service positions. Network monitoring and basic troubleshooting skills are taught on context. Pre-requisite: ITCC 1310. TEC.

ITCC 1312.....3-2-4**Cisco Discovery 3: Introducing Routing & Switching in the Enterprise** (11.1002)

This course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises include configuration, installation, and troubleshooting. Pre-requisite: ITCC 1310 and ITCC 1311. TEC.

ITCC 1313.....3-2-4**Cisco Discovery 4: Designing & Supporting Computer Networks** (11.1002)

Learners progress through a variety of case studies and role-playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, performing project management tasks, lifecycle services, including upgrades, competitive analyses, and system integration. Pre-requisite: ITCC 1310, ITCC 1311, and ITCC 1312. TEC.

ITNW 13543-2-2**Implementing and Supporting Servers** (11.0901)

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Pre-requisite: ITSC 1325. TEC.

ITSC 13253-2-3**Personal Computer Hardware** (47.0104)

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. TEC.

ITSC 23873-0-9**Internship - Computer and Information Sciences, General** (11.0101)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. See instructor the semester prior to internship. Pre-requisite: Enrollment in Information Technology Support Specialist program, sophomore standing, 30 completed semester hours in program, and departmental approval. TEC.

ITSE 1311..... 3-2-2**Beginning Web Programming** (11.0801)

Skill development in web programming including mark-up and scripting languages. TEC.

ITSE 1345..... 3-2-3**Introduction to Oracle SQL** (11.0201)

An introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). TEC.

ITSW 1304 3-2-3**Introduction to Spreadsheets** (11.0301)

Instruction in the concepts, procedures, and application of electronic spreadsheets. Pre-requisite: COSC 1301 or concurrent enrollment. TEC.

ITSW 1307 3-2-3**Introduction to Database** (11.0802)

Introduction to database theory and the practical applications of a database. Pre-requisite: COSC 1301 or concurrent enrollment. TEC.

MATH 1314..... 3-3-0**College Algebra** (27.0101)

Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants. Pre-requisite: Passing grade in DMTH 0302 or appropriate placement test score. AC.

MATH 1316..... 3-3-0**Plane Trigonometry** (27.0101)

Trigonometric functions, identities, equations, and applications. Pre-requisite: Passing grade in DMTH 0302 or appropriate placement test score.. AC.

MATH 1324.....3-3-0**Mathematics for Business & Social Sciences I** (27.0301)

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. Pre-requisite: Passing grade in DMTH 0302 or appropriate placement test score. AC.

MATH 1325.....3-3-0**Mathematics for Business & Social Sciences II** (27.0301)

Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business. Pre-requisite: MATH 1324 or equivalent. AC.

MATH 1332.....3-3-0**Contemporary Mathematics I** (27.0101)

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. Pre-requisite: DMTH 0302 or appropriate placement test score. AC.

MATH 1342.....3-3-0**Elementary Statistical Methods** (27.0501)

Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and the use of statistical software. Pre-requisite: MATH 1314 or equivalent. AC.

MATH 1350.....3-3-0**Fundamentals of Mathematics I** (27.0101)

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. Pre-requisite: MATH 1314 or equivalent. AC.

MATH 2305.....3-3-0**Discrete Mathematics** (27.0501)

Introductory mathematical logic, mathematical induction, relations and functions, basic counting techniques, graphs and trees, and applications to computing devices. Pre-requisite: MATH 1314 or equivalent. AC.

MATH 2312..... 3-3-0**Pre-Calculus Math** (27.0101)

Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. May include topics from analytical geometry. Pre-requisite: MATH 1314 or appropriate placement test score. AC.

MATH 2413..... 4-4-0**Calculus I** (27.0101)

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Pre-requisite: MATH 2312 or equivalent. AC.

MRKG 1301..... 3-3-0**Customer Relationship Management** (52.1401)

General principles of customer service including skills, knowledge, attitudes, and behaviors. TEC.

MRKG 1311..... 3-3-0**Principles of Marketing** (52.1401)

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. TEC.

MRMT 1307..... 3-1-5**Medical Transcription I** (51.0708)

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Pre-requisite: Minimum typing speed of 45 net words per minute or POFT 1329 and HITT 1305. TEC.

MRMT 2333..... 3-1-5**Medical Transcription II** (51.0708)

Transcription of advanced medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries,

operative reports, and other medical reports. Pre-requisite: Minimum typing speed of 45 net words per minute or POFT 1329, HITT 1305, and MRMT 1307. TEC.

MUSI 1181.....1-1-0

Piano (50.0907)

Class instruction in the fundamentals of keyboard technique for beginning piano students. AC.

MUSI 1183.....1-1-0

Voice (50.0908)

Class instruction in the fundamentals of singing, including breathing, tone production, and dictation. Designed for students with little or no previous voice training. AC.

MUSI 1306.....3-3-0

Music Appreciation (50.0902)

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. AC.

NCBM 0200.....2-0-2

Non-Course Based Mathematics (32.0104)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. CP.

PHED 1164.....1-0-3

Introduction to Physical Fitness & Sport

(31.0501)

Orientation to the field of physical fitness and sport. Intended for individuals who wish to begin a fitness program with limited knowledge or who have been idle for an extended period. Includes the study and practice of simple cardiovascular endurance and strength and flexibility exercises. AC.

