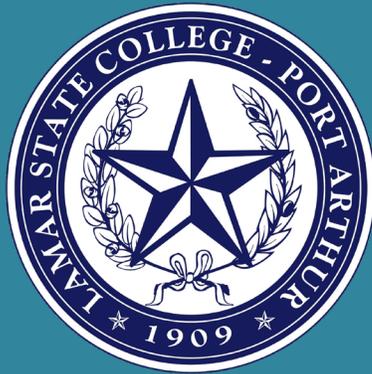


2019
2020



Lamar State College Port Arthur Catalog

MEMBER TEXAS STATE UNIVERSITY SYSTEM
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION

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Lamar State College Port Arthur

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Forty-second annual college catalog with announcements for 2019-2020.

The provisions of this bulletin do not constitute a contract, expressed or implied, between Lamar State College Port Arthur and any applicant, student or faculty member. The College reserves the right to make changes in the policies, regulations, and modify courses scheduled.

Lamar State College Port Arthur is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award degrees at the associate level. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500, at <http://www.sacs.org> for questions about the accreditation of Lamar State College Port Arthur.

Lamar State College Port Arthur is an equal opportunity/affirmative action educational institution and employer. Students, faculty and staff members are selected without regard to their race, color, creed, handicap, age, sex or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; and Section 504 of the Rehabilitation Act of 1973.

Contents

Vision.....	7	Computer Programmer	73
Mission	7	Drafting Technology	73
Early College High School.....	13	Graphic Design	74
Admission Criteria	14	Cosmetology	75
How to Apply.....	14	Heating, Air Conditioning, and Refrigeration	79
Transfer Students.....	17	Instrumentation Technology.....	80
Tuition and Fees	23	Liquefied Natural Gas (LNG) Manufacturing	81
Financial Aid.....	30	Office Administration Programs.....	82
Students with Disabilities.....	35	Business Office Management.....	82
Academic Policies.....	35	Medical Office Administration.....	83
Registration	38	Medical Coding	84
Graduation	41	Paralegal Program.....	85
Student Services	44	Process Technology.....	86
Academic Advising.....	44	Welding	87
Books	44	Department of Commercial Music, Visual and	
Job Placement & Career Guidance.....	44	Performing Arts	87
Office of Disability Services	45	Emphasis in Drama.....	88
Student Housing	46	Emphasis in Teaching Music EC-12.....	88
Student Organizations	46	Emphasis in Teaching Theater Arts EC-12 ...	89
Student Rights and Responsibilities.....	48	Audiovisual Production Program.....	89
Fitness Center	55	Commercial Music–Performance Program.....	90
Intercollegiate Athletics	55	Commercial Music–Sound Engineer	
Technology Services.....	56	Program	91
Educational Programs.....	56	Live Sound Design and Technology.....	92
Academic Programs	57	Department of Health, Fitness & Sports.....	93
Associate of Arts Degree	58	Kinesiology.....	93
Certificate Award	58	Teaching Physical Education EC-12.....	93
Associate of Arts Degree in Teaching.....	58	Department of General Education and	
Core Curriculum.....	58	Developmental Studies.....	94
Transferring the Core Curriculum	58	Academic Studies.....	94
Technical Programs	59	Certificate in Academic Studies.....	94
Department of Allied Health.....	63	Criminal Justice	95
Substance Abuse Counselor	63	Teaching Art EC-12.....	95
Nurse Aide Certificate.....	64	Studio Art	95
Surgical Technology Program	65	Workforce Training & Continuing Education	96
Upward Mobility Nursing (ADN) Program ...	66	Academic Courses.....	97
Vocational Nursing (LVN) Program	68	Developmental Courses.....	109
Department of Business and Industrial		Technical Courses.....	109
Technology	70	Faculty	127
Business Administration.....	70	Internet Links.....	134
Accounting Program	71	Phone Numbers	134
Computer Programs	72	Enrollment Counselors.....	134
Culinary Arts Programs	78	Campus Map	137
Software Developer/Game Design	72		

Calendars

Holiday Calendar

September 2019

2 Labor Day. No classes, offices closed.

November 2019

27 Thanksgiving Holiday begins. Offices close at 5 p.m.; no evening classes.

28-29 Thanksgiving Holidays. No classes, offices closed.

December 2019

19-31 Winter Holiday. No classes, offices closed.

January 2020

1 New Year's Day Holiday. No classes, offices closed.

20 MLK Day. No classes, offices closed.

March 2020

9-13 Spring Break. No classes, offices open.

13 Spring Break, No classes, offices closed.

April 2020

10 Good Friday. No classes, offices open.

May 2020

25 Memorial Day. No classes, offices closed.

July 2020

3 Independence Day observed. No classes, offices closed.

Advising/Graduation Calendar

August 2019

7 New Student Orientation.

September 2019

2 Application for December 2019 graduation begins.

November 2019

22 Last day to apply for fall graduation and pay for diploma, cap, and gown.

December 2019

13 Graduation Ceremony, 5:30 p.m.

January 2020

28 Application for the May 2020 graduation begins.

March 2020

30 Distribution of Summer and Fall Semester Class Schedule.

April 2020

6 Registration for Summer and Fall Semesters begins.

24 Last day to apply for spring graduation and pay for diploma, cap, and gown.

May 2020

15 Commencement at 5:30 pm.

Academic Calendar

Fall 2019 Semester

August 2019

16 Deadline to receive bacterial meningitis immunization.

12 Students dropped from classes for non-payment.

26 First class day.

September 2019

11 Census date.

23 Students dropped from classes for non-payment.

30 Final day to drop a course or withdraw without academic penalty.

October 2019

1 First Installment Loan Payment Due.

29 Semester is 60% complete. Critical date for financial aid students.

29 Final day to pay Short Term Loan.

29 Second Installment Loan Payment Due.

29 Book Loan Payment Due.

November 2019

21 Final day to drop a course or withdraw with penalty.

22 Final day to apply for fall graduation and pay for diploma, cap, and gown.

December 2019

4 Last class day.

5-12 Final exams.

Spring 2020 Semester (16 wks)

January 2020

- 10 Deadline to receive bacterial meningitis immunization for Spring Semester.
- 6 Students dropped from classes for non-payment.
- 21 First class day.

February 2020

- 5 Census day.
- 17 Students dropped from classes for non-payment.
- 25 First Installment Loan payment due.

March 2020

- 2 Last day to drop a course or withdraw *without* academic penalty.
- 30 Semester is 60% complete. Critical date for financial aid students.
- 30 Second Installment Loan Payment due.
- 30 Short Term Loan due.
- 30 Book Loan Payment due.

April 2020

- 17 Last day to drop *with* academic penalty.

May 2020

- 6 Last Class Day.
- 7-14 Final Exams.

Summer I Semester 2020

May 2020

- 21 Deadline to receive meningitis immunization for Summer I Semester.
- 26 Students dropped from classes for non-payment.

June 2020

- 1 First Class Day.
- 4 Census date.
- 10 Final day to drop or withdraw *without* academic penalty.
- 19 Students dropped from classes for non-payment.
- 19 Semester is 60% complete. Critical date for financial aid students.
- 26 Last day to drop a course or withdraw *with* penalty.

July 2020

- 6 Last class day
- 6 Final Exams

Summer II Semester 2020

June 2020

- 26 Deadline to receive bacterial meningitis immunization for Summer II Semester.
- 29 Students dropped from classes for non-payment.

July 2020

- 7 First class day.
- 10 Census date.
- 16 Last day to drop a course or withdraw *without* academic penalty.
- 27 Students dropped from classes for non-payment.
- 27 Semester is 60% complete. Critical date for financial aid students.

