



*Tracy Grooms*

File 1 of 2



*Success starts here...  
the rest is academic!*

**ODESSA COLLEGE BULLETIN**

**2003 • CATALOG OF COURSES • 2004**

**Front cover: (l-r)**

*Joshua Nino, an OC sophomore, is the student body president of the college. During the 2001-2002 school year, he served as the vice president for Students in Philanthropy on campus. He plans to continue his studies at Odessa College while attending the John Ben Shepperd Institute at the University of Texas of the Permian Basin. After graduation, Josh plans to work in the area of public service. He is the music director at First United Pentecostal Church and plays several instruments including the drums, B-3 Organ, piano, cello and bass guitar.*

*Brent McAfee is the chair of chemistry, geology and physics and an associate professor of geology. McAfee has been an Odessa College faculty member for 36 years. He enlightens his students through traditional classroom and lab instruction as well as field trip classes to distant locations including Texas' Big Bend National Park, the seashores and mountain ranges of Mexico, the Gulf of California, and ancient Indian ruins. Early in his academic career, Brent taught biology and coached tennis at Odessa High School. He still continues to enjoy the sport and plays doubles twice a week, as he has done for the last 35 years.*

*Ashley Neatherlin is a freshman at OC. Since the age of five her favorite activity had been softball and she had planned to coach the sport, but after sustaining a knee injury in high school, she decided to prepare for a career as a dental hygienist. She spends most of her time now attending class, studying and working as a student assistant in the Media Relations and Publications Office. Ashley also enjoys fun time with her blue heeler dog, Kenzie, and her cat, Alley, and traveling to rodeos with her boyfriend who competes as a bareback rider.*

Volume 57, Number 2

April 2003

Odessa College Bulletin (468190) published six times per year: once in March, twice in April, once in August and twice in November by Odessa College Media Relations and Publications Office, 201 W. University, Odessa TX 79764. Second class postage paid at Odessa, Texas.

POSTMASTER: Send address changes to Odessa College, 201 W. University, Odessa, TX 79764. Phone (432 )335-6400.

Information and regulations printed in this bulletin are subject to change. The Board of Trustees and the administrative staff may revise programs, courses, tuition, fees or any information stated in this bulletin.

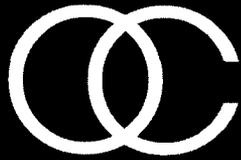
In adopting course numbers and descriptions from The Workforce Education Course Manual as instituted by the Texas Higher Education Coordinating Board, some course numbers and descriptions will change from previous catalogs. However, other changes may occur after this catalog is published. These changes will be on record in the Division Deans' offices and the Office of the Vice President for Instruction.

Design and editing by the Odessa College Media Relations and Publications staff.

An Equal Opportunity College  
Odessa College does not discriminate on the basis of sex, race, color, national origin, religion, disability or age.

**Web Site**

<http://www.odessa.edu>



**ODESSA  
COLLEGE**

BULLETIN

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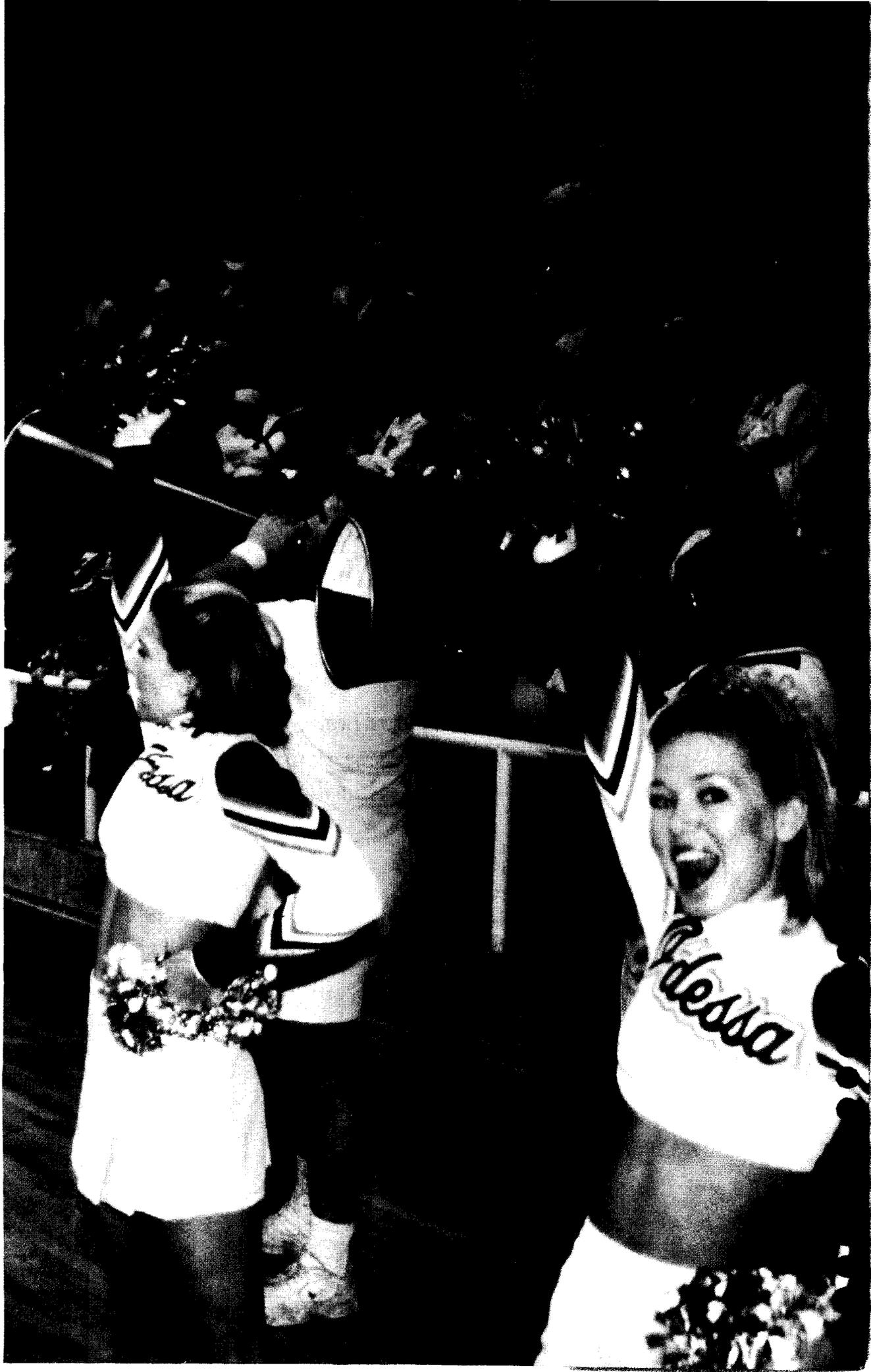
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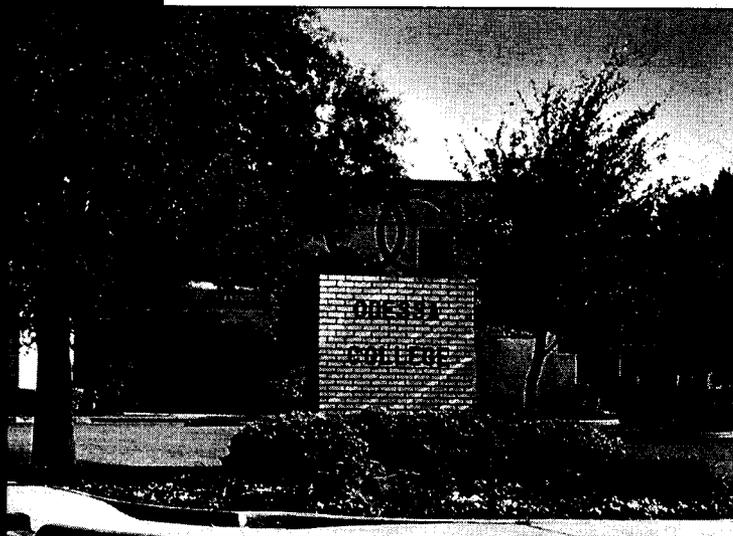
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# 2003 - 2004 Catalog of Courses







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# General Information



### SUMMER I 2003

*For Advance Registration information, consult current schedule of classes.*

*During the summer, Odessa College operates on a four-day week and closes on Friday.*  
 Registration ..... May 27 (Tues.)  
 Classes Begin ..... May 28 (Wed.)  
 Late Registration/Schedule Changes ..... May 28-29 (Wed.-Thurs.)  
 Census Date (4th class date) ..... June 3 (Tues.)  
 Last Day to Drop or Withdraw with a "W" ..... June 23 (Mon.)  
 Last Class Day/Final Exams/End of Term ..... July 3 (Thurs.)

### SUMMER II 2003

*For Advance Registration information, consult current schedule of classes.*

*During the summer, Odessa College operates on a four-day week and closes on Friday.*  
 Registration ..... July 7 (Mon.)  
 Classes Begin ..... July 8 (Tues.)  
 Late Registration/Schedule Changes ..... July 8-9 (Tues.-Wed.)  
 Census Date (4th class date) ..... July 14 (Mon.)  
 Last Day to Drop or Withdraw with a "W" ..... July 31 (Thurs.)  
 Last Class Day/Final Exams/End of Term ..... Aug. 13 (Wed.)  
 Five-day work week begins ..... Aug. 18 (Mon.)

### FALL 2003

*For Advance Registration information, consult current schedule of classes.*

Nine Month Faculty Return ..... Aug. 18 (Mon.)  
 Welcome Back Meeting for Faculty and Staff ..... Aug. 18 (Mon.)  
 Registration ..... Aug. 20-21 (Wed.-Thurs.)  
 Classes Begin ..... Aug. 25 (Mon.)  
 Late Registration/Schedule Changes ..... Aug. 25-Sept. 2 (Wed.-Tues.)  
 Holiday (Labor Day) ..... Sept. 1 (Mon.)  
 Census Day (1st day to drop without record) ..... Sept. 10 (Wed.)  
 Deadline for Fall Degree Application ..... Sept. 26 (Fri.)  
 Staff Development (Offices Closed/No Classes) ..... Oct. 17 (Fri.)  
 Last Day to Drop or Withdraw with a "W" ..... Nov. 17 (Mon.)  
 Thanksgiving Holiday (begins 4 p.m., Tues., Nov. 25) .... Nov. 26-29 (Wed.-Sat.)  
 Last Class Day ..... Dec. 13 (Sat.)  
 Final Exams ..... Dec. 15-18 (Mon.-Thurs.)  
 Fall Graduation ..... Dec. 18 (Thurs.)  
 End of Semester ..... Dec. 19 (Fri.)  
 College Offices Closed ..... Dec. 20-Jan. 4 (Sat.-Sun.)

### MIDWINTER 2003-2004

*For Advance Registration information, consult current schedule of classes.*

Registration ..... Dec. 26 (Fri.)  
 Classes Begin.....(Classes run Mon.-Fri.) ..... Dec. 26 (Fri.)  
 Census Day (last day to drop without record) ..... Dec. 29 (Mon.)  
 Holiday (New Year's).....No Classes ..... Jan. 1 (Thurs.)  
 Last Day to Drop or Withdraw with a "W" ..... Jan. 2 (Fri.)  
 Last Class Day, Final Exams, End of Term ..... Jan. 9 (Fri.)

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# CALENDAR

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### SPRING 2004

For Advance Registration information, consult current schedule of classes.

- Offices Open/Twelve Month Employees Return ..... Jan. 5 (Mon.)
- Nine Month Faculty Return ..... Jan. 5 (Mon.)
- Registration ..... Jan. 7-8 (Wed.-Thurs.)
- Classes Begin ..... Jan. 12 (Mon.)
- Late Registration/Schedule Changes ..... Jan. 12-20 (Mon.-Tues.)
- Holiday (Martin Luther King Day) ..... Jan. 19 (Mon.)
- Census Day (last day to drop without record) ..... Jan. 28 (Wed.)
- Deadline for Spring Degree Application ..... Feb. 20 (Mon.)
- Spring Break (no classes) ..... Mar. ~~15-19~~ (Mon.-Sat.)
- Holiday (offices closed - no classes) ..... Apr. 9-10 (Fri.-Sat.)
- Last Day to Drop or Withdraw with a "W" ..... Apr. 12 (Mon.)
- Last Class Day ..... May 1 (Sat.)
- Final Exams ..... May 3-6 (Mon.-Thurs.)
- Spring Graduation ..... May 7 (Fri.)
- End of Semester ..... May 7 (Fri.)
- Four-day work-week begins ..... May 10 (Mon.)

### SUMMER I 2004

For Advance Registration information, consult current schedule of classes.

During the summer, Odessa College operates on a four-day week and closes on Friday.

- Registration ..... May 24 (Mon.)
- Classes Begin ..... May 25 (Tues.)
- Late Registration/Schedule Changes ..... May 25-26 (Tues.-Wed.)
- Holiday (Memorial Day - offices closed) ..... May 31 (Mon.)
- Census Date (last day to drop without record) ..... June 1 (Tues.)
- Last Day to Drop or Withdraw with a "W" ..... June 21 (Mon.)
- Last Class Day, Final Exams, End of Term ..... July 1 (Thurs.)

### SUMMER II 2004

For Advance Registration information, consult current schedule of classes.

During the summer, Odessa College operates on a four-day week and closes on Friday.

- Registration ..... July 1 (Thurs.)
- Classes Begin ..... July 5 (Mon.)
- Late Registration/Schedule Changes ..... July 5-6 (Mon.-Tues.)
- Census Date (last day to drop without record) ..... July 8 (Thurs.)
- Last Day to Drop or Withdraw with a "W" ..... July 28 (Mon.)
- Last Class Day, Final Exams, End of Term ..... Aug. 10 (Tues.)
- Five-day work week begins ..... Aug. 16 (Mon.)



# Welcome to Odessa College

Odessa College has a long tradition of educational excellence and service to West Texas. For over 50 years, Odessa College has offered an extensive range of educational programs designed to meet the needs and dreams of its students. Today the college provides educational opportunities throughout our regional service area of over 32,000 square miles, as well as throughout Texas and the nation via the Internet.

This catalog will provide you with an overview of the extensive curriculum, programs, and services that are available to you.

As a student at Odessa College you will find an outstanding faculty, staff, and administration who are dedicated to making your educational experience a success. We want to help you make your educational dreams become a reality!

Dr. Vance Gipson  
President, Odessa College

Odessa College Web Site:  
[www.odessa.edu](http://www.odessa.edu)

OFFICE	PHONE
Admissions Office	335-6432
Adult Basic Education (GED, ESOL classes)	335-6380
Bookstore	335-6655
Cafeteria	335-6435
Campus Police	335-6666 After Hours 238-6334
*Career Services	335-6835
Cashier's Office (tuition, fees, IDs, parking stickers)	335-6419
Children's Center	335-6480
Computer Lab (Student Learning Center)	335-6878
Continuing Education	335-6582
Continuing Education Drive-Thru Booth	335-6670
Counseling (Student Development Center)	335-6433
*Dean of Arts, Humanities & Physical Education	335-6412
*Dean of Science, Health & Mathematics	335-6446
*Dean of Technical Studies & Curriculum	335-6409
*Dean of Workforce, Continuing & Distance Education	335-6685
*Director of Intercollegiate Athletics	335-6567
General Information	335-6400
Learning Resources Center	335-6640
*Media Relations & Publications (catalogs, schedules)	335-6416
*Off-Campus Programs	335-6685
*President's Office	335-6410
Purchasing Office	335-6601
Registrar	335-6404
Sports Center & Community Recreation	335-6348
Student Activities	335-6403
Student Financial Services	(loans, grants, scholarships, jobs for students, veterans) 335-6429
*Student Housing	335-6684
Student Learning Center	(Tutoring Center, Basic Skills Lab, Computer Lab) 335-6878
Student Recruiting	335-6861
Student Support Services	335-6476
Testing Center	335-6620
Upward Bound	335-6311
*Vice President for Business Affairs	335-6415
*Vice President for Instruction	335-6413
*Vice President for Student Services	(housing, insurance) 335-6684

\*These offices close during the lunch hour

# Campus Directory

*welcome & campus directory*

LOCATION	REGULAR HOURS	SUMMER HOURS
SUB 205	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
Annex B	M-Th 8 a.m.-9 p.m., F 8 a.m.-1 p.m.	M-Th 7:30 a.m.-9 p.m. (Aug. only 7:30 a.m.-5:30 p.m.)
SUB 102	MWTh 7:30 a.m.-5 p.m., Tu 7:30 a.m.-7 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
SUB 103	M-F 7 a.m.-7 p.m.	M-Th 7 a.m.-1:30 p.m.
GYM 107	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
SUB 204	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
ADM 101	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
SH 121	M-F 7:30 a.m.-5:30 p.m.	M-F 7:30 a.m.-5:30 p.m.
LRC 301-303	M-Th 7:30 a.m.-9:30 p.m., F 7:30 a.m.-4 p.m.	M-Th 7:30 a.m.-9 p.m.
DH 101	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
Parking Lot	M-Th 8:15 a.m.-7 p.m., F 8:15 a.m.-1 p.m.	M-Th 8 a.m.-7 p.m.
SUB 204	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
CT 100	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
CT 100	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
ET 152	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
DH 101C	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
SC 213A	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
ADM	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
LRC	M-Th 7:30 a.m.-9:30 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-9 p.m.
ADM 213	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
DH 101C	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
ADM 201	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
ADM 101A	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
SUB 202	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
Sports Center	M-Th 6:30 a.m.-8 p.m., F 6:30 a.m.-1 p.m.	M-Th 6:30 a.m.-8 p.m., F 6:30 a.m.-1 p.m.
Student Activity Center-Travis Hall	M-Th 7:30 a.m.-5 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
SUB 203	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
ADM 212	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
LRC 301, 302, 303	M-Th 7:30 a.m.-9:30 p.m., F 7:30 a.m.-1 p.m. Call for appointment.	M-Th 7:30 a.m.-9 p.m. Call for appointment.
SUB 107	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
SUB 213	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
GYM 200	MWTh 7:30 a.m.-4 p.m., Tu 7:30 a.m.-10 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
SUB 213	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
ADM 203	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
ADM 202	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.
ADM 212	M-Th 7:30 a.m.-4 p.m., F 7:30 a.m.-1 p.m.	M-Th 7:30 a.m.-5 p.m.

# About Odessa College

*The Board of Trustees of the Odessa Junior College District (hereinafter called OC), in compliance with the Criteria for Accreditation of the Southern Association of Colleges and Schools, formalizes the beliefs, philosophy, goals, and objectives of OC with approval and publication of this document. This formal Statement of Purpose provides the core around which all institutional programs are built. Institutional planning and evaluation processes demonstrate a commitment from Board members, administration, faculty, and staff to the tenets expressed in this statement.*

## Historical Background

The past of Odessa College is interwoven with growth and progress. A review of its history reveals a success story of a public institution that has maintained the community college spirit and has grown by serving the people of Ector County and the Permian Basin. Beginning with 184 students in 1946, OC has grown steadily through the last 57 years. Approximately 5,000 students are enrolled in university-parallel and occupational/technical credit courses. During a year, almost 11,000 individuals also enroll in one or more Adult Basic Education, Continuing Education or Community Recreation courses.

Many university-parallel courses are offered for students planning to complete four-year degrees at senior colleges or universities and are freely transferable. Former OC students have a phenomenal record of success in the fields of accounting, law, medicine, music, public administration and teaching.

More than 30 occupational/technical programs are offered to meet the needs of citizens who want to learn new or improve existing skills. With more than 30 percent of our students enrolled in occupational/technical programs, OC continues to fulfill the workforce demands of our community.

Initially housed in temporary quarters in the old Odessa High School, OC's first classes were conducted after public school hours in late afternoons and evenings. Ector County taxpayers purchased a five-acre plot in the 2500 block of the Andrews Highway and in 1949 authorized the building of Baskin Hall, the first permanent structure.

The campus grew to 15 buildings on a 35-acre plot by 1960. During the 1990's, OC received a number of major property donations as the college continued to expand to serve the educational needs of its students and service area.

Today, the \$55 million main campus in Odessa spreads over 80 acres and includes some 25 buildings that house more than 150 classrooms, laboratories and other facilities.

OC boasts a \$7 million Sports Center with more than 110,000 square feet of floor space that houses athletics, physical education and community recreation activities. The college also is home to public radio station KOCV-FM.

Odessa College has not only expanded its facilities, but has also expanded its educational services to much of West Texas. The OC service area now covers over 30,000 square miles, making it the largest service area for any community college in Texas. OC offers extension courses and/or Adult Basic Education courses in eight towns as well as offering concurrent classes in seven area high schools.

As the college has grown, so has its effectiveness. Quality education and academic excellence have long been its hallmarks. As our community and service area needs change, Odessa College will restructure its programs to better serve its constituents.

## Role and Mission

Odessa College shall be a two-year institution primarily serving its local taxing district and service area and offering vocational, technical and academic courses for certification or associate degrees. Continuing education, remedial and compensatory education consistent with open-admission policies, and programs of counseling and guidance shall be provided. The college shall insist on excellence in all academic areas – instruction, research and public service. Faculty research, using the facilities provided for and consistent with the primary function of the college is encouraged. Funding for research should be from private sources, competitively acquired sources, local taxes and other revenue.

## Purpose

The purpose of the district shall be to provide:

1. Technical programs up to two years in length leading to associate degrees or certificates.
2. Vocational programs leading directly to employment in semiskilled and skilled occupations.
3. Freshman and sophomore courses in arts and sciences.
4. Continuing adult education programs for occupational or cultural upgrading.
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
7. Workforce development programs designed to meet local and statewide needs.
8. Adult literacy and other basic skills programs for adults.
9. Other purposes as may be prescribed by the Coordinating Board or the district's board.

## Institutional Responsibility

In addition to specific responsibilities imposed by the Education Code or other law, Odessa College has the general responsibility to serve the public and, within the college's role and mission, to:

1. Transmit culture through general education.
2. Extend knowledge.
3. Teach and train students for professions.
4. Provide for scientific, engineering, medical and other academic research.
5. Protect intellectual exploration and academic freedom.
6. Strive for intellectual excellence.
7. Provide educational opportunity for all who can benefit from postsecondary education and training.
8. Provide continuing education opportunities.

## City of Odessa

Odessa College is located in Odessa, Texas, a progressive West Texas city of more than 100,000 people midway between Fort Worth and El Paso.

Odessa is a cultural, recreational, educational, medical, retail, and wholesale trading center for a region as large as several Eastern Seaboard states combined. Three hospitals provide a wide variety of medical services for the region, and the Texas Tech University Health Sciences Center is adjacent to Medical Center Hospital, providing additional health opportunities.

Odessa boasts a daily newspaper, 7 television stations, 20 radio stations and more than 130 churches. Numerous cultural, intellectual and recreational activities are available for the area's citizens.

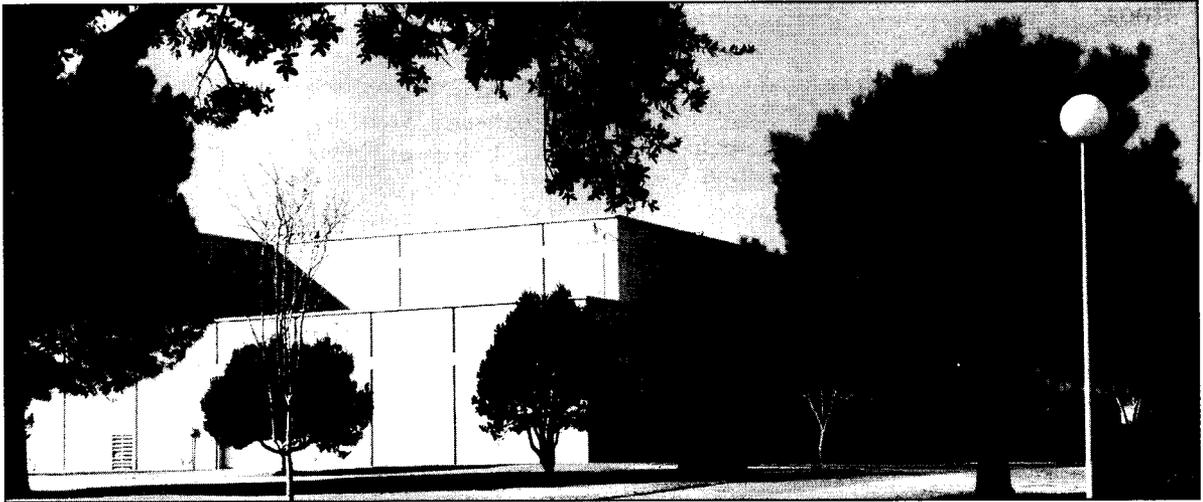
Odessa is a growing, progressive city where friendly people heartily support Odessa College and its efforts. Newcomers find Odessa a good place to live and to raise a family, as well as an enjoyable place to study and to work.

## Equal Opportunity at Odessa College

Odessa College is committed to the basic right of all people to have an equal opportunity for education or employment at this institution. Every effort will be made by the board of trustees, the administration and the faculty to defend this right and to vigorously seek to promote its implementation in all areas of the institution.

In accordance with its admissions standards, OC will admit as students any persons who can benefit from the instructional programs offered. In addition, OC will strive to meet post-secondary educational needs of its students by restructuring current programs and by creating new programs when these actions will benefit students.

Title IX of the Civil Rights Restoration Act prohibits sex discrimination in all programs of institutions which receive federal funds. Inquiries regarding Title IX should be made to the Title IX compliance person in the OC Human Resources Office, or to the Assistant Secretary for Civil Rights at the Department of Education, Washington, D.C. 20202.



# Accreditation

Odessa College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate degrees.

Prospective students and interested parties who wish to view the accreditation documents and/or the institutional self-study may inquire at the circulation desk of the Murry H. Fly Learning Resources Center (LRC) where a copy is available for reference.

The number of agencies and associations that have given accreditation and membership privileges to Odessa College acknowledges the quality of education provided. The college is approved or accredited by the following professional organizations and agencies:

<u>ACCREDITING AGENCY</u>	<u>DATE OF LAST REVIEW</u>
American Heart Association .....	July 1995
American Nurse Credentialing Center .....	July 1991
American Physical Therapy Association Commission on Accreditation in Physical Therapy Education...	January 1996
Board of Nurse Examiners for the State of Texas .....	January 2003
Board of Vocational Nurse Examiners for the State of Texas .....	2002
Commission on Accreditation of Allied Health Education Programs through the recommendations of the Committee on Accreditation for Respiratory Care .....	June 1999
Commission on Accreditation of Allied Health Education Programs (Surgical Technology) .....	October 1995
Joint Review Committee on Education in Radiologic Technology .....	October 2000
National Accrediting Agency for Clinical Laboratory Sciences with recommendations to the Committee on Allied Health Education and Accreditation .....	November 2002
National Certification Council for Activity Professionals .....	October 1994
National League for Nursing .....	November 1997
Southern Association of Colleges and Schools .....	April 17-19, 2002
Texas Board of Private Investigators and Private Security Officers .....	1995
Texas Commission on Fire Protection Personnel Standards and Education .....	2002
Texas Commission on Law Enforcement Officers Standards and Education .....	January 31, 1995
Texas Department of Health, Division of Food and Drugs .....	February 1994
Texas Department of Health, Emergency Medical Services Division .....	1997
Texas Department of Human Services – Long Term Care Division, Medication Aide Program .....	November 9, 1995
Texas State Board of Examiners of Professional Counselors .....	August 1991
Texas State Board of Social Worker Examiners .....	1995

# School Year and Learning Options

## SCHOOL YEAR

*Please consult the College Calendar in this publication for specific beginning and ending dates of the semesters/sessions.*

### Fall Semester

Classes for the fall semester begin the middle to latter part of August and conclude before Christmas. Grade and scholastic standing reports are made available to students late in December. Formal graduation ceremonies are held at the end of the fall semester.

### Spring Semester

Classes for the spring semester begin the middle part of January and conclude in early May. Formal graduation ceremonies are held at the end of the spring semester.

### Summer Sessions I and II

The summer sessions consist of two terms of 5-1/2 weeks each, although some programs may have courses that are shorter or longer, depending upon the need. Classes are held Monday through Thursday, during both day and evening hours. Students may enroll in as many as seven semester hours in each 5-1/2 week session. Credit earned in a course is equivalent to that offered in the same course during a regular semester. Information regarding summer sessions can be obtained from the OC Student Development Center.

### Midwinter Session

OC offers a special short-term session to accommodate students who want to complete a course during the interim period between regularly-scheduled semesters. A midwinter interim session is held following the end of the fall semester and prior to the beginning of the spring semester. Students may complete a two, three or four-semester hour course during this special session.

### May Mid-Semester

Odessa College offers a mini-semester between the end of the spring semester and the beginning of summer school if the calendar

allows. This mini-semester is similar to Odessa College's midwinter semester and will allow students to enroll in a three-hour course, which, together with both summer sessions will provide the opportunity to do the normal course work for a normal semester. This schedule opportunity is open to all college students who would like to maximize their number of semester hours in the summer.

### Weekend Classes

All courses taught on weekends parallel those offered in the regular term except that they are compressed into a shorter time span. Full academic recognition is given these courses, and the time spent and the credit earned is equivalent to that of a regular session.

## LEARNING OPTIONS

### Day and Evening Classes

Day and evening classes are available to help OC students meet their individual needs. A wide variety of courses is offered for those individuals who want to broaden their educational backgrounds.

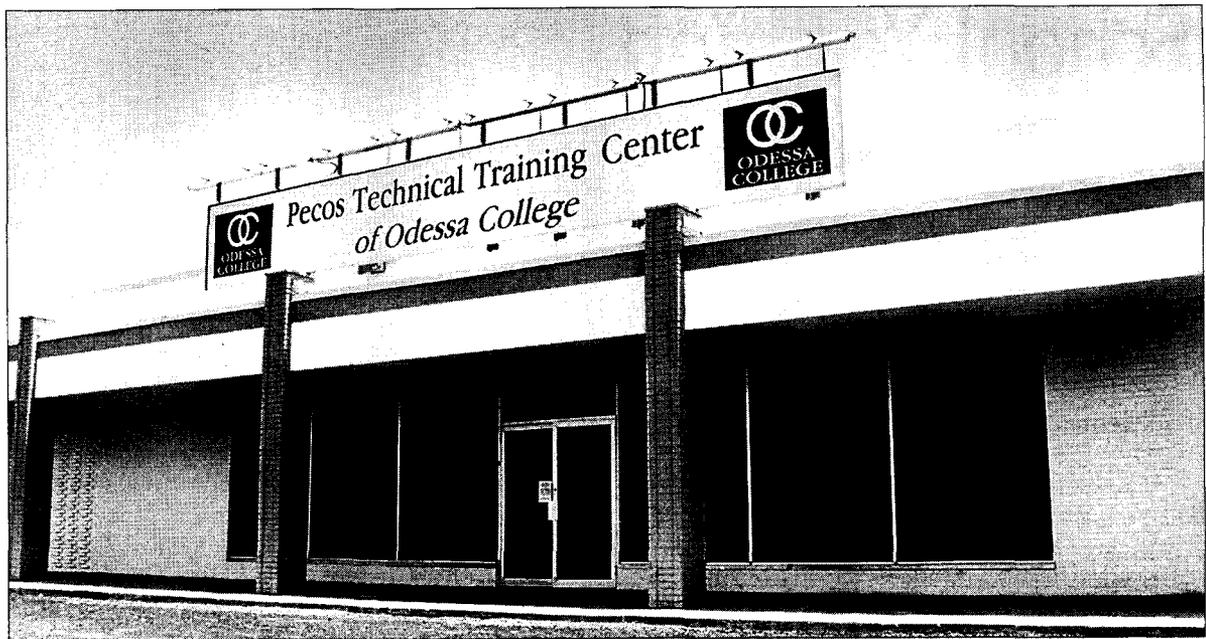
Students may complete requirements for an associate degree or certificate plan in most programs during evening hours, although the length of time to complete the programs may be longer than suggested for full-time day students.

### Distance Education

Odessa College offers an extensive distance learning program. Traditional classroom courses in several subjects are offered each semester in numerous towns throughout the Permian Basin. In addition, instruction is offered using various innovative distance learning technologies, including an interactive, two-way audio-video network and individualized computer-based instruction via the Internet.

### Extension Centers

The Pecos Technical Training Center and the Regional Extension Center at Monahans provide many of the college courses, both credit and



non-credit, offered on the Odessa College campus. OC also offers classes and programs, though more limited in number and scope, at extension sites located in Andrews, Seminole, Kermit, Wink, Monahans, Imperial, Crane, McCamey, Presidio and other area towns.

Registration for extension classes may be completed either at OC's main campus in Odessa or at the extension site itself. Dates and times for extension registration at Pecos and Monahans are developed through the Odessa College Registrar's Office. In addition, area newspapers and radio stations usually carry notices of class offerings and registration dates and times.

Information about classes offered at any of the extension sites is available on campus from the Student Development Center, the Registrar's Office or the Distance Education Office. Specific information about offerings at the Pecos Technology Training Center is available from the director of the center.

### **Interactive Two-Way Audio-Video Network (OC Net)**

Classes are offered to Pecos, Presidio, Wink and McCamey through a two-way compressed video system which allows students to see, hear and interact with their instructor via a large TV screen. Students use individual microphones in the classroom to talk with the instructor. Evening extension, concurrent and continuing education courses are offered via the network. Interactive classrooms are located in the high schools at Presidio, Wink and McCamey and at the Pecos

Technical Training Center in Pecos. Students may register for these classes on the OC campus during registration or at the off-campus sites during the first class meeting. Local newspapers publish registration dates, times, locations and lists of course offerings.

### **Internet Courses**

Odessa College offers classes via the Internet. Any student registering for this type of course must own or have access to a computer with Internet capabilities. Communication between teacher and student is done on the computer via electronic mail (e-mail), and students seldom meet face-to-face with their instructor except for orientation, depending on the instructor's syllabus. Anyone who has a computer with access to the Internet and the technology to access the World Wide Web may take Internet courses.

Internet courses may be useful for students who are distant from campus, have work schedules that conflict with class schedules, or for other reasons are unable to come regularly to campus. Internet courses are convenient and offer flexibility for students; however, these classes require more self-discipline than traditional classes because they do not physically meet on a regular basis.

Students may register for these online courses during all regularly scheduled registration periods. While the Registrar's Office at OC has not, as of fall 2002, implemented a Web registration system, that advancement is in progress. Until an Internet-based registration system is available,

students outside the OC district who wish to register may do so by e-mail with the registrar. Upon completion of the application for admission and acceptance to the college, send an e-mail to [registrar@odessa.edu](mailto:registrar@odessa.edu) with your full name, social security number, date of birth, current address and the specific courses you wish to take. The Registrar's Office will complete your registration and contact you by e-mail with information regarding tuition and fees due, payment deadlines and class start dates. Once the online registration system is activated, the Registrar's Office will make publications available to OC students with instructions on its usage.

### Radio Station

Odessa College owns and operates a public FM radio station, KOCV-FM, 91.3, that has been on the air since 1963 and serves not only as an alternative listening source for area residents but also is used to train students in the radio field. Since 1989 KOCV-FM has been affiliated with the National Public Radio network.

### Technical Programs

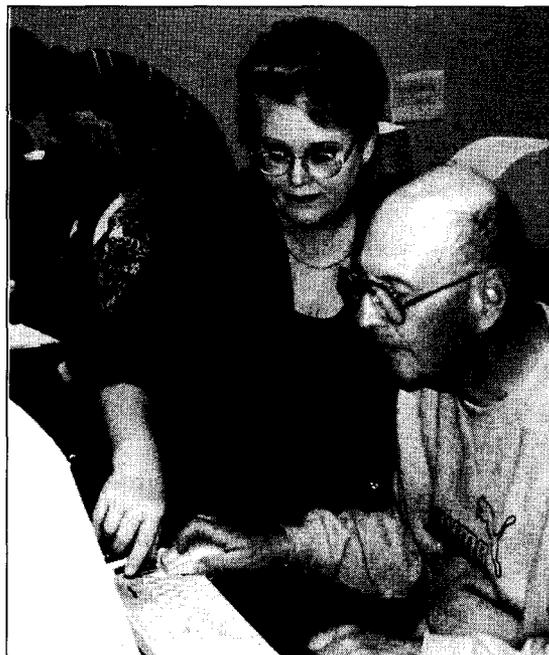
Odessa College offers a wide variety of technical programs designed to enable a student to enter his or her chosen career field as a skilled employee after one or two years of college work.

These programs were established only after studies verified that employment opportunities would exist at the time students completed the program. The community's manpower requirements are matched with the ambitions and goals of the student. This realistic approach to technical education is made possible by the excellent cooperation of local industry, businesses and public agencies that look to the community college for skilled personnel.

OC maintains continuous liaison with prospective employers to assist in placement of graduates and to keep programs up-to-date with current job requirements. Essential occupational skills are taught in these classes by faculty who have years of working experience, as well as appropriate academic credentials.

Based on community studies that identify additional occupational needs that can be met by OC, recommendations for adding new programs to the college offerings will be made periodically.

Technical courses carry college credit leading to an associate in applied science degree, a certificate of technology or a certificate of completion.



### Workforce and Continuing Education

Odessa College offers a wide variety of non-credit courses for members of the community who want to broaden their educational experiences but who are not interested in obtaining college credit. These courses may range from a one-day workshop to a full nine-month program, but typically their duration is shorter than the regular semester. Many professionals obtain continuing education units (CEUs) through the program for certification and licensure requirements.

Non-credit courses, seminars, teleconferences and workshops offer a wide range of activities intended to accommodate individuals of all ages. During the year, OC will plan activities in cooperation with business, industry, individuals and organizations in the community. There are no entrance requirements for most continuing education courses; any individual who can benefit from these courses may enroll. Extension classes in area cities also are offered. Any student enrolled for non-credit in a credit course may apply for credit by examination where applicable.

Almost any course that is of public interest can be organized if enough students ask to be enrolled, provided that a competent instructor and suitable facilities are available. A schedule of continuing education courses may be obtained from the Continuing Education Office or the Drive-thru Registration Booth.

### Training for Business and Industry

Continuing Education works with business and industry to provide education

and training for employees. Contracts can range from billing for tuition for an individual enrolling in any course to providing a course for a company's employees on campus or at the business site. Customized training also is available.

### **Adult Basic Education**

Odessa College offers basic education classes for adults who have not completed high school. Classes range from level one instruction to teach adults to read and write to classes that prepare adults to successfully complete the state-administered high school equivalency General Education Development (GED) test. Classes are free, and textbooks are provided. During a typical school year, enrollment in Adult Basic Education classes averages 3,000 students.

The five major subject areas are math, English, social studies, natural science and writing (literature and the arts). Life skills and functional skills relating to careers and personal development also are available. Morning, afternoon and evening classes are available on the OC campus.