PHED 1238.....2-1-2

Introduction to Physical Fitness & Sport

(31.0501)

Orientation to the field of physical fitness and sport. Includes the study and practice of physical activities, such as weight lifting, racquetball, volleyball, tai chi, abs and thighs, yoga, and aerobics that promote the development of lifetime skills in physical fitness. AC.

PHED 1301.....3-3-0

Introduction to Physical Fitness & Sport

(31.0501)

Overview of major dimensions of physical fitness, exercise science, and sport. Includes the study and practice of activities and an introduction to the knowledge base as well as information on expanding career opportunities. AC.

PHED 1304.....3-3-0

Personal/Community Health I (51.1504)

Investigation of the principles and practices in relation to personal and community health. AC.

PHIL 1301.....3-3-0

Introduction to Philosophy (38.0101)

Introduction to 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.....3-3-0

Introduction to Pharmacy (51.0805)

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. 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, and safety techniques. Various software programs will be used to enhance the learning process. This course includes learning modules 1-11, 13-16, 19, 23-24, 27, 35, 41-43 and 45 from the *American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (Third Edition)*. Co-requisite: ENGL 1301, HITT 1305, PHRA 1305, PHRA 1313, and PHRA 2260. TEC.

PHRA 1304.....3-3-0

Pharmacotherapy and Disease Process (51.0805)

A study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy. This course includes the application of objectives from learning modules 3, 7, 11, 13, and 16 from the *American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (Third Edition)*. Pre-requisite: ENGL 1301, HITT 1305, PHRA 1301, PHRA 1305, PHRA 1313, and PHRA 2260. Co-requisite: PHRA 1309, PHRA 1445, PHRA 1349, and PHRA 2361. TEC.

PHRA 1305.....3-3-0

Drug Classification (51.0805)

An introduction to the 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 3, 7, 11, 13, and 16 from the *American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (Third Edition)*. Co-requisite: ENGL 1301, HITT 1305, PHRA 1301, PHRA 1313, and PHRA 2260. TEC.

PHRA 1309 3-2-2

Pharmaceutical Mathematics I (51.0805)

Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. This course includes the application of learning modules 2, 3, 7, 8, 12, 13, 18, 20, 28, 32, 34, and 36 from the *American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (Third Edition)*. Pre-requisite: ENGL 1301, HITT 1305, PHRA 1301, PHRA 1305, PHRA 1313, and PHRA 2260. Co-requisite: PHRA 1304, PHRA 1445, PHRA 1349, and PHRA 2361. TEC.

PHRA 1313 3-2-4

Community Pharmacy Practice (51.0805)

Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management, and legal parameters. This course includes the application of objectives from learning modules 1-9, 11-13, 17, 18, 20, 21, 23-26, 29, 31-35, 37, 39-41, 44 and 45 from the *American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (Third Edition)*. Co-requisite: ENGL 1301, HITT 1305, PHRA 1301, PHRA 1305, and PHRA 2260. TEC.

PHRA 1345 3-2-2

Compounding Sterile Preparations (51.0805)

This course provides pharmacist and technician focused instruction and training for the successful production of sterile parenteral preparations, a major responsibility of the pharmacy technician in hospitals, long-term care facilities, and home healthcare. The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797>standards. A study of sterile products, hand

washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs. This important work requires the mastery of aseptic technique: the procedures that avoid introducing pathogens into sterile products, ensure patient safety, and maintain product consistency. CPE activity completers will receive certificate of course completion and statement of ACPE credit for 40 hours/4.0 CEUs. (Note: this course is an "IV certification" course.) Pre-requisite: Registered Pharmacist, Certified Pharmacy Technician or prior approval from Program Director. TEC.

PHRA 1349..... 3-2-4

Institutional Pharmacy Practice (51.0805)

Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control. This course includes the application of objectives from learning modules 1-5, 7-13,17,18,20,21,23,25-28,32,33,35,36,39,41 and 45 from the *American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (Third Edition)*. Pre-requisite: ENGL 1301, HITT 1305, PHRA 1301, PHRA 1305, PHRA 1313, and PHRA 2260. Co-requisite: PHRA 1304, PHRA 1309, PHRA 1445, and PHRA 2361. TEC.

PHRA 1445..... 4-2-4

Intravenous Admixture and Sterile

Compounding (51.0805)

The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. This course provides technician-focused instruction and training for the successful production of sterile parenteral preparations; a major responsibility of the pharmacy technician in hospitals, long-term care facilities, and home healthcare. This course includes the application of objectives from learning modules 1, 3, 7, 8, 10, 12-14, 20m 22, 23, 25-28, 30, and 35 from the *American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (Third Edition)*. Pre-requisite: ENGL 1301, HITT 1305, PHRA 1301, PHRA 1305, PHRA 1313, and PHRA 2260. Co-requisite:

PHRA 1304, PHRA 1309, PHRA 1349, and PHRA 2361. TEC.

PHRA 2260 2-0-8

Clinical - Pharmacy Technician (51.0805)

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 or client care at a retail, institutional or long-term care clinical site. This course includes the application of objectives from learning modules 1-14, 17-29, 31-33, 35, 38, 39, 40, 43, and 44 from the *American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (Third Edition)*. Co-requisite: ENGL 1301, HITT 1305, PHRA 1301, PHRA 1305, and PHRA 1313. TEC.