August 2020

- 3 Last day to drop a course or withdraw *with* academic penalty.
- 11 Final class day.
- 11 Final Exams.

Summer III Semester 2020 (11 weeks)

May 2020

- 21 Deadline to receive meningitis immunization for Summer III Semester.
- 26 Students dropped from classes for non-payment.

June 2020

- 1 First Class Day.
- 10 Census date.
- 15 Final day to drop or withdraw *without* academic penalty.
- 15 Students dropped from classes for non-payment.

July 2020

- 17 Semester is 60% complete. Critical date for financial aid students.

August 2020

- 3 Last day to drop a course or withdraw *with* academic penalty.
- 11 Last class day/Final Exams

Texas State University System

Board of Regents

Charlie Amato	San Antonio
Duke Austin	Houston
Garry Crain	The Hills
Veronica Muzquiz Edwards	San Antonio
Don Flores	El Paso
Nicki Harle	Baird
David Montagne, Vice Chairman	Beaumont
William F. Scott, Chairman	Nederland
Alan L. Tinsley	Madisonville
Leanna Mouton, Student Regent	San Marcos

Administration

Brian McCall, Ph.D.	Chancellor
John Hayek, Ph.D.	Vice Chancellor for Academic Affairs
Fernando C. Gomez, J.D., Ph.D.	Vice Chancellor and General Counsel
Sean Cunningham, J.D.	Vice Chancellor for Governmental Relations
Daniel Harper, M.B.A.	Vice Chancellor for Finance
Mike Wintemute	Executive Director, TSUS Foundation

Lamar State College Port Arthur

Executive and Academic Administration

Betty Reynard, Ed.D.	President
Pam Millsap, Ph.D.	Vice President for Academic Affairs
Mary Wickland, C.P.A.	Executive Vice President for Finance and Operations
Deborrah Hebert, Ph.D.	Dean of Student Services
Melissa Armentor, Ed.D.	Dean of Technical Programs
Helena Gawu, M.L.S.	Dean of Library Science
Ben Stafford, Dr.P.H.	Dean of Workforce Training and Continuing Education
J. Mark Knowles, M.Ed.	Director, Institutional Effectiveness
Shirley MacNeill, M.S.N.	Chair, Department of Allied Health
Sheila Guillot, M.Ed.	Chair, Business and Industrial Technology Department
Michelle Davis, Ed.D.	Chair, General Education and Developmental Education Department
John Freyermuth, M.F.A.	Chair, Commercial Music, Visual and Performing Arts Department
Scott Street, M.B.A., M.S.	Chair, Health, Fitness & Sports
W. Scott Odom	Director, Physical Plant
Vacant	Director for Inmate Education
Vacant	Director for Dual Enrollment

eneral Informatio n

Accreditation

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The College is approved by the Texas Education Agency for training veterans under all classifications. The College is also a member of or approved by the American Bar Association, the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the Texas Department of Aging and Disability Services, the Texas Certification Board of Addiction Professionals, the Texas Department of Licensing and Regulation, the Texas Board of Nursing, the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), the U.S. Department of Education and the Veterans Administration.

Government

A board of nine regents, appointed by the Governor and confirmed by the State Senate for terms of six years, governs the Texas State University System. The Board of Regents delegates the direction of affairs to the president, campus administrative officers, and faculty.

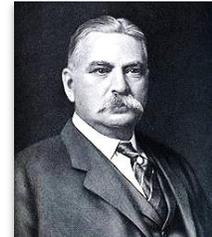
History

John W. Gates of New York City, one of the founders of Texaco, established Port Arthur Business College in 1909, to train people for the petrochemical industry, then in its infancy. The College became Port Arthur Collegiate Institute in 1911, when the school was presented to the Board of Education of the Methodist Episcopal Church North, a forerunner of the present United Methodist Temple.

The church operated the growing campus until 1918, when it was turned over to a non-profit Texas corporation, which had no capital stock and was overseen by a self-perpetuating board of trustees. The name of the school was changed back to Port Arthur Business College and finally, in 1932, to Port Arthur College.

Another milestone in the school's history was reached July 31, 1974, when W. Sam Monroe, President of Port Arthur College and a Lamar

University regent, presented a resolution to merge the College into Lamar University. The 21 trustees agreed that a merger would be in the best interests of both institutions and their constituencies.



John Gates

The 64th Texas Legislature authorized the merger and appropriated \$600,000 for creation of the Lamar University Center at Port Arthur. On Aug. 21, 1975, the trustees presented the deed for Port Arthur College to the Lamar University Board of Regents. Classes began on the Port Arthur campus on Aug. 28, 1975.

In the years following the merger, enrollment increased from 151 students to a peak of more than 3,000 and the curriculum expanded to more than 50 areas of study.

In 1977, the 65th Legislature approved House Bill 1134 renaming the school Lamar University-Port Arthur and dropping the "Extension Center" designation.

In 1983, the 68th Legislature passed three bills that directly affected the College:

1. Senate Bill 409 deleted the restrictive language of HB 130 (passed in 1971 by the 63rd Legislature), making Lamar University-Port Arthur eligible, on an equal basis with other state institutions, for state funds to be used to buy land and/or buildings.
2. Senate Bill 410 provided Lamar University regents with the authority to levy a fixed student fee and the authority to bond against said fee for construction of a Student Center on the Port Arthur campus. This legislation was validated by a majority vote of the Lamar University-Port Arthur student body in November 1983.
3. Senate Bill 620 created the Lamar University System. Lamar University-Port Arthur thus became a component institution of that system on Aug. 29, 1983.

In 1985, two bills affected the school:

1. Senate Bill 578 in 1985 provided that Lamar University-Port Arthur be a beneficiary institution and receive money from the Higher Education Assistance Fund.

2. The General Appropriations Act of 1985 directed that a formula be developed by the Texas Higher Education Coordinating Board to provide operational funding to Lamar University-Port Arthur on the same basis as other state-supported institutions of higher education.

Senate Bill 78 in 1989 removed restrictions imposed by earlier legislation on the acquisition of real estate and the construction of facilities on campus.

Senate Bill 843 in 1991 clarified the degree-granting authority by allowing Lamar University-Port Arthur to issue associate degrees in its own name.

On Sept. 1, 1995, the Texas Legislature dissolved the Lamar University System, and Lamar University-Port Arthur and its three sister institutions, Lamar Institute of Technology, Lamar University, and Lamar State College-Orange joined The Texas State University System, which is headquartered in Austin and also includes Sam Houston State University, Texas State University and Sul Ross State University.

House Bill 1997, signed June 1999, changed the name of the school to Lamar State College-Port Arthur.

Location

Lamar State College Port Arthur (LSCPA) is a two-year, state-supported institution located in Port Arthur, an industrial and cultural center of southeast Texas. The College offers freshman and sophomore level work in numerous academic and technical disciplines. The campus is located near downtown Port Arthur and sits adjacent and parallel to the Intercoastal Canal.

Port Arthur has modern public schools, churches, shopping districts and recreation areas serving a community of approximately 60,000 persons. Principal industries in the area are oil refining, chemical production, shipping and shipbuilding.

The metropolitan area, known as the Golden Triangle, includes Port Arthur and the cities of Beaumont, Bridge City, Groves, Orange, Port Neches, Nederland and Vidor, all of which are located within 25 miles of Port Arthur and form the heart of the upper Texas Gulf Coast.

Vision and Mission

Vision

Lamar State College Port Arthur strives to enhance lives by expanding opportunities through quality education.

Mission

Lamar State College Port Arthur provides learning experiences that prepare students to continue their education or enter the workforce.