Classes for literacy and English for Speakers of Other Languages are available. Classes are self-paced, and instruction is directed toward individual needs. Odessa College has computer-assisted instruction for various levels and subjects.

Assessment, counseling and orientation sessions are scheduled to begin at three-week intervals. The official GED pretest is administered Tuesday through Thursday at no charge to adults to determine if they are prepared to successfully complete the GED test or if they would benefit from classes.

Adult Basic Education class schedules are included in the Continuing Education Schedule. For more information on class locations and times, call Adult Basic Education.

### **Community Recreation**

Classes offered through the college's Community Recreation program allow people of all ages to learn or improve in a number of lifetime activities. Classes include step and water aerobics, golf, racquetball, scuba, swimming, lifeguard training, country and western dance, and hunter safety.

Community residents also can choose from several types of memberships to the OC Sports Center, one of the finest recreational facilities in the Permian Basin. The facility features a Fitness

Center/Super Circuit, heated indoor swimming pool, indoor track, weightrooms, racquetball courts and two gymnasiums. To enroll for a course or purchase a membership, come to the Sports Center. You also may register at the Drive-thru Booth located to the east of the Administrative Wing of the Student Union Building.

### **Upward Bound**

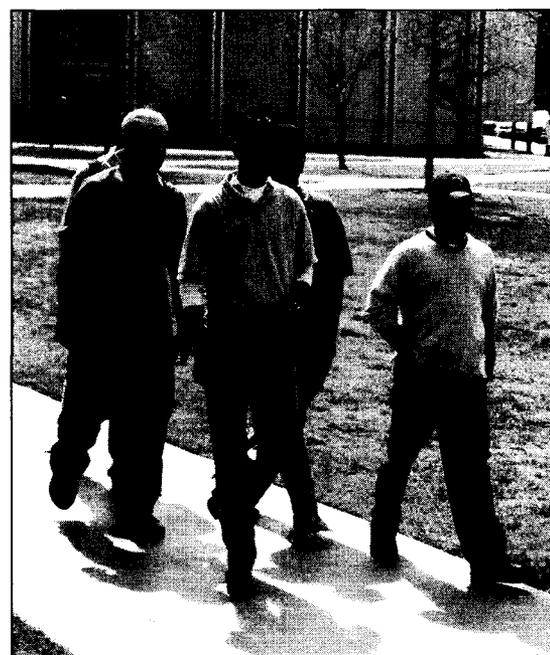
Upward Bound is a federally-funded program for high school students who have the potential to succeed in education beyond high school and need a broad base of support – academics, enrichment, motivation, career counseling and pre-college skills development – to accomplish their goals.

Students served by Upward Bound must be potential first generation college students and meet income guidelines. Eligible students are selected from targeted junior and senior high schools in OC's service area.

During the school year, the Upward Bound participants receive academic and career services and come to the OC campus on Saturdays for enrichment classes and field trips.

During the summer, students participate in a six-week residential program. Students live on the OC campus in supervised residence halls and take classes in math, science, foreign language, English composition and literature. They also participate in cultural and other educational activities during the summer session.

For more information, contact Upward Bound.

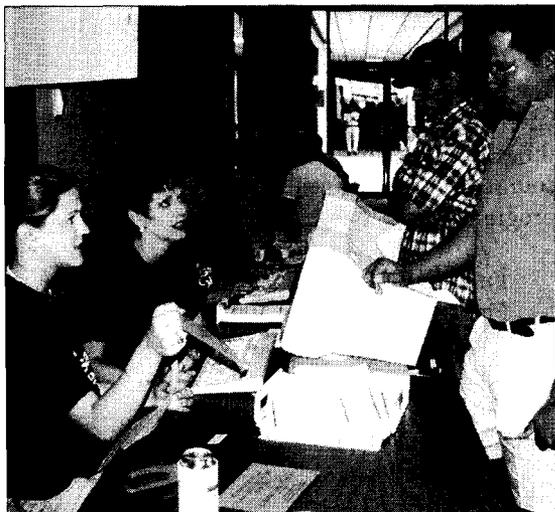


# Admissions and Registration

## ADMISSION TO THE COLLEGE

Odessa College is committed to equal consideration of all qualified applicants for admission without regard to race, color, religion, sex, age, or national origin, and without regard to disabilities as required by the Americans With Disabilities Act of 1990. An applicant will be eligible for admission to the college when the Office of Admissions has on file a completed application form along with all other items required under the appropriate admissions category. Each applicant is responsible for selecting the admissions category for which he/she qualifies. Assessment procedures are used for placement in particular courses or programs, not as a basis for admission to Odessa College.

Once an applicant is admitted to Odessa College and registers for classes, that person becomes part of the permanent Odessa College file and may continue to register for credit classes from one semester to the next unless the student becomes ineligible for scholastic, financial or disciplinary reasons. Students who return to OC after not enrolling for one or more semesters must verify accuracy of their address and other contact information, reaffirm residency status for tuition purposes, and supply appropriate transcripts if the student has attended any other college or university since last attending Odessa College.



**Applicants are eligible for admission to Odessa College under the following categories:**

1. **High School Graduate** – be a certified graduate of an accredited high school.
2. **G.E.D.** – have successfully passed testing requirements under the General Educational Development Test.
3. **Transfer** – attended another accredited college or university.
4. **Individual Approval** – includes individuals who have graduated from any unaccredited high school or non-traditional setting, as well as any person 18 years of age or older who does not qualify under categories 1, 2, or 3 above. Applicants in this category must submit evidence to the Admissions Office to verify the person's ability to benefit from study at the college.
5. **Concurrent Enrollment or Early Admissions** – students who qualify under special agreements between Odessa College and the high school they are currently attending.
6. **International Student With F-1 Visa.** Individual from outside the United States.

All applicants for admission must submit official documentation of compliance with placement testing requirements (TASP) as established by the Texas Legislature and the Texas Higher Education Coordinating Board. All transcripts and other official documents submitted for admission purposes become the property of Odessa College and will not be given to the student.

For each category, an applicant's file must contain the following in order to be complete, thus completing the applicant's admission requirements.

### High School Graduate

1. Completed and signed application for admission.
2. Official high school transcript with date of graduation and rank in class.
3. Documentation of TASP status.

## **G.E.D. Completer**

1. Completed and signed application for admission.
2. Official copy of G.E.D. test results.
3. Documentation of TASP status.

## **Transfer Student**

1. Completed and signed application for admission.
2. Official copies of transcripts from all previously attended colleges or universities.
3. Documentation of TASP status.

## **Individual Approval Student**

1. Completed and signed application for admission.
2. Documentation of ability to benefit from study at Odessa College, or
3. Notarized record of the high school equivalent work completed and the date of successful completion.
4. Documentation of TASP status.
5. Any other special documentation needed which may include school records and other test results.

## **Concurrent or Early Admissions Student**

1. Completed and signed application for admission.
2. Official high school transcript.
3. Signed and approved concurrent/early admissions forms, verifying eligibility.
4. Documentation of TASP status.

## **International Student**

Applicants from outside the United States may be admitted to Odessa College by meeting regular admission requirements and deadlines set for receipt of materials for international students. International students must agree to comply with all international student regulations in order to remain enrolled.

1. Completed and signed application for admission.
2. A \$50 (U.S. currency) non-refundable application fee.
3. A deposit of \$1,500 (U.S. currency) (approximately equivalent to tuition and fees for two semesters) to be held in escrow. The deposit will be returned to the student

- during his or her last semester at OC.
4. An official transcript, in English, of all previous academic work and an educational summary work sheet of all previous education.
5. An official score report on the Test of English as a Foreign Language (TOEFL) with a minimum score of 525 on paper test or 195 on computer test.
6. A physician's statement showing proof of immunization against diphtheria and tetanus within the last 10 years, a negative result on a tuberculosis test and evidence of good physical health.
7. A statement of financial ability to cover educational and living expenses for the expected time of enrollment. Students should expect to pay a minimum of \$8,400 per calendar year for these expenses excluding the cost of transportation. International students are not eligible for any financial aid through the Odessa College Student Financial Services Office. (Please note: on-campus housing facilities may not be available.)
8. Proof of medical insurance prior to admission. Verification of medical insurance is required for each subsequent semester of enrollment.

## **Returning Students**

Students in good standing who have attended OC but have not taken classes within the last calendar year must reapply for admission in the Admissions Office.

## **SPECIAL ADMISSIONS REQUIREMENTS FOR SELECTED PROGRAMS**

Admission to OC does not automatically include admission to all programs at the college. The following programs have selective admissions criteria. If a student anticipates enrolling in one of these programs, he or she should check with a counselor or department representative about program admission requirements:

Emergency Medical Services (second year)  
Fire Academy  
Law Enforcement Academy  
Nursing  
Physical Therapist Assistant  
Radiologic Technology  
Respiratory Care

# SPECIAL ENROLLMENT OPPORTUNITIES FOR HIGH SCHOOL STUDENTS

## Concurrent Enrollment

High school juniors and seniors can earn college credit through Odessa College while they earn high school credit through their high school. This Concurrent Enrollment Program is open to students who:

1. Are enrolled in a high school that has a concurrent enrollment agreement with Odessa College;
2. Have passed the appropriate TAAS or TAKS test;
3. Have an overall high school grade point average of 3.0 or above in the semester immediately preceding enrollment in a college course or a score above the 90th percentile on the achievement sub-test in the content area of the course in which the student wishes to enroll;
4. Have the approval of their high school principal or designee;
5. Pay tuition and fees for the college courses.

High school students interested in concurrent enrollment opportunities should contact their high school counselor for assistance with course selection according to the high school's concurrent enrollment class schedule. A maximum of two concurrent classes can be taken during any semester, and concurrent students must be TASP exempt or must pass the TASP exam in the content area(s) of classes they wish to take.

## Early Admissions

The Early Admission Program is similar to the Concurrent Enrollment Program in that both allow high school juniors and seniors who qualify to earn college credit while still in high school. Under the Early Admissions Program a student can enroll for a course or courses for college credit, but the course or courses do not count for high school credit. It is permissible for a student to participate in both Concurrent Enrollment and Early Admissions at the same time, but the two class maximum during any semester will apply. Early Admissions students must provide the same materials as students in the Concurrent Enrollment Program and contact the OC Admissions Office about testing requirements.

## Placement Testing for New Students – TASP, Texas Academic Skills Program Requirements

Effective with fall 1998, all students who enter a public institution of higher education must be tested for competencies in reading, writing and mathematics skills prior to enrollment in college level classes. Performance on the test will not be used as a condition of admission.

Students are test exempt if they can document successful completion of at least three college credit hours prior to fall 1989, or if they have high TAAS, TAKS, ACT or SAT scores. A list of exemptions for TASP can be found in the TASP registration bulletin, which is available in the OC Testing Center and the OC Student Development (Counseling) Center. Students in a level I certificate program are TASP-waived as long as the prescribed courses are taken.

The OC Testing Center offers the COMPASS test, which can be used to satisfy the testing requirement at Odessa College. However, the student must have never taken the TASP test nor any other approved alternative test. A fee of \$29 is required for this test. For additional information on the COMPASS test or any other test, call the OC Testing Center, 335-6620.

If a student has failed one or more portions of the TASP test or any other approved alternative test, Texas state law requires a student to be enrolled in and regularly attending some form of developmental education continuously until he or she passes all portions of the test. State law requires that the student who is enrolled in developmental education as a result of a TASP or alternative test failure must satisfactorily participate in that remedial program. OC defines the student's satisfactory participation in developmental education as consistent attendance coupled with continuous progress through the content of the developmental education program.

## Residence Status for Tuition Purposes

Assessment of tuition and fees for students is based on the residency classification of the student. At Odessa College, a student's residence status for tuition purposes will fall in one of four categories.

1. **In-district resident:** Students who are 18 years or older must be a resident of the state of Texas for 12 months prior to their enrollment, including the previous six

months as a resident in Ector County. In the case of students younger than 18, their parents or legal guardian must meet the above criteria.

2. **Out-of-district resident:** Students 18 years and older who have not lived within Ector county six months prior to registration, but who have been a resident of Texas at least 12 months prior to registration, are considered to be out-of-district students. In the case of students younger than 18, their parents or legal guardian must meet the above criteria.
3. **Out-of-state resident:** United States citizens who are 18 years of age or older and who have not lived in Texas for at least 12 months prior to registration are considered out-of-state residents. When students are younger than 18, their parent or legal guardian's residence for the prior 12 months determines whether they are out-of-state residents.
4. **Foreign students:** Foreign students are considered out-of-state residents.

**Students with 170 or more semester hours of college courses** from Texas public institutions of higher education may be subject to out-of-state tuition rates.

### Waiver of Residence Requirements

The determination of a student's legal residence for purposes of establishing the appropriate tuition rates is made at OC according to guidelines pursuant to Title II, Texas Education Code and Rules and Regulations for determining residence status as established by the Texas Higher Education Coordinating Board.

Copies of these guidelines are available for inspection in the Registrar's or Admissions Office. Questions or disputes regarding interpretation of these guidelines should be directed to the Registrar's Office.

### Resident Classification: Student Responsibility

Students are responsible for registering under the proper residence classification. If there is any question regarding their right to classification as a resident of Texas, they should inquire at the Registrar's Office.

Students found to be non-residents will remain in that classification as long as they attend OC or until they petition for and receive approval for change of status. Students who have been classified as non-residents may petition for a

change in their residency status after residing in Texas for 12 consecutive months. The right to petition for a change of residency status does not guarantee that a change will be made.

Students classified as residents but who become non-residents at any time by virtue of a change of a legal residence by their own action or by the person controlling their domicile are required to notify the Registrar's Office.

## SPECIAL PROGRAMS AND REQUIREMENTS

### Health and Wellness for Students

Maintaining a healthy state of mind and body is important to student success in college. Even though Odessa College does not operate a student health clinic on campus, college services are available to provide referral options to a variety of local health care and other service facilities. Students should contact the Student Development Center at 335-6433 for assistance in locating needed services. A student resource guide to local agencies is accessible on the Odessa College web site, [www.odessa.edu](http://www.odessa.edu).

### Important Information About Bacterial Meningitis

All public colleges and universities in Texas are required by action of the 77th Texas Legislature to notify all new students about bacterial meningitis and the potential health risks from that disease. The following information is provided for all students in compliance with the legislation.

Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. Bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

#### What are the symptoms?

- High fever
- Severe headache
- Rash or purple patches on skin
- Vomiting
- Light sensitivity
- Stiff neck
- Confusion and sleepiness

- Nausea
- Lethargy
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

Increased numbers of symptoms mean higher the risk, so when these symptoms appear seek immediate medical attention.

#### **How is bacterial meningitis diagnosed?**

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

#### **How is the disease transmitted?**

- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

#### **How do you increase your risk of getting bacterial meningitis?**

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

#### **What are the possible consequences of the disease?**

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

#### **Can the disease be treated?**

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be

considered for:

Those living in close quarters

College students 25 years old or younger

- Vaccinations are effective against four of the five most common bacterial types that cause 70 percent of the disease in the U.S. (but do not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days.

#### **How can I find out more information?**

- Contact your own health care provider.
- Contact the Ector County Health Department at 432-498-4141.
- Contact Web sites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo); [www.acha.org](http://www.acha.org)

#### **Immunizations**

Nursing and allied health students: Students enrolled in health related courses (student health care providers) that involve direct patient contact in medical care facilities, regardless of the number of courses taken, must produce evidence of: a) one dose of tetanus/diphtheria within the past 10 years; b) rubella immunity; c) hepatitis B/ bloodborne pathogen requirements as specified by each department.

Polio: Polio vaccine is not required for students to attend OC but may be required at certain health facilities where students may have clinical training.

Provisional enrollment: All new and transfer students referred to above may be provisionally enrolled for up to one semester or quarter. The provisional enrollment will allow students to attend classes while obtaining the required vaccinations and documentation (immunization records) of required vaccinations. Student health care providers cannot be provisionally enrolled without receipt of at least one dose of MMR vaccine, if direct patient contact will occur during provisional enrollment period.

#### **Tech-Prep Students**

Students who come to Odessa College from recognized tech-prep programs should make a counselor aware of that status to insure proper credit and placement.

## Orientation Requirement

ORIE 1100, Orientation to Odessa College, is designed for new students to OC taking six or more credit hours. Other students are encouraged to talk with their advisor about the advantages of taking the course. The course is designed to help students succeed in a usually difficult adjustment period. The course covers academic skills and techniques for success in college, along with college policies, rules and regulations. Students receive one credit that counts toward total enrollment hours for the semester. The credit does not transfer or count towards graduation.

## OC Experience

All students new to Odessa College are encouraged to participate in OC Experience, a program designed with the new student in mind. Participants will have an opportunity to acquaint themselves with the campus, as well as services available to students once classes begin. OC Experience activities include placement testing (if needed), information sessions, a campus tour, academic advisement and the opportunity to register early. To sign up for OC Experience or for more information, please contact the Student Development Center, 335-6433, or the Admissions Office, 335-6432.

## More Information

The Welcome Center in Room 107 of the Student Union Building is a good starting point for persons who want specific information about programs, classes and activities at Odessa College. The Center is open during routine business hours. Telephone inquiries are welcome and a directory of the most frequently contacted offices and their respective telephone numbers is available in the front of this catalog. Interested persons are invited to visit the Odessa College Web site at [www.odessa.edu](http://www.odessa.edu).

## REGISTRATION PROCESS

Odessa College offers a variety of opportunities for students to register for classes and activities. Persons new to OC must complete the admissions process (see Index for admissions information pages) before they are allowed to register for classes.

Students who are enrolled for credit classes at Odessa College may continue to enroll from one semester to the next as long as they remain in

good scholastic standing and have no outstanding debts to the college. Students who return to OC after not enrolling for one or more semesters must verify accuracy of mailing address and other contact information, reaffirm residency status for tuition purposes, and supply appropriate transcripts if the student has attended any other college or university since last attending Odessa College.

## Academic Advising and Scholastic Planning

An important part of the registration process takes place well in advance of actual registration. Each student has a reason for attending Odessa College and should plan his or her course of study accordingly. Counselors and faculty advisors are available to assist students in academic planning. Specifically, these professionals can help with meeting prerequisites for courses, testing requirements, credit by examination, transferring courses, etc. Each student should meet with an appropriate advisor to work out a course of study or degree plan as early as possible. This meeting should be initiated by the student and should occur before the first registration at OC.

Students who have a TASP liability are required to have their schedule of classes approved by an OC counselor or academic advisor each semester.

## Early Registration

The college designates specific dates and times for early registration for upcoming semesters. For a fall semester, early registration occurs in April. Early registration for spring semesters is set for November. For summer sessions, early registration is in April. Exact dates and times are published in the schedule of credit classes for each semester.

New students (first time in college or transfer students) and returning students who have not enrolled for classes at OC within the last calendar year should complete the application or reapplication process at least two weeks prior to the beginning of the designated early registration or OC Experience sessions.

Students who are enrolled at OC or who have been enrolled within the past calendar year are automatically eligible to participate in early registration activities. All fees due for early registration must be paid in full at the time designated for each semester in the class schedule.

## Regular Registration – Credit Classes

Two days at the beginning of each long semester and one day at the beginning of each summer session are designated as registration days. Faculty advisors and counselors are available to aid with registering students at that time. All registration dates and times are posted in the Schedule of Credit Classes Bulletin. **Dates listed in the Schedule Bulletin take precedence over the college catalog.**

## Late Registration

Although strongly encouraged to register at regular registration times, students may still register for credit classes for a limited period of time after the semester begins. Students who register late have the responsibility of making up any work missed prior to their first time to attend. The college reserves the right to limit the class load for students who register late. Registration dates are published in the Schedule of Credit Classes Bulletin. A late registration fee is charged.

## Extension and Other Off-Campus Registration

Students who attend classes at extension centers are encouraged to register on the main campus. Dates and times are designated in the schedule of credit classes for each semester. Students who miss these times may come to campus to register at other designated registration times.

## Workforce and Continuing Education – Non-Credit Registration

Students registering for continuing education classes may do so on an ongoing basis. This process takes place at the Continuing Education Office in Deaderick Hall, Room 101. Mail-in registration and telephone registration with a credit card also are available.

OC also offers drive-up registration for non-credit continuing education classes. Please stop at the Drive-thru Booth at the end of the main drive entrance off West University Boulevard.

Sports activity and recreation classes are offered through Community Recreation at the Sports Center. Students may sign up at that facility during regular hours of operation. These opportunities are available both to students and community members.

## Audit of Credit Classes

Students who want to register for a regular credit class on an audit basis must adhere to the following regulations:

1. A student may not register for an audit until after the first class day.
2. Audit permission must be obtained from the appropriate department chair and the Registrar's Office.
3. There must be seats available before an auditing student will be permitted to enter a particular class.
4. Auditing students are not required to meet course prerequisites listed in the catalog.
5. Students auditing a course may not under any circumstances claim credit for the course.
6. A student registering for a course may not change from audit to credit or from credit to audit after the 12th class day during a long semester or fourth class day during a summer term. Requests for status change must be made in the Registrar's Office.
7. Charges for auditing a course are the same as for regular registration.

## Identification Cards

Odessa College requires photo identification cards for all on-campus, credit-hour students. ID cards are used for admission to Student Activities events, athletic events, fine arts presentations and for library privileges. ID card fees are non-refundable in case of withdrawal from the college.

Full information regarding ID cards can be obtained from the Cashier's Office, in the Administrative Wing of the Student Union Building.

## Parking on Campus

A permit is required for each vehicle (including motorcycles and mopeds) parked on campus. The parking permit is issued by the Cashier's Office when students pay their tuition and fees. Students also may purchase an additional permit at the Cashier's Office during registration or at other times of the year during regular office hours. A copy of parking regulations is available at the Cashier's Office or from the Campus Police Office.

Continuing Education students will be provided a courtesy parking sticker when they register for non-credit classes.

Vehicles parked on campus without a permit displayed will be ticketed. Failure to pay fines assessed by tickets will result in holds placed on registration and transcripts.

## STUDENT RECORDS

### Accuracy of Student Records

It is the responsibility of each student to keep his or her record accurate and up to date. Changes in name, social security number, address, telephone number, etc., must be submitted in writing and signed by the student. The Registrar's Office processes changes.

### Family Educational Rights and Privacy Act (FERPA) and Educational Record Inspection and Amendments

Odessa College complies fully with the Family Educational Rights and Privacy Act. FERPA affords students certain rights with respect to their education records, such as:

1. The right to inspect and review the student's education records within 45 days from the day the registrar receives a written request for access. The written request should identify the specific record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place for records to be inspected. If the Registrar's Office does not maintain the records, the student will be advised of the correct official to whom the request should be addressed. If the student requests copies of his/her records, appropriate copies will be made at a cost to the student of \$0.15 per page. Letters waiving students right to review will be excluded.

2. The right to request an amendment of the student's education records that the student believes is inaccurate or misleading. The request must be made in writing, identifying the record he/she wants changed, and specifying why it is inaccurate or misleading. The registrar, in consultation with the appropriate official, will examine the request and make a decision with regard to the request for amendment. If approved, the amendment will be made and the student notified. If the amendment is denied, the student will be notified of the decision and advised of his/her right to a hearing. Information regarding hearing procedures will be provided to the student at that time. If the student requests a hearing, the registrar will arrange the time and place and the student will be notified. The officials involved in the hearing process include the registrar, vice president for instruction, vice president for student services and the instructional dean over the division affected by the request. The vice president for instruction

and the vice president for student services serve as the presiding officials. The decision of the presiding officials is final. Any objections to this decision by the student, instructional dean or registrar will be documented in the minutes of the hearing. Changes of grades are an exception and the current grade change policy, published in this catalog, is not affected by a student's right to request an amendment to his or her educational records.

3. The right to restrict disclosures of personally identifiable information (a.k.a. directory information) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or another school official in performing his or her tasks. A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. The second exception permits disclosure of personally identifiable information to governing agencies to which the College must report. The Texas Higher Education Coordinating Board (THECB) collects both directory and non-directory information (including social security numbers) regarding students enrolled at Odessa College. Any student who objects to the disclosure of directory information may do so by completing the appropriate form in the Registrar's Office, second floor of the Student Union Building. That form is available on the Registrar's Office Web page at [www.odessa.edu/dept/registrar/](http://www.odessa.edu/dept/registrar/). The registrar will relay the objection to the Texas Higher Education Coordinating Board (THECB), who will restrict disclosure of student information to third parties.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

## Directory Information

Odessa College classifies the following student data as directory information: name, address, telephone number, e-mail address, field of study, enrollment status, degrees, certificates and other awards received, type of award(s) received, dates of attendance, student classification, and name of most recent previous educational institution attended. Other

information cannot be released without signed authorization from the student. The Texas Higher Education Coordinating Board (THECB) collects directory and non-directory information. A student may elect to restrict the disclosure of directory information by completing the appropriate form in the Office of the Registrar. Contact the Office of the Registrar for additional information regarding the Family Educational Rights and Privacy Act (FERPA).



# Financial Information

## Tuition and Fees

Tuition and fees are due the date of registration.

Please note that the following table reflects the 2003-2004 tuition and fee rates, beginning with the Summer I session, adopted by the Odessa College Board of Trustees. The schedule is subject to revision by the Legislature of the state of Texas, the Odessa College board of trustees and/or the administration of Odessa College.

### IN-DISTRICT STUDENTS:

The total tuition and fee rate for residents of Ector County is \$41 per semester credit hour with a minimum charge equivalent to three semester hours or \$123. This rate includes a general services fee of \$10 per hour and a student activity fee of \$1 per hour.

### OUT-OF-DISTRICT STUDENTS:

The total tuition and fee rate for Texas residents who reside outside of Ector County is \$51 per semester credit hour with a minimum charge equivalent to three semester hours or \$153. This rate includes a general services fee of \$10 per hour and a student activity fee of \$1 per hour.

### NON-RESIDENT STUDENTS:

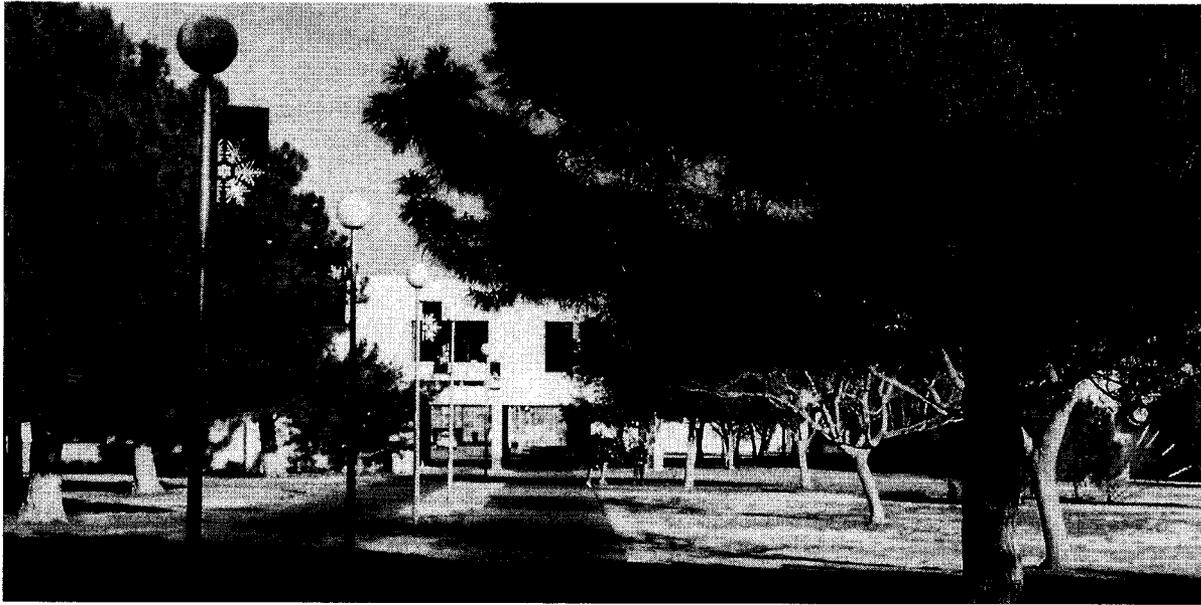
The total tuition and fee rate for out-of-state and foreign students is \$150 per semester plus \$51 per semester credit hour with a minimum charge equivalent to three semester hours or \$303. This rate includes a general services fee of \$10 per hour and a student activity fee of \$1 per hour.

### OTHER FEES:

Other fees may be required such as fees for labs, student liability insurance, travel, testing, and private music instruction.

These tables reflect only the tuition and fees required of ALL STUDENTS.

SEMESTER HOURS	IN-DISTRICT RESIDENT	OUT-OF-DISTRICT RESIDENT	OUT-OF-STATE NON-RESIDENT
1	\$ 123	\$ 153	\$ 303
2	123	153	303
3	123	153	303
4	164	204	354
5	205	255	405
6	246	306	456
7	287	357	507
8	328	408	558
9	369	459	609
10	410	510	660
11	451	561	711
12	492	612	762
13	533	663	813
14	574	714	864
15	615	765	915
16	656	816	966
17	697	867	1,017
18	738	918	1,068
19	779	969	1,119
20	820	1,020	1,170
21	861	1,071	1,221
22	902	1,122	1,272
23	943	1,173	1,323
24	984	1,224	1,374
25	1,025	1,275	1,425



## ESTIMATED COST PER SEMESTER

Students must purchase their own textbooks, workbooks and supplies such as paper and pencils.  
Some courses also require the purchase of special supplies.

### **Estimated In-District Student Expense**

<b>Semester Hours</b>	<u>3</u>	<u>9</u>	<u>15</u>
Required Tuition and Fees	\$ 123	\$ 369	\$ 615
Property Deposit (one time)	10	10	10
Lab Fee (average \$15 per course)	15	30	30
Books (based on \$75 per book)	75	225	375
<b>Total Per Semester</b>	<b>\$ 223</b>	<b>\$ 634</b>	<b>\$ 1030</b>

### **Estimated Out-of-District Student Expense**

(Non-Resident of the College District)

<b>Semester Hours</b>	<u>3</u>	<u>9</u>	<u>15</u>
Required Tuition and Fees	\$ 153	\$ 459	\$ 765
Property Deposit (one time)	10	10	10
Lab Fee (average \$15 per course)	15	30	30
Books (based on \$75 per book)	75	225	375
<b>Total Per Semester</b>	<b>\$ 253</b>	<b>\$ 724</b>	<b>\$ 1180</b>

### **Estimated Out-of-State or Foreign Student Expense**

<b>Semester Hours</b>	<u>3</u>	<u>9</u>	<u>15</u>
Required Tuition and Fees	\$ 303	\$ 609	\$ 915
Property Deposit (one time)	10	10	10
Lab Fee (average \$15 per course)	15	30	30
Books (based on \$75 per book)	75	225	375
<b>Total Per Semester</b>	<b>\$ 403</b>	<b>\$ 874</b>	<b>\$ 1330</b>

## Lab and Other Fees

Fees to begin Summer I, 2003

Agriculture (AGRI 1309) .....	15.00
Art-Basic Photography (ARTS 2356, 2357) .....	15.00
Art - Ceramics (ARTS 2346, 2347) .....	24.00
Art - Sculpture (ARTS 2326, 2327) .....	20.00
Automotive Technology (Except AUMT 1241, 1249, 1266, 2215, 2380; HRPO 1191) .....	24.00
Biology (Except HPRS 1106) .....	15.00
Building Construction Technology (Except CNBT 1342, 2380) .....	24.00
Chemistry (CHEM 1105, 1111, 1112, 2101, 2123, 2125) .....	15.00
Child Development (Except CDEC 1391, 1393, 2326, 2328, 2341, 2384) .....	10.00
Clinical Laboratory Science (Except MDCA 1260, MLAB 2466, MLAB 2467) .....	5.00
Computer Info Systems (Except ITNW 1325, ITSC 2339, ITSC 2381, ITSE 2381) .....	15.00
Computer Network/Info Technology (Except ITNW 1325, ITNW 1380, ITSC 1321) .....	15.00
Computer Science (All Courses) .....	15.00
Culinary Arts (CHEF 1214, 1301, 1310, 1341, 1345, 2201, 2232, 2236, 2302; PSTR 1301, 2331) .....	24.00
Diesel Mechanics (Except DEMR 1266, 2380; HRPO 1191) .....	24.00
Drafting (Except DFTG 1405, 2381) .....	24.00
Electrical/Electronics (Except CETT 1491, CETT 2381, ELMT 1491, ELPT 2451, IEIR 1312) .....	24.00
Emergency Medical Services Professional (EMSP 1355, 1356, 1438, 1501, 2434, 2438, 2444) .....	20.00
English (ENGL 0370, 1301, 1312, 2311 Word Processing) .....	15.00
Fire Technology (FIRT 1305, 1311, 1331) .....	24.00
Foreign Language (All 1411 and 1412 courses) .	10.00
Geology (GEOL 1403, 1404) .....	15.00
Heating, Vent, Air Conditioning (Except HART 2380, 2445) .....	24.00
Law Enforcement/Criminal Justice (CJSA 1308) ..	20.00
Law Enforcement/Criminal Justice (CJLE 1211) ..	24.00
Machine Technology (Except MCHN 2381) .....	24.00
Maintenance Technology (CBFM 1424, PFPB 1317, 1413, 1421, 2309) .....	24.00
Management/Tech Prep (Except BMGT 1191, 1291, 1391, 2303, 2382) .....	5.00
Management/Tech Prep (BMGT 2303) .....	24.00
Mass Communication (COMM 1316, 1318, 1319, 2120, 2121, 2122, 2220, 2311, 2315, 2324, 2325, 2326) .....	15.00
Mass Communication (COMM 1336, 1337, 2303, 2331) .....	20.00
Mathematics (MATH 0170, 0171, 0172, 0173, 0174, 0370, 0371, 0372, 0375) .....	15.00
Music, Class Instruction (MUSI 1170, 1171, 1172, 1173, 1174, 1175, 1176, 1177) .....	20.00
Nursing - RN (RNSG 1201, 1215, 1413, 1443, 2208, 2331) .....	24.00

Nursing - LVN (VNSG 1502, 1509, 1510) .....	15.00
Occupational Safety/Health Technology (EPCT 1341, OSH 1405, 2405) .....	10.00
Office Systems Technology (Except ACNT 1331, 1392, 2369; POFL 1305; POFM 1213, 1353; POFT 1127, 1301, 2312, 2365) .....	15.00
Office Systems Technology (POFT 1127) .....	5.00
Petroleum Technology (PTRT 1316) .....	15.00
Photography (Except PHTC 1313, 1349, 2349, 2380) .....	15.00
Photography (PHTC 1349, 2349) .....	20.00
Physical Education (Except PHED 1100, 1107, 1108, 1109, 1117, 1119, 1120, 1123, 1136, 1137, 1138, 1139, 1141, 1142, 1152, 1166, 1238, 1301, 1304, 1306, 1346, 2120, 2136, 2137, 2138, 2139, 2141, 2142, 2278, 2376) .....	5.00
Physical Education (PHED 1100, 1107, 1166, 1306) .....	10.00
Physical Education (PHED 1108, 1109, 1117, 1119, 1120, 1152, 2120) .....	24.00
Physics (All Courses) .....	5.00
Radiologic Technology (RADR 1311, 1313, 2217, 2301, 2305, 2431) .....	24.00
Reading (All courses per semester hour) .....	3.00
Respiratory Care (RSPT 1325, 1410, 1411, 2247, 2310, 2314, 2325, 2353) .....	24.00
Surgical Technology (SRGT 1460) .....	15.00
Welding (Except WLDG 2381) .....	24.00

## Private Instruction Fees

Applied Music, Private Instruction (1/2 hour) ..	50.00
Applied Music, Private Instruction (1 hour) ....	100.00

## Testing Fees

COURSE	NO. TEST	COST PER TEST	TOTAL
RNSG 2313 .....	1 .....	30.00 .....	30.00
RNSG 2331 .....	1 .....	30.00 .....	30.00
VNSG 1500 .....	1 .....	96.00 .....	96.00
VNSG 1509 .....	1 .....	74.00 .....	74.00
VNSG 1510 .....	1 .....	74.00 .....	74.00
RSPT 2360 .....	1 .....	25.00 .....	25.00
RSPT 2363 .....	1 .....	60.00 .....	60.00
SRGT 1442 .....	1 .....	45.00 .....	45.00

## Travel Fees

Courses, which necessitate student travel such as BIOL 2470 Marine Ecology; ENGL 2371 Advanced Literature Analysis; HIST 2313 History of England I; HIST 2314 History of England II; PHED 1123 Skiing; PHED 1152 Scuba Diving; PHTC 1347 Landscape Photography; and SPAN 1305 Intensive Spanish Practicum will have additional fees for travel expense. Check with the course instructor or department chair for details.

## Miscellaneous Fees

Advanced Standing Examination .....	20.00
Automotive Technology (Uniform Fee – AUMT 1319) .....	70.00
Automotive Technology (Uniform Cleaning Fee – All except AUMT 1241,1266, 2215, 2380 & HRPO 1191 .....	8.00
Diesel Technology (Uniform Fee – DEMR 1506) .	70.00
Diesel Technology (Uniform Cleaning Fee – All except DEMR 1266, 2380 & HRPO 1191) ...	8.00
Fire Academy (Equipment & Books, Estimated – FIRS 1401) .....	190.00
General Property Deposit (Refundable by request) .....	10.00
I.D. Card Replacement Fee .....	5.00
Late Registration Fee (1 <sup>st</sup> class day through census day) .....	15.00
Late Registration Fee (After census day) .....	50.00
Law Enforcement Academy (Equipment and Books, CJLE 1506) .....	264.00
Legal Assistant Access Fee (Except LGLA 2380) ..	15.00
LVN Nursing (Andrews & Monahans Graduation Fee – VNSG 1509) .....	125.00
LVN Nursing (Andrews & Monahans Equipment Fee – VNSG 1502) .....	197.00
LVN, Nursing (Andrews & Monahans State License Fee/Review Course Fee – VNSG 1510) .....	376.00
Nursing (State License/Review Fee – RNSG 2331) .....	290.00
Nursing (Graduation Pin – RNSG 2331) .....	50.00
PACE Academy Fee .....	600.00
Physical Education (Pocket Mask – PHED 1166) ..	14.00
Physical Education (Scuba Diving Certification Fee – PHED 1152) .....	11.00
Physical Education (American Heart Association Certification Fee – PHED 1166) .....	1.00
Physical Education (Red Cross Certification Fee – PHED 1306) .....	7.50
Radiologic Technology (Software-RADR 2235).	50.00
Respiratory Care (Equipment Fee – RSPT 1160) ..	100.00
Schedule Change Fee .....	5.00
*Student Liability Insurance (Fall and Spring Semesters) .....	8.00
*Student Liability Insurance (Summer I and II Semesters) .....	6.00
Transcript Requested from OC, Official Copy ....	3.00
Transcript From Another Institution .....	5.00

\*Student liability insurance or proof of comparable coverage is required for students enrolled in child development, clinical laboratory sciences, cosmetology, emergency medical technology, fire technology, human services, nursing, physical therapist assistant, radiologic technology, respiratory care, student trainer and surgical technology.