PHRA 2361 3-0-12

Clinical - Pharmacy Technician (51.0805)

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 capstone course provides practical clinical experience in retail, institutional and long-term care settings. This course includes the application of objectives from learning modules 1-14, 17-18, 20-28, 30, 32, 33, 35-36, 38, 39, and 43 from the *American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (Third Edition)*. Pre-requisite: ENGL 1301, HITT 1305, PHRA 1301, PHRA 1305, PHRA 1313, and PHRA 2260. Co-requisite: PHRA 1304, PHRA 1309, PHRA 1349, and PHRA 1445. TEC.

PHYS 1101 1-1-0

College Physics I (Lab) (40.0801)

Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis on problem solving. Co-requisite: PHYS 1301. AC.

PHYS 1105 1-1-0

Elementary Physics I (Lab) (40.0801)

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Co-requisite: PHYS 1305. AC.

PHYS 1107 1-1-0

Elementary Physics II (Lab) (40.0801)

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Co-requisite: PHYS 1307. AC.

PHYS 1301 3-3-0

College Physics I (Lecture) (40.0801)

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis on problem solving. Pre-requisite: MATH 1314 or equivalent. Co-requisite: PHYS 1101. AC.

PHYS 1305 3-3-0

Elementary Physics I (Lecture) (40.0801)

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Co-requisite: PHYS 1105. AC.

PHYS 1307 3-3-0

Elementary Physics II (Lecture) (40.0801)

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Co-requisite: PHYS 1107. AC.

PHYS 2125 1-1-0

University Physics I (Lab) (40.0101)

Basic laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. Co-requisite: PHYS 2325. AC.

PHYS 2325 3-3-0

University Physics I (Lecture) (40.0101)

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; emphasis on problem solving. Pre-requisite: MATH 2413. Co-requisite: PHYS 2125. AC.

POFM 1300 3-2-2

Medical Coding Basics (51.0716)

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems, including CPT-4 and ICD-9. Pre-requisite: HITT 1305. TEC.

POFM 1309.....3-2-2**Medical Office Procedures** (51.0716)

Introduction to basic medical office skills, utilizing MediSoft medical billing software, including telephone techniques, filing and indexing, mail handling, appointment scheduling, correspondence, and business transactions. Emphasis on human relations and customer service skills. TEC.

POFM 1317.....3-2-2**Medical Administrative Support** (51.0716)

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement. TEC.

POFM 1327.....3-3-1**Medical Insurance** (51.0716)

Survey of medical insurance including managed care, government policy and procedures, Medicare, Medicaid, HIPAA compliance, various claim forms, terminology, litigation, patient relations, and ethical issues. Pre-requisite: HITT 1305. TEC.

POFM 2386.....3-0-9**Internship - Medical Administrative/Executive Assistant and Medical Secretary** (51.0716)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. 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. Pre-requisite: Enrollment in Medical Office Technology program, sophomore standing, 30 completed semester hours in program, all POFM courses completed, and departmental approval. TEC.

POFT 1127.....1-1-1**Introduction to Keyboarding** (52.0408)

Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy. TEC.

POFT 1309 3-3-0**Administrative Office Procedures I** (52.0401)

Study of current office procedures, duties, and responsibilities applicable to an office environment. TEC.

POFT 1329 3-2-2**Beginning Keyboarding** (52.0408)

Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy, and the formatting of letters, memos, reports, and tables. TEC.

POFT 2312 3-3-0**Business Correspondence and Communication**

(52.0501)

Development of writing and presentation skills to produce effective business communications. TEC.

PSYC 1200 2-2-0**Learning Framework** (42.2701)

This course will prepare incoming Upward Mobility Nursing students with the skills necessary to be successful in the RN program, sustain success in the workplace, and reinforce basic nursing knowledge. This course will examine factors that underlie learning, success and personal development in higher education. Topics to be covered include strategic learning, goal setting, motivation, time management, exam preparation, and utilizing learning resources. Basic nursing review topics might include dosage calculations, physical assessment, clinical decision making, and social responsibility. AC.

PSYC 2301 3-3-0**General Psychology** (42.0101)

Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior. Pre-requisite: TSI complete/exempt or DIRW complete. AC.

PSYC 2307 3-3-0**Adolescent Psychology** (42.2703)

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children from adolescence through young adulthood. Pre-requisite: TSI complete/exempt or DIRW complete. AC.

PSYC 2308 3-3-0**Child Psychology** (42.2703)

Study of the relationship of the physical, emotional, social and mental factors of growth and

development of children from conception through adolescence. Pre-requisite: TSI complete/exempt or DIRW complete. AC.

PSYC 2314.....3-3-0
Lifespan Growth and Development (42.2703)

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan. Pre-requisite: TSI complete/exempt or DIRW complete. AC.

PTAC 1302.....3-2-2
Introduction to Process Technology (41.0301)

Introduction to the processing industries 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; 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 1408.....4-4-0
Safety, Health and Environment I (41.0301)

Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis on 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 regulatory compliance issues. This course will give students an overview of various governmental regulations mandated by OSHA, EPA, SARA, RCRA, DOT, NFPA, etc. TEC.