Goals

- Provide educational opportunities flexible in scheduling, location, delivery method and content.
- Offer freshman and sophomore general education/core curriculum courses, which will transfer to traditional baccalaureate degree programs.
- Provide opportunities to acquire information literacy skills, common to all disciplines.
- Provide instruction and/or support services to improve the potential for employment and/or occupational advancement.

- Provide students with personal attention in a broad range of student service activities, educational support services for instructional programs, and provide responsible oversight of the College's physical and financial resources
- Enhance institutional advancement efforts targeted toward the needs of local communities, economic development and community partnerships, and provide cultural enrichment opportunities, both on and off campus.

Core Values

1. Shared commitment by faculty, staff and administration to a mission characterized by student learning, diversity, and community involvement.
2. General education/core curriculum that develops the values and concepts that allow the student to make a meaningful contribution in the workplace or community.
3. Academic and technical programs designed to fulfill our commitment to accommodate students with diverse goals and backgrounds,

using a variety of delivery methods, on and off campus.

4. Technical education programs that provide for the acquisition of the knowledge, skills and behavior necessary for initial and continued employment.
5. Student achievement characterized by attainment of individual goals and measured by successful accomplishments and completion of curriculum.
6. Co-curricular opportunities that develop social, financial and civic acuity.

Principles

Lamar State College Port Arthur operates in the belief that all individuals should be:

- Treated with dignity and respect;
- Afforded equal opportunity to acquire a complete educational experience;
- Given an opportunity to discover and develop their special aptitudes and insights; and,
- Provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

Facilities

The Lamar State College Port Arthur campus contains 28 buildings situated on approximately 40 acres. Most of these facilities were donated for the creation of the institution, including contributions from Port Arthur College, the City of Port Arthur, the Port Arthur College Foundation, Southern Union Gas, the First United Methodist Church of Port Arthur and the Daughters of the American Revolution.

Gates Memorial Library

The Gates Memorial Library is one of the most attractive academic library buildings in Texas. The two-story Classical Revival building was entered into the National Register of Historic Places in 1981.

After a major \$2.1 million addition and renovation completed in 2004, the library now includes a open student computer lab, group study areas, extensive stack areas, individual audio-visual rooms, a multi-purpose conference room and expanded reference and access services areas. Plenty of soft seating inside the library complements an idyllic outside fountain garden surrounded by year-around patio seating.

The online public access catalog is available 24 hours a day on or off campus and is part of a system that automates the major library components.

The library is open five days per week for a total of 58 hours during regular semesters.

Collections are developed in support of all of the college's educational programs.

Materials are accessible in many formats, including paper, DVDs, CD-ROMs, videotapes and online. Through password authentication, students and



faculty have continuous access to the library's electronic holdings, from anywhere on or off campus.

The total volume count numbers more than 55,000. An e-book collection provides an additional 29,000 titles. The total periodical count numbers more than 38,000 subscriptions in both paper and electronic formats. Special areas feature a law collection, a textbook collection, a career collection, a children's collection, a Texana collection, a rare book collection and a best-seller collection.

The Gates Library is a member of the AMIGOS Bibliographic Council, which provides inter-library loan services to more than 400 libraries statewide and 20,000 libraries worldwide. Other affiliations include the Consortium of Academic Libraries and Learning.

Resources and TexShare, which provides on-site borrowing services for LSCPA students and faculty at most academic libraries statewide.

Students use their student ID to check out materials

at Lamar University, Lamar State College-Orange and the Port Arthur Public Library.

Student Success Center

The Student Success Center (SSC) provides help for students needing assistance with study skills or remediation in the areas of math, English and reading. Computer-aided tutorial programs and teacher certified tutors are available to students. The Student Success Center houses a testing center and administers approved tests for TSI purposes and other diagnostic tests.



Small Business Development Center

The Small Business Development Center supports economic development in Port Arthur, Groves, Nederland and Port Neches by providing counseling, training and technical assistance to owners and managers of new and existing small businesses.

The center offers confidential consulting on a variety of topics, including business plan preparation, finance sources, marketing, personnel actions, taxes and regulations. The center's library provides additional information about many business fields.

Admissions

Lamar State College Port Arthur welcomes students interested in education and personal improvement. The Admission Office provides complete admissions assistance for entering students. Professionally trained personnel assist prospective students in assembling all admission credentials so that a transition into the college environment can be as smooth and problem free as possible. Correspondence pertaining to admissions should be addressed to the Admissions Office, Lamar State College Port Arthur, P.O. Box 310, Port Arthur, TX 77641.

Since its inception, the SBDC has created 2,340 jobs, assisted in obtaining more than \$81 million in loans/equity, helped start 307 new business, held 505 business training classes and assisted 3,440 clients.

The SBDC, 1401 Procter St., works in association with Lamar State College-Port Arthur, the University of Houston and the U.S. Small Business Administration.

Port Arthur Higher Education Foundation

Far sighted leaders formed the Port Arthur Higher Education Foundation as a 501(c)(3) non-profit organization in 1973. Its purpose is to promote the arts, sciences and programs of Port Arthur College, which later became Lamar State College Port Arthur.

The Foundation's early role included assisting the College in acquiring property surrounding the campus and in making special contributions, such as providing \$125,000 to purchase books for the Gates Memorial Library after city voters donated the library to the College.

The Foundation's current primary purpose is to administer more than five million dollars in permanently endowed scholarships for Lamar State College Port Arthur students. The awards bear the names of longtime community members, celebrities and local social and civic clubs, including Robert Rauschenberg, H.S. and Bernice B. Anderson, Lloyd and Joe Hayes, Sydalise Fredeman, G.W. Bailey and the Port Arthur Rotary Club. Lamar State College Port Arthur receives applications for the foundation's scholarships, which may be awarded based on academic merit, financial need or both.

Lamar State College Port Arthur, a two-year college in The Texas State University System, offers educational opportunities through an open admissions policy which admits students who can benefit from post-secondary education. Lamar State College Port Arthur admits students without regard to race, color, creed, gender, age, national origin or disabilities. Lamar State College Port Arthur does reserve the right to verify the citizenship and residency of any prospective student.

A student may be admitted to Lamar State College Port Arthur based on one of the following criteria:

- High School Graduate
- High School Graduate of Non-Accredited High School
- High School Completer
- High School Equivalent Test Holder
- Dual Credit Student
- Home School Graduate
- Returning Student
- Transfer Student
- International Student
- Early Admissions High School Student

All methods of admission listed above require completion of an Application for Admission. Applications can be found online at www.lamarpa.edu or at the Admission Office.

Admission to Lamar State College Port Arthur does not guarantee admission to specific courses or programs of study. Prerequisites and co-requisites are required for some courses.

Bacterial Meningitis

Effective January 1, 2012, students applying to Lamar State College Port Arthur must have had a bacterial meningitis vaccine.

A student who has been admitted to an institution of higher education or private or independent institution of higher education, must show evidence of receipt of an initial bacterial meningitis vaccination dose or booster during the five-year period preceding and at least ten (10) days prior to the first day of the first semester in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at the same or another institution.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria:

1. The student is 22 years of age or older by the first day of the start of the semester or
2. The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
3. The student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
4. The student is incarcerated in a Texas prison.
5. An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in

the physician's opinion, the vaccination would be injurious to the health and well-being of the student; or

6. An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used, or
7. Confirmation that the student has completed the Internet-based Department of State Health Services to claim an exemption for reasons of conscience (for entering students at public junior colleges only).