## PAYMENT AND REFUND POLICIES

### Payment by Check

Positive identification (driver license preferred) is required for any payment to OC. Checks are accepted for the exact amount of tuition and fees only. All checks are to be payable to Odessa College. The college does not accept two-party checks or payroll checks.

### Payment by Credit Card

Mastercard, Visa, American Express and Discover are accepted for payment of tuition and fees with proper approval.

### Installment Payments

Installment payment plans are offered for payment of tuition and fees. Students pay in three installments, the first, a down payment of one-half of the tuition and fees and a \$20 processing fee. The balance is paid in two payments before the end of the semester.

### Schedule Change Fee

A schedule change fee of \$5 will be charged for classes added during the first 12 class days of a regular semester or during the first four class days of a summer session except when the change is for the convenience of the college, a change in class time, a departmental request, etc. All exceptions to the assessed schedule change fee will be made in the Registrar's Office. No schedule change will be processed until all fees associated with the change are paid.

### Returned Check Policy

All returned checks are collected through Equifax, Inc. or Checks Inc. A returned check fee is charged per check by each company. Returned checks should be paid within five days of the date notification is mailed to the student. Checks returned for tuition and fees may result in the student's automatic withdrawal from the college and all college records may be withheld. The student may re-enroll upon payment of all tuition and fees due. Odessa College reserves the right to require payment in cash from individuals with a history of returned checks.

Students attempting to drop classes by stopping payment of their check instead of initiating approved drop procedures through the Registrar's Office shall be subject to the normal returned check penalties.

## Debts Owed the College

All forms of indebtedness to the college, including tuition, fees, fines, institutional loans, returned checks, property loss and property damage, must be paid before a student may re-enroll or have a transcript request honored. Failure to pay an outstanding account can result in the student being withdrawn from classes.

## Dropping a Course or Withdrawing From College

A student wishing to drop a course or withdraw from college should obtain a drop or withdrawal form from the Registrar's Office. Students are encouraged to consult with instructors.

The student must withdraw either in person or by written or faxed information to the Registrar's Office. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule.

Students who are part of Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar.

**No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to officially drop a class will result in a grade of "F."**



## Refund Policy

The refund policy for both complete withdrawals and dropped classes is as follows:

### Refunds Before First Day of Classes

1. A 100% refund for complete withdrawals (less any non-refundable fees).
2. A 100% refund for dropped classes.

### Refunds on or After First Day of Classes

	For Dropped Classes	For Complete Withdrawals From College
<b>Fall and Spring Semesters</b>		
During the first 15 class days .....	100%	70%
During the 16th through 20th class days .....	25%	25%
After the 20th class day .....	None	None

### Summer Semesters

During the first 5 class days .....	100%	70%
During the 6th through 7th class days .....	25%	25%
After the seventh class day .....	None	None

### Canceled Classes

If a class is canceled by the college, all tuition and fees for that course will be refunded.

### Refunds for Other Than Semester-Length Courses

Refund of tuition and fees will be calculated on varying scales, depending on the course length.

### Method of Calculating Class Days

For purposes of the refund policy, a class day is defined as a day during which college classes are conducted. The count begins with the first day classes are held in the term and includes each consecutive day thereafter. The count is not just of days a particular class meets.

Refunds will be processed after the last class day to withdraw for each semester. Allow two to three weeks for receipt of refund check after the processing date. Odessa College reserves the right to deduct from the refund any outstanding financial obligations to the college.

# Student Financial Services

Odessa College is firmly committed to the philosophy of assisting those students who do not have the financial resources to pay for higher education but wish to attend college. Of equal importance is the awarding of academic scholarships to recognize students who exhibit superior scholastic abilities.

The Student Financial Services Office administers four broad program areas: grants, employment, scholarships and loans. A Free Application for Federal Student Aid (FAFSA) and an institutional application are required for all need-based financial aid programs. Both the institutional application and the FAFSA are available from OC Student Financial Services. Most high school counselors also have the FAFSA.

When requesting information about financial aid programs, students should ask for an application packet and the Financial Aid Bulletin. The bulletin provides detailed information about aid programs, including general eligibility requirements and satisfactory academic progress.

Students may not receive financial aid from two different schools during the same semester.

## TYPES OF STUDENT FINANCIAL AID

### Grants

The **Federal Pell Grant Program** provides the foundation of student financial aid and thus serves as the starting point in the aid process. A number of factors including a student's range of eligibility, cost of education and enrollment status determine the award. Pell Grants are awarded based on enrollment status.

Application for a Pell Grant is made by completing a FAFSA. Students will receive a Student Aid Report (SAR) from the Pell Grant processing center as a result of their application.

The **Federal Supplemental Educational Opportunity Grant (SEOG)** is for students with high financial need who are enrolled in at least six semester hours. It is usually combined with other forms of assistance to help students meet their cost of education. Application is made by completing a FAFSA.

The **Texas Public Education Grant (TPEG)** is also for students with financial need. These students should be enrolled in at least six credit

hours. It is designed to assist students in enrolling and remaining in college. The FAFSA serves as the application.

### The TEXAS Grant

The TEXAS Grant is for Texas high school graduates who completed the recommended or distinguished curriculum and graduated from high school no earlier than May 2002. Applicants must meet program eligibility requirements, be entering freshmen, demonstrate need through the FAFSA and enroll in at least nine credit hours.

TEXAS Grant II is available to students who graduated from a Texas high school with the basic curriculum or earned a GED and are Texas residents. Applicants must meet program eligibility requirements, demonstrate financial need as determined by the FAFSA and enroll in at least six credit hours.

### Loans

The **Federal Family Education Loan Program (FFELP)** is a long-term loan program which allows a student to borrow directly from a bank, savings and loan, credit union or other lending institution. Because not all financial institutions participate in the program, students may not be able to use their regular banking institution. The Student Financial Services Office will assist in trying to locate a lender if the student is unable to find one.

Application requirements include a FAFSA and an institutional aid application because the FFELP is completely need-based. This program is fully described in the Financial Aid Bulletin.

**Federal Stafford Loans** are available to dependent, independent and graduate students who have earned **at least 15 credit hours at OC** with a 2.0 GPA. Recipients should be enrolled in at least six credit hours and demonstrate financial need as indicated by the FAFSA. Interest rates and payment schedules are available in the Student Financial Services Office. Loan proceeds for first-time, first-year borrowers are delayed 30 days.

The **Unsubsidized Federal Stafford Loan Program** is intended to provide loans primarily to students who do not qualify for a subsidized Federal Stafford Loan or who qualify for a subsidized Federal Stafford Loan in an amount less than the annual Federal Stafford limit. The application procedure is the same as for the Federal Stafford Loan Program and applicants must have earned at least 15 credit hours at OC with a 2.0 GPA.

Dependent students who cannot qualify for a Stafford Loan may have their parents borrow for them under the PLUS program. It is not

subsidized, the interest rate is variable, and monthly payments usually begin 60 days after disbursement. Parents do not have to fill out the FAFSA. Dependent students may borrow an unsubsidized Stafford if their parents do qualify for a PLUS.

**Short-term institutional loans** are made by OC to assist students with registration costs. A student attempting to enroll at OC is eligible to apply if the student has at least a 2.0 GPA, is 18 years or older and does not have an existing short-term loan. The amount of the loan is for tuition and fees for the current semester plus a \$20 processing fee. These loans are processed on a first-come, first-served basis. Students repay these loans in three installments. The first is a down payment of at least 10 percent, and the balance is paid in two payments. Book loans are not available.

### Repayments

Under the United States Department of Education Repayment Policy, a student who receives federal grants and/or loans and completely withdraws prior to the sixty-percent point in the semester (which is the 10th week) or receives a grade of "F" in each class must repay the U.S. Department of Education, and possibly Odessa College, part of the financial aid award. Furthermore, a student who fails to satisfy all repayment obligations will not be eligible for financial aid at any school. Prior to completely withdrawing from school, a student should check with Student Financial Services to determine the amount of money owed and the required repayment. Repayment amounts will vary depending on the amount and type of aid received. For instance, a full-time student receiving \$2,000 in grants, with a cost of \$1,000 for tuition, fees and books, and who completely withdraws from school after completing 10 percent of the semester, would be required to repay \$450 to the Department of Education. A complete withdrawal from school after completing 20 percent of the semester would require a repayment of \$400. For any questions or clarifications of the repayment obligations, please contact Student Financial Services.

### Campus Employment

The **Federal College Work-Study Program (FCWS)** provides employment opportunities to students who have established financial need. Students work in a wide variety of jobs compatible with their interests and abilities and are paid at least the prevailing minimum wage.

Although need determines the amount of total allowable earnings, students generally do not work more than 20 hours per week and arrange their working hours so as not to conflict with classes. Application for the program is made by completing a FAFSA.

The **Texas College Work-Study Program** provides employment opportunities to students who have established financial need. Funds are limited and athletes are not eligible for the program. Application for the program is made by completing the FAFSA.

**Non-Work-Study Jobs** are available in some departments. These part-time jobs are not need related and the employing department has considerable flexibility in meeting employment needs. Applications may be made to the department in which the student is interested in working.

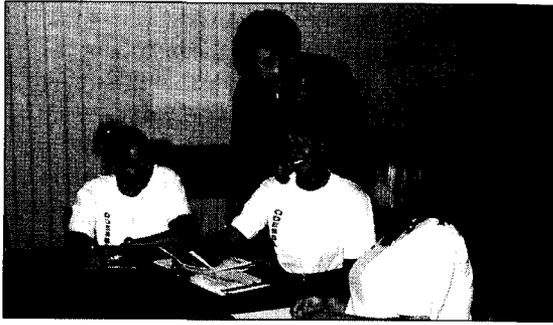
### Scholarships

Odessa College annually awards more than \$150,000 in academic scholarships to recognize scholastic merit. Some scholarships are designated for individuals from Ector County and 14 other West Texas counties: Andrews, Brewster, Crane, Culberson, Gaines, Jeff Davis, Loving, Pecos, Presidio, Reeves, Terrell, Upton, Winkler and Ward. These scholarships are awarded based on varying levels of academic achievement.

**Please note:** A list of scholarships, amounts of each, number awarded each year and requirements is available from OC Student Financial Services. For eligibility requirements and other information for the Odessa College Foundation, please contact the Office of Institutional Advancement.

**Scholarships awarded by Student Financial Services:** March 1 is the deadline to apply for academic scholarships awarded by OC for the fall semester. These include the **Leland Croft, L.M. Adair, Odessa College Academic, Hext Family Foundation, Parker Endowment, Property Deposit, Davidson, Mary and Travis Simpson, Slaton-Bassett, and Trigger Vance Phillips** scholarships. Students apply to the Student Financial Services Office.

**Academic scholarship** applicants must submit a completed scholarship application and high school and college transcripts to the Student Financial Services Office. Applications are ranked according to the students' grade point averages, with some consideration given to an essay and completed coursework. Applications without a transcript will not be considered for funding. A committee appointed by the director of Student Financial Services selects academic scholarship



recipients. The committee awards scholarships to the highest ranking students until funds are depleted. Students must reapply each academic year.

**Departmental scholarships** are offered each year through the art and music departments and are awarded based on performance, merit, skill and ability. Other departments that award scholarships are cosmetology, nursing, petroleum, photography and social sciences. Specific information and application requirements may be obtained by contacting the particular department chair of the scholarship area in which the student is interested.

**The Permian Honor Scholarship Foundation** invites graduating high school seniors who rank in the top 25 percent of their class to apply for a Permian Honor Scholarship. If selected, a student is granted \$700 per semester for eight consecutive, full-time semesters; four semesters are applicable at OC while the remaining four semesters are available at the University of Texas of the Permian Basin. Students must complete each semester with a minimum of 12 credit hours and with a 3.0 grade point average to maintain their eligibility. Applications are available from the foundation or from area high school counselors.

**Odessa College Foundation**, established on Jan. 26, 1996, continues its tradition of promoting higher education as well as providing students with financial assistance for achieving educational success. Students who are not eligible for federal or state financial assistance can apply for any of the following scholarships: **Becker Educators**, **Clara Hazel Freel**, **Half-Century**, **H.L. Mangrum** or **Dollars-for-Scholars**. Eligibility requirements are listed on the Foundation Scholarship Application which may be obtained in the Office of Institutional Advancement.

**Other scholarships:** In addition to the scholarships described above, others are available to students attending Odessa College. Many individuals and organizations cooperate with OC in their search for scholarship recipients. These awards are not controlled by, nor are selections made by the college, but every attempt is made to provide applications to these parties within the framework of applicable restrictions. Since some organizations do not contribute annually and

other contributors are not known at print time, it is not possible to catalog and list each donor.

## Tuition Tax Credits

Taxpayers may be eligible to claim a Hope Scholarship Credit against their federal income taxes. The Hope Scholarship Credit may be claimed for the qualified tuition and related expenses of each student in the taxpayer's family who is enrolled at least half-time in one of the first two years of college. You may claim 100 percent of the first \$1,000 of the taxpayer's out-of-pocket expenses, plus 50 percent of the second \$1,000 of the taxpayer's expenses. The amount a taxpayer may claim as a Hope Scholarship Credit may be reduced according to annual income. Please ask your tax advisor if you qualify for the credit.

The Lifetime Learning Credit, effective July 1, 1998, is a credit against federal income taxes. The credit is equal to 20 percent of the taxpayer's first \$5,000 of out-of-pocket expenses for qualified tuition and related expenses for all the students in the family.

## Valedictorians

Valedictorians of Texas high schools are eligible for exemption from payment of tuition during both regular semesters at Odessa College following their graduation from high school. Since this is only a tuition exemption, valedictorians are encouraged to apply for other scholarships because their top-ranking status is certainly worthy of consideration for other awards.

## Veterans

Veterans interested in taking advantage of their benefits to pursue or further their education are encouraged to contact the veteran's officer at Odessa College. As with the other programs described previously, students are strongly encouraged to inquire into the possible benefits of the Department of Veterans Affairs as far in advance of the semester of planned attendance as possible. This procedure facilitates the coordination of educational claims for benefits between OC and the regional VA office and avoids delays that could occur in the award cycle. The Veteran's Office is a component of the Student Financial Services Office located in Room 203 of the Student Union Building. Veteran students are responsible for following all regulations of the VA and for notifying both the regional VA office in Waco and the OC Veteran's Office of any change in enrollment that may affect their educational benefits.

# Academic and Class Information

## ACADEMIC INFORMATION AND STANDARDS

### Student Classification

Students who have completed 29 semester hours or fewer will be classified as freshmen. Students with more than 29 semester hours will be classified as sophomores.

Students will be classified as full-time if they are enrolled in 12 or more semester hours. Students enrolled in fewer than 12 hours will be classified as part-time.

### Class Attendance

Students are expected to attend all classes in which they are enrolled. The college requires instructors to keep accurate student attendance records; therefore, any student who must be absent from class for any reason should immediately consult with his or her instructor regarding the absence.

Students should understand that being absent from class seriously jeopardizes the possibility of success in a course. Any student who misses as much as 20 percent of scheduled class time in any semester should review his or her standing in the class with the instructor and determine whether to continue in the class or withdraw. If a student decides to withdraw from a class, he or she must comply with the deadlines published in the college's calendar.

Students enrolled in developmental courses in English, mathematics and reading because of scores on the TASP or alternative test should understand that attendance in those classes is mandatory under state law.

**Religious Holy Day** – A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not

later than the 15th day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day.

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, Tax Code.

The notice shall be in writing and shall be delivered personally by the student to the instructor of each class, with receipt of the notice acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor of each class.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

### Withdrawal

So that all records are left in proper order, students who leave OC before the end of a semester or before the end of a class for which they are registered must follow the official withdrawal procedure, which students themselves initiate in the Registrar's Office. Students who wish to withdraw should appear in person unless there are extenuating circumstances. When an individual other than the student initiates a withdrawal, that individual must be identified and verified for the student's protection. Students who stop attending class without officially dropping will receive an "F" in the class for the semester.

Students who drop classes or withdraw prior to the official census day for the semester will not be assigned a grade for the class or classes dropped. No record of the class will appear on their permanent academic records.

Grades of "W" will be assigned to all students who withdraw or drop semester-length classes during the official withdrawal period of any semester. Students who withdraw or drop classes will be responsible for contacting their instructors as a routine part of the withdrawal process. The instructor will assign a grade of "W" and sign the withdrawal form. Students will then return the form to the Registrar's Office. A grade of "W" is assigned through the official withdrawal period for any semester.

Students who are part of Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of

the withdrawal. For details, please contact the Office of the Registrar.

**No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to officially drop a class will result in a grade of "F."**

The college reserves the right to withdraw students from any one or all of their classes if, in the judgment of college officials, such withdrawal is in the best interest of the students or the student body.

### Class Load

The normal class load that full-time students may carry during a regular semester will vary with the particular courses for which they have enrolled. Students are classified as full-time when they are enrolled in 12 or more semester hours, but students will normally enroll in 15 to 18 hours each semester as outlined in their course of study or degree plan. Students are not permitted to enroll for more than 18 semester hours without approval from the vice president of instruction.

A normal load during each term of the summer session will vary from three to seven semester hours. Generally, the maximum credit that a student may earn during the entire summer sessions is 14 semester hours. In the midwinter session, one course may be taken for the normal amount of credit earned for one course during a regular semester.

The maximum course load for students enrolled in evening classes depends on individual circumstances and ability of the students. The normal load for evening students who have full-time employment is two courses, up to a maximum of eight hours.

Students who are employed while attending classes or who have experienced difficulty previously in academic work should plan course loads in such a way that ample time can be given to all these demands. Usually, three hours of preparation time are needed for each hour of classroom time. Therefore, an average student should plan on investing nine hours of preparation time outside of class each week for each three-hour course taken. Students are encouraged to consult a college counselor or faculty advisor to determine the best program possible.

### Schedule Changes

At the beginning of each semester, the college designates a time for students to change their schedules by adding and/or dropping classes. These dates and times are specified in the credit class schedule for the semester. A schedule change fee of \$5 will be charged for all changes except those initiated by the college or those in which a student is only adding hours to the existing schedule.

### Advanced Standing and Credit by Examination

Odessa College is an open testing center for the College Level Examination Program (CLEP) and will administer those examinations to anyone making application, subject only to restrictions established by the Educational Testing Service and the College Entrance Examination Board. Advanced standing and/or credit may be awarded in some areas by Advanced Placement (AP) exams taken at the high school level. Departmental examinations are administered in most areas in which CLEP examinations are not used at OC. Specific information about CLEP examinations may be obtained in the Testing Center. Department chairs should be contacted regarding applications for advanced standing examinations, credit by departmental exam, or advanced standing and/or credit through AP exams.

Odessa College will accept a total of 15 semester hours of advanced standing credit awarded either by the College Level Examination Program subject examinations, through credit awarded through Advanced Placement (AP) exams, or by approved OC departmental examinations. (Exceptions for additional hours may be granted in some specialized programs such as law enforcement, nursing and cosmetology, or special circumstances which have been approved by the appropriate division dean.) Students must complete in-residence credits equal to the number received by examination before credit by CLEP, AP or departmental examination will be noted on the student's permanent record card. (Exceptions may be granted in law enforcement or special circumstances which have been approved by the appropriate division dean.)

Students who do not pass a departmental advanced standing examination may retake the test after a period of six months has elapsed, but they must receive permission from the respective department chair in order to do so. No

departmental examination may be repeated more than once.

Students who receive advanced standing credit in a course may not apply for advanced standing in prerequisite courses or courses otherwise considered lower in level than the one for which they currently have credit or are currently enrolled, with the exception of credit by examination for foreign languages. Other exceptions would be approved by the respective division dean.

Examinees should check with senior institutions of their choice concerning the acceptance of credit earned by advanced standing examinations. Transcripts will record credit given by examination but will not list a specific grade. Hours earned by examination will not be included in computing grade point averages, scholastic hours, residence requirements for graduation, or credit load requirements for Social Security or Veterans Affairs benefits.

### Honor Roll

Students making a grade of "A" in all courses during long semesters are listed on the President's Honor Roll. Students who make no grade lower than "B" are listed on the Dean's Honor Roll. Both full-time and part-time students are eligible for academic honors.

President's Honor Rolls and Dean's Honor Rolls also are prepared at the end of each summer session for students enrolled in six semester hours or more.

### Graduation With Honors

A candidate for the associate degree who has completed at least 30 semester hours in residence at Odessa College will be eligible for graduation with honors. A student with a grade point average of 3.5 to 3.699 will be graduated cum laude, a student with a grade point average of 3.7 to 3.899 will be graduated magna cum laude, and a student with a grade point average of 3.90 to 4.0 will be graduated summa cum laude.

### Grades

Grading measures the ability of students to master specific objectives within a given course. A grade is based upon the level of performance in examinations, term papers, reports, class discussion and the final examination in the course or project. Odessa College uses the following grade and grade point system:

**GRADE  
POINTS PER  
SEMESTER  
HOUR**

GRADE	DESCRIPTION	POINTS PER SEMESTER HOUR
A	Excellent .....	4
B	Above average .....	3
C	Average .....	2
D	Passing, but poor .....	1
F	Failure .....	0

The following grades are not used for GPA calculations:

GRADE	DESCRIPTION
PA	Passing
I	Incomplete
P	In Progress
Z	No grade assessed; requires re-enrollment. Restricted to developmental courses.
N	Audit
W	Withdrawn
S	Advanced Standing (credit by examination)
T	Transfer credit

Note: If a course is repeated, the latest grade will be computed in the GPA **if the student requests this option in the Registrar's Office**. Some schools to which the student might transfer may not exclude the first grade when calculating the student's GPA.

Students are obligated to know their standing and rating in college classes during the semester and to secure these ratings before registering for the next semester. Students are expected to be familiar with their scholastic status at all times. Advisors and counselors are available and will confer with students during and at the end of the semester concerning unsatisfactory work. Such conferences should help determine the cause of unsatisfactory work, and the counseling staff will advise students on ways to improve their performance and will offer any assistance which the faculty and staff can provide.

### Grade Point Average and Semester Hours

There are two bases for computing the grade point average (GPA): the semester grade point average and the cumulative grade point average. The GPA for any semester is determined by multiplying the number of semester hours for each course by the number of grade points corresponding to the final grade for the course. The total of all such products for the semester is then divided by the number of semester hours

attempted for that period. When the course is completed and a grade is assigned by the instructor, the grade point average is correspondingly recalculated. Grades of "W" are not included in the GPA calculation.

The cumulative grade point average is calculated by dividing the total number of grade points by the total number of semester hours attempted by the student in all semesters.

## Scholastic Standards

Odessa College is dedicated to providing students with opportunities for success in their course work and with support services. The college recognizes, however, that some students may encounter scholastic difficulties. Consequently, the college has designed a system of scholastic probation and scholastic suspension to identify students with scholastic problems and to provide a mechanism to aid them in recognizing and solving such problems.

All OC degree and certificate plans require that students have a GPA of 2.0 or higher for graduation; therefore, students are considered to be in good standing as long as they maintain a GPA of 2.0 or higher on a semester or cumulative basis.

## Scholastic Probation

At the end of each long semester, academic records of all students will be evaluated according to the following criteria:

1. The grade point average for the semester will be computed. If the GPA is 2.0 or higher, the student is considered to be in good standing.
2. If the GPA is less than 2.0, the cumulative GPA will be examined. If the cumulative GPA is 2.0 or higher, the student is still considered to be in good standing. If the cumulative GPA is less than 2.0, the student will be put on scholastic probation.

Scholastic probation warns students that they need to pay careful attention to academic progress. They will be given the opportunity to take advantage of special study-skills counseling through the OC Student Development Center and appropriate assistance from the developmental education program.

## Removal From Scholastic Probation

Students on scholastic probation return to good standing status by earning a GPA of 2.0 or

higher the next long semester of enrollment at OC or by having a cumulative GPA of 2.0 or higher at the end of the next semester. A GPA of 2.0 for either the semester or on a cumulative basis will remove students from scholastic probation.

## Scholastic Suspension

Students who are on scholastic probation and who do not earn a GPA of 2.0 for the next long semester of enrollment at Odessa College or who do not earn a cumulative GPA of 2.0 by the end of the semester will be placed on scholastic suspension. However, a suspended student may appeal the suspension status for immediate enrollment the next long semester or abide by the stipulation of staying out of school for the required semester(s).

## Summer Enrollment for Students on Scholastic Suspension

A student who is placed on scholastic suspension at the end of the spring semester may enroll for classes during the summer to bring up his/her GPA. Each student in this category must consult with a counselor or faculty advisor before enrolling for summer classes.

Students on scholastic suspension who enroll in summer school at OC, who earn a summer GPA of 2.0 or higher, and who pass a minimum of nine semester hours for both sessions may petition the director of admissions for permission to enroll for the fall semester on a continued scholastic probation basis.

Students on scholastic probation who enroll in summer school at Odessa College will not have their academic status altered as a result of summer school grades.

## Appeal of Scholastic Suspension

If a student chooses to appeal by applying for immediate re-admission for the next long semester after having been placed on suspension, the student must:

1. Contact the director of admissions for permission to enroll. The student will be asked to submit a completed Evaluation of Academic Performance form.
2. Have the student's enrollment status reviewed by a committee comprised of the director of admissions and other college officials. The student may be asked to meet with the person(s) reviewing the application.

3. Sign an agreement detailing the terms prescribed by college officials who reviewed the student's enrollment status, including meeting with an assigned counselor as directed. Conditions may also include enrollment in designated courses.

A suspended student who has been approved for continued enrollment must meet the conditions of the agreement in item 3 above. Failure to do so will result in the student being required to serve the imposed suspension for the next long semester(s).

A student on scholastic suspension whose continued enrollment is approved will be allowed to enroll on scholastic probation. If the student does not return to good standing at the end of the semester, the original suspension will be enforced for the next long semester.

### Return to Good Standing

A student on scholastic suspension who is enrolled under special conditions will return to good standing by fulfilling all the conditions of the specific admission agreement and earning a minimum of a 2.0 grade point average for the semester. The student will remain in good standing as long as he/she continues to earn a minimum of a 2.0 GPA each subsequent semester of enrollment.

A student on scholastic suspension who has not attended during the time of enforced suspension will return to good standing by earning a 2.0 or higher grade point average for the next long semester of enrollment. The student will remain in good standing as long as he/she continues to earn a minimum of a 2.0 GPA each subsequent semester of enrollment.

### Second and Third Suspensions

A student, who is placed on scholastic suspension a second time, will be barred from enrolling for classes at Odessa College for the next two long semesters. A student with a second suspension has the same option to appeal that suspension by applying for enrollment permission. The same procedure as outlined in "Appeal of Scholastic Suspension" must be followed. Meeting the stated conditions of admission with a grade point average of 2.0 or higher will result in the student's return to good standing.

Failure to meet required grade point and other standards during any semester after a second suspension will result in the third and

final suspension for the student. A student who is placed on scholastic suspension a third time may enroll for classes at Odessa College only upon approval of the vice president for instruction.

### Repetition of Courses

All courses, including repeated courses, in which a student is registered on the official day of record will be listed on the official transcript and will appear on the student's permanent academic record. If a course is repeated, the last grade earned will be the grade calculated in the cumulative grade point average when requested by the student in the Registrar's Office. Withdrawals and incompletes, however, may not be used to replace an earned grade. This is not an automatic process. A student must request the change to be made in the Registrar's Office.

### Incomplete Grades

The conditional grade of "I" means that students have not completed required work for a course, except in flexible entry classes. The grade may not be given unless students (1) have passed all work completed and (2) have completed a minimum of three-fourths of the required course work.

An "I" grade will not be assigned until conditions for completion of the course work are agreed upon by both the instructor and the student. Whenever possible, such an agreement should be in writing and should be signed by both the instructor and the student. The final decision as to whether a grade of "I" will be assigned rests with the instructor. When an "I" grade is assigned, incomplete work must be completed in the long semester immediately following the one in which the grade was assigned.

A "Z" grade is restricted to developmental courses. No other grade is assessed and enrollment by the student in a subsequent semester is required. The grade of "Z" will be given only if students have (1) completed 80 percent of the semester's work and (2) attended 80 percent of the classes during the semester.

### Grade Changes

All grade changes must be made by the end of the long semester following the one in which the original grade was assigned. For example, students requesting a change of grade to "W" for an "F" received in the fall semester must make the request during the spring semester immediately following. Students wanting a grade change in a

course taken during a summer session have until the end of the fall semester to effect the change. Any "I" grade not completed by the end of the long semester immediately following the one in which the grade was assigned automatically will be changed to a grade of "F" by the college. All grade changes are at the discretion of the instructor or, if the instructor is no longer available, the department chair.

Students are not routinely notified by the college when a grade change has been processed. Students should contact the instructor for the information or should request a new copy of their college transcript.

### **Academic Fresh Start**

Under the provisions of the Texas Education Code Section 51.929 a Texas resident applying for admission to Odessa College may elect to have ALL course work earned ten years prior to the requested enrollment date ignored for purposes of enrollment. For additional information regarding *Academic Fresh Start* contact the Registrar's Office, SUB 202, 432-335-6404.

### **TRANSFERRING CREDIT**

#### **Transfer Credit From Another Institution**

Previous course work satisfactorily completed at regionally accredited institutions of higher education will be evaluated for transfer and may be applied toward a degree program at Odessa College.

A transcript will be evaluated after a student has registered for OC credit classes, and it will be evaluated only upon the request of the student. This evaluation will be completed no later than the conclusion of the semester in which the student has registered for credit classes and requested the evaluation. An official transcript is required from each college attended. The request for an evaluation should be made through the Registrar's Office, Room 202, of the Student Union Building. Students should provide a photocopy of their transcript to their faculty advisor rather than wait for the evaluation to be completed.

If Odessa College does not accept lower division, academic course credit earned by a student at another Texas public institution of higher education, OC shall give written notice to the student and the other institution that the transfer of the academic course credit is denied. The two institutions and the student shall attempt to resolve the transfer of the academic course credit in accordance with Texas High Education

Coordinating Board rules and/or guidelines. If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned within 45 days after the date the student received written notice of the denial, the party who is not satisfied shall notify the Commissioner of Higher Education or the commissioner's designee, who shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions. Students shall be aware that this provision was intended to apply to general academic courses such as English, biology, history, government, math and other such courses intended for transfer among Texas public institutions of higher education and may not apply to occupational or technical courses which often vary greatly in content.

#### **Transfer of Odessa College Credit to Another Institution**

With the adoption of the Common Course Numbering System, transferring among Texas colleges and universities has become easier. This system allows students to take courses at OC that are numbered the same at many Texas public colleges and universities.

Courses taken at OC normally transfer to all other accredited institutions at face value. Grades earned at one college cannot be lowered by another college or university. However, courses taken that are not required for graduation at the senior college or university may not apply, and, therefore, should not be taken at this institution. Before registering, students should contact a counselor or advisor at OC for maximum assistance in planning a program.

Senior colleges vary in their recognition of a grade of "D" in a course. Some senior institutions accept a grade of "D" if the student's overall average is "C" or better. Certain senior colleges may require that the student repeat any course in which a "D" has been made.

When enrolling at OC, or before if possible, students should select the senior institution to which they want to transfer after leaving Odessa College. They should become familiar with transfer requirements by contacting the senior institution and then design a suitable course of study to follow while at OC. Counselors and faculty advisors will assist.

Generally speaking, senior institutions will not accept more than 66 semester credit hours in transfer from a community college. Students should avoid exceeding this number of hours.

Senior colleges vary greatly in their practices regarding allowance of credit for courses pursued at community colleges.

When students at Odessa College transfer to another institution, no transcripts will be released until all records at OC have been cleared.

If another Texas public institution of higher education does not accept lower division academic course credit earned by a student at OC, that institution is obligated by the Texas Higher Education Coordinating Board to give written notice to the student and OC that the transfer of the academic course credit is denied. The two institutions and the student shall attempt to resolve the transfer of the academic course credit in accordance with Texas Higher Education Coordinating Board rules and/or guidelines. If the transfer dispute is not resolved to the satisfaction of the student or Odessa College within 45 days after the date the student received written notice of the denial, the party or parties who is/are not satisfied shall notify the Commissioner of Higher Education or the commissioner's designee who shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions. Students should be aware that this provision was intended to apply to general academic courses such as English, biology, history, government, math and other such courses intended for transfer among Texas public institutions of higher education and may not apply to occupational or technical courses which often vary greatly in content.

### **Military Experience and College Credit**

Veterans who have a minimum of one year of continuous active service in a branch of United States' Armed Forces may be credited for fulfilling the physical education requirements by submitting the DD-214 document showing service dates. Two semester credit hours maximum of physical activity classes will be awarded for one year of continuous, activity-duty service.

Students who passed the CLEP examinations while in the military may have their results evaluated under OC guidelines for awarding CLEP credit. Credit will be awarded if the college's standard for accepting CLEP credit is met. If military or CLEP credit has been awarded on an official transcript from another institution accredited by the appropriate regional accrediting association, that credit will be evaluated in the same manner as any other transfer work.

Odessa College is a Servicemen's Opportunity

College and participates in ConAp, a program that admits new soldiers to the college at the time of their enlistment in the U.S. Army, Army Reserve or Army National Guard.

### **Articulation With Area High Schools**

Articulation agreements between Odessa College and area school districts provide the opportunity for advanced placement in Odessa College for students enrolled in technical programs offered at Odessa College.

These agreements permit students to move directly into advanced courses upon presentation of evidence of skill mastery determined by appropriate documentation.

Information regarding these articulation agreements can be obtained from the Odessa College Admissions Office, Odessa College counselors or high school counselors.

### **Tech-Prep Programs**

Odessa College is an active participant in tech-prep activities at the national, state and local levels. Designed primarily to insure that high school students are prepared to meet the challenges of today's technology in the work environment, tech-prep programs offer students the work place skills and technical training to place them into good jobs in their selected field or to prepare them to go on to additional education.

Local public schools and Odessa College work closely together in tech-prep programs to be sure that students are prepared for high level classes and to be certain that students do not have to repeat work they have mastered in high school when they enter college. OC awards college credit to tech-prep students for courses (approved in each program) they have taken in high school.

Approved tech-prep programs are available in the following areas: child development, law enforcement, nursing and office systems technology. Other programs are being developed. Students who are interested in tech-prep programs should contact their high school counselor or an OC counselor for more information.

### **Transcript of Record**

The record of a student's academic history is known as the transcript. An official transcript bearing the signature of the registrar along with the seal of the college, is the document used to transfer college courses from one college to another. Copies of transcripts are obtained from the Registrar's Office, located on the second floor

of the Student Union Building. Requests must be in writing, and persons presenting requests at the Registrar's Office will be asked to show a picture identification card. Written requests may be made via letter or on a transcript request form. Forms are available from the Registrar's Office or on the Web at [www.odessa.edu/dept/registrar](http://www.odessa.edu/dept/registrar). On-line requests are valid only for transcripts to be sent to another college or university for educational purposes.

Persons requesting transcripts via postal service should send the written request to Registrar's Office, Odessa College, 201 W. University, Odessa, TX 79764.

Persons enrolled at Odessa College during the school year in which a transcript copy is requested will be issued requested copies at no charge. Former students and students who order more than five transcripts at one time will be charged a fee of \$3 per copy. When a transcript is sent via fax, a charge of \$5 per copy applies. Payment in the form of check or money order should be to Odessa College. Credit cards (American Express, Visa, Mastercard, or Discover card) are also accepted. When paying by credit card please include name of card, card number, expiration date, and name of the cardholder. There is no charge for records transmitted electronically to other institutions of higher education via authorized, secure servers.

Official transcripts will not be issued for students with unmet obligations to the college. College records are protected under FERPA regulations (see the Index for information regarding FERPA).

## **PLANNING AND APPLYING FOR DEGREES AND CERTIFICATES**

Students working toward a degree or certificate should consult a counselor or faculty advisor early in their academic career to ensure that all required courses are being completed. Students should complete written degree/certificate plans well in advance of anticipated graduation with the assistance of the appropriate department chair, division dean or OC counselor. The student will file a written, signed copy of the plan with the Registrar's Office.

### **Preparation for Degree Study**

The Texas Higher Education Coordinating Board recommends that high school students who plan to seek a four-year college degree follow the advanced or the advanced honors diploma option.

Students who plan on earning a technical degree (A.A.S.) should follow a tech-prep plan when possible. If a tech-prep program does not exist in the desired field, a student should follow the advanced or advanced honors diploma option and take electives in the field of interest. Students who graduate with the regular high school diploma are still admitted to OC but may find themselves needing to take courses that are not in the degree plan in order to prepare them for the higher-level courses or degree study.

Adults who have been out of the educational system for a period of time or who may not have earned a high school diploma or GED are encouraged to pursue degree options. Career exploration opportunities are available and placement tests may be given to help determine what preparation, if any, a student may need in order to succeed in degree courses.

### **Graduate Guarantee**

In April of 1992, the Odessa College Board of Trustees adopted a resolution which guarantees, with certain limitations, the associate degrees and certificates awarded by OC. The guarantee refers to the transferability of academic credits and technical job skills. Specific details concerning this guarantee may be obtained through the office of the vice president for instruction.

### **Catalog Applicability**

Students may graduate under the catalog in effect when they first entered OC so long as no more than seven years have elapsed since their initial registration. (Exceptions to this are students who re-enroll in the nursing program.) If the time limit has passed and students still wish to be certified on the basis of the requirements of the catalog under which they first entered, they must petition for such certification to the appropriate department chair.

Graduating students also have the option of graduating under the catalog in effect at the time of completion. The decision as to which catalog will apply for graduation should be made only after consultation with the appropriate academic advisor.

### **Applying for Graduation**

Students completing degree requirements during the summer or in December are encouraged to participate in the fall graduation ceremony. Students who complete requirements

at the end of the spring semester will be expected to participate in the spring graduation ceremony unless unusual circumstances prevent such participation.

To receive an associate degree from Odessa College, students must complete degree requirements as set forth in the catalog. Students also must complete a degree application in the Registrar's Office by the deadline specified in the official college calendar. Summer graduates should observe the deadline for fall graduates.

The application for graduation is also available online at [www.odessa.edu/dept/registrar](http://www.odessa.edu/dept/registrar).