PTAC 1410.....4-3-2
Process Technology I - Equipment (41.0301)

Instruction in the use of common process equipment. This course builds on the information presented in previous courses putting the components of equipment together. Students will apply the knowledge taught in previous courses to understand how individual 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. Co-requisite: PTAC 1302. TEC.

PTAC 1432.....4-3-2
Process Instrumentation I (41.0301)

Study of the instruments and control systems used in the process industry including terminology, process variables, symbology, control loops, and basic troubleshooting. TEC.

PTAC 2314.....3-3-0
Principles of Quality (41.0301)

Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvement. TEC.

PTAC 2420.....4-3-2
Process Technology II - Systems (41.0301)

A study of the various process systems and the equipment, including related scientific principles. Pre-requisite: PTAC 1302. Co-requisite: PTAC 1410. TEC.

PTAC 2438.....4-3-3
Process Technology III - Operations (41.0301)

This course combines systems into operational processes with emphasis on operations activities under various conditions including startup, shutdown, and emergency situations. Students write and follow procedures and operate actual equipment. Pre-requisite: PTAC 1302 and PTAC 1410. Co-requisite: PTAC 2420. TEC.

PTAC 2446.....4-3-3
Process Troubleshooting (41.0301)

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning. Pre-requisite: PTAC 1302, PTAC 1410, and PTAC 1432. TEC.

RBTC 1401.....4-3-2
Programmable Logic Controllers (15.0405)

A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming. TEC.

RNSG 1193 1-0-0

Special Topics in Registered Nursing (51.3801)
Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Pre-requisite: RNSG 2262 and RNSG 2514. TEC.

RNSG 1207 2-1-2

Nursing Jurisprudence (51.3801)
A course in nursing jurisprudence and ethics with an emphasis on personal and professional responsibility. Study of the laws and regulations related to the provision of safe and effective professional nursing care. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, and RNSG 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 2-1-2

Introduction to Community-Based Nursing (51.3801)
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. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, and RNSG 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 1300 3-2-2

Health Assessment Across the Lifespan (51.3801)
Development of skills and techniques required for a comprehensive nursing health assessment of patients across the lifespan: pediatric, adult, and geriatric. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework. Pre-requisite: Completion of Basic Nursing Course or CNA experience, BIOL 2301/2101 and BIOL 2302/2102. TEC.

RNSG 1311 3-2-2

Nursing Pathophysiology (51.3801)
Basic principles of pathophysiology emphasizing nursing applications. Content include principles of homeostasis related to body systems. Pre-requisite: Completion of practical/vocational nursing program or administrative approval, BIOL 2301/2101, and BIOL 2302/2102. TEC.

RNSG 1327 3-2-4

Transition to Professional Nursing (51.3801)
Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, and RNSG 1311. Co-requisite: RNSG 2261. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in the course. TEC.

RNSG 2261 2-0-12

Clinical I (51.3801)
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. Clinical experiences are unpaid external learning experiences. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, and RNSG 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 the course. TEC.

RNSG 2262 2-0-16

Clinical II (51.3801)
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. Clinical experiences are unpaid external learning experiences. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, and RNSG 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 the course. TEC.

RNSG 23633-0-16**Clinical III** (51.3801)

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. Clinical experiences are unpaid external learning experiences. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, and RNSG 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 the course. TEC.

RNSG 25145-4-2**Integrated Care of the Patient with Complex Health Care Needs** (51.3801)

Application of a systematic problem-solving process, critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the interdisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, and RNSG 1311. Co-requisite: RNSG 2262. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in the course. TEC.

RNSG 25355-4-2**Integrated Patient Care Management** (51.3801)

Application of independent nursing interventions to care for diverse patients and families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102,

BIOL 2420, ENGL 1301, MATH 1314 (or MATH 1342), RNSG 1300, and RNSG 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 the course. TEC.

SCIT 1418..... 4-3-2**Applied Physics** (40.0801)

Introduction to physics for industrial applications including vectors, motion, mechanics, simple machines, matter, heat, and thermodynamics. TEC.

SCIT 1494..... 4-3-2**Special Topics in Chemistry** (40.0501)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. TEC.

SGNL 1301 3-3-0**Beginning American Sign Language I** (16.1603)

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. AC.

SGNL 2301 3-3-0**Intermediate American Sign Language I**

(16.1603)

Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Pre-requisite: SGNL 1301. AC.

SOCI 1301 3-3-0**Introductory Sociology** (45.1101)

Introduction to the concepts and principles used in the study of group life, social institutions, and social processes. Pre-requisite: TSI complete/exempt or DIRW complete. AC.

SOCI 1306 3-3-0**Social Problems** (45.1101)

Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems. Pre-requisite: TSI complete/exempt or DIRW complete. AC.

SOCI 2301 3-3-0**Marriage & the Family** (45.1101)

Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society. Pre-requisite: TSI complete/exempt or DIRW complete. AC.

SOCI 2306.....3-3-0
Human Sexuality (42.0101)

Study of the psychological, sociological, and physiological aspects of human sexuality. Pre-requisite: TSI complete/exempt or DIRW complete. AC.

SOCI 2326.....3-3-0
Social Psychology (42.2707)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Pre-requisite: TSI complete/exempt or DIRW complete. AC.

SOCI 2336.....3-3-0
Criminology (45.0401)

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation. Pre-requisite: TSI complete/exempt or DIRW complete. AC.