The Campus SaVE Act: Campus Sexual Violence Elimination Act

The Campus SaVE Act signifies a defining moment in our nation's handling of sexual assault, domestic violence, dating violence, and stalking on college campuses. With the work of the White House Task Force to Protect Students from Sexual Assault, this issue has gained national attention signaling positive change and action to improve the lives of many thousands of students.

Effective with the Fall 2014 semester, the Campus Sexual Violence Elimination Act addresses many of the secondary issues surrounding sexual assault. It defines what terms such as 'sexual assault' and 'stalking' mean within the bill, as well as outlines the rights that victims have when reporting crimes and seeking legal help. Educational programs focused on prevention and raising awareness on college campuses are also provided for within the bill.

The bill requires that every college and university nationwide to provide such training for all students, faculty and staff. Any questions regarding the requirements associated with the provisions of this Act may be addressed by contacting the Dean of Student Services and or the Human Resources Department.

Communication

Lamar State College Port Arthur uses a student's college email address for official communications with students. In some instances, telephone messages are broadcast to select student groups. Examples of information communicated to students include policy announcements, emergency notices, event notifications, financial aid information, schedule changes, course syllabi and requirements, correspondence between faculty and students, and other important information. Correspondence is

Lamar State College Port Arthur 2019-2020 Catalog

emailed to the student's official LSCPA email address.

In order for students to receive official email communications and telephone communications, students must maintain a @lamarpa.edu email account. It is strongly recommended that students monitor their @lamarpa.edu email account on a daily basis.

Students must also report any changes in telephone numbers and mailing address to the Admissions Office. Students that need assistance with their email account should contact the Help Desk Coordinator (409-984-6150).

Emergency Communication

The College uses the Emergency Communications System (eLERTS) to notify students, faculty and staff about emergencies or dangerous situations that are believed to be an immediate threat to health or safety, including school closures related to weather or other circumstances.

In the event of an emergency or need for the College to make a mass notification, all students, faculty and staff will be contacted electronically (emails and/or phones and/or text message). Phone numbers and email addresses in the College system are automatically enrolled in the eLERTS system. When activated, the Emergency Notification System will send email, text messages and automated phone calls. If you want to modify contact information you must do so through your My.Lamarpa.edu account.

Warnings also are released to area media by the college Public Information Office, and are posted on the front page of the college website (www.lamarpa.edu).

My.Lamarpa.edu

Lamar State College Port Arthur uses your My.Lamarpa.edu email account as a primary point of contact. It is important that you secure or get assistance with your password as soon as possible so you are able to view important announcements and other communications.

Your My.Lamarpa.edu account can be checked on any computer with internet access including computers on campus. Students are strongly encouraged to log into their My.Lamarpa.edu account **DAILY**.

For assistance with email accounts, contact the My.Lamarpa.edu, Help Desk Coordinator at 409-984-6150.

WiFi

Students have access to wireless internet service in each building on campus.

For assistance with WiFi access, contact the Help Desk Coordinator at 409-984-6150.

Mobile App

The MyLamarPA Mobile app is a convenient set of mobile-friendly resources for students, faculty, alumni, future students and visitors of LSCPA. Features include Social Media, Videos, Library, Campus Security, Athletic News, Appointments, Account Management, Class Schedule, Lookup Classes, Add/Drop Classes, Holds, and Final Grades.

The MyLamarPA Mobile app is FREE to all students, faculty, staff, alumni, and visitors at LSCPA. The app can be downloaded from the Apple's App Store for iPhone, iPod, and iPad or from Google's Android Marketplace for Android devices. The MyLamarPA Mobile app provides access to public and private resources from the convenience of your phone.



Categories of Students

High School Graduate (First Time in College)

High school graduates must apply and submit an official high school transcript. LSCPA recommends that students apply to LSCPA by submitting an application online at www.ApplyTexas.org. Students who plan to complete a degree must also submit the results of the Texas Success Initiative Assessment Test (TSI Test).



High School Graduate of Non-Accredited High School

Applicants who did not graduate from an accredited high school may be admitted if they 1) graduated in the upper two-thirds of their class, 2) score 700 or above on the Scholastic Aptitude Test (SAT) and 3) have the recommended high school preparation credits, or by individual approval provided the admitting officer is convinced that the applicant's record indicates ability to carry the College work assigned.

High School Completer

Students who do not have a high school diploma, have not passed the TAKS test nor received a GED or high school equivalent test may apply for admission to LSCPA through individual approval.

Admission by Examination

Students may be admitted based upon a qualifying examination. The qualifying examinations include a General Educational Development Test (GED) or a state certificate received after passing a state-authorized examination that the state recognizes as the equivalent of a high school diploma, such as the High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC), and the California High School Proficiency Exam (CHSPE).

A student must submit an LSCPA Application for Admission and GED verification or verification of a state authorized examination.

Dual Credit Students

Lamar State College Port Arthur has agreements with several school districts to offer dual credit courses for high school students.

High school students attending LSCPA are subject to all requirements regarding assessment, admissions, academic standards, and conduct. Interested students should contact an advisor to learn more about dual credit and exemptions for qualifying students.

Dual credit students must meet TSI Requirements. For academic courses, TAKS scores of 2200 in math and/or 2200 in English / Language Arts with a writing sub score of 3 or STAAR scores of 4000.

For workforce education or technical courses, TAKS scores of 2100 in math and/or 2100 in English / Language Arts with a writing sub score of 3 or STAAR scores of 4000.

Parental permission and permission from the high school principal or designee is required.

To enroll in Dual Credit courses, students must apply to LSCPA, complete the Texas Residency Questionnaire, submit an official high school transcript, and a submit a copy of TAKS or STAAR scores.

Early Admissions High School Student

Lamar State College Port Arthur allows and encourages high school students to enroll in college courses in order to get a "head start" on their college careers. This is particularly true for students who are seeking admission into allied health programs soon after high school graduation and wish to satisfy the academic prerequisites for those programs. Early admissions also offers students the opportunity to enroll for courses that are not offered through dual credit programs at their high schools but will be required at the colleges or universities they plan to attend.

The courses would normally be taken in the summer after the 10th and 11th grades or during the 11th and 12th grade years. The courses can be taken on the college campus or online. Students will demonstrate college readiness in the subjects for which they wish to enroll, if college readiness is required.

Early admissions courses differ from dual credit in that they will not be counted for high school credit or toward high school graduation. Students who are interested in using these courses to satisfy high school requirements should contact their high schools counselors for information. Any use of earned LSCPA credit toward high school graduation is the decision of the high school and must be approved by the high school prior to enrollment in college courses.

Home School Graduates

The State of Texas considers successful completion of a nontraditional secondary education to be equivalent to graduation from a public high school. Therefore, home school graduates that have completed a 'nontraditional secondary education' may register for classes at Lamar State College Port Arthur. Graduates must complete an application

and submit an official transcript. Graduates that apply and register after August 22, 2013 must complete the TSI Assessment Test.

Readmitting Former Students

Former LSCPA students or its predecessors who are not currently enrolled or who were not enrolled during the previous long semester, must submit a new application for admission.

Students with unsettled financial debts to any previous institutions or incomplete records will not be allowed to register until the problems are resolved.

International Students

International students are entitled to all student services and programs for which they are eligible according to law and definition. The College reserves the right to establish policies for selected groups of students if the policies are in the students' and the institution's best interest. Applicants will be carefully screened for academic excellence, English proficiency, adequate health, and financial self-sufficiency.

International students are encouraged and expected to participate in student activity and organizational programs so as to experience more fully the culture and lifestyles of southeast Texas. It is the student's responsibility to integrate into the campus environment; however, the College provides an atmosphere conducive to acceptance of internationals and affords them every opportunity to succeed.