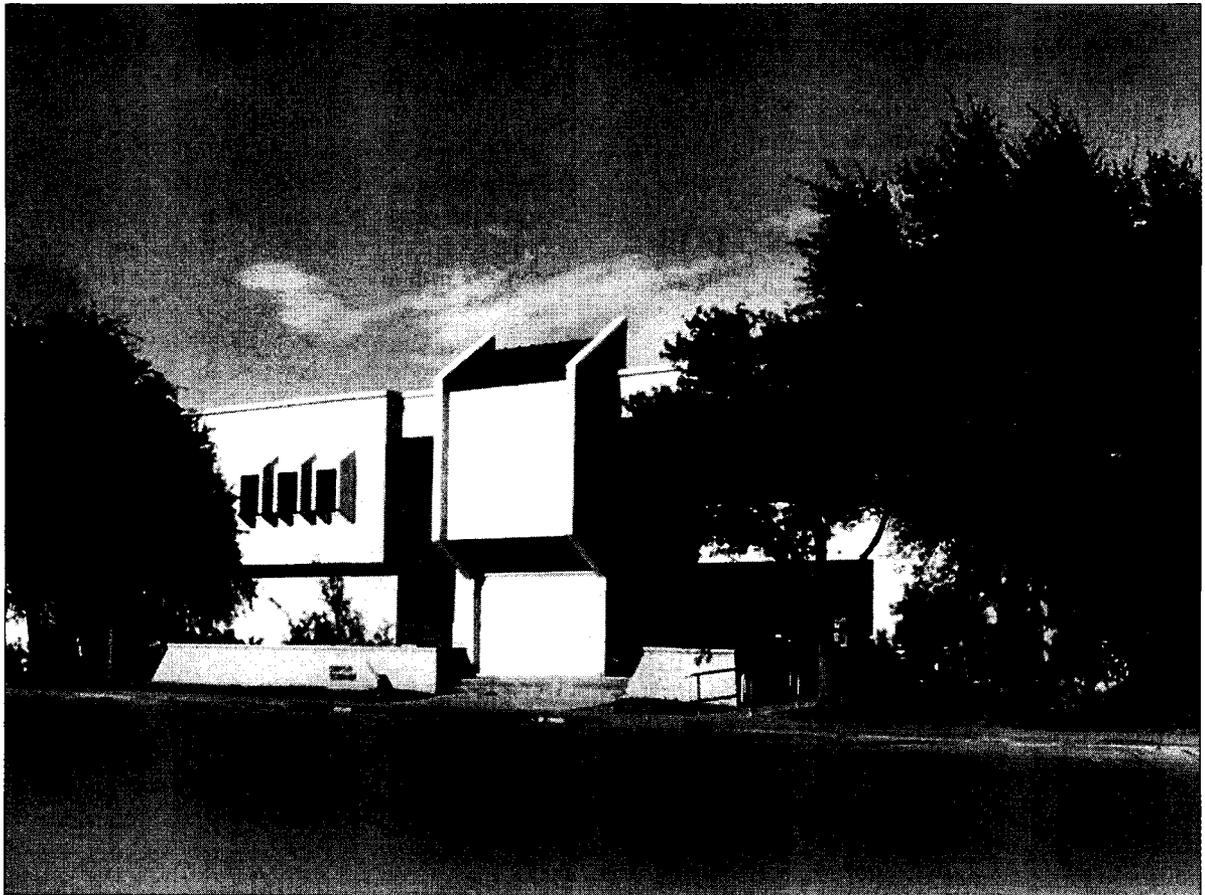
Students may purchase graduation supplies including cap and gown, invitations, jewelry, etc., from the Odessa College Bookstore.

## Second Degrees

Students who have earned a degree at Odessa College may apply for a second degree after all stated requirements for the second degree have been completed, including a minimum of 15 semester hours taken in residence at OC after the initial degree has been awarded.

## Deadline for Degree and Certificate Applications

Students must complete a degree or certificate application within 12 months after completion of their degree or certificate requirements. Applications received after the designated time limit will be reviewed and evaluated by the Registrar's Office.



# Instructional Support Services

Odessa College makes available to students and community members a variety of programs and services. These offerings support the instructional mission of the college and offer enrichment opportunities to participants.

## Welcome Center

The Welcome Center is the first point of contact for all prospective Odessa College students. The center, located in the Student Union Building, Room 107, provides information about getting started in college as well as catalogs, class schedules and other basic facts about the campus and programs of study. The center also sponsors campus tours, outreach programs to area junior high and high schools and participates in community projects including GEAR-UP, Leadership Odessa, Region 18 programs and the Permian Basin Fair. The Welcome Center staff is available to assist potential and existing students with general questions about the college.

## Counseling and Advising

The Student Development Center exists to help students make decisions and solve problems. Some of the services available to students are academic advisement, admissions/transfer information, crisis intervention and referral, individual or group counseling, and career guidance.

Assistance is free and confidential. Any problems or concerns that interfere with the attainment of academic, vocational or personal goals can be discussed with a counselor of the student's choice. Students who have visited the Student Development Center have received help in clarifying educational and personal goals, selecting careers and college courses, reducing stress and worry, improving family and other relationships, and improving communications and decision-making skills.

Counseling at Odessa College includes many programs designed to promote the success and well-being of students. The staff also welcomes requests for help or information from community members.

The center is located in Room 204 of the Student Union Building. Students are urged to schedule an appointment with an OC counselor by calling 335-6433. Walk-in students can be accommodated, but students with appointments

take precedence. Periodically, special activities, programs and structured group experiences will be offered as well. On-line advising is also available by contacting the Odessa College Web site under "Students."

## Special Populations/Disability Services/ Learning Assistance

Students who come to Odessa College with diagnosed physical or learning disabilities, which may interfere with learning, can receive special assistance. Accommodations for learning disabilities and/or ADD/ADHD may be provided when a student requests them and submits proper documentation of the diagnosed disability. A Request for Accommodations form and guidelines for beginning the request process are available in the Student Development Center.

The college strives to provide a complete range of services for students with disabilities such as assistance with registration, information on adaptive and assistive equipment, tutoring, and access and accommodations for programs and course work. Upon request, Odessa College will provide college materials in an alternative format as an accommodation to individuals with disabilities.

For information regarding services, students with disabilities should contact the counselor for special populations in the Student Development Center located in Room 204 of the Student Union Building or call 335-6346.

## Career Services

Career-related services are available to credit and non-credit students and graduates. Occupational information, career counseling and degree planning are available as well as computerized career assessments and referral for traditional career testing. Seminars on interviewing skills, resume writing, career and college choices and job hunting skills are offered throughout the year. Career Services maintains a career resource library for student use.

Career Services also maintains a job bank of both part-time and full-time employment. Information on local, state and national job openings is available. OC sponsors a career fair each year during the spring semester.

Students who have not yet decided on a major and/or need career information, referral to



other services, college transfer information or job placement assistance should contact Career Services in the Student Union Building or call 335-6890 or 335-6835.

### **Student Support Services**

Student Support Services (SSS) is a federally-funded program which provides ongoing support for Odessa College students accepted in the SSS program. Students in the program benefit from a variety of intensive, one-on-one services and participate in various social and cultural special events. The major activities of the SSS project focus on providing counseling and academic support to participants to ensure their success in college and on providing opportunities for interaction with faculty, staff and other students to create a climate for educational success. Other activities include assessment of academic needs, personal success plans, instruction and tutoring, advising, counseling, mentoring, and continuous monitoring.

SSS participants must be either low-income, first generation college students, or disabled. Participants are selected based on information provided in a program application and are interviewed by SSS staff. Students interested in applying for the SSS program should contact the SSS office on the second floor of the Student Union Building.

### **Testing Center**

The Testing Center, located in Room 200 of the Gymnasium, offers a variety of testing and assessment services designed to help students set and meet educational and career goals. Required placement testing for students is scheduled on a daily basis. The Testing Center also schedules entrance examinations for specific programs such as nursing and physical therapy assistant.

Ability, career, interest and interpersonal inventories are offered to students who are seeking increased self-awareness for career and educational decisions. A small fee is charged for these tests. The center is the testing site for students who are in special testing situations. Students who use the services of the Testing Center must provide picture identification.

OC is an approved testing site for standardized state and national exams such as TASP, ACT, SAT and GED, which are associated with college admissions and placement. Registration booklets and schedules of fees for these exams are available on campus or from local high school counselors. Students also may take CLEP exams through the OC Testing Center.

### **Learning Resources Center**

The Murry H. Fly Learning Resources Center (LRC) seeks to provide the finest informational

services possible and supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's technical services and public services departments in choosing materials to support all college programs. More than 67,000 books; 390 current periodicals; eight newspapers; 37,979 e-books; 61 subscription databases and over 6,000 media holdings are available to enhance the educational process.

Students can take advantage of research services by attending orientations or instructional class tours. Emphasis is placed on identification of sources, retrieval of information, quality judgment and use of research tools such as the online public access catalog, online databases and the Internet. Brochures and handouts are available for more complete information. In addition, there is a large reserve collection for specific assignments which provides supplemental materials for students.

The LRC's instructional media department delivers and maintains audiovisual equipment for classroom instruction as well as campus functions. Graphic design also is offered to assist classroom and campus needs.

Access to the online catalog and information about the LRC is available on the OC Web site at [www.odessa.edu](http://www.odessa.edu).

## Developmental Education

Some students enter Odessa College lacking some of the basic skills necessary for college level reading, writing and mathematics. The Developmental Education program offers courses and activities designed to help students overcome such deficiencies.

To discover the level of his or her abilities, the student may go the Testing Center where diagnostic and placement tests are used to identify which basic skills the student needs to acquire and determine which courses he or she needs to take.

Developmental education courses and activities are available in basic English, basic mathematics and reading. All courses listed in this program grant one or three credit hours. These credit hours do not satisfy the requirements of any degree plan at OC, and they may not transfer to another college or university.

The following attendance policy applies to any student at Odessa College placed in a developmental class as a result of his or her failure to pass a portion of the TASP or alternative test:

1. Three-hour credit course meeting three days per week – maximum of seven absences allowed.
2. Three-hour credit course meeting two days per week – maximum of five absences allowed.
3. Three-hour credit course meeting one day per week – maximum of two absences allowed.
4. One-hour credit course – maximum of two absences allowed.
5. Student in Basic Skills Lab must log time on a regular basis throughout the semester.
6. Summer classes meeting four days per week – maximum of three absences allowed.
7. Summer classes meeting two days per week – maximum of two absences allowed.

## Student Learning Center

The Student Learning Center, located on the third floor of the LRC, is an important resource for students. The center includes the Tutoring Center (LRC 301), the Basic Skills Lab (LRC 303), and an open-access student computer lab (LRC 302). Free tutoring is available for a variety of subjects including college mathematics, writing, speech and the various sciences as well as developmental coursework. Appointments are preferred (call 335-6878) but walk-ins will be served as soon as possible.

Both the Basic Skills Lab and the open-access computer lab have Internet access, Microsoft Office XP and limited copies of WordPerfect for student use. The Basic Skills Lab has software resources to assist OC students in improving their reading, writing and mathematics skills. The basic skills specialist (335-6714) is available to work with students on a variety of issues including test anxiety, math anxiety, time management, critical thinking skill development, SQ3R, test-taking skills and other academic skills. Computer lab assistants are also available to register students for e-mail accounts and to assist students with computer and Internet problems.

# Campus Facilities

## CAMPUS FACILITIES

### Bookstore

The Odessa College Bookstore is an auxiliary enterprise operated by Texas Book Company as a service to students, faculty, staff and the community. The bookstore's objective is to provide all the necessary and supplementary materials needed for student success. Textbooks, school supplies and novelty items are among the items sold. Profits generated by the bookstore are used to provide scholarships for OC students.

### Student Housing

Students who live on campus while attending college have additional opportunities for learning and growth beyond the classroom experience. Residence hall students have expanded possibilities to learn about interpersonal relations, personal planning, time management, problem solving, and the benefits of cooperation.

Two on-campus housing options are available for Odessa College students who are enrolled in a long semester (fall or spring) for a minimum of nine semester hours. Students on competitive athletic scholarships are required to live on campus except under extenuating circumstances approved in advance through the office of the vice president for student services.

A housing deposit and/or other application fees are required for a confirmed reservation in all student housing facilities.

On-campus housing at this time is not designed for married students or single parents with children.

All students living on campus are given a copy of college and residence hall regulations and are expected to follow those regulations and guidelines.

### TRADITIONAL RESIDENCE HALLS

A total of 132 spaces are available in Parker Downs and Wrangler Halls. Student rooms accommodate two students in a two-bedroom suite-type arrangement with shared bathroom facilities for four students.

Each room is furnished with single beds (most have long mattresses), storage space or chests, closet facilities, desks and chairs. The room rent includes a telephone connection for local

phone calls, access to the Internet through the college network, and basic cable connection. A small lobby area is available for resident use, along with laundry facilities. A residence hall director lives in each facility.

Students who live in either of these two residence halls must purchase a standard meal plan for 19 meals per week.

**Parker Downs** is the primary residence hall for students on athletic scholarship, but space is also available for non-athletes. Female students (46 spaces) live in the south wing and male students (58 spaces) live in the north wing.

**Wrangler Hall** houses a maximum of 28 students. Both male and female students are assigned to this facility and room/suite assignments are based on four persons of the same gender. All student rooms are located on the second floor.

Contact the office of the vice president for student services, 432-335-6684, for reservations for Parker Downs or Wrangler Halls.

### APARTMENT-STYLE FACILITIES

**Century Commons**, new for fall 2003, provides an apartment-type living arrangement with space for over 200 students. Each unit is fully furnished, has private bedroom space for each occupant and a common living area and kitchen. Students may choose either a four bedroom or two bedroom arrangement. Two bedroom units have one bath, and four bedroom units have two baths. A meal plan is available but not required for students living in apartments.

Contact Century Commons, 432-332-3500, or check [www.campushousing.com/odessa](http://www.campushousing.com/odessa) for information. For reservations for Century Commons, call 432-332-3500.

#### HOUSING COSTS

	Room Rent/ Semester	Private Room/ Semester	Meal Plan/ Semester	Tax on Meal Plan
Parker Downs Hall*	525	925	925	76.31
Wrangler Hall*	525	925	925	76.31
*2002-03 rates are listed. A rate increase is anticipated for 2003-04.				
	2-BR Month	4-BR Month	2-BR w/12 mo lease	4-BR w/12 mo lease
Century Commons	426	386	406	368

## Children's Center

The Odessa College Children's Center provides daytime care for some 50 to 60 children of community residents and students and operates a Head Start satellite center for 36 children. The Children's Center accepts children from birth to six years. It is open year-round from 7:30 a.m. to 5:30 p.m. Monday through Friday, except on regular college holidays. While providing a child care service for the community, the Children's Center also serves as a learning laboratory for students in the Odessa College child development program and in child psychology classes.

## Sports Center

The OC Sports Center is the home arena to the OC Wrangler and Lady Wrangler basketball teams. In addition there are racquetball courts, two gymnasiums (one for competition and one for community activities), indoor and outdoor tracks, weight training facilities, a Fitness Center/Super Circuit training room, a dance room and an indoor pool.

Students and community members all benefit from the classes and activities centralized at the Sports Center. Students who present a valid identification card have access to the facility and recreational equipment. Use of the Super Circuit is limited to individuals who are enrolled for use of that area.

The public is invited to be a part of the Sports Center. Activity cards may be purchased by non-students, and a variety of activity membership options are available. Individuals or groups also may rent the facility for special events or parties.

## Meeting Facilities

Odessa College has meeting rooms available to both non-profit clubs and organizations and to businesses on a space-available basis. There is no charge for non-profit organizations. Businesses may pay a fee depending on the type of event scheduled. Food service is also available through the OC Cafeteria. Also available for community organizations is the recently renovated 750-seat Deaderick Auditorium. Contact the following for more information about booking these facilities:

- Community Room, Special Events Room, Electronics Technology Building Room 130 – Campus Police Office, 335-6491
- Fine Arts Auditorium – Lonnie Clark, Instructor of Music
- Deaderick Auditorium – Public Information Director, KOCV-TV
- Continuing Education Annex B or C – Continuing Education Office

## Campus Police

The Odessa College Campus Police Office serves the student body of the college by helping to maintain the safety and security of all students and their possessions while they are on campus. Campus Police personnel are available to assist students and visitors with problems, such as vehicles with dead batteries and cars with keys locked inside. Police officers may be contacted on a 24-hour basis for emergencies on campus. The office is located on the westside of the Gymnasium, Room 107.

## Emergency Messages

Students should notify their parents, spouses and friends that the college staff will not interrupt classes to deliver a message unless there is a medical emergency (as deemed by college officials) or a death in the family.

Under federal law students' schedules cannot be given to a third party in either verbal or written form without the students' written permission.

Emergency messages for students should be directed to the office of the vice president for student services on weekdays during normal business hours.

After hours emergency messages should be directed to the campus police at 238-6334.

## CAMPUS LIFE

### Student Activities

Odessa College maintains the philosophy that classroom learning is only one part of its students' education.

Opportunities for students to grow as individuals are made possible through a variety of social and personal experiences, as well as through academic pursuits. Student Activities contributes



to personal development through educational and social programming and through leadership in student organizations.

The interactions of students with each other and with the faculty on an informal basis can provide students with insights and understanding about their society and can enrich the quality of students' lives. Information about a wide range of student extracurricular opportunities may be obtained from the Student Activities Office.

Student Activities also provides a full schedule of campus-based events designed to be both educational and entertaining. Information regarding specific events is available from the Student Activities Office.

The Student Activities Office, located in the Student Activity Center – Travis Hall, offers free pool, ping-pong and other games to students with a current OC ID. Student Activities also offers pool and ping-pong in the Sports Center.

Opportunities for students to participate in student activities include the following:

### **Clubs and Organizations**

A number of diverse student organizations are active on campus. Many of these groups are service organizations that relate to academic pursuits, such as nursing or chemistry, while others are honorary societies or special interest groups. A list of currently active student organizations may be found in the Student Activities Office.

### **Student Government Association**

The Student Government Association (SGA) is designed to provide student input for information and decision making. It is a diverse body composed of current students selected from all components of the college. Student input groups provide a variety of perspectives to the administration as it makes decisions related to the welfare and interests of the student body. In addition, students are involved in the public relations and recruitment functions of the college. The composition, selection and direction of SGA will be determined by the Student Services administration of the college.

### **Intramurals**

A program of intramural activities is offered each semester at Odessa College. The program is a function of Student Activities and operates out of the OC Sports Center, Room 204.

### **Choir and Band**

Odessa College's A Cappella Choir and Vocal Ensemble have gained international recognition for their musical abilities. Recent performances for the OC Choir have included ones for the Texas Music Educators Association in 1995 and tours to San Antonio, New York City, England and Wales. The college also has an active Jazz Band that performs regularly on campus and in the community. The Jazz Band has traveled to various locations in the United States. The music department also offers a large concert band.



### **ATHLETICS**

Odessa College has earned a national reputation for its outstanding athletic programs. The school's athletic teams hold 43 national titles and more than 500 athletes from OC have won National Junior College All-American honors. The athletic program includes teams in women's basketball, softball and rodeo. Men's teams compete in baseball, basketball, golf and rodeo.

The Wranglers are members of the National Junior College Athletic Association and the Western Junior College Athletic Conference. Each sport has a full schedule, and the athletic teams compete in National Junior College Athletic Association tournaments every year.

### **Men's Baseball**

In the 1990-91 school year, OC re-established its baseball program and advanced to the state tournament during that first season. The next year, the Wranglers won both the conference and regional championships. During the new team's first two years, 12 players were either drafted or signed to professional contracts. The team's two-year record was 86-42, the best two-year start for a new program for the NJCAA. OC's baseball

program had the school's first All-American in baseball in 1965, and it has had fourteen more All-Americans since that time. In 1995 the Wranglers finished third in the nation in the JUCO World Series, with several team members winning national honors.

The Wranglers have a well-established tradition of success, having been conference champions for seven out of the last 12 years and winning the conference championship consecutively for four years from 1997-2000. Since the beginning of the Wrangler baseball program, 49 team members have signed professional contracts.

### **Women's Softball**

In the 2000-2001 season, women's softball was added to OC's tradition of quality athletic programs. The addition of this sport to the OC sports roster reflects the strong interest in women's softball both locally and nationally. OC continues to build its program based on a winning combination of fine student athletes with strong representation from the Permian Basin and across the country. In its second season, the program produced its first two All-Conference players.

### **Men's Basketball**

The Wranglers have had an active basketball program since 1952. The cagers were runners-up in the Region V Tournament in 1958, and conference co-champions in 1979, conference champions in 1989, 1993, 1994 and 2001 and regional champions in 1988, 1989, 1990, 1993, 1996 and 2001. The 1993 team also won the state championship. Since 1992 four players have been designated All-American.

### **Women's Basketball**

The Lady Wranglers have won the conference championship six times, in 1980, 1984, 1985, 1986, 1989 and 1991; and the regional championship five times, in 1980, 1985, 1986, 1989 and 1991. They finished second in the 1985 and 2002 national tournaments and won the NJCAA national championship in 1986 and 1991. They have produced 17 All-Americans, more than 50 All-Conference players and more than 40 All-Region players. For 16 consecutive years, they were nationally ranked. Four times they were ranked No. 1 in the nation. From 1984-86, the Lady Wranglers recorded 79 regular season games without a loss.

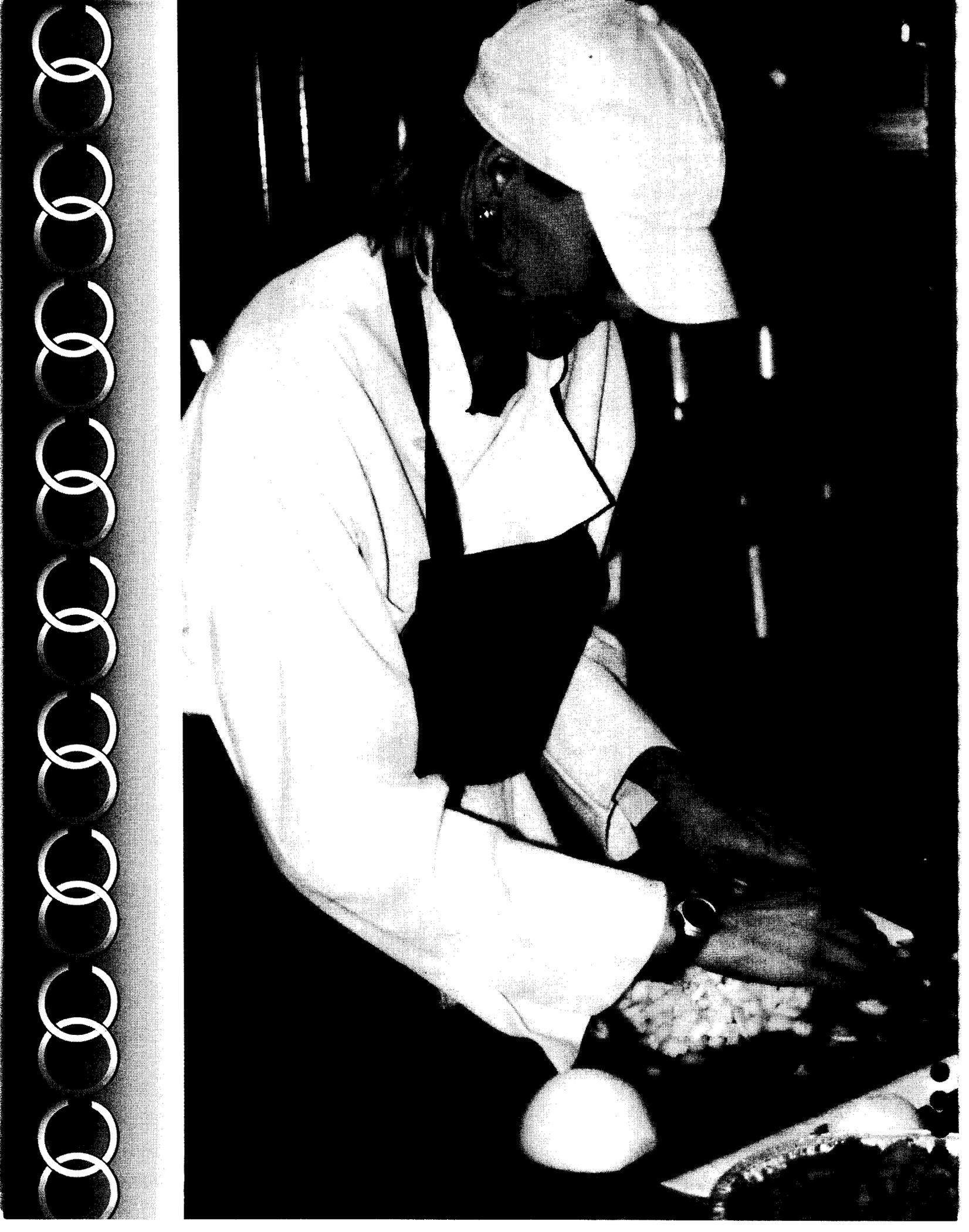


### **Men's Golf**

Odessa College's men's golf program has a rich tradition of athletic success. The Wranglers have won six NJCAA national championships along with 45 appearances in the NJCAA national championships. The Wranglers golf program has captured the conference title 34 times and the Texas State Championship title five times, produced 46 All-American, 62 All Region, 83 All Conference players, and 30 golf professionals. In October 2000, the OC men's golf team was recognized as the number one team in the nation (NJCAA, Division I) and since that time the Wranglers have maintained their ranking in the top four teams nationally. The golf program also has earned academic success with a team GPA of 3.0 or better in 1998, 1999, 2000, and 2001.

### **Men's and Women's Rodeo**

OC is nationally recognized as a power rodeo school in the National Intercollegiate Rodeo Association's Southwest Region, fielding both men and women's teams. During its twenty-plus year history, with the exception of only two years, members of the OC men's team have qualified every year for the national college finals. Members of the women's team also qualified for the national finals in 1993, 1994 and 2000. The men's teams have won 12 regional event titles, two regional team championships, nine national event titles and the National Intercollegiate Rodeo Association national team championship in 1989. Members of the men's team brought home a first place in national competition in bull riding in 1986, 1987, 1989, 1991 and 1996, and first place in calf roping in 1989 and 1990.





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# Degrees and Instructional Programs



# Degrees and Instructional Programs

## DEGREES AND CERTIFICATES

In fulfilling its commitment to provide a high quality educational program to the citizens of the Ector County area, Odessa College is authorized by the state of Texas to provide instruction leading to a variety of degrees and certificates. The college also offers courses in some subject areas – accounting, anthropology, earth science, economics, engineering, geography, philosophy, religion, etc. – as an enhancement to the general education requirements for other disciplines.

### Odessa College Transfer Core Curriculum

Senate Bill 148 requires every institution of higher education to adopt a core curriculum of no less than 42 semester credit hours and no more than 48 semester credit hours. The core curriculum can be transferred in block to any Texas institution and substituted for the receiving institution's core curriculum. Odessa College has adopted a 44 semester credit hour core curriculum as listed:

#### **COMMUNICATION – 9 hrs**

ENGL 1301, Composition & Rhetoric,  
ENGL 1302, Composition & Literature, and  
One of the following:  
SPAN 1411, First Year Spanish I, or  
SPAN 1412, First Year Spanish II, or  
FREN 1411, First Year French I, or  
FREN 1412, First Year French II, or  
GERM 1411, First Year German I, or  
GERM 1412, First Year German II, or  
SPCH 1311, Introduction to Speech  
Communication, or  
SPCH 1315, Public Speaking, or  
SPCH 1321, Business & Professional Speech

#### **SOCIAL/BEHAVIORAL SCIENCE – 3 hrs**

One of the following:  
PSYC 2301, Introduction to Psychology, or  
PSYC 2302, Applied Psychology, or  
SOCI 1301, Principles of Sociology, or  
SOCI 2301, Sociology of the Family, or  
ECON 2301, Principles of Macroeconomics, or  
ECON 2302, Principles of Microeconomics

#### **MATHEMATICS – 3 hrs**

One of the following:  
MATH 1314, College Algebra, or  
MATH 1316, Plane Trigonometry, or  
MATH 1332, Structures of College Mathematics I, or  
MATH 1348, Analytic Geometry, or  
MATH 2413, Calculus I

#### **HISTORY – 6 hrs**

HIST 1301, United States History to 1877, or  
HIST 1302, United States History From 1877, or  
HIST 2301, History of Texas

#### **POLITICAL SCIENCE – 6 hrs**

GOVT 2305, Federal Government, and  
GOVT 2306, Texas Government

#### **SCIENCE – 8 hrs**

Two of the following:  
BIOL 1406, General Biology I, and  
BIOL 1407, General Biology II,  
or  
CHEM 1311/1111, General Inorganic Chemistry I/  
Fundamentals of Chemistry Laboratory I, and  
CHEM 1312/1112, General Inorganic Chemistry  
II/Fundamentals of Chemistry Laboratory II,  
or  
GEOL 1403, Physical Geology, and  
GEOL 1404, Historical Geology,  
or  
PHYS 1401, College Physics I, and  
PHYS 1402, College Physics II

#### **HUMANITIES – 3 hrs**

One of the following:  
ENGL 2322, Survey of British Literature I, or  
ENGL 2323, Survey of British Literature II, or  
ENGL 2327, Survey of American Literature I, or  
ENGL 2328, Survey of American Literature II, or  
ENGL 2332, Survey of World Literature I, or  
ENGL 2333, Survey of World Literature II

#### **VISUAL & PERFORMING ARTS – 3 hrs**

One of the following:  
ARTS 1301, Art Appreciation, or  
MUSI 1306, Music Appreciation, or  
COMM 1318, Basic Photography I

#### **INSTITUTIONAL OPTION – 3 hrs**

COSC 1301, Microcomputer Applications

#### **TOTAL HOURS – 44 HRS**

**Pre-Professional Courses of Study** – In those areas classified as pre-professional – dentistry, engineering, medicine, optometry, pharmacy, veterinary medicine – students are advised to pursue the degree plan for the associate in science without a declared major. Pre-law students should follow the general degree plan for the associate in arts. Courses not specifically required should be selected according to the requirements of the institution that will eventually grant the degree.

# Associate in Arts

The associate in arts degree is awarded to students who complete curriculum requirements of the first two years of study of a standard baccalaureate program, primarily in the liberal arts, fine arts or business fields. Known as the A.A., the degree is not designed to provide students with specific vocational skills. The associate in arts is available in the following areas:

## Art

### Business Administration

*(leading to a B.B.A. in Accounting, Finance, Personnel, Management and Marketing)*

### Education

*(Elementary/Secondary Options)*

### English

### Foreign Language

### Mass Communication

*(Broadcasting/Mass Communication Options)*

### Music

### Psychology

### Sociology

### Social Science

*(Economics/Government/History Options)*

### Speech

## Requirements for Associate in Arts Degree:

To qualify for the associate in arts degree (A.A.), students must complete the following requirements:

- **English:** ENGL 1301 and ENGL 1302 and six hours of sophomore English.\*
- **Speech:** Three semester hours.
- **Foreign Language or Mathematics or Science:** One year (six to eight semester hours in same discipline).\*\*
- **Computer Science:** A three-semester-hour minimum from COSC 1301, COSC 1401 or ITSC 1401.
- **Government:** GOVT 2305 and 2306.
- **History:** HIST 1301 and 1302. (HIST 2301 may be substituted for either course).
- **Physical Education:**  
Two one-hour activity classes.  
Veterans who have one year active service credit may satisfy the PHED requirement by submitting a copy of Form DD-214 to the Registrar's Office.
- A minimum of 63 semester hours.
- A minimum average of "C" (2.0) in all work. Transfer students must also have an average of "C" (2.0) in all work taken at Odessa College.
- A minimum of 15 semester hours of sophomore courses, six semester hours of which must be in the same discipline.
- Either (1) a minimum of 30 semester hours completed at Odessa College or (2) a minimum of 15 semester hours with at least 12 semester hours completed immediately prior to the granting of the degree.

- Students who are not exempt from the provisions of TASP must pass all three sections and have scores reported to Odessa College.
- Discharge of all financial obligations to Odessa College prior to graduation.

\*Business administration and music A.A. degrees require three hours of sophomore English.

\*\*Music A.A. degree requires three hours of foreign language, mathematics or science.

## Residency Requirements:

To receive an associate in arts degree, a student must meet one of the following residency options:

- Option 1:** Complete a minimum of 30 semester credit hours at Odessa College; and, if the degree is in a technical or vocational program, complete at least 12 semester hours in the major field at Odessa College.
- Option 2:** Complete a minimum of 15 semester credit hours at Odessa College, at least 12 of which must be the last hours taken before the degree is granted; and, if the degree is in a technical or vocational program, complete at least 12 semester hours in the major field at Odessa College.

# Associate in Science

The associate in science degree is awarded to students who complete curriculum requirements of the first two years of study of a standard baccalaureate program, primarily in the fields of mathematics or science. Known as the A.S., the degree is not designed to provide students with specific job skills. The associate in science is available in the following disciplines:

**Agriculture**  
**Biology**  
**Chemistry**  
**Computer Science**  
**Geology**  
**Mathematics**

**Physical Education**  
*(Exercise and Sport Science/  
Athletic Training Options)*  
**Physics**  
**Psychology**  
**Sociology**

## Requirements for Associate in Science Degree:

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To qualify for the associate in science degree (A.S.), students must complete the following requirements:

- **English:** ENGL 1301 and 1302 and three hours of sophomore English.
- **Speech:** Three semester hours.
- **Government:** GOVT 2305 and 2306.
- **History:** 1301 and 1302.  
(HIST 2301 may be substituted for either course).
- **Mathematics:** One year (six semester hours).
- **Physical Education:** Two one-hour activity classes.  
Veterans who have one year active service credit may satisfy the PHED requirement by submitting a copy of Form DD-214 to the Registrar's Office.
- **Science:** A minimum of 12 semester hours.
- **Computer Science:** A three-semester-hour minimum from COSC 1301, COSC 1401, ITSC 1401 or AGRI 1309.
- A minimum of 63 semester hours.
- A minimum average of "C" (2.0) in all work. Transfer students must also have an average of "C" (2.0) in all work taken at Odessa College.
- A minimum of 15 semester hours of sophomore courses, six semester hours of which must be in the same discipline.
- Either (1) a minimum of 30 semester hours completed at Odessa College or (2) a minimum of 15 semester hours with at least

- 12 semester hours completed immediately prior to the granting of the degree.
- Students who are not exempt from the provisions of TASP must pass all three sections and have scores reported to Odessa College.
- Discharge of all financial obligations to Odessa College prior to graduation.

## Residency Requirements:

To receive an associate in science degree, a student must meet one of the following residency options:

- Option 1:** Complete a minimum of 30 semester credit hours at Odessa College; and, if the degree is in a technical or vocational program, complete at least 12 semester hours in the major field at Odessa College.
- Option 2:** Complete a minimum of 15 semester credit hours at Odessa College, at least 12 of which must be the last hours taken before the degree is granted; and, if the degree is in a technical or vocational program, complete at least 12 semester hours in the major field at Odessa College.

# Associate in Science in General Studies

The associate in science in general studies degree, known as the A.S.G.S., is designed to allow the student to select from a wide range of courses that fulfill the requirement of a generalized education.

This degree will have most, if not all, courses that will transfer to senior institutions. The student should check the requirements of the senior institution before planning a course of study. See your counselor or faculty advisor for more information.

## Requirements for Associate in Science in General Studies Degree:

To qualify for the associate of science in general studies degree (A.S.G.S.), students must complete the following requirements:

- A minimum of 63 semester hours and meet residency requirements.
  - A minimum average of "C" (2.0) in all work taken at Odessa College.
  - A minimum of 15 semester hours of sophomore courses.
  - Students who are not TASP exempt must pass all three sections and have scores reported to Odessa College.
  - Discharge of all financial obligations to Odessa College prior to graduation.
  - Complete the following requirements:
 

	<b>Semester Hrs</b>
• Math and Science*	9
• Social and Behavioral Science*	9
• Communication Science*	12
• Life Enrichment Electives*	9
• Other electives*	24
- Total Semester Hours Required ..... 63**

\*See "Categories: Selection List for Associate in Science in General Studies Degree" that follows.

### Categories:

#### Course Selection List for Associate in Science in General Studies Degree

- **Math and Science** (nine semester hours required)
  - Mathematics (three semester hours required): 1314, 1316, 1332, 1333, 1342, 1348, 2318, 2320, 2413, 2414, 2415
  - Chemistry: 1311, 1312, 2301, 2323, 2325
  - Biology: 1406, 1407, 1408, 1409, 2406
  - Geology: 1403, 1404
  - Physics: 1401, 1402
  - Agriculture: 1407, 1413, 1415, 1419, 2317
- **Social and Behavioral Science** (nine semester hours required)
  - History (three semester hours required): 1301, 1302, 2301, 2311, 2312, 2380
- Government (three semester hours required): 2305, 2306
- Psychology: 2301, 2302, 2303, 2308, 2314, 2319
- Sociology: 1301, 1306, 2301, 2306, 2326
- Anthropology: 2301, 2351
- Geography: 1301, 1302
- **Communication Science** (12 semester hours required)
  - English (six semester hours required): 1301, 1302, 1312, 2307, 2311, 2322, 2323, 2327, 2328, 2332, 2333
  - Speech (three semester hours required): 1311, 1315, 1321, 2341
  - Spanish: 1300, 1310, 1411, 1412, 2311, 2312, 2321, 2322
  - French: 1411, 1412, 2311, 2312
  - German: 1411, 1412, 2311, 2312
  - Mass Communication: 1307, 1335, 1336, 2303, 2331
- **Life Enrichment Electives** (nine semester hours required)
  - Computer Science (three semester hours required): COSC 1301, COSC 1401, ITSE 1329\*, ITSC 1401\*, COSC 1436, COSC 2420
  - Arts 1301, 1303, 1304, 1325
  - Business Administration: 2301
  - Child Development: TECA 1311\*, TECA 1318, CDEC 2341\*, CDEC 1421\*
  - Culinary Arts: CHEF 1301\*, CHEF 2201\*, CHEF 2302\*, PSTR 1301\*
  - Engineering: 1304
  - Legal (all courses)
  - Management: BMGT 1301\*, MRKG 1311\*, BUSG 2309\*
  - Music: 1301, 1306, 1308
  - Philosophy: 1301, 2306
  - Office Systems Technology: POFI 2401\*, POFI 1449\*, POFT 1127\*, POFT 1301\*, POFT 1429\*, POFT 2401\*, ACNT 1403\*
  - Physical Education: (all courses)

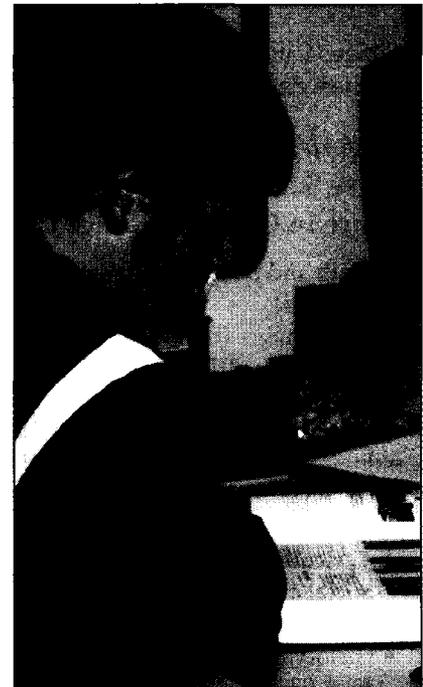
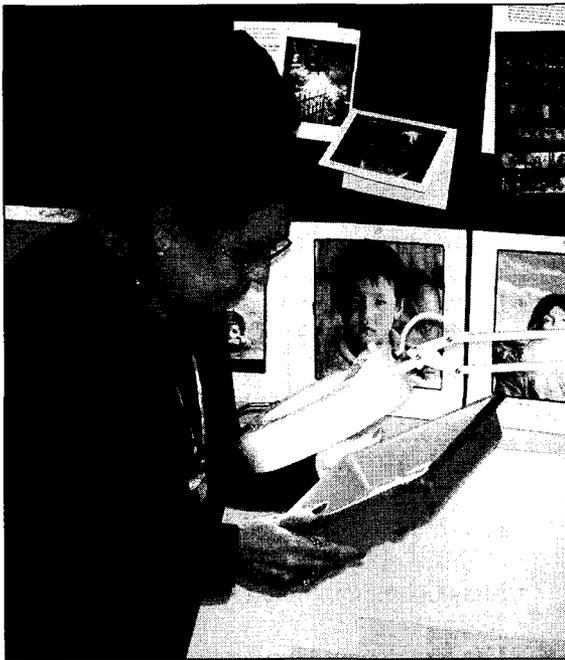
- Mass Communication: COMM 1316, COMM 1318, COMM 1319, and Photography: PHTC 1313\*
- **Other Electives** (24 semester hours required): In addition to the required courses in each category above, students may select an additional 12 semester hours from each category.