SOCI 2340.....3-3-0
Drug Use & Abuse (51.1504)

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. Pre-requisite: TSI complete/exempt or DIRW complete. AC.

SPAN 1311.....3-3-0
Beginning Spanish I (16.0905)

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. AC.

SPAN 1312.....3-3-0
Beginning Spanish II (16.0905)

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. AC.

SPCH 1311.....3-3-0
Introduction to Speech Communication (23.1304)

Theories and practice of communication in interpersonal, small group, and public speech. AC.

SPCH 1315.....3-3-0
Public Speaking (23.1304)

Research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. AC.

SPCH 1318.....3-3-0
Interpersonal Communication (23.1304)

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. AC.

SPCH 1321.....3-3-0
Business & Personal Communication (23.1304)

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. AC.

SPCH 2335.....3-3-0
Argumentation & Debate (23.1304)

Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence, and refutation. AC.

SPCH 2341.....3-3-0
Oral Interpretation (23.1304)

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms. AC.

TECM 1303.....3-3-0
Technical Calculations (27.0301)

Specific mathematical calculations required by business and industry. Includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Also covers converting to different units of measure (standard and/or metric). TEC.

VNSG 1136.....1-1-0
Mental Health (51.3901)

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, and VNSG 1561. Co-requisite: VNSG 1222, VNSG 1562, and VNSG 2413. TEC.

VNSG 1138 1-1-0**Mental Illness** (51.3901)

Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, VNSG 1136, VNSG 1160, VNSG 1222, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, VNSG 1561, VNSG 1562, and VNSG 2413. Co-requisite: VNSG 1330, VNSG 1334, VNSG 2214, and VNSG 2563. TEC.

VNSG 1160 1-0-3**Clinical I Practical Nurse** (51.3901)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, concepts, and skills on clients, such as, but not limited to, hygiene measures, transfer techniques, obtaining vital signs, bed making, etc. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Co-requisite: VNSG 1323. TEC.

VNSG 1222 2-2-0**Vocational Nursing Concepts** (51.3901)

Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, and VNSG 1561. Co-requisite: VNSG 1136, VNSG 1562, and VNSG 2413. TEC.

VNSG 1227 2-1-2**Essentials of Medication Administration**

(51.3901)

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. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, and VNSG 1323. Co-requisite: VNSG 1331, VNSG 1502, and VNSG 1561. TEC.

VNSG 1323 3-2-2**Basic Nursing Skills** (51.3901)

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of 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. Co-requisite: VNSG 1160. TEC.

VNSG 1330..... 3-3-0**Maternal-Neonatal Nursing** (51.3901)

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, VNSG 1136, VNSG 1160, VNSG 1222, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, VNSG 1561, VNSG 1562, and VNSG 2413. Co-requisite: VNSG 1138, VNSG 1334, VNSG 2214, and VNSG 2563. TEC.

VNSG 1331..... 3-3-0**Pharmacology** (51.3901)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, and VNSG 1323. Co-requisite: VNSG 1227, VNSG 1502 and VNSG 1561. TEC.

VNSG 1334..... 3-3-0**Pediatrics** (51.3901)

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, VNSG 1136, VNSG 1160, VNSG 1222, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, VNSG 1561, VNSG 1562, and VNSG 2413. Co-requisite: VNSG 1138, VNSG 1330, VNSG 2214, and VNSG 2563. TEC.

VNSG 1502..... 5-3-6**Applied Nursing Skills I** (51.3901)

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, and VNSG 1323. Co-requisite: VNSG 1227, VNSG 1331, and VNSG 1561. TEC.

VNSG 1561..... 5-0-18**Clinical II Practical Nurse** (51.3901)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, concepts, and 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. Direct supervision is provided by the clinical professional. This clinical rotation is in nursing home or hospital facilities. Clinical experiences are unpaid external learning experiences. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, and VNSG 1323. Co-requisite: VNSG 1227, VNSG 1331, and VNSG 1502. TEC.

**VNSG 15625-0-24
Clinical III Practical Nurse (51.3901)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, concepts, and skills on clients, such as, but not limited to, client care, administer medications, wound care, sterile technique, isolation, admissions and discharges of clients, following doctors' orders, utilizing the nursing process, etc. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, and VNSG 1561. Co-requisite: VNSG 1136, VNSG 1222, and VNSG 2413. TEC.

**VNSG 22142-1-3
Applied Nursing Skills III (51.3901)**

Continuation of Applied Nursing Skills II. Application of nursing skills to meet complex client needs utilizing the nursing process and related scientific principles. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, VNSG 1136, VNSG 2301/2101, BIOL 2302/2102, VNSG 1136, VNSG 1160, VNSG 1222, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, VNSG 1561, VNSG 1562, and VNSG 2413. Co-requisite: VNSG 1138, VNSG 1330, VNSG 1334, and VNSG 2214. TEC.

1160, VNSG 1222, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, VNSG 1561, VNSG 1562, and VNSG 2413. Co-requisite: VNSG 1138, VNSG 1330, VNSG 1334, and VNSG 2563. TEC.