The College recognizes this responsibility by setting entrance and exit standards for its non-native English speakers that take into account the minimum language skills necessary for success in academic work as well as the minimum standards that a diploma from the College represents.

For international students to achieve their educational objectives, certain academic services are essential. The College provides facilities and staff to meet those needs. Moreover, the College recognizes that English language proficiency, and not citizenship or immigration status alone, is a key criterion in determining and meeting the needs of students for whom English is a second language.

Individual Approval

A person who is eighteen (18) years of age or older may be exempt from the admission requirements and admitted on "individual approval," provided the admitting officer is convinced that the applicant's record indicates ability to complete college level courses. Students admitted on this condition shall be

subject to the same policies and regulations as all other students.

Ability to Benefit

Students entering Lamar State College Port Arthur without passing the General Educational Development Test (GED) or high school equivalent test, receiving a high school diploma, or a post-secondary degree must show the ability to benefit from the course of study they are pursuing.

These students must show the ability to benefit from the course of study they are pursuing by passing an independently administered test approved by the Secretary of the Department of Education before enrollment.

The College administers tests approved by the Department of Education to students who have been accepted for admission but have not yet enrolled in classes. The Texas Success Initiative Assessment (TSI) is administered by the Student Success Center to determine placement in classes and the ability to benefit from programs offered by the College.

Classification of Students

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

Freshman: completed less than thirty (30) semester credit hours.

Sophomore: completed a minimum of thirty (30) semester credit hours with a minimum 2.0 GPA.

Early College High School

The Early College High School is a partnership between Lamar State College Port Arthur and the Port Arthur Independent School District. Participants in this program are chosen by the school district. Students classified as high school freshmen, sophomores, juniors, and seniors enrolling in college level courses as part of this program must meet the following requirements to be admitted for concurrent enrollment.

1. Submit a Lamar State College Port Arthur admission application.
2. Submit official TSI scores.
3. Meet the current academic standing rules of LSCPA to continue enrollment in college level courses.

4. Submit proof of current bacterial meningitis vaccination.

Admission Criteria

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

1. Graduate of an accredited high school or earned a GED certificate or a state-authorized high school equivalent test.
2. Those who are at least eighteen (18) years of age and do not have a high school diploma, GED or state-authorized high school equivalent test may be admitted upon individual approval if it can be determined there is an ability to benefit in the course of study they propose to enter.
3. Those younger than eighteen (18) years of age and do not have a diploma, GED, or state-authorized high school equivalent test may be admitted upon the written recommendation of the principal or superintendent of their last high school.

How to Apply

Future students may apply for admission on line or by completing a printed application.

1. Schedule an appointment with an Enrollment Counselor.
2. Complete an application. Apply online to LSCPA at www.ApplyTexas.org or complete a paper application and deliver/mail it to the Admission and Records Office, Lamar State College-Port Arthur, P.O. Box 310, Port Arthur, Texas 77641-0310. To expedite applying, LSCPA recommends that students apply online at www.applytexas.org. Online applications are processed quicker than printed applications.
3. Apply for financial aid. Complete the *Free Application for Federal Student Aid* as soon as possible. Meet with a Financial Aid Advisor long before the semester begins.
4. Submit a high school transcripts. Request that your high school transcript be sent to the Admission and Records Office immediately after graduation. Partial transcripts before graduation may be submitted, but final certification of graduation is necessary.
5. Placement scores. Entering students must complete the Texas Success Initiative (TSI) Assessment.

6. Title IX Training. Complete Title IX Training online before the first day of class.
7. Vaccines. Students must receive the bacterial meningitis vaccine. See Bacterial Meningitis, (page 10) for additional information.

Orientation

Several orientation and registration programs are scheduled during the summer. These small group sessions are designed to acquaint new students with campus facilities and services, and to give each student an opportunity to confer with key advising staff and departmental faculty/mentors about an academic or technical program.

Participation is optional, but is strongly recommended.

Registration for the fall semester is completed at this time and tuition and fees may be paid. Books may be purchased or reserved.

Attendance at each session is limited, so advance reservations are strongly encouraged.

Details of the program, including available dates and reservation forms, are sent out following issuance of acceptance notices. Reservations should be requested early so a convenient date may be selected. Parents are invited to attend and participate.

Title IX, Education Amendments Act of 1972

Title IX of the Education Amendments Act of 1972 (Title IX) prohibits sexual discrimination in federally funded educational programs or activities. Sexual harassment, which includes sexual violence, is a form of sexual discrimination. Lamar State College Port Arthur is committed to providing an environment that is free from all forms of discrimination, including discrimination based on sex. In order to address concerns related to sex discrimination on campus, Lamar State College Port Arthur has appointed Susan Cook as the Title IX Coordinator.

Students can file a report for any category of sexual misconduct including sexual assault, dating violence, stalking, sexual harassment, domestic violence, sexual exploitation, and sexual intimidation (cyber-stalking, indecent exposure, etc.).

Students can file a report for someone else, file a report anonymously, and file a report using a pseudonym.

Susan Cook, Title IX Coordinator
Madison Monroe Education Building, Office
208i
409-984-6146
cooksl@lamarpa.edu

Title IX Training

Congress passed legislation that requires new students at all colleges and universities to complete training on sexual assault and violence prevention prior to attending classes. All new and transfer LSCPA students must complete the online Title IX/Clery Act Training Course before they register for class.

Each new and transfer applicant will receive a link to complete an online training course, 'Think About It', from Campus Clarity. Failure to complete the training course will prevent potential students from registering for class.

'Think About It' takes about two to two-and-a-half hours to complete. Students can work at their own pace from any computer. The online course allows the student to leave and return to the course at any time. When the student returns, the training will begin at the point you left. LSCPA will be notified when you have successfully completed the course and you can also print a Certificate of Completion.

Texas Success Initiative (TSI)

Assessment

On August 22, 2013, the Texas Higher Education Coordinating Board implemented new Texas Success Initiative (TSI) rules. The TSI Assessment is a comprehensive computerized adaptive testing system that helps place students into appropriate college credit courses or developmental courses. Placement and diagnostic exams are offered in mathematics, reading, and writing. Scores are available to students upon completion of the exam.

Students registered after the first day of class in the Fall 2013 Semester are required to take the TSI Assessment Exam to determine their college readiness before enrolling in a college credit bearing course. Prior to graduation with an Associate of Applied Science or Associate of Arts degree, students must complete TSI requirements. Individuals should consult the website at www.lamarpa.edu for the most current information on TSI Assessment, testing, placement and exemptions. An assessment test is required by Texas law to ensure that all graduates of Texas public colleges possess the

academic skills necessary to perform effectively in the workplace.

Before testing, students are required to complete the TSI Pre-Assessment Activity, found on the LSCPA website.

Exemptions¹

According to Title 19 TAC §4.54, the following students shall be exempt from the requirements of the TSI, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry level freshman course.

1. **ACT.** Composite score of 23 or higher with at least a 19 on both English and math sections.
2. **SAT.**
 - a. Administered prior to March 5, 2016. Combined verbal and math score of 1070 with a minimum of 500 on both the verbal test and math test.
 - b. Administered on or after March 5, 2016. A minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment.
 - c. Administered on or after March 5, 2016. A minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.
 - d. There is no combined score for the SAT test administered on or after March 5, 2016.
3. **TAKS.** Minimum score of 2200 on both the English and/or math sections with at least a 3 on the writing component of the 11th grade TAKS (for a period of 3 years from the date of testing)
4. **STAAR Scores for English.** A minimum score of Level 2 on the English III STAAR end-of-course (EOC) for reading and writing.
5. **STAAR Scores for Mathematics.** A minimum score of Level 2 on the Algebra II STAAR end-of-course (EOC) for mathematics.
6. **Previous Degree.** A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
7. **Transfer.** Transfer from a private or independent institution or an accredited out-of-state institution and has satisfactorily

¹ Title 19 TAC §4.54

completed college level coursework as determined by the receiving institution.