\*Students should consult the catalog of the college or university to which they wish to transfer prior to selecting courses from the preceding categories.

### Residency Requirements:

To receive an associate degree, a student must meet one of the following residency options:

- Option 1:** Complete a minimum of 30 semester credit hours at Odessa College; and, if the degree is in a technical or vocational program, complete at least 12 semester hours in the major field at Odessa College.
- Option 2:** Complete a minimum of 15 semester credit hours at Odessa College, at least 12 of which must be the last hours taken before the degree is granted; and, if the degree is in a technical or vocational program, complete at least 12 semester hours in the major field at Odessa College.



# Associate in Applied Science

The associate in applied science degree is awarded to students who complete the prescribed degree plan in a designated technical studies area. Known as the A.A.S., this degree is designed to provide students with comprehensive skills and knowledge in a specialized field, with the goal of employment in that field. While the degree is usually job oriented, all A.A.S. degrees will have at least some, if not most, courses transfer to senior institutions through the general education requirements in the degree and/or inverted baccalaureate degree plans. The student should check the requirements of the senior institution before planning a course of study. See your counselor or faculty advisor for more information. OC awards the A.A.S. degree in the following areas:

## Automotive Technology

Building Construction Technology

Child and Parent Development

Computer Information Systems

*(PC Programming and Internet Development/  
PC Support Specialist Options)*

Computer Network and Information

Technology

Cosmetology

*(Operator/Instructor Options)*

Culinary Arts

*(Culinary Arts/Food Service  
Management Options)*

Diesel Technology

Drafting Technology

Electrical and Electronics Technology

Emergency Medical Services Professional

Fire Technology

*(Fire Technology/Fire Administration  
Options)*

Heating, Ventilation and Air Conditioning

## Human Services

*(Alcohol and Drug Abuse)*

Law Enforcement/Criminal Justice

*(Law Enforcement/Criminal Justice and  
Law Enforcement/Corrections Options)*

Legal Assistant

Machining – Industrial Machinist Technology

Maintenance Technology

Management

Nursing

*(RN)*

Occupational Safety and Health Technology

Office Systems Technology

*(Office Systems/Medical Emphasis/  
Legal Emphasis Options)*

Petroleum Technology

Photography

Physical Therapist Assistant

Radiologic Technology

Respiratory Therapy

Welding – Industrial Welding Technology

## Requirements for Associate in Applied Science Degree:

To qualify for the associate in applied science degree (A.A.S.), students must complete the following requirements:

- **English:** ENGL 1301
- **Speech:** SPCH 1315 or SPCH 1321 as specified in each program.
- **Government:** GOVT 2305 or GOVT 2306 as specified in each program.
- **Computer Science:** COSC 1301, COSC 1401 or ITSC 1401 as specified in each program.
- **Mathematics:** Three semester hours of college-level math or as specified in each program.
- **Physical Education:** Two one-hour activity classes or as specified in each program. Veterans who have one year active service credit may satisfy the PHED requirement by submitting a copy of Form DD-214 to the Registrar's Office.
- **Philosophy/Fine Arts:** Three hours as specified in each program. The Texas Higher Education Coordinating Board has determined that ENGL 1302 or courses with

the course prefixes ARTS, COMM, FREN, GERM, HIST, LATI, MUAP, MUSI, PHIL, SPAN or SPCH will satisfy this requirement.

- **Science:** As specified in each program.
- **Major concentration and electives:** As specified in each program.
- A minimum of 63 semester hours.
- A minimum average of "C" (2.0) in all work. Transfer students must also have an average of "C" (2.0) in all work taken at Odessa College.
- A minimum of 15 semester hours of sophomore courses, six semester hours of which must be in the same discipline.
- Either (1) a minimum of 30 semester hours completed at Odessa College or (2) a minimum of 15 semester hours with at least 12 semester hours completed immediately prior to the granting of the degree.
- A minimum of 12 semester hours in the major field must be completed at Odessa College.
- Students who are not exempt from the provisions of TASP or not in a TASP-waived certificate program must pass all three

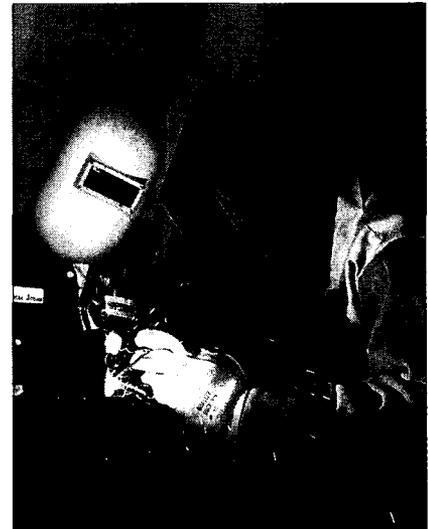
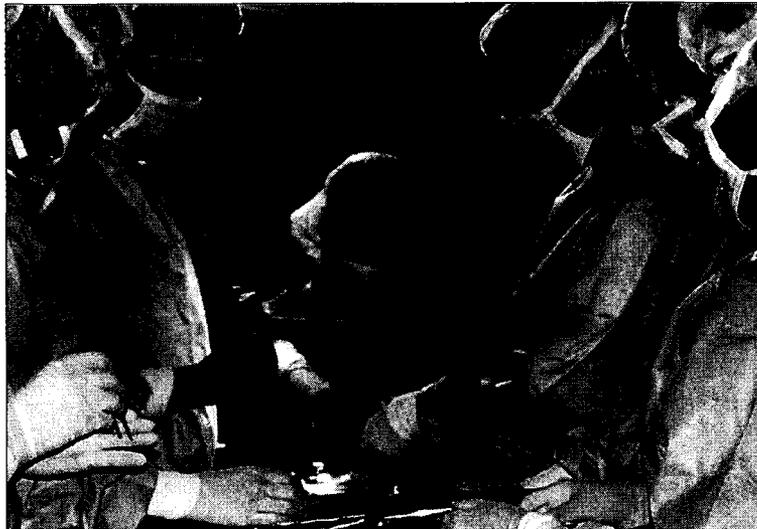
sections and have scores reported to Odessa College.

- Discharge of all financial obligations to Odessa College prior to graduation.

### Residency Requirements:

To receive an associate degree, a student must meet one of the following residency options:

- Option 1:** Complete a minimum of 30 semester credit hours at Odessa College; and, if the degree is in a technical or vocational program, complete at least 12 semester hours in the major field at Odessa College.
- Option 2:** Complete a minimum of 15 semester credit hours at Odessa College, at least 12 of which must be the last hours taken before the degree is granted; and, if the degree is in a technical or vocational program, complete at least 12 semester hours in the major field at Odessa College.



# Certificate of Technology

In the technology fields, it is not uncommon for a student to want to learn the skills necessary for employment without earning the A.A.S. To indicate both completion and technical competency, OC awards a certificate of technology in the following fields (refer to individual departmental sections for specific course and semester hour requirements):

## Automotive Technology

- Heating and Air Conditioning Specialist
- Drive Train Specialist
- Electrical and Electronic Specialist
- Air Conditioning and Heating Repair

## Building Construction Technology

- Basic Carpenter Helper
- Basic/Intermediate Construction Technician
- Basic Cabinetmaker Technician
- Construction Estimator

## Computer Information Systems

- Business Programming
- PC Support Specialist (Beginning/Intermediate Options)

## Computer Network and Information Technology

- Network Technician - Microsoft

## Diesel Technology

- Heavy Equipment Specialist
- Diesel Truck Specialist
- Diesel Technician
- Service Manager

## Drafting Technology

- Architectural Detailer
- Machine Drafting Detailer
- Structural Drafting Detailer
- Pipe Drafting Detailer
- Technical Illustrator

## Electrical/Electronics Technology

- (Technician/Advanced Technician Options)

## Fire Technology

- (Basic/Advanced Options)

## Heating, Ventilation and Air Conditioning

- HVAC Technician (Basic/Intermediate Options)
- Sheet Metal Technician
- Commercial Refrigeration Maintenance Technician
- Plumbing, Air Conditioning and Electrical Academy Technician (PACE)

## Machining - Industrial Machinist Technology

- Machinist
- Machine Shop Foreman
- Computerized Numerical Control Programmer
- Milling Machine Operator
- Engine Lathe Operator

## Management

- General Management
- Small Business
- Industrial Supervision
- Leadership
- Management Advanced Skills

## Maintenance Technology

- Basic Plumbing Technician

## Occupational Safety and Health Technology

## Office Systems Technology

- Accounting Technician
- Office Clerk
- Office Assistant
- Office Management Specialist
- Legal Office Clerk
- Legal Office Assistant
- Legal Office Specialist
- Medical Office Clerk
- Medical Office Assistant
- Medical Office Specialist

## Petroleum Technology

- Well Head Pumper
- Gas Compressor Operator
- Gas Plant Operator
- Refinery Panel Operator
- Corrosion Technician

## Welding - Industrial Welding Technology

- Certified Welder
- General Welder
- Pipe Welder
- Welding Machine Operator
- Fitter Welder

## Requirements for Certificates of Technology

Certificates of technology are awarded for completion of program requirements with a minimum average of "C" (2.0) in all work in certain occupational and technical curricula as prescribed in the Odessa College catalog or as approved by the respective division dean. To receive a certificate of technology, a student must meet the following requirements:

- Over 50 percent of the total certificate hours must have been completed in residence at Odessa College. Also, over 50 percent of the technical/vocational program courses required for the certificate must have been completed in residence at Odessa College.
- Students who are not exempt from the provisions of TASP or not in a TASP-waived certificate program must pass all three

sections and have scores reported to Odessa College.

- Discharge of all financial obligations to Odessa College prior to graduation.
- Veterans who have one year active service credit may satisfy PHED requirement, if any, by submitting a copy of Form DD-214 to the Registrar's Office.

# Certificate of Completion

The certificate of completion is given by Odessa College after completion of a designated course of study that concentrates on specific job skills, licensure requirements or subject matter mastery. OC awards a certificate of completion in the following vocational fields (refer to individual departmental sections for specific course and semester hour requirements):

## Child and Parent Development

- *Child Care/Preschool Assistant Teacher*
- *Child Development Associate (CDA)*
- *Child Care Management*
- *Child Care Aide*

## Cosmetology

- *Instructor*
- *Operator*

## Culinary Arts

- *Food Production Cook*

## Emergency Medical Services

### Professional

- *Basic/Intermediate Emergency Medical Technician*
- *Emergency Medical Services Professional – Paramedic*

## Human Services

- *Alcohol and Drug Abuse*

## Law Enforcement/Criminal Justice

- *County Correctional Officer*
- *Emergency Telecommunications/Dispatcher*
- *Basic Law Enforcement Academy*

## Legal Assistant

- *(Legal Assistant/Advanced Legal Assistant Options)*

## Phlebotomy

## Photography

- *Photo Lab Assistant*
- *Digital Imaging Assistant*
- *Portrait Studio Assistant*

## Vocational Nursing (LVN)

## Requirements for Certificates of Completion

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Certificates of completion are awarded for completion of program requirements with a minimum average of "C" (2.0) in all work in certain occupational and technical curricula that concentrate on a specific job skill, licensure requirement or subject matter mastery as prescribed in the Odessa College Catalog or as approved by the respective division dean. Check with the respective program or department chair for information on these certificates. To receive a certificate of completion, a student must meet the following requirements:

- Over 50 percent of the total certificate hours must have been completed in residence at Odessa College. Also, over 50 percent of the technical/vocational program courses required for the certificate must have been completed in residence at Odessa College.
- Students who are not exempt from the provisions of TASP or not in a TASP-waived certificate program must pass all three sections and have scores reported to Odessa College.
- Discharge of all financial obligations to Odessa College prior to graduation.
- Veterans who have one year active service credit may satisfy PHED requirement, if any, by submitting a copy of Form DD-214 to the Registrar's Office.

# Award of Institutional Recognition

Awards of institutional recognition that consist of 15 or fewer semester credit hours may be given in certain technical or vocational programs. To be eligible for an institutional award of recognition, the student must complete all courses required for that award in residence at Odessa College.



# Key To SCANS Description

## SCANS Numbers

The word "SCANS" comes from the U.S. Department of Labor's "Secretary's Commission on Achieving Necessary Skills." The numbers found in the Odessa College course descriptions refer to the list of 11 skill areas below. Three of the 11 skill areas refer to the foundation skills of reading, writing and mathematics. The other eight areas refer to workplace skills which are basic to the development of courses. The OC faculty have evaluated all of their courses and written the following course descriptions, keyed to SCANS.

### (SCANS 1-3 = FOUNDATION SKILLS)

1. READING
2. WRITING
3. MATHEMATICS

working within social and technological groups, distinguishing and improving the systems design)

### (SCANS 4-11 = WORKPLACE SKILLS)

4. RESOURCE USE AND DEVELOPMENT (such as time, materials, money, and facilities)
5. INTERPERSONAL DEVELOPMENT (such as working as member of a team, serving clients and customers, negotiation, leadership, and working with diversity)
6. INFORMATION SKILLS (such as acquiring, evaluating, organizing, maintaining, interpreting, communicating, and using computers to process information)
7. SYSTEMS AND OTHER COMPLEX INTERRELATIONSHIPS (such as understanding organizational systems,

8. SELECTING, APPLYING, AND MAINTAINING A VARIETY OF TECHNOLOGIES

9. CREATIVE THINKING, PROBLEM SOLVING, AND DECISION MAKING

10. DEVELOPING PERSONAL QUALITIES (such as responsibility, self-esteem, sociability, self-management, integrity and honesty)

11. LISTENING AND SPEAKING

NOTE: Students enrolling in courses with a SCANS rating of 1, 2 or 3 should have a competency at the high school diploma or equivalency level or satisfactory placement score on an appropriate placement exam. Concurrent and early admission students in high school must have the approval of their high school principal or designee. Additional course prerequisites/corequisites may be found at the end of each course description.

Due to the implementation of the Workforce Education Course Manual mandated by the Texas Higher Education Coordinating Board, course prefixes have changed. However, courses previously taken toward degree or certificate requirements are not affected.

# Guide to Course Abbreviations

ACCT .....	see Business Administration	INMT .....	see Machining
ACNT .....	see Office Systems Technology	INSR.....	see Management
AGRI.....	see Agriculture	ITMC.....	see Computer Network/Information
ANTH.....	see Geology/Anthropology/Geography	ITNW .....	see Computer Information Systems
ARTS .....	see Art	ITNW .....	see Computer Network/Information
AUMT .....	see Automotive Technology	ITSC .....	see Computer Information Systems
BIBL .....	see Social Sciences	ITSC .....	see Computer Network/Information
BIOL.....	see Biology	ITSC .....	see Office Systems Technology
BMGT .....	see Management	ITSE.....	see Computer Information Systems
BUSG .....	see Management	ITSE.....	see Computer Network/Information
BUSI.....	see Business Administration	ITSW .....	see Computer Information Systems
CBFM.....	see Air Conditioning/Maintenance Tech	ITSW .....	see Computer Network/Information
CDEC .....	see Child/Parent Development/Tech Prep	ITSW .....	see Office Systems Technology
CETT .....	see Electrical/Electronics Technology	LATI.....	see English and Foreign Languages
CHEF .....	see Culinary Arts	LGLA.....	see Legal Assistant
CHEM.....	see Chemistry	LGMT .....	see Management
CJCR .....	see Law Enforcement/Criminal Justice	MATH.....	see Mathematics
CJLE.....	see Law Enforcement/Criminal Justice	MCHN.....	see Machining
CJSA.....	see Law Enforcement/Criminal Justice	METL.....	see Petroleum Technology
CNBT .....	see Building Construction Technology	MRKG.....	see Management
COMM .....	see Mass Communication	MUAP.....	see Music
COSC .....	see Computer Science	MUSI.....	see Music
CRIJ .....	see Law Enforcement/Criminal Justice	ORIE.....	see Orientation
CSME.....	see Cosmetology	OSHT.....	see Occupational Safety/Health
DAAC.....	see Human Services	PFPB.....	see Air Conditioning/Maintenance Tech
DEMNR.....	see Diesel Technology	PHED.....	see Physical and Health Education
DFTG .....	see Drafting Technology	PHIL.....	see Social Sciences
ECON .....	see Social Sciences	PHTC.....	see Photography
EEIR.....	see Electrical/Electronics Technology	PHYS.....	see Physics
ELMT.....	see Electrical/Electronics Technology	POFI.....	see Office Systems Technology
ELPT.....	see Electrical/Electronics Technology	POFL.....	see Office Systems Technology
EMSP.....	see Emergency Medical Services	POFM.....	see Office Systems Technology
ENGL.....	see English and Foreign Languages	POFT.....	see Office Systems Technology
ENGR .....	see Engineering	PSTR.....	see Culinary Arts
EPCT.....	see Occupational Safety and Health	PSYC.....	see Psychology and Sociology
FIRS.....	see Fire Technology	PTHA.....	see Physical Therapist Assistant
FIRT .....	see Fire Technology	PTRT.....	see Petroleum Technology
FREN.....	see English and Foreign Languages	QCTC.....	see Occupational Safety and Health
GEOG.....	see Geology/Anthropology/Geography	RADR.....	see Radiologic (X-Ray) Technology
GEOL.....	see Geology/Anthropology/Geography	READ.....	see Reading
GERM.....	see English and Foreign Languages	RNSG.....	see Nursing – RN
GOVT .....	see Social Sciences	RSPT.....	see Respiratory Care
HART.....	see Air Conditioning/Maintenance Tech	RSTO.....	see Culinary Arts
HIST.....	see Social Sciences	SOCI.....	see Psychology and Sociology
HPRS .....	see Biology	SPAN.....	see English and Foreign Languages
HRPO .....	see Automotive Technology/ Diesel Technology/Management	SPCH.....	see Speech
IEIR.....	see Electrical/Electronics Technology	VNSG.....	see Nursing – LVN
IMED .....	see Management	WDWK.....	see Building Construction Technology
		WLDG.....	see Welding

**Accounting** (see Business Administration)

**Agriculture**

Faculty: R. Mikel Lemons.

Courses offered in the agriculture department are directed toward providing the student majoring in an agriculture science or a related field with a broad and sound foundation for advanced study at an upper-level institution or pre-professional preparation in veterinary medicine or wildlife management.

**Course of Study for Associate in Science Degree Agriculture**

	Semester Hrs
<b>General Education Requirements</b> .....	<b>42</b>
BIOL 1406 General Biology I .....	4
CHEM 1311/1111 Gen. Inorganic Chemistry/ Fundamentals of Chem Lab I .....	4
ENGL 1301 Composition and Rhetoric .....	3
ENGL 1302 Composition and Literature .....	3
ENGL (sophomore level) .....	3
GOVT 2305 Federal Government .....	3
GOVT 2306 Texas Government .....	3
HIST 1301 United States History to 1877 .....	3
HIST 1302 United States History From 1877 <u>or</u> HIST 2301 History of Texas .....	3
MATH 1314 College Algebra <u>or</u> higher level math .....	3
MATH 1316 Plane Trigonometry <u>or</u> higher level math .....	3
PHED (any one-hour activity course) .....	1
SPCH 1315 Public Speaking .....	3
Elective .....	3
<b>Major Requirements</b> .....	<b>22-23</b>
AGRI 1231 The Agricultural Industry .....	2
AGRI 1309 Computers in Agriculture .....	3
AGRI 1407 Agronomy .....	4
AGRI 1419 Animal Science .....	4
AGRI 2317 Agriculture Economics .....	3
AGRI 2321 Livestock Evaluation I .....	3
*AGRI Elective .....	3 or 4
<b>Total Semester Hours</b> .....	<b>64-65</b>

\*Second-year requirements for agriculture electives may be fulfilled by taking any combination of the following courses: AGRI 1413, AGRI 1415, and AGRI 2322. Choice of any elective may depend upon the students' plans for future study. Students should consult with the agriculture faculty for information regarding these courses.

**Associate in Science Degree Agriculture - Equine Emphasis**

Through the generous contribution of a prominent West Texas businessman, Odessa College has one of the largest and best-equipped equine facilities in the nation. Expressly donated for the development of the Odessa College rodeo team and students majoring in agriculture with an emphasis in equine science, this facility offers OC students a unique opportunity. The various components of the equine and related agricultural industries have been incorporated into an associate of science degree transferable to several senior institutions. Students should contact the coach of the Odessa College rodeo team and/or director of the Odessa College Rodeo and Agriculture Graham Center for information concerning scholarships and work-study jobs as well as stables for horses.

**Course of Study for Associate in Science Degree Agriculture - Equine Emphasis**

	Semester Hrs
<b>General Education Requirements</b> .....	<b>42</b>
BIOL 1406 General Biology I .....	4
CHEM 1311/1111 Gen. Inorganic Chemistry/ Fundamentals of Chem Lab I .....	4
ENGL 1301 Composition and Rhetoric .....	3
ENGL 1302 Composition and Literature .....	3
ENGL (sophomore level) .....	3
GOVT 2305 Federal Government .....	3
GOVT 2306 Texas Government .....	3
HIST 1301 United States History to 1877 .....	3
HIST 1302 United States History From 1877 <u>or</u> HIST 2301 History of Texas .....	3
MATH 1314 College Algebra <u>or</u> higher level math .....	3
MATH 1316 Plane Trigonometry <u>or</u> higher level math .....	3
PHED (any one-hour activity course) .....	1
SPCH 1315 Public Speaking .....	3
Elective .....	3
<b>Major Requirements</b> .....	<b>21</b>
AGRI 1231 The Agricultural Industry .....	2
AGRI 1309 Computers in Agriculture .....	3
AGRI 1419 Animal Science .....	4
AGRI 2321 Livestock Evaluation I .....	3
AGRI 2322 Livestock Evaluation II .....	3
PHED 1114, PHED 1115, PHED 2116 Beginning, Intermediate and Advanced Horsemanship .....	3
PHED 1332 Game Skills for Equestrian Sports and Recreation .....	3
<b>Total Semester Hours</b> .....	<b>63</b>

**AGRI 1231 The Agriculture Industry**

(01.0103.5201) (2-0) 2 hours

An introduction of the basic components of the agricultural industry in the United States with a special consideration for changing economic focus of the equine industry. (SCANS 1) Prerequisite: None.

**AGRI 1309 Computers in Agriculture**

(01.0101.5101) (3-0) 3 hours

Introductory course in the application of microcomputers in the agricultural environment. Students will be encouraged to develop a management system in some aspect of the care of horses or other animals associated with the program. Lab fee required. (SCANS 1, 2, 3, 5, 6, 8, 9) Prerequisite: None.

**AGRI 1407 Agronomy**

(02.0402.5101) (3-3) 4 hours

A basic study of the classification and distribution of farm crops. Students will be required to evaluate and interpret information as it pertains to the study of the importance of good varieties and good seed, crop improvement, seed bed preparation, soils, soil erosion and conservation techniques, commercial fertilizers, crop rotation, crop tillage, harvesting, meadow and pasture management, pesticides, weeds and grasses, and irrigation systems. Decision-making and reasoning skills will be used in the proper application of agronomy principles. (SCANS 6, 9) Prerequisite: None.

**AGRI 1413 Economic Entomology**

(02.0408.5101) (3-3) 4 hours

A study of the principal insects and pests of crops and livestock, including life history, methods of attack, damage and control. Students will be required to evaluate and interpret information as it pertains to integrated pest management, and biological controls. Collection and mounting of insects is required. Decision-making and reasoning skills will be used in the proper application of agronomy principles. (SCANS 1, 6, 9) Prerequisite: None.

**AGRI 1415 Horticulture**

(01.0601.5101) (3-3) 4 hours

This course familiarizes the student with the fields of horticulture and the place of horticulture in American agriculture. Students will be required to evaluate and interpret information as it pertains to the study of the structure, growth and development of horticulture plants. Reasoning skills will be used in decisions concerning control of environment and plant growth with considerations of biological competition and progressive improvement of crops. Principles of propagation, greenhouse production of horticultural crops, pruning, pest control and landscaping are included. (SCANS 6, 9) Prerequisite: None.

**AGRI 1419 Animal Science**

(02.0201.5101) (3-3) 4 hours

An introduction to the importance of the livestock industry in the United States, with emphasis in the state of Texas. Students will be required to read and comprehend extensive terminology including the study of the types and breeds of livestock and the market classes as well as grades of beef cattle, dairy cattle, sheep, swine and horses. Decision-making and reasoning skills will be used in determining principles involving heredity and breeding for improvement, judging, care and management. (SCANS 1, 6, 9) Prerequisite: None.

**AGRI 2317 Agriculture Economics**

(01.0103.5101) (3-0) 3 hours

A study of the basic concepts and theory of the present economic system through a process of interpretation of written information. Includes an analysis and mathematical calculations of profit margin of farm and ranch enterprises as well as commercial industry, their organization and management, the structure and operation of the marketing system, and political economic setting. Functional and institutional aspects of agricultural finance and state and federal farm programs are covered. (SCANS 1, 3, 6, 7) Prerequisite: None.

**AGRI 2321 Livestock Evaluation I**

(02.0201.5201) (3-0) 3 hours

An introduction of the basic factors for selection and evaluation of cattle, sheep and swine with a special emphasis on the breeding and performance of horses. (SCANS 1, 6, 9) Prerequisite: None.

**AGRI 2322 Livestock Evaluation II**

(02.0201.5201) (3-0) 3 hours

A continuation of AGRI 2321 with a special emphasis on the performance and management of horses. (SCANS 1, 6, 9) Prerequisite: None.

**PHED 1114, PHED 1115, PHED 2116 Beginning, Intermediate, Advanced Horsemanship**

(36.0108.5123) (0-3) 1 hour each

Basic methods and techniques for various riding events such as rodeo, drill, show and speed horses. The course will cover rider preparation for performance, basic equipment and riding style. Lab fee required. (SCANS 5, 9, 10) Prerequisite: Consent of instructor.

**PHED 1332 Game Skills for Equestrian Sports and Recreation**

(31.0101.5123) (2-1) 3 hours

The survey and development of skills necessary to perform equine sporting and recreational activities. This is a lecture/lab course covering rules and skills of many horseback games, from judged events to timed events such as polo, cutting, reining, western pleasure, barrel racing, pole bending, working cow horse, dressage, and jumping. Lab fee required. (SCANS 2, 5, 6, 7, 8, 10, 11) Prerequisite: Consent of instructor.

# Air Conditioning — (formerly listed under Maintenance Technologies) Heating, Ventilation, Air Conditioning and Maintenance Technology

**Faculty:** James Mosman, chair; Stan Stallings.

The associate in applied science degree in heating, ventilation and air conditioning (HVAC) technology option trains students in one of the fastest growing industries in the world today. Food preparation and storage, personal comfort, medical procedures and industrial processes have been radically changed and improved by refrigeration. At present, the demand for trained personnel has far exceeded the supply and every new phase of the industry creates greater demands.

While a certificate of technology with an emphasis in heating, ventilation and air conditioning, or maintenance will prepare the student to be an effective employee, the associate in applied science degree provides the necessary educational background for advancing to positions of even greater responsibility in the industry.

The associate in applied science degrees and level II certificate in P.A.C.E. (plumbing, air conditioning, and electrical) academy is designed to train students to be proficient in these three related fields and other maintenance jobs. Opportunities for skilled workers exist in virtually every segment of society. Jobs include contractors, schools, hospitals, apartments, as well as the opportunity for self-employment. A year long academy comprised of 12 courses in plumbing, heating, air conditioning, electrical, lawn irrigation, and maintenance will prepare the student to enter the workforce with a variety of skills and experience in trades that are sorely lacking good, trained people.

Due to the implementation of the Workforce Education Course Manual mandated by the Texas Higher Education Coordinating Board, course prefixes have changed. However, courses previously taken toward degree or certificate requirements are not affected.

## Course of Study for Associate in Applied Science Degree Heating, Ventilation and Air Conditioning Technology

	Semester Hrs
<b>General Education Requirements</b> .....	<b>23</b>
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3

ENGL 1301 Composition and Rhetoric <u>or</u>	
ENGL 1312 Report Writing .....	3
GOVT 2305 Federal Government <u>or</u>	
GOVT 2306 Texas Government .....	3
MATH 1314 College Algebra <u>or</u>	
higher level math .....	3
PHED (any two one-hour activity courses) .....	2
PSYC 2302 Applied Psychology .....	3
SPCH 1315 Public Speaking <u>or</u>	
SPCH 1321 Business and Professional Speech ...	3
Plus <u>one</u> course from the following list .....	3
ARTS 1301 Art Appreciation	
ENGL 1302 Composition & Literature	
HIST 1302 United States History From 1877	
HIST 2301 History of Texas	
SPAN 1300 Conversational Spanish I	

<b>Technical Core</b> .....	<b>16</b>
CBFM 1424 Interior Maintenance .....	4
EEIR 1409 National Electrical Code .....	4
MCHN 1401 Sheet Metal I .....	4
PFPB 1413 Introduction to the Plumbing Trade ....	4

<b>Major Requirements</b> .....	<b>31</b>
HART 1403 Air Conditioning Control Principles ..	4
HART 1407 Refrigeration Principles .....	4
HART 1442 Commercial Refrigeration .....	4
HART 1445 Gas and Electric Heating .....	4
HART 1492 Special Topics: Mechanical Code .....	4
HART 2380 Cooperative Education - Heating, Air Conditioning and Refrigeration .....	3
HART 2436 Air Conditioning Troubleshooting ....	4
HART 2445 Air Conditioning Systems Design ....	4

<b>Total Semester Hours</b> .....	<b>70</b>
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## Course of Study for Associate in Applied Science Degree Maintenance Technology (PACE Option)

	Semester Hrs
<b>General Education Requirements</b> .....	<b>24</b>
COSC 1401 Microcomputer Applications .....	4
ENGL 1301 Composition and Rhetoric <u>or</u>	
ENGL 1312 Report Writing .....	3
GOVT 2305 Federal Government <u>or</u>	
GOVT 2306 Texas Government .....	3
MATH 1314 College Algebra <u>or</u>	
higher level math .....	3
PHED (any two one-hour activity courses) .....	2
PSYC 2302 Applied Psychology .....	3
SPCH 1315 Public Speaking <u>or</u>	
SPCH 1321 Business and Professional Speech ...	3
Plus <u>one</u> course from the following list .....	3
ARTS 1301 Art Appreciation	
ENGL 1302 Composition & Literature	
HIST 1302 United States History From 1877	
HIST 2301 History of Texas	
SPAN 1300 Conversational Spanish I	

<b>Technical Core</b> .....	<b>12</b>
CNBT 1302 Mechanical, Plumbing, and Electrical Systems in Construction .....	3
ELPT 1345 Commercial Wiring .....	3
PFPB 1317 Lawn Irrigation Systems .....	3
PFPB 2309 Residential Construction Plumbing I ...	3

<b>Major Requirements</b> .....	<b>35</b>
HART 1403 Air Conditioning Control Principles ..	4
HART 1407 Refrigeration Principles .....	4
HART 1441 Residential Air Conditioning .....	4
HART 1445 Gas and Electric Heating .....	4
HART 2380 Cooperative Education - Heating, Air Conditioning and Refrigeration .....	3
ELPT 1411 Basic Electrical Theory .....	4
ELPT 1429 Residential Wiring .....	4
PFPB 1413 Introduction to the Plumbing Trade .....	4
PFPB 1421 Plumbing Maintenance and Repair .....	4

**Total Semester Hours** ..... 71

**Certificates of Technology in HVAC and Maintenance**

Level I certificates are TASP-waived.  
 Certificates of technology are available in the following job-specific fields. See the program chair for course requirements.

<b><u>Level I - Basic HVAC Technician</u></b>	<b>Semester Hrs</b>
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
HART 1403 Air Conditioning Control Principles ..	4
HART 1407 Refrigeration Principles .....	4
HART 1445 Gas and Electric Heating .....	4
HART 1492 Special Topics: Mechanical Code .....	4
PSYC 2302 Applied Psychology .....	3

**Total Semester Hours** ..... 22

<b><u>Level I - Sheet Metal Technician</u></b>	<b>Semester Hrs</b>
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
HART 1407 Refrigeration Principles .....	4
HART 2445 Air Conditioning Systems Design .....	4
MCHN 1401 Sheet Metal .....	4
PSYC 2302 Applied Psychology .....	3

**Total Semester Hours** ..... 18

**Level I - Commercial Refrigeration Maintenance Technician**

	<b>Semester Hrs</b>
CBFM 1424 Interior Maintenance .....	4
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
HART 1403 Air Conditioning Control Principles ..	4
HART 1407 Refrigeration Principles .....	4

HART 1442 Commercial Refrigeration .....	4
HART 1445 Gas and Electric Heating .....	4
HART 1492 Special Topics: Mechanical Code .....	4
HART 2436 Air Conditioning Troubleshooting .....	4
HART 2449 Heat Pumps .....	4
PSYC 2302 Applied Psychology .....	3

**Total Semester Hours** ..... 38

**Level I - Basic Plumbing Technician**

	<b>Semester Hrs</b>
CBFM 1424 Interior Maintenance .....	4
CNBT 1416 Construction Technology I .....	4
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
PFPB 1413 Introduction to the Plumbing Trade .....	4
PSYC 2302 Applied Psychology .....	3

**Total Semester Hours** ..... 18

**Level II - Intermediate HVAC Technician**

	<b>Semester Hrs</b>
<b>General Education Requirements</b> .....	<b>9</b>
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
MATH 1314 College Algebra <u>or</u> higher level math ...	3
PSYC 2302 Applied Psychology .....	3

<b>Technical Core</b> .....	<b>35</b>
EEIR 1409 National Electrical Code .....	4
HART 1403 Air Conditioning Control Principles ..	4
HART 1407 Refrigeration Principles .....	4
HART 1442 Commercial Refrigeration .....	4
HART 1445 Gas and Electrical Heating .....	4
HART 1451 Energy Management .....	4
HART 1492 Special Topics: Mechanical Code .....	4
HART 2445 Air Conditioning Systems Design .....	4
PFPB 1317 Lawn Irrigation Systems .....	3

**Total Semester Hours** ..... 44

**Level II Plumbing, Air Conditioning and Electrical Academy Technician (PACE)**

	<b>Semester Hrs</b>
<b>General Education Requirements</b> .....	<b>7</b>
COSC 1401 Microcomputer Applications .....	4
PSYC 2302 Applied Psychology .....	3

<b>Technical Core</b> .....	<b>44</b>
CNBT 1302 Mechanical, Plumbing, and Electrical Systems in Construction .....	3
ELPT 1345 Commercial Wiring .....	3
ELPT 1411 Basic Electrical Theory .....	4
ELPT 1429 Residential Wiring .....	4
HART 1403 Air Conditioning Control Principles ..	4
HART 1407 Refrigeration Principles .....	4
HART 1441 Residential Air Conditioning .....	4
HART 1445 Gas and Electric Heating .....	4
PFPB 1317 Lawn Irrigation Systems .....	3

FPFB 1413 Introduction to the Plumbing Trade ..... 4  
 FFPB 1421 Plumbing Maintenance and Repair ..... 4  
 FFPB 2309 Residential Construction Plumbing I ... 3

**Total Semester Hours** ..... 51

**Level III – HVAC Manager**

May only be awarded along with or following completion of associate or higher-level degree.

**Semester Hrs**

BMGT 1301 Supervision ..... 3  
 BMGT 1303 Principles of Management ..... 3  
 HRPO 1311 Human Relations ..... 3  
 HRPO 2301 Human Resources Management ..... 3

**Total Semester Hours** ..... 12

**HEATING, VENTILATION,  
 AIR CONDITIONING COURSES**

**HART 1403 Air Conditioning Control Principles**

*(15.0501) (3-3) 4 hours*

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm’s law as applied to air conditioning controls and circuits. The student will test, repair, and/or replace motor starting and protection devices; test, repair, and/or replace electrical components; and read, draw, and interpret high and low voltage control circuits. Lab fee required. (SCANS 1, 3, 5, 8) Prerequisite: None. Corequisite: HART 1407.

**HART 1407 Refrigeration Principles**

*(15.0501) (3-3) 4 hours*

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. The student will identify the components and explain the application and operation of the basic refrigeration cycle; explain theories of thermodynamics and heat transfer; demonstrate proper application and use of tools, test equipment, and safety procedures; and demonstrate accepted refrigeration applications. Lab fee required. (SCANS 1, 5, 8, 9) Prerequisite: None. Corequisite: HART 1403 or consent of department chair.

**HART 1441 Residential Air Conditioning**

*(15.0501) (3-3) 4 hours*

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. The student will demonstrate systems applications; implement and demonstrate industry-accepted refrigerant charging procedures; demonstrate air conditioning system installation procedures; and demonstrate component

and part diagnostics and replacement. Lab fee required. (SCANS 1, 5, 8, 9) Prerequisite: None.