**VNSG 2413..... 4-3-2
Applied Nursing Skills II (51.3901)**

Application of nursing skills to meet more complex client needs utilizing the nursing process and related scientific principles. Pre-requisite: BIOL 2301/2101, BIOL 2302/2102, VNSG 1160, VNSG 1227, VNSG 1323, VNSG 1331, VNSG 1502, and VNSG 1561. Co-requisite: VNSG 1136, VNSG 1222 and VNSG 1562. TEC.

**VNSG 2563..... 5-0-24
Clinical IV Practical Nurse (51.3901)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, concepts, and skills on clients, such as, but not limited to, medical surgical, obstetrics/gyn, post-partum, pediatrics, etc. Community sites as well as hospital facilities will be utilized. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external experiences. Pre-requisite: BIOL

Directory of Personnel

Texas State University System
Board of Regents
System Administration

Lamar State College-Orange
Executive Administration
Academic Administration
General Administration

Professional Staff
Full-Time Faculty
Support Staff

Directory of Personnel 2014-2016

Texas State University System

Board of Regents

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| Dr. Jaime R. Garza , Chairman | San Antonio |
| Rossanna Salazar , Vice Chairman..... | Austin |
| Charlie Amato | San Antonio |
| Kevin J. Lilly | Houston |
| Ron Mitchell | Horseshoe Bay |
| David Montagne | Beaumont |
| Vernon Reaser III | Bellaire |
| William F. Scott | Nederland |
| Donna Williams | Arlington |
| Anna Sandoval, Student Regent | Alpine |

System Administration

Brian McCall, *Chancellor*
Perry Moore, *Vice Chancellor for Academic Affairs*
Fernando C. Gomez, *Vice Chancellor and General Counsel*
Roland K. Smith, *Vice Chancellor for Finance*
Sean Cunningham, *Vice Chancellor for Governmental Relations*
Carole M. Fox, *Director of Audits and Analysis*
Peter E. Graves, *Vice Chancellor for Contract Administration*

Lamar State College - Orange

Executive Administration

Shahan, J. Michael, Ph.D., *President*
Rogers, Dana, B.S./C.P.A., *Vice President for Finance and Operations*
Whitehead, Gwen, Ph.D., *Vice President for Academic Affairs*
Yeater, Michael, M.S., *Vice President for Student Services and Auxiliary Enterprises*

Academic Administration

Crockett, Suzonne, M.Ed. B.A.A.S, *Director of Education and Mathematics*
McCoy, Mary, M.L.S., *Director of Library Services*
Preslar, Andy, B.A., *Director of Arts, Humanities, and Social Sciences*
Simar, Gina, M.Ed., B.S.N., R.N., *Dean of Health Sciences and Workforce Education*

General Administration

Barrientos, Antonio, B.A.A.S., Director of the Learning Center
Bedair, Brenda, B.B.A. Director of Accounting
Burnett, Linda, B.S., Director of Information Services
Campbell, Jesse “Butch”, M.Ed., M.S., Director of Security and External Relations
Evans, Tabitha, B.S., Director of Purchasing and Contracts
Goins, David, Director of Physical Plant
Gray, Alicia, B.B.A., Director of Human Resources
Olson, Kerry, B.B.A. Director of Financial Aid
Oltz, Jamie, B.S., Director of Finance
Rather, Katie, M.S., Director of Institutional Effectiveness
Sethna, Bishar, Ed.D., Director of Institutional Research
Stephenson, Andrea, M.S., Director of Advising, Counseling and Testing
Wyles, Cindy, A.A.S., Director of Marketing and Public Information

Professional Staff

Bane, Susan, B.B.A., Payroll Manager
Brister, Amy, B.S., Instructional Staff
Campbell, Ashley, B.S., Accountant I
Carline, Kara, M.B.A., Academic Advisor/Transfer Success
Cheatham, Linda, A.A.S., User Services/Telecom Specialist
Jackson, Megan, B.S., Accountant I
January, Cheryl, M.B.A., Academic Advisor/Retention
Johnson, David, A.A.S., Network Analyst Senior
Kapranos, Aubrey, M.L.S., Librarian
Kinto, Diana, B.A.A.S., Coordinator of Financial Aid
Lanphar, Tara, A.A.S., System Administrator
Garcia, Maria, B.A, M.A, Coordinator of Student Activities
McAnelley, Rebecca, B.S., Registrar
Norville, Victoria, B.B.A., Testing Administrator
Perez, Mark, B.A., Academic Advisor, Special Populations
Petitjean, Kevin, A.A.S., System Analyst II
Petitjean, Jennifer, B.B.A., Web Administrator
Pressler, Elizabeth, B.A., Learning Lab Manager
Richard, Whitney, B.S., Recruiter
Saenz, Carissa, M.S., Accountant III
Scales, Lynn, A.A.S., Financial Aid Advisor
Smith, Samantha, M.L.S., Public Services Librarian
Smith, Terrie, Manager, The Brown Estate
Thompson, Denetta, A.A.S., Accountant II
Wooten, Charlotte, A.S., Testing Examiner
(Vacant) Academic Advisor/ Job Placement

Full-Time Faculty

The following list reflects the status of the Lamar State College-Orange faculty as of June 2014. 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.