8. **Certificate.** Enroll in a certificate program of one year or less (Level One certificates, 42 or fewer semester credit hours or the equivalent) at a public community college, a public technical institute, or a public state college.
9. **Military.** Veterans and active duty personnel serving for at least three (3) years preceding enrollment.
10. **Non-degree Seeker.** An institution may exempt a non-degree-seeking or non-certificate-seeking student.
11. **ESOL Waiver.** An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and

interventions. The waiver must be removed prior to the student attempting 15 credit hours of developmental ESOL coursework or attempting entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(l)(1) and (2) for developmental education still apply.

Any student who has been determined to be exempt in mathematics, reading, and/or writing shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

Placement Guidelines

The TSI Placement Guidelines below are effective for students who applied after August 21, 2013 for admission to Lamar State College Port Arthur.

Math Pathways (Effective Fall 2018 Semester)			
TSI Score	ABE Scores	College Algebra Pathway	Non-College Algebra Pathway
310-335	1-2	Retest	Retest
310-335	3-4	DMTH 0110 and DMTH 0310	DMTH 0110 and DMTH 0310
310-335	5-6	DMTH 0310	DMTH 0310
336-341		DMTH 0310	DMTH 0310
342-349		DMTH 0314 and MATH 1314	DMTH 0132 and MATH 1332
350 or higher		MATH 1314	MATH 1332

Reading Pathway (Effective Fall 2018 Semester)		
TSI Score	ABE Scores	Courses
310-341	1-2	Retest
310-341	3-4	DENG 0110 and DENG 0410
310-341	5-6	DENG 0410
342-350		DENG 0301 and ENGL 1301
351 or higher		ENGL 1301

Writing Pathway (Effective Fall 2018 Semester)			
Essay Score	TSI Score	ABE Scores	Courses
0-3	310-329	1-2	Retest
0-3	310-329	3-4	DENG 0110 and DENG 0410
0-3	310-329	5-6	DENG 0410
0-3	330-339		DENG 0410
0-3	330-339		DENG 0301 and ENGL 1301
0-3	340 or higher		DENG 0301 and ENGL 1301
4	310-329	1-2	Retest

Writing Pathway (Effective Fall 2018 Semester)			
4	310-329	3-4	DENG 0110 and DENG 0410
4	310-329	5-6	DENG 0410
4	330-339		DENG 0301 and ENGL 1301
4	340 or higher		ENGL 1301
5 or higher	340 or higher		ENGL 1301
5 or higher	310-339	4 or higher	ENGL 1301

Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Applicants must submit a completed "Application for Admission" form and official transcripts from all colleges previously attended. Transfer applicants must be in good standing with all institutions previously attended, regardless of the length of time in attendance and regardless of whether credit was earned.

Students unable to provide transcripts may sign a Waiver with the Registrar's Office to allow them to register and attend LSCPA for one term, while awaiting their transcripts. Students in certificate or associate degree programs may petition for a permanent waiver of the transcript requirement for special circumstances, including but not limited to, prior school closed, money owed to a previous institution, classes taken do not apply to the current degree plan, and/or ten years or more have passed since last attendance at previous school. Written petitions for permanent waiver of the transcript requirement must be submitted to the Registrar and the department chair no later than the first day of registration for the following semester. Following review by the Registrar, Department Chair, Dean, and VPAA of Academic Affairs, the student will be notified of the final decision within 30 business days of submission. Contact the Registrar at registrar@lamarpa.edu for additional guidance.

Students on scholastic or disciplinary suspension from another institution must petition the Dean of Technical Programs or the Vice President for Academic Affairs for individual approval.

Students transferring from a Texas public college or university are subject to the same Texas Success Initiative requirements that apply to current students. Therefore, transfer students from Texas public colleges and universities who began their college careers in the 1989 fall semester or later must have TSI scores on file from an approved test for placement purposes. Otherwise, enrollment will be limited to remedial and/or other courses which will not count toward graduation.

Students transferring from a non-Texas public college or university who began their college career in the 1989 fall semester or later and have not attended college since then must take the TSI assessment test prior to enrollment at Lamar State College Port Arthur.

Placement scores and developmental courses transferred by students from other regionally accredited Texas public institutions of higher education (IHE) will be used for initial placement.

Transfer of Credit

Credit earned at another accredited institution is acceptable for transfer and may be used to meet degree requirements, provided the courses are applicable to the program and curriculum in which the student enrolls. A transcript evaluator is employed by the College and the instructional deans may be consulted to make a final determination in order to ensure the integrity of programs of study.

Transfer Students and TSI

Transfer students are subject to the Texas Success Initiative requirements (TSI). Students transferring to LSCPA from another Texas public institution must meet TSI requirements to enroll. Transfer students from outside Texas or from a private Texas college or university who have made a 'C' or better in approved courses for all three skill areas are exempt from TSI. Contact a Student Services Advisor for additional information.

Transferring Coursework

Official transcripts from all colleges or universities must be submitted for evaluation of transfer coursework. Additional documents that demonstrate completion of learning from formal courses sponsored by associations, business, government, industry, and unions will be evaluated to determine transfer of credit. In some instances, students may be asked to supply additional information to assist in the evaluation of transfer coursework. Failure to provide transcripts from all

colleges or universities attended and/or other documentation of formal courses may result in denial of the awarding of credit.

Students will be notified of acceptance of transfer work. The period of evaluation may be completed prior to enrollment but may occur at the end of the first academic term in which the student is enrolled.

Transfer Guidelines

LSCPA accepts transfer coursework from regionally accredited colleges and universities, non-regionally accredited colleges and universities, military educational training facilities, foreign educational institutions, and limited non-collegiate training facilities.

1. Regionally accredited colleges and universities. Students must submit all official transcripts from all colleges attended.
2. Non-regionally accredited colleges and universities. Students must submit all official transcripts from all colleges attended. Official transcripts must be submitted. Additional documentation may be required prior to acceptance of credit. Coursework will be evaluated in terms of level, content, quality, comparability, and degree program relevance.
3. Military educational training programs. Evaluation of military credit is based upon the evaluation recommendations outlined in the American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Services manual. Students must submit either a Form DD214 or Form DD256, and a Military Transcript Summary.
4. Foreign educational institutions. Students wishing to transfer college level work to Lamar State College Port Arthur from foreign educational institutions must have their official transcripts evaluated by an evaluation service approved by LSCPA. Credit for courses taken at foreign institutions will be awarded according to the policies outlined for transfer students.
5. Non-collegiate training facilities. Credit may be awarded for successful completion of learning acquired from participation in formal courses sponsored by associations, business, government, industry, and unions to the extent that the material is applicable and official certification and /or documentation of skills or competencies achieved is provided. Transfer credit for work accomplished in a non-collegiate setting may also be granted upon individual review only for the programs listed and under the provisions expressed in the LSCPA Catalog. Many of the recommendations in the American Council on Education (ACE) publication The 'National Guide

to Educational Credit for Training Programs' and 'Transfer Credit Practices of Designated Educational Institutions' are used to determine the award of credit.

The following guidelines may determine the extent of transfer courses, the impact of transfer coursework on grade point average, status at graduation (honors), and transcribed grades.