**HART 1442 Commercial Refrigeration**

*(15.0501) (3-3) 4 hours*

Theory of and practical application in the maintenance of commercial refrigeration; high, medium and low temperature applications and ice machines. The student will explain and apply high, medium, and low temperature systems operation; and explain and apply ice machine and packaged refrigeration system operation. The student will explain application and conversion procedures – “SNAP” (Significant New Alternative Refrigeration Program)– of refrigerants related to specific systems. Lab fee required. (SCANS 3, 5, 8, 9) Prerequisite: None.

**HART 1445 Gas and Electric Heating**

*(15.0501) (3-3) 4 hours*

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. The student will identify different types of gas furnaces; identify and discuss component operation of gas furnaces; service and troubleshoot gas furnaces; perform safety inspections on gas and electric furnaces; identify unsafe operation of gas furnaces; identify and discuss component operation of electric furnaces; and service and troubleshoot electric furnaces. Lab fee required. (SCANS 5, 8, 9) Prerequisite: None.

**HART 1451 Energy Management**

*(15.0503) (3-3) 4 hours*

Study of basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting and fenestration types; and conducting energy audit procedures. The course also develops energy audit recommendations based on local utility rates, building use, and construction. Laboratory activities include developing energy audit reports, installing energy saving devices, and measuring energy consumption. Lab fee required. (SCANS 3, 5, 6, 8) Prerequisite: None.

**HART 1492 Special Topics in Energy Management and Systems Technology Technicians: Mechanical Code**

*(15.0503) (3-3) 4 hours*

Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course is an exercise using the Uniform Mechanical Code which is the book used in the open book exam for the Texas Department of Licensing and Regulation’s state air conditioning exam for Licensure. This course is designed to be a capstone experience. Lab fee required. (SCANS 1, 2, 7, 8) Prerequisite: Consent of department chair.

**HART 2380 Cooperative Education – Heating, Air Conditioning, and Refrigeration**

(15.0501) (1-20) 3 hours

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. (SCANS 5, 7, 9, 10, 11) Prerequisite: Consent of department chair.

**HART 2436 Air Conditioning Troubleshooting**

(15.0501) (3-3) 4 hours

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. The student will test and diagnose components, systems, and accessories; and exhibit knowledge of system's sequence of operation, accessory application, and component operation. Lab fee required. (SCANS 1, 5, 7, 8, 9) Prerequisites: HART 1403 and HART 1407.

**HART 2445 Air Conditioning Systems Design**

(15.0501) (4-0) 4 hours

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. The student will calculate heat loss and heat gain; design a complete duct system; size heating and cooling equipment to the structure; perform a load calculation using Manual J or other load calculation forms; and balance air flow on a duct system. (SCANS 1, 3, 8) Prerequisite: None.

**HART 2449 Heat Pumps**

(15.0501) (3-3) 4 hours

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow and other topics related to heat pump systems. The student will explain a reverse cycle system; list the mechanical and electrical components for the heat pump operation; and explain the operation of the heat pump model including cooling, heating, defrost, emergency heat, and auxiliary heat mode. The student will identify and explain different methods of accomplishing defrost; charge a system correctly in the heating and cooling mode; troubleshoot electrical and mechanical components; perform tests for adequate air flow; and determine balance point and C.O.P. (coefficient of performance). Lab fee required. (SCANS 5, 8, 9) Prerequisite: None.

**MAINTENANCE TECHNOLOGY COURSES**

**CBFM 1424 Interior Maintenance**

(46.0401) (3-3) 4 hours

Application of building repair principles with emphasis on minor repair of walls, floors, and ceilings. The student will identify materials needed for repairing and

maintaining floors, walls, ceiling, and trim; make minor repairs to walls, floors, ceilings and trim; and perform maintenance on partitions, doors, and accessories. Lab fee required. (SCANS 1, 3, 6, 8, 9) Prerequisite: None.

**CBFM 2381 Cooperative Education – Building/Property Maintenance and Manager**

(46.0401) (1-20) 3 hours

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. (SCANS 5, 7, 9, 10, 11) Prerequisite: Consent of department chair.

**CNBT 1302 Mechanical, Plumbing, and Electrical Systems in Construction**

(15.1001) (2-3) 3 hours

A presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to the overall building. The student will identify heating, air conditioning, and electrical components and systems; and identify and explain the relationships between the mechanical, plumbing, and electrical systems. A comprehensive course covering industrial maintenance principles and procedures for building maintenance personnel. Complete coverage of electrical, boiler, HVAC, mechanical, and other systems. Lab fee required. (SCANS 1, 3, 6, 8, 9) Prerequisite: None.

**ELPT 1345 Commercial Wiring**

(46.0301) (2-3) 3 hours

Instruction in commercial wiring methods. Interpret electrical blueprints/drawings; compute the circuit sizes and over-current protection needed for installation of branch circuits, feeders, and service entrance conductors; explain the proper installation of wiring devices according to electrical codes; demonstrate grounding methods; and identify commercial wiring methods including conduit bending. This course covers an overview of the National Electrical Code, wiring methods and materials, conductors and OCPD's, branch circuits and feeders, grounding, transformers, services, special locations, and calculations. Lab fee required. (SCANS 5, 8, 9) Prerequisite: None.

**ELPT 1411 Basic Electrical Theory**

(46.0301) (3-3) 4 hours

An overview of the theory and practice of electrical circuits including calculations as applied to alternating and direct current. Provides a comprehensive, content-filled introduction to basic electrical theory, circuit fundamentals, and practical wiring techniques. The course is based on typical residential, commercial, and industrial systems and represents the broad uses for electricity found in different industries. Lab fee required. (SCANS 5, 8, 9) Prerequisite: None.

**ELPT 1429 Residential Wiring**

(46.0301) (3-3) 4 hours

Instruction in wiring methods used for single family, two family, and multi-family dwellings. The student will compute the circuit sizes needed for the installation of branch circuits, feeders, and service entrance conductors; explain the proper installation of wiring devices according to electrical codes; demonstrate grounding methods; install ground fault circuits; and identify residential wiring methods. Provides a basic overview of wiring used in residential construction. Includes various connections, switches and receptacles, metallic and sheathed cable, light fixtures, wiring with conduit, low-voltage systems, and remodeling. Lab fee required. (SCANS 5, 8, 9) Prerequisite: None.

**PFPB 1317 Lawn Irrigation Systems**

(46.0501) (2-4) 3 hours

In-depth instruction in the design and layout installation of residential lawn irrigation systems. The student will design a lawn irrigation system; write a material take-off sheet; install a lawn irrigation system; and identify and correct problem systems. Lab fee required. (SCANS 1, 3, 6, 8, 9) Prerequisite: None.

**PFPB 1413 Introduction to the Plumbing Trade**

(46.0501) (3-3) 4 hours

An introduction to the plumbing craft including mathematical operations applicable to the plumbing trade, hand tools, power tools, safety practices, and material identification. Presents theory and application of basic plumbing technology. Involves practical instruction in both new construction and repair work. Students learn blueprint interpretation, basic calculations, and customer relations. Lab fee required. (SCANS 1, 3, 5, 8) Prerequisite: None.

**PFPB 1421 Plumbing Maintenance and Repair**

(46.0501) (3-3) 4 hours

Instruction in the practices and procedures employed by a plumber in the usual and unusual service work in the field of residential plumbing repairs including public relations. The student will identify and repair various types of faucets; repair leaks in drain lines and potable water lines; repair various plumbing fixtures; and relate general principles of public relations. Lab fee required. (SCANS 1, 3, 5, 8) Prerequisite: None.

**PFPB 2309 Residential Construction Plumbing I**

(46.0501) (2-3) 3 hours

Skill development in the procedures and techniques employed by a plumber in the rough-in and top-out stages of a new home or the remodeling of an older home. The student will rough-in drain waste and vent pipes; pull copper lines; install gas lines; and set tub/shower valves. Lab fee required. (SCANS 1, 3, 5, 8) Prerequisite: None.

**Anthropology** (see Geology, Anthropology and Geography)

**Art**

**Faculty:** Steve Goff, chair; Barry Phillips, III, Barry Phillips.

The Odessa College art department exists to provide quality art education for all members of the community. A professionally active faculty maintains labs for design, drawing, painting, printmaking, photography, sculpture, and ceramics. Art students learn to create and evaluate visual images in order to develop a critical awareness of the visual environment. The department welcomes all students who are interested in learning about visual art and sponsors scholarships for students considering art as a major.

The following curriculum has been designed as a guide for those students wishing to prepare for a bachelor's degree in art education, studio art or commercial art.

**Course of Study for Associate in Arts Degree Art**

	Semester Hrs
<b>General Education Requirements</b> .....	<b>38-40</b>
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
<del>ENGL 1301 Composition and Rhetoric</del> .....	3
ENGL 1302 Composition and Literature .....	3
ENGL (sophomore level) .....	6
*Foreign Language, Math <u>or</u> Science .....	6-8
<del>GOVT 2305 Federal Government</del> .....	3
GOVT 2306 Texas Government .....	3
HIST 1301 United States History to 1877 .....	3
HIST 1302 United States History From 1877 <u>or</u> HIST 2301 History of Texas .....	3
PHED (any two one-hour activity courses) .....	2
SPCH 1315 Public Speaking <u>or</u> SPCH 1321 Business and Professional Speech .....	3
<b>Major Requirements</b> .....	<b>27</b>
ARTS 1303 Art History I .....	3
ARTS 1304 Art History II .....	3
<del>ARTS 1311 Design I</del> .....	3
ARTS 1312 Design II .....	3
<del>ARTS 1316 Drawing I</del> .....	3
ARTS 1317 Drawing II .....	3
**Approved electives .....	9
<b>Total Semester Hours</b> .....	<b>65-67</b>

\*Six to eight semester hours in same discipline.  
 \*\*Any three sophomore level ARTS courses.

### **ARTS 1301 Art Appreciation**

(50.0703.5126) (3-0) 3 hours

Develops the ability to enjoy visual art and understand its importance. Introduces basic art theory, forms, and history. (SCANS 6, 9) Prerequisite: None.

### **ARTS 1303 Art History I**

(50.0703.5226) (3-0) 3 hours

Builds knowledge of the world's great civilizations, their art and artists, and the relationship of art to culture from prehistoric times through the 1400s. Develops the ability to identify, describe, and interpret major works in the history of visual art. (SCANS 6, 9) Prerequisite: None.

### **ARTS 1304 Art History II**

(50.0703.5226) (3-0) 3 hours

Builds knowledge of the world's great civilizations, their art and artists, and the relationship of art to culture from the 1300s to the present. Develops the ability to identify, describe and interpret major works in the history of visual art. (SCANS 6, 9) Prerequisite: None.

### **ARTS 1311 Design I**

(50.0401.5326) (2-4) 3 hours

Develops the skill to create two-dimensional designs using drawing, painting, collage, and photographic media. Introduces the principles/elements of two dimensional design, plus basic art concepts, techniques, and media essential to the organization and understanding of visual information. (SCANS 6, 9) Prerequisite: None.

### **ARTS 1312 Design II**

(50.0401.5326) (2-4) 3 hours

Develops the skill to create three-dimensional designs using wood, clay, and metals. Introduces the principles/elements of three-dimensional design, plus basic art concepts, techniques, and media essential to the organization and understanding of visual information. (SCANS 6, 9) Prerequisite: None.

### **ARTS 1316 Drawing I**

(50.0705.5226) (2-4) 3 hours

Develops the skill to create drawings from careful observation of the visual environment. Emphasizes line and value drawings in pencil, charcoal, and ink. Introduces basic art concepts, techniques, and media essential to the organization and understanding of visual information. (SCANS 6, 9) Prerequisite: None.

### **ARTS 1317 Drawing II**

(50.0705.5226) (2-4) 3 hours

Develops the skill to create expressive drawings. Emphasizes the use of color pencil and pastels. Requires

creative thinking in order to develop original images. Presents basic art concepts, techniques, and media essential to the organization and understanding of visual information. (SCANS 6, 9) Prerequisite: ARTS 1316.

### **ARTS 1325 Drawing and Painting** (designed for non-art majors)

(50.0708.5126) (3-0) 3 hours

Develops the skill to create drawings and paintings. Presents beginning techniques from a variety of subjects. Designed for non-art majors who desire art as an elective, life enrichment, or continuing education. (SCANS 6, 9) Prerequisite: None.

### **ARTS 2316 Painting I**

(50.0708.5226) (2-4) 3 hours

Develops the skill to create expressive paintings. Emphasizes use of acrylic paint and proper preparation of canvas and wooden supports. Presents advanced art concepts, techniques, and media essential to the organization and understanding of visual information. (SCANS 6, 9) Prerequisites: ARTS 1316 and ARTS 1311 or instructor approval.

### **ARTS 2317 Painting II**

(50.0708.5226) (2-4) 3 hours

Develops the skill to create a series of paintings emphasizing individual expression. Requires creative thinking in order to develop original images. Presents advanced art concepts, techniques, and media essential to the organization and understanding of visual information. (SCANS 6, 9) Prerequisite: ARTS 2316.

### **ARTS 2323 Figure Drawing I**

(50.0705.5326) (2-4) 3 hours

Develops skill in drawing the human figure. Emphasizes handling of gesture, volume, anatomy and proportion using a variety of media. Presents advanced art concepts, techniques, and media essential to the organization and understanding of visual information. (SCANS 6, 9) Prerequisite: ARTS 1316 or instructor approval.

### **ARTS 2324 Figure Drawing II**

(50.0705.5326) (2-4) 3 hours

Develops the skill to create a series of figure drawings emphasizing individual expression. Requires creative thinking in order to develop original images. Presents advanced art concepts, techniques, and media essential to the organization and understanding of visual information. (SCANS 6, 9) Prerequisite: ARTS 2323.

### **ARTS 2326 Sculpture I**

(50.0709.5126) (2-4) 3 hours

Develops the skill to create expressive sculpture using clay, wood, and metals. Presents advanced art concepts,

techniques, and media essential to the organization and understanding of visual information. Lab fee required. (SCANS 6, 9) Prerequisite: ARTS 1312 or instructor approval.

**ARTS 2327 Sculpture II**

(50.0709.5126) (2-4) 3 hours

Develops the skill to create a sculpture series emphasizing individual expression in a particular sculpture medium and technique. Requires creative thinking in order to develop original images. Presents advanced art concepts, techniques, and media essential to the organization and understanding of visual information. Lab fee required. (SCANS 6, 9) Prerequisite: ARTS 2326.

**ARTS 2333 Printmaking I**

(50.0710.5126) (2-4) 3 hours

Develops the skill to create original prints using relief, intaglio, and screen techniques. Presents advanced art concepts, techniques, and media essential to the organization and understanding of visual information. (SCANS 6, 9) Prerequisite: ARTS 1316 or instructor approval.

**ARTS 2334 Printmaking II**

(50.0710.5126) (2-4) 3 hours

Develops the skill to create a series of prints emphasizing individual expression in a particular printmaking medium and technique. Requires creative thinking in order to develop original images. Presents advanced art concepts, techniques, and media essential to the organization and understanding of visual information. (SCANS 6, 9) Prerequisite: ARTS 2333.

**ARTS 2346 Ceramics I**

(50.0711.5126) (2-4) 3 hours

Develops the skill to create original pottery using coil, slab, and wheel techniques. Includes bisque, glaze, sawdust and raku firings. Presents advanced art concepts, technique, and media essential to the organization and understanding of visual information. Lab fee required. (SCANS 6, 9) Prerequisite: None.

**ARTS 2347 Ceramics II**

(50.0711.5126) (2-4) 3 hours

Develops the skill to create pottery emphasizing individual expression. Requires creative thinking in order to develop original images. Presents advanced art concepts, techniques, and media essential to the organization and understanding of visual information. Lab fee required. (SCANS 6, 9) Prerequisite: ARTS 2346.

**ARTS 2356 Photography I**

**COMM 1318 Photography I**

(50.0605.5126) (2-4) 3 hours

Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. The student will assess and select equipment, supplies and techniques to incorporate basic theories of film, exposure, development, filters and printing. Students will use efficient learning techniques to acquire and apply creative knowledge and to communicate with others. Lab fee required. (SCANS 4, 8, 9, 11) Prerequisite: None.

**ARTS 2357 Photography II**

**COMM 1319 Photography II**

(50.0605.5226) (2-4) 3 hours

Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. Students will use efficient learning techniques to acquire and apply creative knowledge and to communicate with others. Designed for additional experience in the photographic medium. Lab fee required. (SCANS 4, 8, 9, 11) Prerequisite: COMM 1318 or ARTS 2356 or its equivalent.

**ARTS 2366 Watercolor I**

(50.0708.5326) (2-4) 3 hours

Develops the skill to create expressive watercolor paintings. Includes transparent wash and opaque painting techniques. Presents advanced art concepts, techniques, and media essential to the organization and understanding of visual information. (SCANS 6, 9) Prerequisite: ARTS 1316 or instructor approval.

**ARTS 2367 Watercolor II**

(50.0708.5326) (2-4) 3 hours

Develops the skill to create a series of watercolor paintings emphasizing individual expression. Requires creative thinking in order to develop original images. Presents advanced art concepts, techniques, and media essential to the organization and understanding of visual information. (SCANS 6, 9) Prerequisite: ARTS 2366.

# Automotive Technology

**Faculty:** James McCutcheon, chair; Jerry Griffith.

Maintaining and servicing automobiles and equipment is a thriving business and a very important activity in the American economy. The automotive service field is so widespread and fast growing that many excellent career opportunities are open to the person with proper qualifications. Completion of this program will offer students the opportunity to apply for an entry-level career as a technician in any one of several service specialist options.

Due to the implementation of the Workforce Education Course Manual mandated by the Texas Higher Education Coordinating Board, course prefixes have changed. However, courses previously taken toward a degree or certificate requirements are not affected.

## Course of Study for Associate in Applied Science Degree Automotive Technology

	Semester Hrs
<b>General Education Requirements</b> .....	<b>21</b>
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
ENGL 1301 Composition and Rhetoric <u>or</u> ENGL 1312 Report Writing .....	3
GOVT 2305 Federal Government <u>or</u> GOVT 2306 Texas Government .....	3
MATH 1314 College Algebra <u>or</u> higher level math .....	3
PHED 1306 First Aid .....	3
SPCH 1315 Public Speaking <u>or</u> SPCH 1321 Business and Professional Speech ...	3
PLUS <u>one</u> course from the following .....	3
ARTS 1301 Art Appreciation	
ENGL 1302 Composition and Literature	
HIST 2301 History of Texas	
MUSI 1306 Music Appreciation	
SPAN 1300 Conversational Spanish I	
<b>Major Requirements</b> .....	<b>41</b>
AUMT 1206 Automotive Engine Removal and Installation .....	2
AUMT 1241 Heating and Air Conditioning Theory <u>or</u> AUMT 1249 Automotive Electronics Theory <u>or</u> AUMT 1257 Automotive Brake Systems .....	2
AUMT 1266 Practicum – Automotive Mechanics Technician .....	2

AUMT 1319 Automotive Engine Repair .....	3
AUMT 1407 Automotive Electrical Systems .....	4
AUMT 1416 Suspension and Steering <u>or</u> AUMT 1445 Automotive Heating and Air Conditioning <u>or</u> AUMT 2443 Automotive Emissions Licensing Preparation .....	4
AUMT 2215 Theory of Engine Performance Analysis I .....	2
AUMT 2311 Automotive Electronic Controls <u>or</u> AUMT 2313 Manual Drive Train and Axles .....	3
AUMT 2317 Engine Performance Analysis I .....	3
AUMT 2380 Cooperative Education – Automotive Mechanic/Technician .....	3
AUMT 2421 Automotive Electrical Lighting and Accessories <u>or</u> AUMT 2425 Automatic Transmission and Transaxle <u>or</u> DEMR 2446 Advanced Heating, Ventilation, and Air Conditioning .....	4
AUMT 2434 Engine Performance Analysis II .....	4
AUMT 2537 Automotive Electronics .....	5

<b>Related Requirements</b> .....	<b>5</b>
HRPO 1191 Special Topics in Human Resources Management .....	1
WLDG 1421 Introduction to Welding Fundamentals .....	4

**Total Semester Hours** .....

**67**

## Certificates of Technology in Automotive Technology

Level I certificates are TASP-waived.

Certificates of technology are available in the following job-specific fields.

### Level I – Air Conditioning and Heating Repair

	Semester Hrs
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
ENGL 1301 Composition & Rhetoric <u>or</u> ENGL 1312 Report Writing .....	3
AUMT 1206 Automotive Engine Removal and Installation .....	2
AUMT 1266 Practicum – Automotive Mechanics Technician .....	2
AUMT 1319 Automotive Engine Repair .....	3
AUMT 1407 Automotive Electrical Systems .....	4
AUMT 2215 Theory of Engine Performance Analysis I .....	2
AUMT 2317 Engine Performance Analysis I .....	3
AUMT 2434 Engine Performance Analysis II .....	4
HRPO 1191 Special Topics in Human Resource Management .....	1

WLDG 1421 Introduction to Welding Fundamentals .....	4
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**Total Semester Hours** ..... 31

**Level II – Option I – Drive Train Specialist**

The 31 hours specified in level I certificate plus the following courses:

	Semester Hrs
AUMT 1257 Automotive Brake Systems .....	2
AUMT 1416 Suspension and Steering .....	4
AUMT 2313 Manual Drive Train and Axles .....	3
AUMT 2380 Cooperative Education – Auto/ Automotive Mechanic/Technician .....	3
AUMT 2425 Automatic Transmissions and Transaxle .....	4
AUMT 2537 Automotive Electronics .....	5

**Total Semester Hours** ..... 52

**Level II – Option II – Electrical and Electronic Specialist**

The 31 hours specified in level I certificate plus the following courses:

	Semester Hrs
AUMT 1249 Automotive Electronics Theory .....	2
AUMT 2311 Automotive Electronic Controls .....	3
AUMT 2380 Cooperative Education – Auto/ Automotive Mechanic/Technician .....	3
AUMT 2421 Automotive Electrical, Lighting, and Accessories .....	4
AUMT 2443 Automotive Emissions Licensing Preparation .....	4
AUMT 2537 Automotive Electronics .....	5

**Total Semester Hours** ..... 52

**Level II – Option III – Heating and Air Conditioning Specialist**

The 31 hours specified in level I certificate plus the following courses:

	Semester Hrs
AUMT 1241 Heating and Air Conditioning Theory .....	2
AUMT 1445 Automotive Heating and Air Conditioning .....	4
AUMT 2311 Automotive Electronic Controls .....	3
AUMT 2380 Cooperative Education – Auto/ Automotive Mechanic/Technician .....	3
AUMT 2537 Automotive Electronics .....	5
DEM R 2446 Advanced Heating, Ventilation, and Air Conditioning (HVAC) .....	4

**Total Semester Hours** ..... 52

**Course of Study for Advanced Skills Certificate (Level III)**

**Level III – Service Manager Certificate**

May be awarded along with or following completion of associate or higher degree.

<b>General Education Requirements</b> .....	9
ACCT 1370 Introduction to College Accounting ...	3
AUMT 2301 Automotive Management .....	3
HRPO 1311 Human Relations .....	3

**Total Semester Hours** ..... 9

**AUTOMOTIVE TECHNOLOGY COURSES**

**AUMT 1206 Automotive Engine Removal and Installation**

(47.0604) (1-2) 2 hours

Fundamentals of engine inspection, removal and installation procedures. May be taught manufacturer specific. Lab fee required. (SCANS 1, 2, 3, 4, 6, 7, 8, 9, 10, 11) Corequisite: AUMT 1319.

**AUMT 1241 Heating and Air Conditioning Theory**

(47.0604) (2-0) 2 hours

Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis of system malfunctions. Includes manual and electronic climate control systems. (SCANS 1, 2, 3, 4, 5, 6, 7, 9, 10, 11) Prerequisite: Level I Certificate or consent of department chair.

**AUMT 1249 Automotive Electronics Theory**

(47.0604) (2-0) 2 hours

A course in automotive technology including electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment. (SCANS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11) Prerequisite: Level I Certificate or consent of department chair.

**AUMT 1257 Automotive Brake Systems**

(47.0604) (1-3) 2 hours

Theory and principles related to the design, operation, and servicing of automotive braking systems. Includes disc and drum-type brakes, hydraulic systems, power assist components, anti-lock brake systems, and diagnosis and reconditioning procedures. Lab fee required. (SCANS 1, 2, 3, 5, 6, 7, 9, 10, 11) Prerequisite: Level I Certificate or consent of department chair.

**AUMT 1266 Practicum – Auto/Automotive Mechanic/Technician**

(47.0604) (0-15) 2 hours

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (SCANS 5, 7, 9, 10, 11) Prerequisite: Consent of department chair. Corequisite: HPRO 1191.

**AUMT 1319 Automotive Engine Repair**

(47.0604) (2-3) 3 hours

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. Study of engine designs and special tools needed to repair and maintain engines to manufacturer's specifications. Students will use service manuals to organize technical information, diagnose, and read precision clearances. Students will learn to read and use precision measurement instruments. Reading of technical manuals is required. Lab fee required. (Scans 1, 2, 3, 4, 5, 7, 8, 9, 10, 11) Corequisite: AUMT 1206.

**AUMT 1407 Automotive Electrical Systems**

(47.0604) (2-6) 4 hours

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematics diagrams and service manuals. May be taught manufacturer specific. Presents elementary to most advanced electrical systems. Emphasizes testing and diagnostic procedures. Students will use manuals and computer test equipment to test and diagnose electrical problems. Students will learn the relation of Ohm's Law as it applies to the automotive electrical systems, gain work experience working as a team on lab projects and will develop communication skills for customer relations. Reading of technical materials is required. Lab fee required. (SCANS 1, 2, 3, 5, 6, 7, 8, 9, 10, 11) Prerequisite: Consent of department chair.

**AUMT 1416 Suspension and Steering**

(47.0604) (2-6) 4 hours

Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer specific. The students working as a team, yet displaying individual responsibility, will learn repair procedures related to brakes, front end alignment and suspension systems. Students will use brake lathes, computer aligning equipment, as well as non-computer alignments. Students will calculate alignment measures in degrees,

fractions, and metrics. Lab exercises are designed to develop reasoning, decision-making ability and improving self-esteem regarding alignment problems. Reading of technical materials is required. Lab fee required. (SCANS 1, 2, 3, 5, 6, 7, 9, 10, 11) Prerequisite: Level I Certificate or consent of department chair.

**AUMT 1445 Automotive Heating and Air Conditioning**

(47.0604) (2-6) 4 hours

Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. May be taught manufacturer specific. Students will study basic principles of climate control as related to the automobile. Heat, pressure, refrigerants, compressors, electrical control circuits, and other topics will be covered. Interpreting manifold gages and calculating correct additions of oil and refrigerant gases will give the student a good foundation in the air conditioning service business. Student's self-esteem will be improved as they communicate with co-workers to acquire new technical skills and diagnose problems and malfunctions of the A/C system. Reading of technical materials is required. Lab fee required. (SCANS 1, 2, 3, 4, 5, 6, 7, 9, 10, 11) Prerequisite: Level I Certificate or consent of department chair.

**AUMT 2215 Theory of Engine Performance Analysis I**

(47.0604) (2-0) 2 hours

Theory of operation and diagnosis of basic engine dynamics including the study of the ignition system, fuel delivery systems, and the use of engine performance diagnostic equipment. (SCANS 1, 2, 3, 4, 5, 6, 7, 8, 10, 11) Corequisite: AUMT 2317.

**AUMT 2301 Automotive Management**

(47.0604) (2-2) 3 hours

Instruction in human relations, customer relations, and customer satisfaction. Emphasis on management techniques and building relationships between the service department and the customer. Lab fee required. (SCANS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11) Prerequisite: Consent of department chair.

**AUMT 2311 Automotive Electronic Controls**

(47.0604) (2-4) 3 hours

Addresses electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. May be taught manufacturer specific. Lab fee required. (SCANS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11) Prerequisite: Level I Certificate or consent of department chair.

**AUMT 2313 Manual Drive Train and Axles**

(47.0604) (2-4) 3 hours

A study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. May be taught manufacturer specific. Provides technical studies and practice in repair and maintenance of automotive transmissions, differentials, and related assemblies. Students will use service manuals to organize and diagnose transmission symptoms. Decision-making and reasoning ability will be developed in lab exercises. Reading of technical materials is required. Lab fee required. (SCANS 1, 2, 3, 5, 6, 7, 8, 9, 10, 11) Prerequisite: Level I Certificate or consent of department chair.

**AUMT 2317 Engine Performance Analysis I**

(47.0604) (2-4) 3 hours

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught manufacturer specific. Lab fee required. (SCANS 1, 2, 3, 4, 5, 6, 7, 8, 10, 11) Corequisite: AUMT 2215.

**AUMT 2328 Automotive Service**

(47.0604) (2-2) 3 hours

Mastery of automotive vehicle service and component systems repair. Emphasis on mastering current automotive competencies covered in related theory courses. May be taught manufacturer specific. Lab fee required. (SCANS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11) Prerequisite: Consent of department chair.

**AUMT 2331 Theory of Engine Performance Analysis II**

(47.0604) (2-2) 3 hours

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. Lab fee required. (SCANS 1, 2, 3, 5, 6, 7, 8, 9, 10, 11) Prerequisite: Consent of department chair.

**AUMT 2340 Automotive Alternative Fuels**

(47.0604) (2-2) 3 hours

A study of the composition and use of various alternative automobile fuels including retrofit procedures and applications, emission standards, availability, and cost effectiveness. Overview of federal and state legislation concerning fuels. Lab fee required. (SCANS 1, 2, 3, 4, 5, 6, 7, 8, 10, 11) Prerequisite: Consent of department chair.

**AUMT 2380 Cooperative Education – Auto/Automotive Mechanic/Technician**

(47.0604) (1-20) 3 hours

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. (SCANS 5, 7, 9, 10, 11) Prerequisite: Consent of department chair.

**AUMT 2421 Automotive Electrical Lighting and Accessories**

(47.0604) (2-6) 4 hours

Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific. Lab fee required. (SCANS 1, 2, 3, 5, 6, 7, 8, 9, 10, 11) Prerequisite: Level I Certificate or consent of department chair.

**AUMT 2425 Automatic Transmission and Transaxle**

(47.0604) (2-6) 4 hours

A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. May be taught manufacturer specific. Lab fee required. (SCANS 1, 2, 3, 5, 6, 7, 8, 9, 10, 11) Prerequisite: Level I Certificate or consent of department chair.

**AUMT 2434 Engine Performance Analysis II**

(47.0604) (2-6) 4 hours

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Introduces fundamentals of solid state devices such as FET, bipolar and uni-junction transistors. Students will better understand LED's solid-state regulators, electronic spark control timing, amplifiers, buffers, SCR's, RAMS, PROMS, and EPROM. The automotive computer technologies will also be introduced. Students in lab exercises, working in teams, will develop thinking and reasoning abilities useful in diagnosing automotive electronic problems. Reading of technical materials is required. Lab fee required. (SCANS 1, 2, 3, 5, 6, 7, 8, 9, 10, 11) Prerequisite: Consent of department chair.

**AUMT 2443 Automotive Emissions Licensing Preparation**

(47.0604) (2-6) 4 hours

A study of state and federal legislation regarding automotive emissions, automotive emissions systems operation, testing, and repair. Preparation for licensing. May be taught manufacturer specific. Lab fee required. (SCANS 1, 2, 3, 6, 8, 9, 10, 11) Prerequisite: Level I Certificate or consent of department chair.

**AUMT 2455 Automotive Engine Machining**

(47.0604) (2-6) 4 hours

An in-depth study of precision engine rebuilding, cylinder reconditioning, and crack repair. Instruction in machines and equipment necessary to complete an engine repair. May be taught manufacturer specific. Lab fee required. (SCANS 1, 2, 3, 4, 5, 6, 8, 9, 10, 11) Prerequisite: Consent of department chair.

**AUMT 2537 Automotive Electronics**

(47.0604) (4-4) 5 hours

Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. May be taught manufacturer specific. Students will study Ohm's Law, power law, principles of direct current and alternating current, induction, capacitance, impedance, and other related electrical principles. Performing under time restraints during lab exercises, students will improve reasoning and decision making abilities. A scientific calculator is required. Lab fee required. (SCANS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11) Prerequisite: Consent of department chair.

**HRPO 1191 Special Topics in Human Resources Management**

(52.1001) (1-0) 1 hour

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. (SCANS 2, 5, 6, 11) Prerequisite: None. Corequisite: AUMT 1266.

**Biology**

**Faculty:** Steve Sofge, chair; Paul Burton, Dr. Chet Cooper, Kristi Deramus, Rebecca Hennig.

Courses offered in the biology department are directed toward two objectives. First, they provide the student majoring in a biological science with a broad and sound foundation for advanced study at an upper-level institution or a professional school. The second objective provides the non-science major with information and concepts about himself and the living world around him to help him become a well-rounded citizen.

**Courses of Study for Associate in Science Degree Biology**

	Semester Hrs
<b>General Education Requirements</b> .....	<b>60</b>
CHEM 1311/1111 General Inorganic Chemistry I / Fundamentals of Chemistry Laboratory I .....	4
CHEM 1312/1112 General Inorganic Chemistry II / Fundamentals of Chemistry Laboratory II .....	4
CHEM 2323/2123 Organic Chemistry I/ Organic Chemistry Lab I .....	4
CHEM 2325/2125 Organic Chemistry II/ Organic Chemistry Lab II .....	4
COSC 1401 Microcomputer Applications .....	4
ENGL 1301 Composition and Rhetoric .....	3
ENGL 1302 Composition and Literature .....	3
ENGL (Sophomore Level) .....	3
GOVT 2305 Federal Government .....	3
GOVT 2306 Texas Government .....	3
HIST 1301 United States History to 1877 .....	3
HIST 1302 United States History From 1877 <u>or</u> HIST 2301 History of Texas .....	3
MATH 1314 College Algebra <u>or</u> higher level math .....	3
MATH 1316 Plane Trigonometry <u>or</u> higher level math .....	3
PHED (any two one-hour activity courses) .....	2
PHYS 1401 College Physics I .....	4
PHYS 1402 College Physics II .....	4
SPCH 1315 Public Speaking .....	3
<b>Major Requirements</b> .....	<b>12</b>
BIOL 1406 General Biology I .....	4
BIOL 1407 General Biology II .....	4
*Elective .....	4
<b>Total Semester Hours</b> .....	<b>72</b>

\*Requirements for biology elective may be fulfilled by taking any one of the following courses: AGRI 1407,

Agronomy; AGRI 1413, Economic Entomology; AGRI 1415, Horticulture; BIOL 2406, Environmental Biology; BIOL 2470, Marine Ecology or BIOL 2420, Microbiology. Choice of an elective may depend upon students' plans for future study. Students should consult with the biology faculty for information regarding these courses.

**BIOLOGY COURSES**

**BIOL 1406 General Biology I**

(26.0101.5103) (3-3) 4 hours

This course is a study of the organizational aspects of cells from molecular to organismic levels. Students learn to understand and interpret terms and discover principles covering cell anatomy, cell biochemistry, cellular respiration, photosynthesis, cell reproduction and genetics. A taxonomic survey of the five kingdoms is also covered. In laboratory activities students learn to perform basic mathematical calculations of converting between the metric and English systems of measurement and acquire experimental data and reason to the interpretation of principles underlying the observations including cause and effect relationships. Lab fee required. (SCANS 1, 3, 6, 9) Prerequisites: Pass reading and math on TASP.

**BIOL 1407 General Biology II**

(26.0101.5103) (3-3) 4 hours

Students continue their understanding and interpretation of biological terms with respect to plant and animal growth, plant and animal tissues and systems, ecology, evolution and behavior. Laboratory investigations include acquisition of practical experience in the dissection of a mammal with reasoning to the relationships between form and function and make decisions relative to cause and effect relationships. Lab fee required. (SCANS 1, 3, 6, 9) Prerequisite: BIOL 1406.

**BIOL 1408 Introduction to Biology I**

(26.0101.5103) (3-3) 4 hours

This course is a survey of biology including molecular and cellular biology, genetics, DNA, microbiology, evolution and ecology. The cellular and molecular basis of life will be emphasized. Current topics in biology and medicine will be discussed. Designed as a transferable lab science course for non-science majors. Lab fee required. (SCANS 3, 6, 9) Prerequisite: None.

**BIOL 1409 Introduction to Biology II**

(26.0101.5103) (3-3) 4 hours

This course is a continuation of BIOL 1408. Biology of protists, fungi, plants, animals and animal behavior is presented. Emphasis placed on general human anatomy and physiology. Current topics in biology and medicine will be discussed. Designed as a transferable lab science course for non-science majors. Lab fee required. (Scans 3, 6, 9) Prerequisite: BIOL 1408.

**BIOL 2401 Anatomy & Physiology I**

(26.0706.5103) (3-3) 4 hours

This is the first semester of a two-semester course in which anatomy and physiology are integrally presented. Students learn anatomic and physiologic terminology, the principles of the relationships between form and function and basic mathematical calculations converting between the metric and English systems of measurement. Students also learn specific information about and concepts of basic chemistry, cell structure and chemistry, cell reproduction and tissue structure. The anatomy and physiology of four of the body's 11 systems are also presented. In laboratory investigations students acquire knowledge about bones, muscular function and microscopic examination of tissues. Lab fee is required. (SCANS 1, 3, 6, 9) Prerequisites: Pass reading and math on TASP.

**BIOL 2402 Anatomy & Physiology II**

(26.0706.5103) (3-3) 4 hours

This course is a continuation of BIOL 2401 and assumes foundation knowledge and skills acquired therein. Students learn specific and conceptual information about the remaining seven systems of the body, cellular metabolism and fluid and electrolytes. Practical knowledge of the information and concepts about the 11 systems is further gained and reinforced through the hands-on use of anatomical specimens. Lab fee required. (SCANS 1, 6, 9) Prerequisite: BIOL 2401 or consent of instructor.

**BIOL 2404 Human Anatomy & Physiology**

(26.0706.5103) (3-3) 4 hours

In this one-semester course students learn scientific terminology, specific information and concepts about the anatomy and physiology of the 11 body systems. In laboratory exercises students learn mathematical calculations for conversions between the metric and English systems of measurement, the anatomy of muscles, bones, nervous organs, blood vessels and endocrine glands, plus various organs of other systems. Lab fee required. (SCANS 1, 3, 6, 9) Prerequisite: Pass reading and math on TASP.