- Antoon, Melody**, (2009) Instructor of Upward Mobility Nursing
B.S., Louisiana State University; B.S.N., University of Southern Mississippi;
M.S.N., Southeastern Louisiana University
- Baker, Suzanne**, (2003) Instructor of Vocational Nursing
A.A.S., Lamar State College–Port Arthur
- Best, A.**, (1985) Assistant Professor of Economics
B.A., B.S., Texas Woman's University; M.S., North Texas State University
- Carroll, Linda**, (2005) Instructor of Vocational Nursing
A.S., Lamar University
- Cole, Angela**, (2008) Instructor of Vocational Nursing
B.S.N., University of Texas Medical Branch
- Daniel, Martha**, (2008) Instructor of Vocational Nursing
B.S., Lamar University
- Dorman, Bonnie**, (1980) Instructor of Medical 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 University
- Dotson, Diane**, (2003) Instructor of Computer Information Systems
Instructor, Information Technology
A.S., Northeast Louisiana University; B.B.A., Lamar University
- Fears, Dixie L.**, (2002) Instructor of Vocational Nursing
A.A.S., Lamar University
- Flippen, Carolyn**, (2002) Instructor of Dental Assisting
Program Director of Dental Assisting
Certificate, National Dental Assisting Board
- Foreman, Sherri**, (2006) Instructor of Vocational Nursing
B.S., Lamar University
- Geis, Earl**, (2011) Instructor of Process Technology
Program Director of Process Technology
B.S. Lamar University
- Granger, Thera**, (2010) Instructor of Pharmacy Technology
Program Director of Pharmacy Technology
Certificate, Pharmacy Technician Certification Board
- Hodges, Lisette**, (2007) Instructor of Psychology
B.A., M.S., Lamar University
- Jureidini, Elias**, (1992) Assistant Professor of Mathematics
B.S., Nicholls State University; M.S., Clemson University;
M.S., Louisiana State University
- Keeney, Hunter**, (2011) Instructor of Biology
B.S., M.S., Lamar University
- Kennaugh, Christopher**, (2012) Instructor of Math
B.S., M.S., Lamar University; Ph.D., Texas Tech University

- Kim, Jongchul**, (2007) Assistant Professor of Mathematics
B.S., Sungkyunkwan University; M.S. Seoul National University;
Ph.D., University of North Texas
- LeBlanc, Lorrie**, (1996) Instructor of Vocational Nursing
Program Director of Vocational Nursing
A.A.S., Lamar State College-Port Arthur; B.S., University of Texas Medical Branch
- Lemons, Janet**, (2006) Instructor of Upward Mobility Nursing
A.A.S., B.S., M.S., Lamar University
- Lumpkin, Denise**, (2012) Instructor of Upward Mobility Nursing
B.S., Lamar University; M.S., University of Texas Medical Branch
- McClure, Matthew**, (1994) Professor of Biology
B.S., Lamar University; M.S., Ph.D., Texas A & M University
- McGee, Leah Anne**, (1992) Assistant Professor of Nursing
Program Director of Upward Mobility Nursing
C-F.N.P., B.S., University of Texas-San Antonio; M.Ed., Lamar University;
M.S., UTMB-Galveston; Licensed Family Nurse Practitioner
- Miller, Roberta**, (1995) Instructor of Sociology
B.S., Lamar University; M.S., Baylor University
- Moreau, Dallas**, (2012) Instructor of Psychology
B.A., M.A., Stephen F. Austin University
- Nguyen, Loan**, (2013) Instructor of Pharmacy Technology
Certificate, Lamar State College-Orange
- Owens, Eric**, (2006) Assistant Professor of History
B.A., M.A., Wichita State University
- Paulk, Charlene**, (1994) Instructor of Vocational Nursing
A.A.S., Lamar University-Orange
- Phillips, Catherine**, (1999) Instructor of Information Technology
B.A., Jacksonville University; M.S., Florida State University
- Priest, Karen**, (1987) Assistant Professor of English
B.A., M.A., Lamar University
- Rather, Michael**, (2012) Instructor of English
B.A., High Point University; M.A., University of Iowa;
M.F.A., M.A., McNeese State University
- Reeder, Michael**, (2013) Instructor of Process Technology
B.S., Lamar University
- Sanford, Jerry**, (2004) Instructor of Biology
B.S., Lamar University; D.C., Texas Chiropractic College
- Scarborough, George**, (2013) Instructor of Mathematics
B.S., M.S., McNeese State University
- Song, Ni**, (2010) Assistant Professor of Anatomy
B.S., Wuhan University; Ph.D., University of Cincinnati
- Steinfeldt, Andrew**, (2013) Instructor of Government
B.A., Clayton State University; D.A., Idaho State University
- Thomas, Donald**, (1992) Instructor of Physical Education
B.S., M.S., Henderson State University
- Trotter, Jennifer**, (2011) Instructor of Upward Mobility Nursing
B.S.N., University of Texas; M.B.A., Our Lady of the Lake University
- Turkel, Arlene**, (1989) Professor of English
B.A., M.Ed., Lamar University; Ed.D., Texas A & M University
- Turner, Carol**, (2002) Instructor of Medical Office Technology
Program Director of Medical Office Technology
A.A., San Jacinto College; A.A.S., Lamar State College-Orange;
B.S., Lamar University

Vickers, Amber, (2009) Instructor of Accounting
B.B.A., M.B.A., Harding University

Williams, Kathryn, (2005) Instructor of Speech
B.A., M.A., Lamar University

Wilmore, Larry, (1975) Assistant Professor of Biology
B.S., M.Ed., Lamar University; M.S., Ohio State University