1. Grades of 'C' or better will be accepted as transfer credit for a course within a degree plan.
2. Courses transferred and applied to a degree plan will be used in the calculation of the cumulative grade point average.
3. Grades of 'D' will be accepted as transfer credit for a course not within a major. Some programs have additional policies that will not allow a grade of 'D' to transfer. Students are advised to contact individual program advisors for policies about the transfer of a grade of 'D'.
4. Grades of 'F' will not transfer to LSCPA.
5. Courses transferred and applied to a degree plan will be used to determine 'honors' upon graduation.
6. At least 25 percent of the semester credit hours required for the degree must be earned at Lamar State College Port Arthur.

Veterans as Students

Lamar State College Port Arthur holds a contract for educating veterans under the Vocational Rehabilitation Law, known as Public Law Number 16, and is an approved institution of higher education for veterans under Public Law Number 346 and Public Law Number 550.

Veterans who are interested in continuing their education should secure approval from the Office of Veterans' Affairs. The LSCPA Financial Aid Office is available to assist veterans in obtaining their educational benefits. The office also provides advice on program and training opportunities, academic assistance, and advising.

Veterans that apply to LSCPA are not required to complete an Assessment test before enrolling in classes. However, they are strongly encouraged to take the TSI assessment to help determine the most successful course of action for their education.

Lamar State College Port Arthur permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a

“Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website, eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Lamar State College Port Arthur will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Academic Record Appeals

Students that completed previous coursework at LSCPA and have a lapse in attendance may appeal to disregard previous coursework. Students may appeal to 1) disregard two successive semesters of coursework or 2) academic credits or grades that were earned ten or more years prior to the semester in which enrollment is sought.

Previous Coursework

After an enrollment lapse of four or more years from Lamar State College Port Arthur, and after completing successfully (2.2 GPA) twenty four (24) semester credit hours of work at the College, a student may petition to disregard a maximum of two successive semesters of work completed previously at the College. The written petition must be filed with the Vice President for Academic Affairs for approval.

Endorsements and/or recommendations shall be required at each academic level.

When approved by the VPAA, disregarded coursework will not be used to determine the student’s grade point average for academic progress or for graduation; however, previous coursework will remain on the transcript with an appropriate notation, and previous coursework shall be used in determining honors. Once a degree has been conferred, a student may not use the academic appeals procedure for any courses used to award the degree or calculate the cumulative grade point average.

Academic “Fresh Start”

Applicants seeking admission and who have academic credits or grades earned ten (10) or more years prior to the anticipated enrollment may elect to seek entry under the terms of Academic Fresh Start Policy, Texas Education Code §51.931.

Under the Academic Fresh Start Policy the applicant who is a Texas resident may petition Lamar State College Port Arthur to not consider, in the admission process, course credits or grades earned ten (10) years or prior.

Applicants seeking entry under this section 1) will not receive any credit for courses taken at all institutions of higher education ten (10) or more years prior to enrollment, 2) are subject to all standard admission and testing criteria applicable to persons seeking admission, 3) are subject to standard admission and TSI criteria, and 4) when deciding eligibility for financial aid, LSCPA must still count all prior course credits earned.

Applicants seeking admission under the ‘Academic Fresh Start’ policy must deliver a written request to the Admissions Office two (2) weeks prior to the semester the applicant plans to enroll.

Advanced Standing

LSCPA students may earn college credit or advanced standing by successfully completing several testing programs. The testing programs include 1) Advanced Placement by the College Board, 2) ACT and SAT Scores, 3) Experiential Credit, 4) College Level Examination Program®, 5) Credit by Examination and, 6) Transfer of Military Credit.

Credit through any of the examinations listed in this section is awarded when the student has completed a semester at Lamar State College Port Arthur and has earned an amount of resident credit equal to the hours earned by examination.

Advanced Placement by the College Board

Applicants who wish to receive credit for college level work completed in high school may do so by submitting their scores on the College Board’s Advanced Placement Examinations. Testing arrangement are made by high school counselors. Subject matter areas and the basis for granting credits for Advanced Placement courses are as follows:

Subject Area	Required Score	Credit Granted
Biology	3	BIOL 1306, 1106, 1307 & 1107
Calculus AB	3	MATH 2312 & 2413, or MATH 1324 and 1325, or MATH 2312 & 2313
Calculus BC	3	Math 2312, 2413, & 2414
Chemistry	3	CHEM 1311 & 1111
Chemistry	3	CHEM 1305 & 1105
Chemistry	3	CHEM 1311 & 1111

Subject Area	Required Score	Credit Granted
Economics-Macro	3	ECON 2301
Economics-Micro	3	ECON 2302
English	3	ENGL 1301
Government	3	GOVT 2305 or 2306
History (U.S.)	3	HIST 1301 or 1302
Music Theory	3	MUSI 1301

For more information, go to:
<https://apstudent.collegeboard.org/home>.

Credit for ACT and SAT Scores

Credit will be granted in composition, government, history and mathematics for students presenting the following minimum ACT Standard Scores:

ACT Standard	Score	LSCPA Course	SCH
English	28	ENGL 1301	3
Usage/Mech	14		
Rhet Skills	14		
English	30	ENGL 1301 and 1302	6
Usage/Mech	15		
Rhet Skills	15		
Mathematics	26	MATH 1332	3
Pre-algebra	14		
Algebra/Geometry	13		
Geometry / Trigonometry	13		
Mathematics	28	MATH 1332 and 1314	6
Pre-algebra	15 or		
Algebra / Geometry	14	MATH 1332 and 1324	
Geometry/ Trigonometry	14		
Reading	28-29	HIST 1301 or 1302	3
Social Studies	15		
Reading		HIST 1301 or 1302	6
Social Studies	16	GOVT 2305 or 2306	
Reading	30	ENGL 2326 or 2331	
Arts/Literature	16		
Reading	32	HIST 1301 or 1302	9
Social Science	16	GOVT 2305 or 2306	
Arts/Literature	16	ENGL 2326 or 2331	

Credit earned through the ACT Test will be recorded on the transcript after a student earns an equal amount of credit at Lamar State College Port Arthur. The student must petition the Registrar for ACT credit. ACT Test scores are valid for credit for five (5) years.

Credit will be granted in English and Mathematics for student with the following minimum score on the SAT I Reasoning Test:

SAT Scores	LSCPA Course	SCH
Critical Reading: 590	ENGL 1301	3
Critical Reading: 640	ENGL 1301 & 1302	6
Math: 600	MATH 1332	3
Math: 630 or	MATH 1332 & 1314	6

SAT Scores	LSCPA Course	SCH
	MATH 1332 & 1324	6

Credit earned for the SAT will be granted in composition and mathematics after a student earns an equal amount of credit at LSCPA. The student must petition the Registrar for SAT credit. SAT scores are valid for credit for five (5) years.

Experiential Credit

Professional certification/licenses may entitle a student to receive up to twenty four (24) semester credit hours of coursework. Interested students should consult the program coordinator/director and/or the department chair for additional information.

Surgical Technology

Students seeking Associate Degree in Surgical Technology who are currently certified through the *National Board of Surgical Technology and Surgical Assisting* (NBSTSA) may be awarded credit for certain Surgical Technology courses. A student wishing to receive credit must submit an application to the Allied Health Department after completing 18 semester credit hours of college level work at Lamar State College Port Arthur that applies to the AAS degree in Surgical Technology.

If granted, credit will be awarded for SRGT 1301, SRGT 1405, SRGT 1409 and SRGT 1360. The student must be in good standing and TSI complete at the time the credit is posted to the transcript.

College Level Examination Program®

The College Level Examination Program® (CLEP) gives students the opportunity to receive college credit for prior knowledge by earning qualifying scores on select examinations. Credit will not be awarded by examination to students who have prior credit for the same course or its equivalent. Grades will not be assigned, nor will hours be used in the computation of grade point average.