**BIOL 2406 Environmental Biology**

(03.0102.5101) (3-3) 4 hours

Environmental biology is an investigation into the study of basic ecological principles, relationships between living organisms, and problems involving energy and the environment. Emphasis is placed on human interaction with other organisms and how these relationships affect conservation, pollution, waste-management, depletion of non-renewable resources as well as environmental economics and politics. Laboratory investigations will include environmental sampling and analysis techniques. Lab fee required. (SCANS 1, 6, 9) Prerequisite: None

**BIOL 2420 Microbiology**

(26.0501.5103) (3-3) 4 hours

Students learn specific information and concepts in the classification, structure, cultivation and ecology of microorganisms. Students learn mathematical calculations of growth parameters and the effectiveness of chemotherapeutic agents. Students learn terminology, specific information and concepts of the relationships between microorganisms and human life. Cause and effect relationships between microbial growth and human disease, interpretation of symptomatic and laboratory information in diagnosis of disease, prevention of disease and treatment of disease are stressed. Lab fee required. (SCANS 1, 3, 6, 9)

Prerequisites: BIOL 1406 and BIOL 1407, or BIOL 2401 and BIOL 2402, or CHEM 1111 and CHEM 1311 or consent of the instructor.

**BIOL 2470 Marine Ecology**

(03.0102.7101) (12-12) [4 weeks] 4 hours

A 13-day course extended over a four-week period that includes a pre-trip orientation, an 11-day field trip to Puerto Penasco, Sonora, Mexico, and a post-trip student research presentation and summary discussions. This course is offered during the Midwinter Session and between spring and summer semesters. The course involves a comprehensive and systematic study of intertidal (littoral) marine organisms, including: field observations, collecting, preservation techniques, classification, life histories, organism associations and communities, and ecological adaptations. Students desiring transferability of credit for this course to a senior institution should check with the senior institution. A special travel fee is required. Lab fee required. (SCANS 1, 6, 9) Prerequisite: Consent of the instructor.

**HPRS 1106 Medical Terminology**

(51.9999) (1-0) 1 hour

A study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (SCANS 1) Prerequisite: None.

**Building Construction Technology**

(formerly listed under Maintenance Technologies)

**Faculty:** James Mosman, chair.

The associate in applied science degree in building construction technology is designed to train students for entry-level jobs in the building and construction industry. Specific areas of training include on-site experience in carpentry, concrete forming, plumbing, roofing, and exterior and interior finishing. Further instruction includes blueprint reading, study of building codes and specifications, and cabinet making.

While a certificate of technology with an emphasis in building construction will prepare the student to be an effective employee, the associate in applied science degree provides the necessary educational background for advancing to positions of even greater responsibility in the industry.

Due to the implementation of the Workforce Education Course Manual mandated by the Texas Higher Education Coordinating Board, course prefixes have changed. However, courses previously taken toward degree or certificate requirements are not affected.

**Course of Study for Associate in Applied Science Degree Building Construction Technology**

	Semester Hrs
<b>General Education Requirements</b> .....	23
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
ENGL 1301 Composition and Rhetoric <u>or</u> ENGL 1312 Report Writing .....	3
GOVT 2305 Federal Government <u>or</u> GOVT 2306 Texas Government .....	3
MATH 1314 College Algebra <u>or</u> higher level math .....	3
PHED (any two one-hour activity courses) .....	2
PSYC 2302 Applied Psychology .....	3
SPCH 1315 Public Speaking <u>or</u> SPCH 1321 Business and Professional Speech ...	3
PLUS <u>one</u> course from the following list .....	3
ARTS 1301 Art Appreciation	
ENGL 1302 Composition and Literature	
HIST 1302 United States History From 1877	
HIST 2301 History of Texas	
SPAN 1300 Conversational Spanish I	
<b>Technical Core</b> .....	16
CBFM 1424 Interior Maintenance .....	4
EEIR 1409 National Electrical Code .....	4
HART 1403 Air Conditioning Control Principles ..	4
HART 1407 Refrigeration Principles .....	4

<b>Major Requirements</b> .....	<b>30</b>
CNBT 1342 Building Codes and Inspections .....	3
CNBT 1416 Construction Technology I .....	4
CNBT 1446 Construction Estimating I .....	4
CNBT 1450 Construction Technology II .....	4
CNBT 1453 Construction Technology III .....	4
CNBT 2380 Cooperative Education - Construction/Building Technology/ Technician .....	3
CNBT 2439 Construction Technology IV .....	4
PPFB 1413 Introduction to the Plumbing Trade .....	4

**Total Semester Hours** ..... **69**

### Certificates of Technology in Building Construction

Level I certificates are TASP-waived.

Certificates of technology are available in the following job-specific fields. See the program chair for course requirements.

#### Level I – Basic Carpenter Helper

	<b>Semester Hrs</b>
CNBT 1342 Building Codes and Inspection .....	3
CNBT 1416 Construction Technology I .....	4
CNBT 1450 Construction Technology II .....	4
COSC 1301 Microcomputer Applications (or higher level) or demonstrated proficiency .....	3
PSYC 2302 Applied Psychology .....	3

**Total Semester Hours** ..... **17**

#### Level I – Basic Construction Technician

	<b>Semester Hrs</b>
CNBT 1342 Building Codes and Inspection .....	3
CNBT 1416 Construction Technology I .....	4
CNBT 1450 Construction Technology II .....	4
CNBT 1453 Construction Technology III .....	4
PPFB 1413 Introduction to the Plumbing Trade .....	4

**Total Semester Hours** ..... **19**

#### Level I – Intermediate Construction Technician

	<b>Semester Hrs</b>
CBFM 1424 Interior Maintenance .....	4
CNBT 1342 Building Codes and Inspection .....	3
CNBT 1416 Construction Technology I .....	4
CNBT 1450 Construction Technology II .....	4
EEIR 1409 National Electric Code .....	4
PPFB 1413 Introduction to the Plumbing Trade .....	4

**Total Semester Hours** ..... **23**

#### Level I – Basic Cabinetmaker Technician

	<b>Semester Hrs</b>
CBFM 1424 Interior Maintenance .....	4
CNBT 1416 Construction Technology I .....	4
COSC 1301 Microcomputer Applications (or higher level) or demonstrated proficiency .....	3
PSYC 2302 Applied Psychology .....	3
WDWK 1413 Cabinet Making .....	4

**Total Semester Hours** ..... **18**

#### Level II – Construction Estimator

	<b>Semester Hrs</b>
CBFM 1424 Interior Maintenance .....	4
CNBT 1342 Building Codes & Inspection .....	3
CNBT 1416 Construction Technology I .....	4
CNBT 1450 Construction Technology II .....	4
COSC 1301 Microcomputer Applications (or higher level) or demonstrated proficiency .....	3
ENGL 1312 Report Writing .....	3
HART 2445 Air Conditioning Systems Design .....	4
EEIR 1409 National Electric Code .....	4
MATH 1332 Structures of College Math I .....	3
PPFB 1413 Introduction to the Plumbing Trade .....	4
PSYC 2302 Applied Psychology .....	3
WDWK 1413 Cabinet Making .....	4

**Total Semester Hours** ..... **43**

### BUILDING CONSTRUCTION TECHNOLOGY COURSES

#### CNBT 1302 Mechanical, Plumbing, and Electrical Systems in Construction

(15.1001) (2-3) 3 hours

A presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to the overall building. The student will identify heating, air conditioning, and electrical components and systems; and identify and explain the relationships between the mechanical, plumbing, and electrical systems. A comprehensive course covering industrial maintenance principles and procedures for building maintenance personnel. Complete coverage of electrical, boiler, HVAC, mechanical, and other systems. Lab fee required. (SCANS 1, 3, 6, 8, 9) Prerequisite: None.

#### CNBT 1342 Building Codes and Inspections

(15.1001) (3-0) 3 hours

An examination of the building codes and standards applicable to building construction and inspection processes. (SCANS 1, 3, 5, 8, 9, 10) Prerequisite: None.

#### CNBT 1416 Construction Technology I

(15.1001) (3-3) 4 hours

A comprehensive course in site preparation, foundation, form work, and framing. Topics include safety; tools and equipment; basic site preparation; basic foundations and form work; and basic floor, wall, and framing methods and systems. Lab fee required. (SCANS 1, 3, 4, 8, 9) Prerequisite: None.

### **CNBT 1446 Construction Estimating I**

(15.1001)(3-3) 4 hours

Fundamentals of estimating materials and labor costs in construction. Lab fee required. (SCANS 1, 2, 3, 5, 6)  
Prerequisites: CNBT 1453 and CNBT 2439.

### **CNBT 1450 Construction Technology II**

(15.1001) (3-3) 4 hours

An intermediate course in site preparation, foundation, form work, and framing in residential and light construction. Topics include safety; tools and equipment; site preparation and layout; concrete; foundations and related form work; and floor, wall, ceiling, and roof framing methods and systems. Lab fee required. (SCANS 1, 3, 5, 8, 9, 11) Prerequisite: CNBT 1416 or consent of department chair.

### **CNBT 1453 Construction Technology III**

(15.1001) (3-3) 4 hours

An intermediate course in foundation and form work, exterior trim and finish, and interior finish for residential and commercial construction. Topics include safety; tools and equipment; concrete; foundations and related form work; exterior building finish; and interior floors, walls, and ceiling finish. Lab fee required. (SCANS 1, 3, 4, 6, 8) Prerequisite: CNBT 1416. Corequisite: CNBT 2439.

### **CNBT 2380 Cooperative Education - Construction/Building Technology/Technician**

(15.1001) (1-20) 3 hours

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. (SCANS 5, 7, 9, 10, 11) Prerequisite: Consent of department chair.

### **CNBT 2439 Construction Technology IV**

(15.1001) (3-3) 4 hours

An advanced course in site preparation, framing and interior finish for residential, light, and commercial construction. Topics include safety, tools and equipment, finish site work and equipment, alternate framing systems and methods, interior doors and windows, walls, and floors. Lab fee required. (SCANS 3, 5, 8, 10) Prerequisite: CNBT 1450 or consent of department chair.

### **WDWK 1413 Cabinet Making**

(48.0703) (3-3) 4 hours

Includes the design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools. Finishing techniques include proper sanding, sealing, staining, and finishing techniques. Lab fee required. (SCANS 1, 2, 3, 8, 9) Prerequisite: None.

## **Business Administration**

**Faculty:** J.D. Roberts, chair; Jack Felts, Dan Neagle.

Business administration is a broad field of study and contains many possible majors. Courses offered include those required by senior colleges at the freshman and sophomore levels to obtain the degree of bachelor of science in business administration or a bachelor of business administration (B.B.A.) in a specific undergraduate study, such as accounting. A business major should be aware of the opportunities, requirements and obligations in various majors of specialization so that a proper choice for study can be made. Students should reserve the decision of choosing an area of emphasis depending on their own abilities and interests. Suggested fields of study include accounting, advertising, banking, finance, business, teaching, various phases of management, insurance, retailing, marketing and statistical analysis.

The department also offers courses that may be directly applicable to those already employed but wish to upgrade their job skills or meet certification requirements for their particular vocation.

### **Course of Study for Associate in Arts Degree Business Administration**

	Semester Hrs
<b>General Education Requirements</b> .....	53
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
ECON 2301 Principles of Macroeconomics .....	3
ECON 2302 Principles of Microeconomics .....	3
ENGL 1301 Composition and Rhetoric .....	3
ENGL 1302 Composition and Literature .....	3
ENGL (sophomore Level) .....	3
GOVT 2305 Federal Government .....	3
GOVT 2306 Texas Government .....	3
HIST 1301 United States History to 1877 .....	3
HIST 1302 United States History From 1877 <u>or</u> HIST 2301 History of Texas .....	3
MATH 1324 Mathematical Analysis for Business I .....	3
MATH 1325 Mathematical Analysis for Business II .....	3
MATH 1442 Business Statistics .....	4
PHED (any two one-hour activity courses) .....	2
Science (two sequential semesters of a lab science in biology, chemistry, geology or physics) .....	8
SPCH 1321 Business and Professional Speech .....	3

building construction technology - business administration

<b>Major Requirements .....</b>	<b>12</b>
ACCT 2301 Principles of Accounting I .....	3
ACCT 2302 Principles of Accounting II .....	3
BUSI 1301 Introduction to Business .....	3
*BUSI 2301 Business Law I .....	3
 <b>Total Semester Hours .....</b>	 <b>65</b>

\*May not be accepted by all four-year or upper-level institutions. The student should consult the course catalog of the upper level institution they plan to transfer to or department advisor.

### **Business Administration Core Curriculum Leading to Degrees in Accounting, Finance, Personnel, Management, Marketing, etc.**

Core courses leading to the degrees listed above from four-year institutions are the same as those listed for the associate in arts degree (business administration) at Odessa College. The courses listed for the associate in arts degree from Odessa College are transferable between Texas institutions of higher education under the common course numbering system.

#### **BUSINESS ADMINISTRATION**

#### **BUSI 1301 Introduction to Business**

(52.0101.5104) (3-0) 3 hours

Presents an overview of various components of business and industry. Emphasizes integration of text material with current and local business operations and decision-making processes. Learning activities include background reading and applications from text materials, current events, class discussions, written reports, guest speakers and occasional work-site visits. Also aids students in career planning by emphasizing aptitudes and skills expected in various fields of business specializations. (SCANS 6, 7, 10, 11)  
Prerequisite: None.

#### **BUSI 2301 Business Law I**

(22.0101.5124) (3-0) 3 hours

Provides information about the legal system and its impact on business operations and decisions. Learning activities provide students opportunities to acquire factual information about designated topics as well as to apply and relate that knowledge to simulated and current business situations. Topics covered include the legal environment of business, the nature and source of legal systems, law of contracts, agency, government regulation of business, and property. Ethical perspectives are integrated throughout the course. (SCANS 6, 7, 9, 11) Prerequisites: Pass TASP English, reading.

#### **ACCT 1370 Introduction to College Accounting**

(52.0301.5104) (3-0) 3 hours

For business and non-business majors. Designed for students with no course background or experience in bookkeeping or accounting. Introduces basic theory of double-entry accounting for sole proprietorships. Uses both manual and technological means to emphasize the complete accounting cycle, including accrual and deferral adjustments. Other topics include financial statement preparation, accounting for cash, merchandising, payroll, receivables and payables. Practice set may be required. (SCANS 3, 4, 6, 8, 9)  
Prerequisite: None.

#### **ACCT 2301 Principles of Accounting I**

(52.0301.5104) (3-1) 3 hours

Introduces terminology, concepts and procedures used in financial accounting for sole proprietorships. The accounting cycle, including activities requiring students to analyze, record, and summarize data involved in preparation of financial statements, is covered. Other activities build on the accounting cycle as other topics – internal control, cash, payroll, receivables, payables, inventories, long-term assets and financial reporting issues – are studied. Learning activities are designed to allow students to apply acquired knowledge to exercises and problems. Manual and computer applications allow students to integrate factual learning into problem-solving situations. (SCANS 1, 3, 4, 6, 8, 9) Prerequisites: Pass TASP English, reading and mathematics.

#### **ACCT 2302 Principles of Accounting II**

(52.0301.5104) (3-1) 3 hours

Presents application of financial accounting concepts and principles for partnerships and corporations. Managerial and cost accounting topics are introduced: cost behavior, budgeting, responsibility accounting, cost systems and product costing, CVP, standard costs, variance analysis and incremental analysis. Learning activities are designed to allow students to apply acquired knowledge to exercises and problem-solving situations. Manual and computer applications allow students to integrate learned techniques and practices into problem-solving situations. (SCANS 1, 3, 4, 6, 8, 9)  
Prerequisite: ACCT 2301.

# Chemistry

**Faculty:** G. Brent McAfee, chair; Nichole Jackson; Teresa Rogers, paraprofessional.

The objectives of the chemistry department are to prepare pre-professional chemists, chemical engineers, and chemical education majors, and to give an effective background in chemistry for work in biology, physics, home economics, agriculture, premedicine, and elementary education. A co-objective is to prepare students for careers in chemical technology, where emphasis is placed on applied chemistry for modern laboratory instrumentation.

The chemistry curriculum is intended to be general enough to fulfill these objectives for the major or the non-major's requirements for the first two years of college chemistry. Students are responsible for checking the catalog of the senior college to which they plan to transfer to determine which courses are compatible with the senior college degree program.

## Course of Study for Associate in Science Degree Chemistry

	Semester Hrs
<b>General Education Requirements</b> .....	<b>45</b>
COSC 1401 Microcomputer Applications .....	4
ENGL 1301 Composition and Rhetoric .....	3
ENGL 1302 Composition and Literature .....	3
ENGL (sophomore level) .....	3
GOVT 2305 Federal Government .....	3
GOVT 2306 Texas Government .....	3
HIST 1301 United States History to 1877 .....	3
HIST 1302 United States History From 1877 <u>or</u>	
HIST 2301 History of Texas .....	3
MATH 1348 Analytic Geometry .....	3
MATH 2413 Calculus I .....	4
PHED (any two one-hour activity courses) .....	2
*PHYS 2425 Engineering Physics I .....	4
*PHYS 2426 Engineering Physics II .....	4
SPCH 1315 Public Speaking .....	3
<b>Major Requirements</b> .....	<b>18</b>
CHEM 1311/1111 General Inorganic Chemistry I	
/Fundamentals of Chemistry Lab I .....	4
CHEM 1312/1112 General Inorganic Chemistry II	
/Fundamentals of Chemistry Lab II .....	4
CHEM 2271 Organic Nomenclature .....	2
CHEM 2323/2123 Organic Chemistry I/Organic	
Chemistry Lab I .....	4
CHEM 2325/2125 Organic Chemistry II/Organic	
Chemistry Lab II .....	4
<b>**Approved Electives</b> .....	<b>3-4</b>
<b>Total Semester Hours</b> .....	<b>66-67</b>

\*PHYS 1401 and PHYS 1402 satisfy the Odessa College requirement for an associate degree for premedical students, but only PHYS 2425 and PHYS 2426 will transfer to satisfy a science requirement.

\*\*Approved electives: CHEM 1204, CHEM 2301 or CHEM 2101; FREN 1411 or FREN 1412; GERM 1411 or GERM 1412; MATH 2414.

## CHEMISTRY COURSES

### CHEM 1105 Introductory Chemistry Laboratory

(40.0501.5103) (0-3) 1 hour

A laboratory course that illustrates and reinforces principles and concepts of CHEM 1305 by use of quantitative experiments. Emphasizes interpreting and reporting of data. Stresses facility in handling scientific equipment. Lab fee required. (SCANS 1, 3, 6, 8, 9) Corequisite or prerequisite: CHEM 1305.

### CHEM 1111 Fundamentals of Chemistry Laboratory I

(40.0501.5203) (0-3) 1 hour

A laboratory course that illustrates and reinforces principles and concepts of CHEM 1311 by use of quantitative experiments. Emphasizes interpreting and reporting of data. Stresses facility in handling scientific equipment. Lab fee required. (SCANS 1, 3, 6, 8, 9) Corequisite or prerequisite: CHEM 1311.

### CHEM 1112 Fundamentals of Chemistry Laboratory II

(40.0501.5203) (0-3) 1 hour

A laboratory course that illustrates and reinforces principles and concepts of CHEM 1312 by use of qualitative and quantitative experiments. Emphasizes interpreting and reporting of data. Stresses facility in handling scientific equipment. Lab fee required. (SCANS 1, 3, 6, 8, 9) Corequisite or prerequisite: CHEM 1312.

### CHEM 1204 Chemical Calculations

(40.0502.5203) (2-0) 2 hours

A lecture course that emphasizes the problem-solving techniques that are used in CHEM 1312. Involves reading problems and using critical thinking skills and mathematics to organize the information and arrive at an answer. Can be used to fulfill the 10-hour freshman chemistry course or chemical engineering calculations course taught at some senior colleges. (SCANS 1, 3, 6, 9) Prerequisite: CHEM 1311.

### CHEM 1305 Introductory Chemistry

(40.0501.5103) (3-0) 3 hours

A lecture course in elementary chemistry. Primarily for non-majors or people desiring a one-semester introductory chemistry course. Includes terminology, nomenclature, stoichiometry, states of matter, solutions,



equilibria, etc. The student will be involved in reading information or problems and using critical thinking skills and mathematics to organize the information or to arrive at an answer; also requires student writing skills in order to communicate the information acquired in a written format. (SCANS 1, 3, 6, 9) Prerequisites: Pass all sections of the TASP exam. An understanding of basic mathematics, including simple algebra. (Credit probably not transferable until CHEM 1105 successfully completed.)

### **CHEM 1311 General Inorganic Chemistry I**

(40.0501.5203) (3-0) 3 hours

A lecture course designed as a first college-transfer course for students with some background in physical science. Covers such topics as chemical stoichiometry, atomic structure, bonding, formulas, equations, gas laws, solutions, etc. The student will be involved in reading information or problems and using critical thinking skills and mathematics to organize the information or to arrive at an answer; also requires student writing skills in order to communicate the information acquired in a written format. (SCANS 1, 3, 6, 9) Prerequisites: Pass all sections of the TASP exam and be eligible to take College Algebra. (Credit probably not transferable until CHEM 1111 is successfully completed.)

### **CHEM 1312 General Inorganic Chemistry II**

(40.0501.5203) (3-0) 3 hours

A lecture course that is a continuation of CHEM 1311. Includes solutions, chemical kinetics, acids and bases, equilibrium, electrochemistry, thermodynamics, coordination chemistry, nuclear chemistry, organic chemistry, etc. The student will be involved in reading information or problems and using critical thinking skills and mathematics to organize the information or to arrive at an answer; also requires student writing skills in order to communicate the information acquired in a written format. (SCANS 1, 3, 6, 9) Prerequisites: Math 1314 and a minimum grade of "C" in CHEM 1311. (Credit probably not transferable until CHEM 1112 is successfully completed.)

### **CHEM 2101 Analytical Chemistry Laboratory I**

(40.0502.5103) (0-4) 1 hour

A laboratory course that illustrates and reinforces principles and concepts of CHEM 2301. The course uses techniques and quantitative experiments common to analytical chemistry. Techniques include classical gravimetric and volumetric techniques, also modern instrumental techniques as electrochemical, UV/visible and AA spectroscopy and gas chromatography. The course also requires an individual laboratory project with a formal written report over the project. Lab fee required. (SCANS 1, 3, 6, 8, 9) Corequisite or prerequisite: CHEM 2301.

### **CHEM 2123 Organic Chemistry Laboratory I**

(40.0504.5203) (0-4) 1 hour

A laboratory course that illustrates and reinforces principles and concepts of CHEM 2323. The course is designed to concentrate on the techniques of preparing organic compounds, separation, purification and identifying the prepared compound. Some of the techniques include melting points, recrystallization, extraction, distillation and interpretation of IR, NMR and chromatography spectra. A project will be done that includes using the library and writing a research paper. Lab fee required. (SCANS 1, 3, 6, 8, 9) Corequisite or prerequisite: CHEM 2323.

### **CHEM 2125 Organic Chemistry Laboratory II**

(40.0504.5203) (0-4) 1 hour

A laboratory course that illustrates and reinforces principles and concepts of CHEM 2325. The course includes organic synthesis, isolation of product and identification of product using the techniques from CHEM 2123 and CHEM 2323. Each synthesis requires the acquisition of instrumental spectra, interpretation of the spectra and qualitative analysis of the product. The course also requires an individual laboratory project with a formal written report over the project. Lab fee required. (SCANS 1, 3, 6, 8, 9) Corequisite or prerequisite: CHEM 2325.

### **CHEM 2271 Organic Nomenclature**

(40.0504.7203) (2-0) 2 hours

A lecture course that presents a systematic study of rules of nomenclature for organic compounds by functional group. The course emphasizes International Union of Pure and Applied Chemistry rules but also includes some common names and structural determinations. Students should check with the senior college to determine transferability of this course. (SCANS 1, 6, 9) Corequisite: CHEM 2323 or consent of the instructor.

### **CHEM 2301 Analytical Chemistry**

(40.0502.5103) (3-0) 3 hours

A lecture course that is a study of fundamental principles of elementary quantitative analysis, both theoretical and practical. Includes equilibrium, gravimetric analysis, volumetric analysis and introduction to instruments (AA, GC, UV, spectroscopy, pH meters, IR and NMR). The student will be involved in reading information or problems and using critical thinking skills and mathematics to organize the information or to arrive at an answer; also requires student writing skills in order to communicate the information acquired in a written format. (SCANS 1, 3, 6, 9) Corequisite or prerequisite: CHEM 1312. (Credit probably not transferable until CHEM 2101 is successfully completed.)

### **CHEM 2323 Organic Chemistry I**

(40.0504.5203) (3-0) 3 hours

A lecture course that presents a mechanistic approach to an integrated study of aliphatic, alicyclic and aromatic hydrocarbons. Includes an introduction to instrumental methods applicable to organic chemistry. The student will be involved in reading information or problems and using critical thinking skills to organize the information or to arrive at an answer; also requires student writing skills in order to communicate the information acquired in a written format. (SCANS 1, 6, 9) Prerequisite: A minimum grade of "C" in CHEM 1312. Corequisite: CHEM 2271 or consent of the instructor. (Credit probably not transferable until CHEM 2123 is successfully completed.)

### **CHEM 2325 Organic Chemistry II**

(40.0504.5203) (3-0) 3 hours

A lecture course that is a continuation of CHEM 2323 which is an integrated study of organic compounds by functional groups. Includes an introduction to biochemistry. The student will be involved in reading information or problems and using critical thinking skills to organize the information to arrive at an answer; also requires student writing skills in order to communicate the information acquired in a written format. (SCANS 1, 3, 6, 9) Prerequisite: A minimum grade of "C" in CHEM 2323. Corequisite: CHEM 2125. (Credit probably not transferable until CHEM 2125 is successfully completed.)

## **Child and Parent Development/Tech Prep**

**Faculty:** Lucinda Hurlbut, chair; Mary Hanson.

The field of child and parent development is a rapidly growing area with a wide range of employment possibilities. An increasing number of job opportunities are available in the community for those who work with children. Public and private schools, federal agencies, child care centers, industry and community agencies need professionally-trained people who understand children and who can give them love, guidance and leadership.

The associate degree program in child and parent development will provide an opportunity for an in-depth study of the whole child. In the certificate program, the specialization is in child development or child care management. In all programs, the child development lab courses will include actual experience with young children. Students enrolled in child development lab classes must meet Texas Department of Regulatory and Protective Services staff requirements for child care centers.

**Student liability insurance is required for all child development lab classes.**

See your high school counselor or the Odessa College department chair for information on tech-prep options.

Due to the implementation of the Workforce Education Course Manual mandated by the Texas Higher Education Coordinating Board, course prefixes have changed. However, courses previously taken toward degree or certificate requirements are not affected.

### **Course of Study for Associate in Applied Science Degree Child and Parent Development**

	Semester Hrs
<b>General Education Requirements</b> .....	<b>20</b>
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
ENGL 1301 Composition and Rhetoric <u>or</u> ENGL 1312 Report Writing .....	3
GOVT 2305 Federal Government <u>or</u> GOVT 2306 Texas Government .....	3
MATH 1332 Structures of College Mathematics I <u>or</u> higher level math .....	3
PHED (any two one-hour activity courses) .....	2

Chemistry – child and parent development/tech prep ∞

SPCH 1315 Public Speaking or SPCH 1321 Business and Professional Speech .....	3
PLUS one course from the following list .....	3
ARTS 1301 Art Appreciation	
MUSI 1306 Music Appreciation	
SPAN 1300 Conversational Spanish I	

<b>Major Requirements</b> .....	<b>44</b>
CDEC 1319 Child Guidance .....	3
CDEC 1356 Emergent Literacy for Early Childhood .....	3
CDEC 1357 Math and Science for Early Childhood .....	3
CDEC 1358 Creative Arts for Early Childhood .....	3
CDEC 1359 Children With Special Needs .....	3
CDEC 1391 Special Topics in Family Life and Relations Studies .....	3
CDEC 1393 Special Topics in Family Living and Parenthood (Abuse and Neglect) .....	3
CDEC 1413 Curriculum Resources for Early Childhood Programs .....	4
CDEC 1421 The Infant and Toddler .....	4
CDEC 2341 The School Age Child .....	3
CDEC 2384 Cooperative Education in Child Development .....	3
TECA 1303 Family and the Community .....	3
TECA 1311 Introduction to Early Childhood Education .....	3
TECA 1318 Nutrition, Health and Safety .....	3
<b>Related Requirements</b> .....	<b>6</b>
PHED 1306 First Aid .....	3
PSYC 2308 Child Psychology .....	3
<b>Total Semester Hours</b> .....	<b>70</b>

### Course of Study for Certificate of Completion

Level I certificates are TASP-waived.

#### Level I Certificate – Child Care Aide

	<b>Semester Hrs</b>
<b>General Education Requirements</b> .....	<b>3</b>
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
<b>Major Requirements</b> .....	<b>12</b>
CDEC 1358 Creative Arts for Early Childhood .....	3
TECA 1303 Family and the Community .....	3
TECA 1311 Introduction to Early Childhood Education .....	3
TECA 1318 Nutrition, Health and Safety .....	3
<b>Related Requirements</b> .....	<b>3</b>
PHED 1306 First Aid .....	3
<b>Total Semester Hours</b> .....	<b>18</b>

#### Level I Certificate – Child Development

##### Associate (CDA)

	<b>Semester Hrs</b>
<b>General Education Requirements</b> .....	<b>3</b>
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
<b>Major Requirements</b> .....	<b>15</b>
CDEC 1319 Child Guidance .....	3
CDEC 1358 Creative Arts for Early Childhood .....	3
TECA 1303 Family and the Community .....	3
TECA 1311 Introduction to Early Childhood Education .....	3
TECA 1318 Nutrition, Health and Safety .....	3
<b>Related Requirements</b> .....	<b>3</b>
PHED 1306 First Aid .....	3
<b>Total Semester Hours</b> .....	<b>21</b>

#### Level II Certificate – Child Care/Preschool

##### Assistant Teacher

	<b>Semester Hrs</b>
<b>General Education Requirements</b> .....	<b>12</b>
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
ENGL 1301 Composition and Rhetoric <u>or</u> ENGL 1312 Report Writing .....	3
MATH 1332 Structures of College Mathematics I <u>or</u> higher level math .....	3
PSYC 2308 Child Psychology .....	3
<b>Major Requirements</b> .....	<b>31</b>
CDEC 1319 Child Guidance .....	3
CDEC 1356 Emergent Literacy for Early Childhood .....	3
CDEC 1358 Creative Arts for Early Childhood .....	3
CDEC 1391 Special Topics in Family Life and Relations Studies .....	3
CDEC 1393 Special Topics in Family Living and Parenthood (Abuse and Neglect) .....	3
CDEC 1421 Infant and Toddler .....	4
CDEC 2384 Cooperative Education in Child Development .....	3
TECA 1303 Family and the Community .....	3
TECA 1311 Introduction to Early Childhood Education .....	3
TECA 1318 Nutrition, Health and Safety .....	3
<b>Related Requirements</b> .....	<b>3</b>
PHED 1306 First Aid .....	3
<b>Total Semester Hours</b> .....	<b>46</b>

**Level III Certificate – Child Care  
Management (Advanced Skills Certificate)**

May only be awarded along with or following completion of associate or a higher-level degree.

	Semester Hrs
<b>Major Requirements</b> .....	<b>6</b>
CDEC 2326 Administration of Programs for Children I .....	3
CDEC 2328 Administration of Programs for Children II .....	3
<b>Related Requirements</b> .....	<b>6</b>
BMGT 1301 Supervision .....	3
HRPO 1311 Human Relations <i>or</i> BUSG 2309 Small Business Management .....	3
<b>Total Semester Hours</b> .....	<b>12</b>

CHILD DEVELOPMENT COURSES

**CDEC 1319 Child Guidance**

(20.0201) (2-3) 3 hours

An exploration of guidance strategies for promoting prosocial behaviors with individuals and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. Provides opportunity to evaluate and understand individuals' expectations regarding discipline and classroom management with emphasis on Texas licensing standards. Students will have the opportunity to evaluate situations based on good problem-solving and decision-making techniques and implementation of alternative discipline strategies. Emphasizes techniques of communication with children as well as co-workers. Presents major theorists and theories of individual and group management. Lab fee required. (SCANS 5, 6, 7, 8, 10, 11) Prerequisite: None.

**CDEC 1356 Emergent Literacy for Early Childhood**

(19.0706) (2-3) 3 hours

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum. Introduces techniques for development of age appropriate language experiences in listening, speaking, reading and writing readiness. Includes methods of story telling with and without audiovisual aids such as puppets, flannel graphs, story rolls and use of media equipment such as TV/VCRs, laminators, paper copiers, glue guns and computers. Includes introduction to bilingual language development. Lab fee required. (SCANS 1, 2, 8, 11) Prerequisite: None.

**CDEC 1357 Math and Science for Early Childhood**

(20.0201) (2-3) 3 hours

An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play. Applies scientific approach of problem solving and creative thinking to a child's world. Includes how to make or select inexpensive, simple science and/or math materials. Emphasizes how to write and present age appropriate science and/or math activities on subjects such as animals, plants, electricity, the five senses, measurements, shapes, sizes, numbers, symbols, etc. Also, includes criteria for arranging a science/discovery learning area in a classroom. Lab fee required. (SCANS 1, 3, 4, 9) Prerequisite: None.

**CDEC 1358 Creative Arts for Early Childhood**

(20.0201) (2-3) 3 hours

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. Creative activities will be planned and presented for all activity areas, including art, movement, music, language, science, mathematics and social studies, in addition to holiday and seasonal activities for young children. Emphasis is placed on appropriate use of all resources, including time, materials and facilities, as they apply to creative thinking. Lab fee required. (SCANS 4, 6, 9) Prerequisite: None.

**CDEC 1359 Children With Special Needs**

(20.0201) (2-3) 3 hours

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. Presents techniques to identify and serve children with special needs. Includes studies of physical, emotional, language and/or mental disabilities. Also, presents needs of gifted and talented children. Emphasizes constructing environment to enable children with special needs to function to their maximum abilities within the group structure. Stresses ways of working with parents of special children to bring out maximum home-center coordination. Lab fee required. (SCANS 5, 6, 10, 11) Prerequisite: None.

**CDEC 1391 Special Topics in Family Life and Relations Studies**

(19.0704) (3-0) 3 hours

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. Presents development and relationships between individual family members, including various decision-making and

problem-solving techniques. Includes changing role of men and women in society and discusses stages of family cycle. Introduces management techniques applicable to the individual and the family, including time management, money management, and related topics. (SCANS 4, 5, 6, 10, 11) Prerequisite: None.

**CDEC 1393 Special Topics in Family Living and Parenthood**

(20.0107) (3-0) 3 hours

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. Designed to educate individuals in all aspects of child maltreatment including procedures for observations, documentation and interpretation of policies. Utilizes outside resource persons, as well as films, lectures, etc. Includes classroom activities to encourage problem-solving and decision-making techniques for situational problems. Reviews current federal, state and local child abuse laws, including Texas licensing standards. (SCANS 1, 6, 9, 10) Prerequisite: None.

**CDEC 1413 Curriculum Resources for Early Childhood Programs**

(20.0201) (3-3) 4 hours

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. Emphasizes planning and teaching curriculum for children (birth to 5 years of age). Includes assessing children's developmental level by use of written observation techniques and planning and implementation of developmentally appropriate curricula which includes selecting appropriate equipment such as computer programs and videos. Also, presents techniques for parent involvement and interpersonal communication, creation of appropriate physical environments and classroom management. Lab fee required. (SCANS 5, 7, 9, 10) Prerequisites: CDEC 1311, CDEC 1319 and a minimum of two of the following courses: CDEC 1318, CDEC 1356, CDEC 1357, CDEC 1358 or consent of the department chair.

**CDEC 1421 The Infant and Toddler**

(20.0202) (3-2) 4 hours

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. Emphasizes development processes and environmental factors that can affect physical growth, shape personality and achievement from conception to 3 years of age. Presents skills for group or individual care of infants or toddlers such as individual daily schedules, record keeping, food preparation, age appropriate

discipline techniques and activities. Also, includes interpreting the Texas licensing standards for infants and toddlers. Lab fee required. (SCANS 1, 6, 9) Prerequisite: None.

**CDEC 2326 Administration of Programs for Children I**

(20.0203) (3-0) 3 hours

A practical application of management procedures for early child care education programs, including a study of planning, operating, supervising and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. The student will employ knowledge of programs, philosophies, curriculum and budget basics; develop goals and objectives, written/oral communications, parent communications; and interpret and supervise regulations, policies, staffing and evaluating. (SCANS 2, 4, 5, 6, 7, 9, 10, 11) Prerequisite: None.

**CDEC 2328 Administration of Programs for Children II**

(20.0203) (3-0) 3 hours

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. The student will demonstrate skills in fiscal planning and analysis, legal and ethical issues, personnel management and team building, advocacy and professionalism, parent education and partnership, and technical applications in programs. The student will utilize skills in speaking, writing, computation and computer utilization. (SCANS 1, 2, 3, 4, 6, 7, 9) Prerequisite: None.

**CDEC 2341 The School Age Child**

(20.0202) (3-0) 3 hours

A study of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials, and activities and teaching/guiding techniques. Focuses on social, emotional, mental and physical development processes. Designed particularly for anyone working with individuals or groups from school age through adolescence. (SCANS 1, 9, 10) Prerequisite: None.

**CDEC 2384 Cooperative Education – Child Development**

(19.0706) (1-20) 3 hours

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. A capstone course designed to interrelate academic and vocational course lectures and labs with business and industry work experiences in a child care facility or early childhood educational programs. Under supervision of college faculty and a workplace supervisor, the student will achieve agreed upon workplace goals and objectives that will enhance the student's competency attainment in the areas of personal, interpersonal and problem-solving skills. Weekly lectures will address key workplace competencies to enhance the employability of a technically competent graduate. (SCANS 5, 7, 9, 10, 11) Prerequisites: 21 hours of child development courses including CDEC 1311, CDEC 1319, CDEC 1413, CDEC 2421 and PSYC 2308 as well as consent of the department chair. Requires a grade of "C" or better for credit to be validated.

**TECA 1303 Family and the Community**  
(20.0107.5109) (2-3) 3 hours

A study of the relationship between the child, family, community, and educators, including a study of parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Effective listening and spoken techniques in parent/teacher conferences are developed along with communicating skills. Child care situations and resources are explained and written report examples are developed. The intellectual and emotional growth of children and parents will be taught as well as learning how to develop strategies for managing stressful situations. Lab fee required. (SCANS 2, 4, 5, 7, 9, 10, 11) Prerequisite: None.

**TECA 1311 Introduction to Early Childhood Education**  
(20.0201.5109) (2-3) 3 hours

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. Presents the development theorists, the four areas of development, the ages and stages of development as well as how to choose and implement appropriate activities. Lab assignments are designed to allow students to use their reasoning ability to solve problems, make decisions and interpret observational forms. Lab fee required. (SCANS 1, 4, 9) Prerequisite: None.