Support Staff

Adams, Geneva, A.A.S., Tech Assistant II, Library
Anding, Kayla, Accounting Clerk, Cashier
Ashworth, Vera, A.A.S., Clerk II, Admissions and Records
Brumley, Bobby, Facility Worker II, Physical Plant
Burks, China, B.S., Tech Assistant III, Library
Chiasson, Charlotte, Administrative Assistant I, Education & Mathematics Division
Clements, Robin, A.A.S., Administrative Assistant III, Vice President for Academic Affairs
Cole, Franchesca, A.A.S., Administrative Assistant I, Advising and Counseling
Collins, Jeffrey, Property Inventory Clerk II
Compton, Crystal, A.S., Administrative Assistant I, Nursing
Crow, Phyllis, A.S., Administrative Assistant I, Allied Health
Derouen, Mary Beth, B.A.A.S., Network Support Specialist
Doiron, Karolyn, Administrative Assistant II, Dean of Instruction
Dominguez, Misty, A.S., Administrative Assistant II, Financial Aid
Dumes, Erica, A.S., Accounting Clerk IV
Ford, Phyllis, Executive Assistant, President's Office
Gaspard, Carol, B.G.S., Lab Tech III, Academic Programs
Geldard, Ruby, Clerk II, Admissions and Records
Granger, Adam, Program Attendant I, The Brown Estate
Guidry, Matthew, B.B.A., System Support Specialist, Computer Center
Guilbeaux, Debbie, A.S., Administrative Assistant I, Division Directors
Guillory, Ashley, A.A.S., Program Assistant II, Student Center
Irvine, Diane, Administrative Assistant III, Vice President for Finance and Operations
Jones, Stephanie, Administrative Assistant III, Vice President for Student Services
Jungen, Roseanne, A.A.S., Lab Assistant, Learning Center
Kim, Kungwha, M.L.S., Library Tech Service Manager
Knox, Michael, Security Coordinator
Lane, Randy, Facility Worker II
Lloyd, Bryce, Print Service Tech I, Print Shop
Mitchell, Charles, Utility Mechanic II
Moore, Amy, B. A., Program Manager, Workforce Education
Mummey, Courtney, Transcript Evaluator, Admissions and Records
Olson, Kris, Security Guard
Ortolon, Carlene, Certif., Accounting Clerk II, Accounts Payable
Porter, Jessica, A.A.S., Accounting Clerk IV
Robertson, Daniel, Security Guard
Sarver, Barbara, Certif., Laboratory Tech I, The Learning Center
Sias, Sharon, Head Cook II, The Brown Estate
Simar, David, System Support Specialist, Computer Center
Sparks, Lisa, Administrative Assistant II, Dual Credit
Tandberg, Joanie, Administrative Assistant I, Workforce Education
Thomas, Wilbert, Program Attendant I, The Brown Estate
Wheatley, Brenna, A.S., Switchboard Clerk
Willoughby, Sherrie, A.A.S., Administrative Assistant II, Human Resources
Wolfe, Carolee, Cook, The Brown Estate
(Vacant), Clerk II, Admissions and Records

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Important Campus Telephone Numbers

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| General Information/Main Line | (409) 883-7750 |
| Academic Advising | (409) 882-3340 |
| Admission and Records | (409) 882-3364 |
| Allied Health Division | (409) 882-3044 |
| Arts and Sciences Division | (409) 882-3027 |
| Bookstore | (409) 882-3331 |
| Brown Estate (The) | (409) 883-2939 |
| Business and Technology Division..... | (409) 882-3027 |
| Business Office | (409) 882-3363 |
| Campus Visits and Tours | (409) 882-3955 |
| Career Services | (409) 882-3379 |
| Cashier..... | (409) 882-3371 |
| College Success Division..... | (409) 882-3053 |
| Continuing Education | (409) 882-3321 |
| Dean of Instruction..... | (409) 882-3313 |
| Disability Support Services..... | (409) 882-3370 |
| Financial Aid | (409) 882-3317 |
| Learning Center (The)..... | (409) 882-3373 |
| Library | (409) 882-3352 |
| Human Resources..... | (409) 882-3931 |
| President's Office | (409) 882-3314 |
| Public Information | (409) 882-3359 |
| Recruiting | (409) 882-3955 |
| Registrar's Office | (409) 882-3364 |
| Scholarships | (409) 882-3317 |
| Security | (409) 670-0789 |
| Student Activities | (409) 882-3097 |
| Student Center..... | (409) 882-3097 |
| Student Government | (409) 882-3904 |
| Student Services | (409) 882-3341 |
| 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 |
| Workforce Development | (409) 882-3321 |

LAMAR STATE COLLEGE-ORANGE

410 Front Street • Orange, TX 77630

Degrees, Certificates and Institutional Awards

AAS Associate of Applied Science

AS Associate of Science

AAT Associate of Arts in Teaching

C Certificate of Completion

AA Associate of Arts

IA Institutional Award

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| 9 | AS | Criminal Justice | 81 |
| 10 | C | Criminal Justice | 83 |
| 11 | C | Criminal Justice Corrections | 84 |
| 12 | IA | Customer Service | 85 |
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| 14 | IA | Emergency Medical Services | 87 |
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