**TECA 1318 Nutrition, Health and Safety**  
(20.0201.5209) (2-3) 3 hours

A study of nutrition, health, and safety including community health, universal health precautions, and legal implications. Practical application of these principles in a variety of settings. Requires choosing, planning and implementing food, health and safety activities with children. Lab fee required. (SCANS 1, 3) Prerequisite: None.

# Computer Information Systems

**Faculty:** Ray Cone, chair; Gene Calvert, Diane Carrasco, Melissa Elliott, Fillmore Guinn, Trina Maurer, Mitch Slusher.

The computer information systems curriculum provides students with practical, job-related computer experience. The courses offered provide background terminology and concepts needed to understand and communicate; provide experience with programming languages, operating systems and software products; develop good programming and system design techniques; and encourage students to develop the ability to continue to grow and mature as knowledgeable computer professionals in a rapidly changing field.

Due to the implementation of the Workforce Education Course Manual mandated by the Texas Higher Education Coordinating Board, course prefixes have changed. However, courses previously taken toward degree or certificate requirements are not affected.

## Course of Study for Associate in Applied Science Degree Computer Information System

	Semester Hrs
<b>General Education Requirements</b> .....	20
ENGL 1301 Composition and Rhetoric .....	3
GOVT 2305 Federal Government <u>or</u>	
GOVT 2306 Texas Government .....	3
MATH 1314 College Algebra <u>or</u>	
higher level math .....	3
PHED (any two one-hour activity courses) .....	2
PHTC 1349 Photo Digital Imaging I .....	3
PSYC 2302 Applied Psychology <u>or</u>	
PSYC 2303 Business Psychology .....	3
SPCH 1315 Public Speaking <u>or</u>	
SPCH 1321 Business & Professional Speech .....	3
<b>Major Requirements</b> .....	13
ITSC 1305 Introduction to PC Operating Systems .	3
ITSC 1401 Introduction to Computers .....	4
ITSE 1329 Programming Logic and Design .....	3
ITSE 1350 System Analysis and Design .....	3

**\*Major Emphasis (Select either Option I or Option II below) .....** 35 or 38

child and parent development/tech prep - computer information systems

**Option I – PC Support Specialist**

Minimal entry requirements: keyboarding skills, college level reading/writing.

	Semester Hrs
ITNW 1325 Fundamentals of Networking Technologies .....	3
ITSC 1325 Personal Computer Hardware .....	3
ITSC 2339 Personal Computer Help Desk .....	3
ITSC 2381 Cooperative Education – Computer and Information Sciences, General .....	3
ITSE 1431 Introduction to Visual BASIC Programming .....	4
ITSE 2313 WEB Authoring .....	3
ITSE 2417 JAVA Programming .....	4
ITSW 1301 Introduction to Word Processing .....	3
ITSW 1304 Introduction to Spreadsheets .....	3
ITSW 1307 Introduction to Database .....	3
ITSW 2337 Advanced Database .....	3
<b>Total Semester Hours (Option I) .....</b>	<b>68</b>

**Option II – PC Programming**

Minimal entry requirements: keyboarding skills, college level reading/writing.

	Semester Hrs
ACCT 1370 Introduction to College Accounting ...	3
IMED 2309 Internet Commerce .....	3
ITSE 1407 Introduction to C++ Programming .....	4
ITSE 1431 Introduction to Visual BASIC Programming .....	4
ITSE 2313 Web Authoring .....	3
ITSE 2381 Cooperative Education – Computer Programming .....	3
ITSE 2417 JAVA Programming .....	4
ITSE 2431 Advanced C++ Programming .....	4
ITSE 2449 Advanced Visual BASIC Programming .....	4
ITSW 1307 Introduction to Database .....	3
ITSW 2337 Advanced Database .....	3
<b>Total Semester Hours (Option II) .....</b>	<b>71</b>

**Course of Study for Certificate of Technology**

Level I certificates are TASP-waived.

**Level I – PC Support Specialist, Beginning**

	Semester Hrs
ITSC 1305 Introduction to PC Operating Systems .....	3
ITSC 1325 Personal Computer Hardware .....	3
ITSC 1401 Introduction to Computers .....	4
ITSE 1329 Programming Logic and Design .....	3

ITSE 1431 Introduction to Visual BASIC Programming .....	4
ITSW 1301 Introduction to Word Processing .....	3
ITSW 1304 Introduction to Spreadsheets .....	3
ITSW 1307 Introduction to Database .....	3

**Total Hours .....** 26

**Level II – PC Support Specialist, Intermediate**

	Semester Hrs
<b>General Education Requirements .....</b>	<b>9</b>
ENGL 1301 Composition and Rhetoric .....	3
MATH 1314 College Algebra <u>or</u> MATH 1372 Technical College Algebra .....	3
SPCH 1315 Public Speaking <u>or</u> SPCH 1321 Business & Professional Speech .....	3

<b>Major Requirements .....</b>	<b>33</b>
ITSC 1305 Introduction to PC Operating Systems .	3
ITSC 1325 Personal Computer Hardware .....	3
ITSC 1401 Introduction to Computers .....	4
ITSE 1329 Programming Logic and Design .....	3
ITSE 1431 Introduction to Visual BASIC Programming .....	4
ITSE 2313 WEB Authoring .....	3
ITSE 2417 JAVA Programming .....	4
ITSW 1301 Introduction to Word Processing .....	3
ITSW 1304 Introduction to Spreadsheets .....	3
ITSW 1307 Introduction to Database .....	3

**Total Hours .....** 42

**Level I – Business Programming**

	Semester Hrs
ITSC 1401 Introduction to Computers .....	4
ITSE 1329 Programming Logic and Design .....	3
ITSE 1414 Introduction to RPG Programming .....	4
ITSE 1431 Introduction to Visual BASIC Programming .....	4
ITSE 2435 Advanced RPG/400 Programming .....	4
ITSW 1307 Introduction to Database .....	3
ITSW 1311 AS/400 Operating System I .....	3
ITSW 2341 AS/400 Operating System II .....	3

**Total Hours .....** 28

**Level II – Business Programming**

	Semester Hrs
<b>General Education Requirements .....</b>	<b>9</b>
ENGL 1301 Composition and Rhetoric .....	3
MATH 1314 College Algebra <u>or</u> MATH 1372 Technical College Algebra .....	3
SPCH 1315 Public Speaking <u>or</u> SPCH 1321 Business & Professional Speech .....	3

<b>Major Requirements .....</b>	<b>35</b>
ACCT 1370 Introduction to College Accounting ...	3

ITSC 1401 Introduction to Computers .....	4
ITSE 1329 Programming Logic and Design .....	3
ITSE 1414 Introduction to RPG Programming .....	4
ITSE 1418 Introduction to COBOL Programming .....	4
ITSE 1431 Introduction to Visual BASIC Programming .....	4
ITSE 2435 Advanced RPG/400 Programming .....	4
ITSW 1307 Introduction to Database .....	3
ITSW 1311 AS/400 Operating System I .....	3
ITSW 2341 AS/400 Operating System II .....	3

**Total Hours .....** 44

**COMPUTER INFORMATION  
SYSTEMS COURSES**

**ITNW 1325 Fundamentals of Networking Technologies**

(52.1204) (3-0) 3 hours

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (SCANS 1, 2, 3, 7, 8, 9, 10) Prerequisite: ITSC 1401 or instructor approval. Corequisite: ITSC 1305 or consent of instructor.

**ITSC 1305 Introduction to PC Operating Systems**

(11.0101) (3-0) 3 hours

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Lab fee required. (SCANS 3, 4, 6, 7, 8, 9) Prerequisite: ITSC 1401 or consent of instructor.

**ITSC 1325 Personal Computer Hardware**

(11.0101) (2-2) 3 hours

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Lab fee required. (SCANS 1, 2, 3, 4, 7, 8, 9) Prerequisite: ITSC 1401 or consent of instructor.

**ITSC 1401 Introduction to Computers**

(11.0101) (3-3) 4 hours

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. *Keyboarding proficiency is highly recommended.* Lab fee required. (SCANS 1, 2, 3, 6, 8, 9) Prerequisite: None.

**ITSC 2339 Personal Computer Help Desk**

(11.0101) (3-0) 3 hours

Diagnosis and solution of user hardware and software related problems with on-the-job projects. Projects are either a Help Desk lab or in short-term assignments for local business. (SCANS 1, 2, 3, 5, 6, 7, 8, 9, 10) Prerequisite: ITSC 1401 or consent of instructor.

**ITSC 2381 Cooperative Education – Computer and Information Sciences, General**

(11.0101) (1-20) 3 hours

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. (SCANS 5, 7, 9, 10, 11) Prerequisite: Consent of department chair.

**ITSE 1329 Programming Logic and Design**

(11.0201) (3-0) 3 hours

A disciplined approach to problem-solving with structured techniques and representation of algorithms using appropriate design tools. Discussion of methods for testing, evaluation, and documentation. Lab fee required. (SCANS 1, 2, 3, 5, 6, 8, 9) Prerequisite: None.

**ITSE 1350 System Analysis and Design**

(11.0501) (2-2) 3 hours

Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Lab fee required. (SCANS 4, 5, 6, 7, 8, 9, 10, 11) Prerequisite: ITSW 2337 or consent of instructor.

**ITSE 1407 Introduction to C++ Programming**

(11.0201) (3-3) 4 hours

Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Lab fee required. (SCANS 1, 2, 3, 6, 7, 8, 9) Prerequisites: ITSC 1401 and ITSE 1329 or consent of instructor.

**ITSE 1431 Introduction to Visual BASIC Programming**

(11.0201) (3-3) 4 hours

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Lab fee

required. (SCANS 1, 2, 3, 6, 7, 8, 9) Prerequisites: ITSE 1329 and ITSC 1401 or consent of instructor.

**ITSE 2313 Web Authoring**

(11.0201) (2-2) 3 hours

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Lab fee required. (SCANS 4, 5, 6, 7, 8, 9, 10, 11) Prerequisite: Introductory course in computer programming or consent of instructor.

**ITSE 2381 Cooperative Education – Computer Programming**

(11.0201) (1-20) 3 hours

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. (SCANS 5, 7, 9, 10, 11) Prerequisite: Consent of department chair.

**ITSE 2417 JAVA Programming**

(11.0201) (3-3) 4 hours

Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. Lab fee required. (SCANS 1, 2, 3, 6, 7, 8, 9) Prerequisites: ITSE 1329 and ITSC 1401 or consent of instructor.

**ITSE 2431 Advanced C++ Programming**

(11.0201) (3-3) 4 hours

Further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques. Lab fee required. (SCANS 2, 3, 6, 7, 8, 9) Prerequisite: ITSE 1407 or consent of instructor.

**ITSE 2449 Advanced Visual BASIC Programming**

(11.0201) (3-3) 4 hours

Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. Lab fee required. (SCANS 1, 6, 7, 8, 9) Prerequisite: ITSE 1431 or consent of instructor.

**ITSW 1301 Introduction to Word Processing**

(11.0301) (2-2) 3 hours

An overview of the production of documents, tables, and graphics. *Keyboarding proficiency is highly recommended.* Lab fee required. (SCANS 1, 2, 4, 6, 7, 8, 9) Prerequisite: None.

**ITSW 1304 Introduction to Spreadsheets**

(11.0301) (2-2) 3 hours

Instruction in the concepts, procedures, and importance of electronic spreadsheets. Lab fee required. (SCANS 1, 3, 4, 6, 7, 8, 9) Prerequisites: ITSC 1401 and college level math or consent of instructor.

**ITSW 1307 Introduction to Database**

(11.0301) (2-2) 3 hours

Introduction to database theory and the practical applications of a database. Lab fee required. (SCANS 1, 2, 3, 4, 5, 6, 9, 10) Prerequisite: ITSC 1401 or consent of instructor.

**ITSW 2337 Advanced Database**

(11.0301) (2-2) 3 hours

Designed to provide an understanding of advanced functionality of databases. Lab fee required. (SCANS 1, 2, 4, 5, 6, 9, 10) Prerequisites: ITSW 1307 and ITSE 1431 or consent of instructor.

# Computer Network and Information Technology

**Faculty:** Ray Cone, chair; Melissa Elliott, Trina Maurer, Mitch Slusher.

The computer network and information technology program is designed to prepare students in the knowledge of computer networking software including Microsoft products and information technology utilizing the software. Additional objectives include knowledge of DOS; hardware selection for new systems; software and system design and construction; interpretation of manuals; database management and design; structured programming; and core concepts of Microsoft software packages.

Due to the implementation of the Workforce Education Course Manual mandated by the Texas Higher Education Coordinating Board, course prefixes have changed. However, courses previously taken toward degree or certificate requirements are not affected.

## Course of Study for Associate in Applied Science Degree Computer Network and Information Technology

	Semester Hrs
<b>General Education Requirements</b> .....	<b>20</b>
ENGL 1301 Composition and Rhetoric .....	3
GOVT 2305 Federal Government <u>or</u>	
GOVT 2306 Texas Government .....	3
MATH 1314 College Algebra <u>or</u> higher level math .	3
PHED (any two one-hour activity courses) .....	2
PHTC 1349 Photo Digital Imaging I .....	3
PSYC 2302 Applied Psychology .....	3
SPCH 1315 Public Speaking <u>or</u>	
SPCH 1321 Business & Professional Speech .....	3
<b>Major Requirements</b> .....	<b>48</b>
BMGT 1301 Supervision .....	3
ITMC 1303 Querying Microsoft SQL Server	
With Transact – SQL .....	3
ITMC 1343 Implementing and Administering	
Microsoft Windows 2000 Directory Services .....	3
ITMC 1441 Implementing Microsoft Windows	
Professional and Server .....	4
ITMC 1442 Implementing a Microsoft Windows	
2000 Network Infrastructure .....	4

ITMC 2303 Administering a Microsoft SQL	
Server 2000 Database .....	3
ITMC 2331 Designing a Microsoft Windows	
2000 Directory Services Infrastructure .....	3
ITNW 1325 Fundamentals of Networking	
Technologies .....	3
ITNW 1380 Cooperative Education – Business	
Systems Networking and Telecommunications ...	3
ITNW 2305 Network Administration .....	3
ITNW 2313 Networking Hardware .....	3
ITSC 1321 PC Operating System – Windows.....	3
ITSC 1325 Personal Computer Hardware .....	3
ITSC 1401 Introduction to Computers .....	4
ITSW 1307 Introduction to Database .....	3

**Total Semester Hours** ..... 68

## Course of Study for Certificate of Technology

Level I certificates are TASP-waived.

### Level I – Entry Network Technician

ITMC 1343 Implementing and Administering	
Microsoft Windows 2000 Directory Services .....	3
ITMC 1441 Implementing Microsoft Windows	
Professional and Server .....	4
ITMC 1442 Implementing a Microsoft Windows	
Network Infrastructure .....	4
ITNW 1325 Fundamentals of Networking	
Technologies .....	3
ITNW 2313 Networking Hardware .....	3
ITSC 1305 Introduction to PC Operating Systems .	3
ITSC 1321 PC Operating System – Windows.....	3
ITSC 1325 Personal Computer Hardware .....	3
ITSC 1401 Introduction to Computers .....	4

**Total Semester Hours** ..... 30

### Level II – Intermediate Network Technician

<b>General Education Requirements</b> .....	<b>6</b>
ENGL 1301 Composition and Rhetoric .....	3
MATH 1314 College Algebra <u>or</u>	
higher level math .....	3

<b>Major Requirements</b> .....	<b>42</b>
BMGT 1301 Supervision .....	3
ITMC 1303 Querying Microsoft SQL Server	
With Transact – SQL .....	3
ITMC 1343 Implementing and Administering	
Microsoft Windows 2000 Directory Services .....	3
ITMC 1441 Implementing Microsoft Windows	
Professional and Server .....	4

ITMC 1442 Implementing a Microsoft Windows Network Infrastructure .....	4
ITNW 1325 Fundamentals of Networking Technologies .....	3
ITNW 1380 Cooperative Education – Business Systems Networking and Telecommunications ..	3
ITNW 2313 Networking Hardware .....	3
ITSC 1305 Introduction to PC Operating Systems ..	3
ITSC 1321 PC Operating System – Windows .....	3
ITSC 1325 Personal Computer Hardware .....	3
ITSC 1401 Introduction to Computers .....	4
ITSW 1307 Introduction to Database .....	3

**Total Semester Hours .....** 48

**Level III – Advanced Network Technician**

May only be awarded along with or following completion of associate or higher-level degree.

ACCT 1370 Introduction to College Accounting ...	3
BMGT 1305 Communications in Management .....	3
ITSC 1307 Unix Operating System I .....	3
ITSE 2313 Web Authoring .....	3

**Total Semester Hours .....** 12

**COMPUTER NETWORK AND INFORMATION TECHNOLOGY COURSES**

**BMGT 1305 Communications in Management**

*(52.0201) (3-0) 3 hours*

Basic theory and processes of communication skills necessary for the management of an organization’s workforce. The student will explain the communication process; identify communication channels and their relationship to semantics and perception; compare and contrast the relationship of communication and management; and demonstrate competencies in verbal and written communications skills through oral and written presentations. Lab fee required. (SCANS 2, 5, 6, 11) Prerequisite: None.

**ITMC 1303 Querying Microsoft SQL Server With Transact – SQL**

*(52.1204) (2-2) 3 hours*

In-depth coverage of the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server. Lab fee required. (SCANS 1, 2, 3, 6, 8, 9) Prerequisite: Consent of instructor.

**ITMC 1343 Implementing and Administering Microsoft Directory Services**

*(52.1204) (2-2) 3 hours*

Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft

Windows Active Directory service. Focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Lab fee required. (SCANS 1, 2, 3, 6, 8, 9) Prerequisite: Consent of instructor.

**ITMC 1441 Implementing Microsoft Windows Professional and Server**

*(52.1204) (3-3) 4 hours*

In-depth coverage of the knowledge and skills necessary to install and configure Microsoft Windows on stand-alone computers and on client computers that are part of a workgroup or domain, and the skills and knowledge necessary to install and configure Windows Server to create file, print, and servers. Lab fee required. (SCANS 1, 2, 4, 6, 7, 8, 9) Prerequisite: Consent of instructor.

**ITMC 1442 Implementing a Microsoft Windows Network Infrastructure**

*(52.1204) (3-3) 4 hours*

Skills development in installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products. Lab fee required. (SCANS 1, 2, 4, 6, 7, 8, 9) Prerequisite: Consent of instructor.

**ITMC 2303 Administering a Microsoft SQL Server Database**

*(52.1204) (2-2) 3 hours*

In-depth coverage of the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server databases. Lab fee required. (SCANS 1, 2, 4, 5, 7, 8, 9) Prerequisite: Consent of instructor.

**ITMC 2331 Designing a Microsoft Windows Directory Services Infrastructure**

*(52.1204) (2-2) 3 hours*

Advanced concepts in the knowledge and skills necessary to design a Microsoft Windows directory services infrastructure. Strategies are presented to assist the student in identifying the information technology needs of the organization and to designing the Active Directory structure that meets those needs. Lab fee required. (SCANS 1, 2, 4, 6, 7, 8, 9) Prerequisite: ITMC 1343 or consent of instructor.

**ITNW 1325 Fundamentals of Networking Technologies**

*(52.1204) (3-0) 3 hours*

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (SCANS 1, 2, 3, 7, 8, 9, 10) Prerequisite: ITSC 1401 or consent of instructor.

**ITNW 1380 Cooperative Education – Business Systems Networking and Telecommunications**

(52.1204) (1-20) 3 hours

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. (SCANS 5, 7, 9, 10, 11) Prerequisite: Consent of department chair.

**ITNW 2305 Network Administration**

(52.1204) (2-2) 3 hours

Topics include network components, user accounts and groups, network file systems, file system security, and network printing. Lab fee required. (SCANS 1, 2, 3, 4, 7, 8, 9) Prerequisite: Consent of instructor.

**ITNW 2313 Networking Hardware**

(52.1204) (3-0) 3 hours

Maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies; and other networking hardware devices. Lab fee required. (SCANS 1, 2, 3, 4, 7, 8, 9) Prerequisite: ITNW 1325 or consent of instructor.

**ITSC 1305 Introduction to PC Operating Systems**

(11.0101) (3-0) 3 hours

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Lab fee required. (SCANS 3, 4, 6, 7, 8, 9) Prerequisite: ITSC 1401 or consent of instructor.

**ITSC 1307 UNIX Operating System I**

(11.0101) (2-3) 3 hours

A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. Lab fee required. (SCANS 1, 2, 3, 4, 7, 8, 9) Prerequisite: Consent of instructor.

**ITSC 1321 PC Operating System – Windows**

(11.0101) (3-0) 3 hours

Introduction to windows-based microcomputer operating systems. Topics include installation and configuration, file management, memory and storage management, peripheral device control, and use of utilities. (SCANS 3, 4, 6, 7, 8, 9) Prerequisite: ITSC 1401 or consent of instructor.

**ITSC 1325 Personal Computer Hardware**

(11.0101) (2-2) 3 hours

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Lab fee required. (SCANS 1, 2, 3, 4, 7, 8, 9) Prerequisite: ITSC 1401 or consent of instructor.

**ITSC 1401 Introduction to Computers**

(11.0101) (3-3) 4 hours

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area.

*Keyboarding proficiency is highly recommended.* Lab fee required. (SCANS 1, 2, 3, 6, 8, 9) Prerequisite: None.

**ITSE 2313 Web Authoring**

(11.0201) (2-2) 3 hours

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Lab fee required. (SCANS 4, 5, 6, 7, 8, 9, 10, 11)

Prerequisites: Competency in desktop operating systems and computer applications or consent of instructor.

**ITSW 1307 Introduction to Database**

(11.0301) (2-2) 3 hours

Introduction to database theory and the practical applications of a database. Lab fee required. (SCANS 1, 2, 3, 4, 5, 6, 9, 10) Prerequisite: ITSC 1401 or consent of instructor.

# Computer Science

**Faculty:** Ray Cone, chair; Mitch Slusher.

The computer science curriculum provides students with course work comparable to the first two years for a bachelor's degree in computer science. The ACM curricula recommendations for computer science (2001) serve as the basis for this area of study.

Course work introduces students to the concept of a program and techniques of good program design, to internal data representations and common data structures, to elementary mathematics associated with computer systems and to a working knowledge of Pascal, C, and assembly programming languages.

The following curriculum in computer science has been designed as a guide for those students wishing to prepare for a bachelor's degree in computer science.

## Course of Study for Associate in Science Degree Computer Science

	Semester Hrs
<b>General Education Requirements</b> .....	<b>46</b>
ENGL 1301 Composition and Rhetoric .....	3
ENGL 1302 Composition and Literature .....	3
ENGL (any sophomore level literature) .....	3
GOVT 2305 Federal Government .....	3
GOVT 2306 Texas Government .....	3
HIST 1301 United States History to 1877 .....	3
HIST 1302 United States History From 1877 <u>or</u>	
HIST 2301 History of Texas .....	3
Lab Science Elective .....	4
*MATH 2413 Calculus I .....	4
*MATH 2414 Calculus II .....	4
PHED (any two one-hour activity courses) .....	2
PHYS 2425 Engineering Physics I .....	4
PHYS 2426 Engineering Physics II .....	4
SPCH 1321 Business and Professional Speech .....	3
<b>Elective (must be outside the major area)</b> .....	<b>3</b>
<b>Major Requirements</b> .....	<b>20</b>
COSC 1401 Microcomputer Applications .....	4
COSC 1436 Programming Fundamentals I .....	4
COSC 1437 Programming Fundamentals II .....	4
COSC 2425 Computer Organization and	
Machine Language .....	4
COSC 2436 Programming Fundamentals III .....	4
<b>Total Semester Hours</b> .....	<b>69</b>

\*Because upper level institutions require advanced math courses, taking additional math courses in your degree

plan is recommended.

NOTE: Computer science majors should consult the degree requirements of the university which they plan to attend before selecting electives or specific general education courses.

### COMPUTER SCIENCE COURSES

#### COSC 1301 Microcomputer Applications

(11.0101.5207) (3-0) 3 hours

Presents extensive vocabulary, concepts and techniques needed to begin study of computers. Covers hardware/software fundamentals, history, information systems concepts and societal trends. Emphasis is placed on using the computer to process text and numeric information. By using software packages including a word processor, electronic spreadsheet, database management system and MS-DOS/Windows, the student is able to identify and select the correct hardware/software to apply to a given problem. Lab exercises are designed to allow students to use their reasoning ability to solve problems and make decisions. Not for computer science majors or computer information systems majors. *Keyboarding proficiency is highly recommended.* Lab fee required. (SCANS 1, 2, 3, 6, 8, 9) Prerequisite: None.

#### COSC 1401 Microcomputer Applications

(11.0101.5207) (3-3) 4 hours

Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. Using these, students will be able to select the correct hardware/software to apply to a given problem. Laboratory exercises focus on the use of word processing to process textual information, electronic spreadsheet for numerical information, Windows and data base application software. Introduces programming logic, structure and techniques using a high level programming language. Lab exercises are designed for students to use, follow and interpret written instructions and to use their reasoning ability to solve problems and make decisions. *Keyboarding proficiency is highly recommended.* Lab fee required. (SCANS 1, 2, 3, 6, 8, 9) Prerequisite: None.

#### COSC 1436 Programming Fundamentals I

(11.0201.5207) (3-3) 4 hours

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Lab fee required. (SCANS 5, 6, 7, 8, 9)

Prerequisites: COSC 1401 or both ITSC 1401 and ITSE 1329 or consent of instructor.

### **COSC 1437 Programming Fundamentals II**

(11.0201.5307) (3-3) 4 hours

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. Lab fee required. (SCANS 5, 6, 7, 8, 9) Prerequisite: COSC 1436.

### **COSC 2425 Computer Organization and Machine Language**

(11.0201.5407) (3-3) 4 hours

Introduces basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. Lab fee required. (SCANS 1, 6, 7, 8, 9) Prerequisite: COSC 1436 or consent of instructor.

### **COSC 2436 Programming Fundamentals III**

(11.0201.5307) (3-3) 4 hours

Includes further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. Lab fee required. (SCANS 1, 6, 7, 8, 9) Prerequisite: COSC 1437.

## Cosmetology

**Faculty:** Sylvia Stephens, chair; Lou Ann Hitt, Michael Sodd, Linda Sullivan, Theresa Vaughn.

Cosmetology courses at Odessa College seek to provide students with the skill and knowledge required to pass the Texas Cosmetology Commission examination for licensing in Texas and for successful entry into the cosmetology profession. All aspects for the beauty profession are presented, and training also is available for the cosmetologist seeking an instructor's license.

Requirements for admission to the cosmetology program, in addition to the Odessa College admission requirements, are having a personal interview with the department chair, and sending a \$25 fee and one 1-1/2 inch square picture to the Texas Cosmetology Commission for a student permit. Students also are required to purchase a cosmetology kit. For admission, applicants should apply to Odessa College and to the chair of the cosmetology department.

The program is designed around an open-entry and open-exit concept. New students may call for start dates. Because of limited enrollment, students are urged to apply as early as possible before the date of proposed admission.

**Note: Student liability insurance is required for all students enrolled in cosmetology.**

An advanced standing procedure is available for those individuals who hold a valid Texas cosmetology license, which did not result from completion of a program at Odessa College. People in this category who wish to pursue an associate degree may satisfy cosmetology requirements outlined in the associate degree course of study in the following manner: (1) by providing proof of licensure to the college registrar and/or to the director of the cosmetology program; (2) by successfully completing CSME 1401, CSME 1451, and CSME 2441 for a total of 12 semester hours credit; (3) by successfully completing a comprehensive examination for 29 of the 41 required hours of cosmetology listed in course of study, the examination to be administered and evaluated by the department of cosmetology; and (4) by satisfying all other requirements in the course of study for an associate in applied science degree in cosmetology. **Any deviation from these stipulations must be petitioned for in writing and approval must be received in advance from the cosmetology department chair and the division dean.**

Due to the implementation of the Workforce Education Course Manual mandated by the Texas Higher Education Coordinating Board, course prefixes have changed. However, courses previously taken toward degree or certificate requirements are not affected.

## Course of Study for Associate in Applied Science Degree Cosmetology

	Semester Hrs
<b>General Education Requirements</b> .....	<b>23</b>
ARTS 1311 Design I .....	3
COSC 1301 Microcomputer Applications (or higher level) <u>or</u> demonstrated proficiency .....	3
ENGL 1301 Composition and Rhetoric .....	3
GOVT 2305 Federal Government <u>or</u> 2306 Texas Government .....	3
MATH 1332 Structures of College Mathematics I <u>or</u> higher level math .....	3
PHED (any two one-hour activity courses) .....	2
PSYC 2302 Applied Psychology .....	3
SPCH 1315 Public Speaking <u>or</u> SPCH 1321 Business and Professional Speech ...	3

In addition to the 23 hours listed, students must select either Option I or Option II below:

### Option I – Operator

	Semester Hrs
<b>Major Requirements (1504 Clock Hours)</b> .....	<b>41</b>
(Class meets eight hours per day, Monday through Friday)	
CSME 1401 Orientation to Cosmetology .....	4
CSME 1405 Fundamentals of Cosmetology .....	4
CSME 1443 Manicuring and Related Theory .....	4
CSME 1447 Principles of Skin Care/Facial & Related Theory .....	4
CSME 1451 Artistry of Hair, Theory, and Practice ...	4
CSME 1453 Chemical Reformation and Related Theory .....	4
CSME 2237 Advanced Cosmetology Techniques ..	2
CSME 2343 Salon Development .....	3
CSME 2401 Principles of Hair Coloring and Related Theory .....	4
CSME 2439 Advanced Hair Design .....	4
CSME 2441 Preparation for the Texas Cosmetology Commission Examination .....	4
<b>Related Required Courses</b> .....	<b>3</b>
HRPO 1311 Human Relations <u>or</u> MRKG 1311 Principles of Marketing .....	3
<b>Total Semester Hours (Option I – Operator)</b> .....	<b>67</b>

Note: Student not desiring the associate in applied science degree may receive a Certificate of Completion – Operator Option.

### Option II – Instructor

	Semester Hrs
<b>Major Requirements (752 clock hours)</b> .....	<b>30</b>
CSME 1534 Cosmetology Instructor I .....	5
CSME 1535 Orientation to the Instruction of Cosmetology .....	5
CSME 2514 Cosmetology Instructor II .....	5

CSME 2515 Cosmetology Instructor III .....	5
CSME 2544 Cosmetology Instructor IV .....	5
CSME 2545 Instruction Theory and Clinic Operation .....	5

**Elective** .....

<b>Related Requirements</b> .....	<b>9</b>
BUSI 2301 Business Law I .....	3
HRPO 1311 Human Relations .....	3
MRKG 1311 Principles of Marketing <u>or</u> BUSG 2309 Small Business Management .....	3

**Total Semester Hours (Option II – Instructor)** .....

Note: Student not desiring the associate in applied science degree may receive a Certificate of Completion – Instructor Option.

## Course of Study for Certificate of Completion

Level I certificates are TASP-waived.

### Level I – Operator

	Semester Hrs
<b>Major Requirements (1504 Clock Hours)</b> .....	<b>41</b>
CSME 1401 Orientation to Cosmetology .....	4
CSME 1405 Fundamentals of Cosmetology .....	4
CSME 1443 Manicuring and Related Theory .....	4
CSME 1447 Principles of Skin Care/Facial & Related Theory .....	4
CSME 1451 Artistry of Hair, Theory, and Practice ..	4
CSME 1453 Chemical Reformation and Related Theory .....	4
CSME 2237 Advanced Cosmetology Techniques ..	2
CSME 2343 Salon Development .....	3
CSME 2401 The Principles of Hair Coloring and Related Theory .....	4
CSME 2439 Advanced Hair Design .....	4
CSME 2441 Preparation for the Texas Cosmetology Commission Examination .....	4
<b>Total Semester Hours</b> .....	<b>41</b>

### Level I – Instructor

	Semester Hrs
<b>Major Requirements (752 Clock Hours)</b> .....	<b>30</b>
CSME 1534 Cosmetology Instructor I .....	5
CSME 1535 Orientation to the Instruction of Cosmetology .....	5
CSME 2514 Cosmetology Instructor II .....	5
CSME 2515 Cosmetology Instructor III .....	5
CSME 2544 Cosmetology Instructor IV .....	5
CSME 2545 Instruction Theory and Clinic Operation .....	5
<b>Total Semester Hours</b> .....	<b>30</b>

## **COSMETOLOGY OPERATOR COURSES**

### **CSME 1401 Orientation to Cosmetology**

(12.0403) (2-6) 4 hours

An overview of the skills and knowledge necessary for the field of cosmetology. The student will exhibit comprehension of professional ethics; demonstrate sanitation and safety; and explain the rules and regulations of the institution, department, and state. (SCANS 1, 2, 3, 10) Prerequisite: None.

### **CSME 1405 Fundamentals of Cosmetology**

(12.0403) (2-6) 4 hours

A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo haircut, wet styling, comb out, and salon management. The student will identify fundamental concepts related to skills required by the Texas Cosmetology Commission; implement fundamental skills required by the Texas Cosmetology Commission; and demonstrate professional communication skills. (SCANS 4, 8, 9, 10) Prerequisite or corequisite: CSME 1401.

### **CSME 1443 Manicuring and Related Theory**

(12.0403) (2-6) 4 hours

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. The student will identify terminology related to nail technology; demonstrate the proper application of nail technology; and exhibit workplace competencies in nail technology. (SCANS 1, 2, 5, 8) Prerequisite or corequisite: CSME 1401.

### **CSME 1447 Principles of Skin Care/Facials and Related Theory**

(12.0403) (2-6) 4 hours

In-depth coverage of the theory and practice of skin care, facials, and cosmetics. The student will identify the terminology related to the skin, products, and treatments; demonstrate the proper application related to skin care and cosmetics; and exhibit workplace competencies in skin care and cosmetics. (SCANS 1, 2, 5, 8) Prerequisite or corequisite: CSME 1401.

### **CSME 1451 Artistry of Hair, Theory and Practice**

(12.0403) (2-8) 4 hours

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. The student will identify the terminology related to hair structure, growth, and distribution; exhibit workplace competencies related to the artistry of hair; and demonstrate the proper application of hair design. (SCANS 1, 2, 5, 8) Prerequisite or corequisite: CSME 1401.

### **CSME 1453 Chemical Reformation and Related Theory**

(12.0403) (2-8) 4 hours

Presentation of the theory and practice of chemical reformation. Topics include terminology, application, and workplace competencies related to chemical reformation. The student will identify terminology related to chemical reformation; demonstrate the proper application of chemical reformation; and exhibit workplace competencies related to chemical reformation. (SCANS 3, 5, 8, 9) Prerequisite or corequisite: CSME 1401.

### **CSME 2237 Advanced Cosmetology Techniques**

(12.0403) (0-8) 2 hours

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. The student will develop and create a variety of hair designs; perform professional cosmetology services; and demonstrate cosmetology workplace competencies. (SCANS 3, 8, 9) Prerequisite or corequisite: CSME 1405.

### **CSME 2343 Salon Development**

(12.0403) (2-4) 3 hours

Exploration of salon development. Topics include professional ethics and goals, salon operation, and record keeping. The student will create a salon portfolio; demonstrate an understanding of salon operations; and demonstrate organizational skills related to salon management. (SCANS 1, 2, 3, 4, 5, 6, 8) Prerequisite or corequisite: CSME 1401.

### **CSME 2401 The Principles of Hair Coloring and Related Theory**

(12.0403) (2-8) 4 hours

Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. The student will identify terminology related to hair color and chemistry; demonstrate the proper application of hair color; and exhibit workplace competencies related to hair color. (SCANS 3, 5, 8, 9) Prerequisite or corequisite: CSME 1401.

### **CSME 2439 Advanced Hair Design**

(12.0403) (2-6) 4 hours

Advanced concepts in the theory and practice of hair design. The student will identify terminology related to hair design; demonstrate the proper techniques related to hair design; and exhibit workplace competencies in hair design. (SCANS 1, 2, 8) Prerequisite or corequisite: CSME 1401.

## **CSME 2441 Preparation for Texas Cosmetology**

### **Commission Examination**

(12.0403) (2-8) 4 hours

Preparation for the Texas Cosmetology Commission Operation Examination. The student will exhibit the skills required for the completion of the Texas Cosmetology Commission theory examination (SCANS 1, 2, 9) Prerequisite or corequisite: CSME 1401.

## **COSMETOLOGY INSTRUCTOR COURSES**

### **CSME 1534 Cosmetology Instructor I**

(13.0301) (4-4) 5 hours

The fundamentals of instruction of cosmetology students. The student will develop an understanding of classroom/clinic management; design teaching methodologies; and design and implement lesson plans. (SCANS 1, 2, 5, 6, 11) Prerequisite: Current Texas Cosmetology Commission Operator's License.

### **CSME 1535 Orientation to the Instruction of Cosmetology**

(13.0301) (4-3) 5 hours

An overview of the skills and knowledge necessary for the instruction of cosmetology students. The student will develop an understanding of the rules and regulations of the school, department, and state; demonstrate an understanding of teaching methodologies; and exhibit an understanding of lesson plan development (SCANS 1, 2, 6, 8) Prerequisite: Current Texas Cosmetology Commission Operator's License.

### **CSME 2514 Cosmetology Instructor II**

(13.0301) (4-4) 5 hours

A continuation of the fundamentals of instruction of cosmetology students. The student will demonstrate proper classroom/clinic management; and implement teaching methodologies and lesson plans. (SCANS 7, 9, 10, 11) Prerequisite: Current Texas Cosmetology Commission Operator's License.

### **CSME 2515 Cosmetology Instructor III**

(13.0301) (4-4) 5 hours

Presentation of assignments and evaluation techniques for a cosmetology program. The student will develop an understanding of the proper assessment and evaluation techniques in a cosmetology program; and design an evaluation tool for a cosmetology program. (SCANS 2, 6, 7, 9) Prerequisite: Current Texas Cosmetology Commission Operator's License.

### **CSME 2544 Cosmetology Instructor IV**

(13.0301) (4-4) 5 hours

Advanced concepts of instruction in a cosmetology program. Topics include demonstration and

implementation of advanced evaluation and assessment techniques. The student will demonstrate proper assessment and evaluation techniques in a cosmetology program; and implement evaluation tools in a cosmetology program. (SCANS 1, 2, 6, 9) Prerequisite: Current Texas Cosmetology Commission Operator's License.

### **CSME 2545 Instructional Theory & Clinic**

#### **Operation**

(13.0301) (4-4) 5 hours

An overview of the objectives required by the Texas Cosmetology Commission Instructor Examination. The student will exhibit the skills required for the completion of the Texas Cosmetology Commission curriculum; demonstrate the management of a lab/clinic in a cosmetology program; and exhibit classroom management skills. (SCANS 1, 2, 8, 10) Prerequisite: Current Texas Cosmetology Commission Operator's License.