Credit is awarded for most CLEP subject examinations. A list of subjects for which credit can

be awarded and required minimum scores is available from the Admission and Records Office or the Vice President for Academic Affairs. Credit will not be awarded for the CLEP General Examinations.

Credit by Examination

Students enrolled at LSCPA may earn college credit by examination. Eligible students must: 1) be officially enrolled in a course at LSCPA, 2) have the approval of the department chair, Dean of Technical Programs, and the Vice President for Academic Affairs, 3) complete the Credit by Examination Form, 4) pay the necessary testing fee, and 5) successfully complete a comprehensive examination that includes the learning outcomes for the course.

Students are not eligible if they are enrolled in the course they want to earn credit by examination.

Credit by Examination is intended for students who have completed formal or informal training in topics presented at the rigor of a college level curriculum. Credit is awarded to students that pass an advanced standing examination with a 'C' or better.

Students must apply to earn credit by examination. Application includes the approval of the department chair responsible for the course, Dean of Technical Programs, and the Vice President for Academic Affairs. The Credit by Examination form is available at departmental offices.

A fee of \$25 per semester credit hour is assessed for each advanced placement examination. Fees are paid at the Cashier's Office located in the Business Office.

Transfer of Military Credit

Lamar State College Port Arthur follows, with limitation, the recommendations of the *American Council on Education* as published in the *Guide to the Evaluation of Educational Experiences in the Armed Forces* in granting credit for military service schools. For consideration of credit for military service schools, applicants may submit the following records to the Admission and Records Office:

1. Certified original of the DD form 295, or
2. Copy of the DD form 214, or
3. Official course completion certificate(s)

Developmental Education

Lamar State College Port Arthur is dedicated to providing "compensatory education programs designed to fulfill our commitment to accommodate students with diverse goals and backgrounds.

The College makes the following definitions:

1. Developmental Education is remedial instruction that prepares students to successfully pursue college programs of education or training.

2. Developmental Education courses deal with knowledge and skills normally acquired at the secondary level.

The Developmental Education Department is responsible for developmental courses as well as activities in the Student Success Center.

Lamar State College Port Arthur offers developmental courses to assist students with basic skills in reading, writing, and mathematics. Developmental courses cannot be used to satisfy degree requirements.

Developmental Education Courses

The courses listed below are Developmental Education Courses:

1. DMTH 0110 Beginning Algebra
2. DMTH 0310 Beginning Algebra
3. DMTH 0314 Foundations of College Algebra
4. DMTH 0132 Foundations of Quantitative Reasoning
5. DENG 0110 Integrated Reading and Writing
6. DENG 0410 Integrated Reading and Writing
7. DENG 0301 Foundations of Composition

Attendance

Students enrolled in developmental courses are expected to follow the attendance requirements outlined in the course syllabus and complete all assignments and testing. Instructors may drop a student with a grade of “FD” for failure to follow the attendance policy, failure to complete assigned work and/or failure to complete all required testing.

Requirements

1. A student completes a “required developmental education program” by complying with one of the following provisions:
 - a. Passing the relevant section or sections of an approved test for TSI purposes.
 - b. Passing an approved developmental course or courses with a grade of “CD” or better. Students who earn a grade of “CD” or better will advance to the next level. Students who earn a “DD” or “FD” must repeat that course subject to all attendant conditions.
2. Students testing into any first-level developmental courses must be in remediation in the Student Success Center. The SSC requirement for any developmental course must be completed concurrently with that course, or a grade of “FD” will be issued for the course. See an advisor for details.

3. If a student earns a “DD” or “FD” in a developmental course once and takes it a second time, the student must be enrolled in EDUC 1300 OR PSYC 1300 (Learning Framework) concurrently. If a student earns a “DD” or “FD” in a developmental course the second time, he/she must be in remediation in the Student Success Center. See an advisor for details.

Grade Scale for Developmental Courses

AD*	Excellent
BD	Good
CD	Satisfactory
DD	Unsatisfactory
FD	Failure
I	Incomplete
W	Withdrawn
Q	Course Dropped

* ‘D’ indicates a developmental class

Tutoring

The Student Success Center provides tutorial services, web-based learning systems, computers and printers for student use and administers make-up exams for all departments.

Placement

Students who are deficient in any basic skill will be placed in an appropriate developmental program designed to remedy the deficiency. Until the deficiency is eliminated, students may be prohibited from enrolling in certain credit courses. See *Placement Guidelines*, page 16.

Remediation

Students must be continuously enrolled in a developmental course until they have passed the TSI or an approved alternative test. A student must remain in one or more developmental courses until all TSI testing requirements have been met.

Students may retake an approved test for TSI purposes with no waiting period to determine their readiness to perform college level academic coursework. However, students who do not score high enough on such a placement test must enroll in and complete the prescribed developmental course or sequence of courses. Students who pass placement tests on this campus during a semester must fulfill the requirements of the course(s) in which they are enrolled.

Students who fall into first level of remediation on the assessment exam must participate in continuous remediation in the Student Success Center, in

addition to enrolling in the appropriate developmental course(s).

Repeating a Developmental Course

A student who enrolls for a second time in the same developmental course must enroll concurrently in EDUC 1300 and/or the corresponding Student Success Center lab.

If a student earns a “DD” or “FD” again, but passed EDUC 1300, the student will continue in the SSC

lab until both the course and lab are passed concurrently.

After a student exceeds the state’s maximum of twenty seven (27) semester credit hours of remedial courses, the College may charge an additional fee for further remedial courses.

A student must place into a college level course or successfully complete the developmental sequence that precedes the required college level course before enrolling in that course.

Tuition and Fees

Executive Vice President for Finance and Operations:

Mary Wickland, CPA
Office: Business Building
Address: 1800 Procter Street, Port Arthur, TX 77641
Phone: (409) 984-6125
Email: wicklandma@lamarpa.edu

Tuition

Tuition is calculated based on the number of semester credit hours which the student registers. It is determined by the student’s classification as a Texas resident, a non-resident U.S. citizen or a non-resident who is a citizen of another country. Students also are responsible for paying several fees that support college services and programs. The tuition rate varies based upon the residency status of a student.

The tuition rate for resident and non-resident students is:

Texas resident \$50 per SCH
 Non-Texas resident\$472 per SCH



A designated tuition fee of \$45.00 per semester credit hour is also charged for both resident and non-resident students.

Summary of Expenses

Each student must plan a budget carefully. It is possible to attend Lamar State College Port Arthur on a modest sum and yet participate in most of the College programs. To assist in planning expenses, the following estimate is furnished as a guide.

Texas resident enrolled in 15 semester credit hours:

Tuition.....	\$1,425.00
Student Services Fee	75.00
Student Center Fee	30.00
Institutional Service Fee	435.00
Recreation Sport Fee	30.00
Athletic Fee.....	170.55
Parking Fee* (if desired)	40.00
Books	<u>600.00</u>
TOTAL:	\$2,805.55

Texas resident enrolled in 6 semester credit hours:

Tuition.....	\$570.00
Student Services Fee	130.00
Student Center Fee	12.00
Institutional Service Fee	174.00
Recreation Sport Fee	12.00
Athletic Fee.....	68.22
Parking Fee* (if desired)	40.00
Books	<u>250.00</u>
TOTAL	\$1,156.22

Payment

A student is not registered until all fees are paid in full or the student has paid the equivalent of a down payment on the installment plan (if available).

Payment may be made in person at the Business Office or online.

Payment may be made by check, electronic check, money order, currency or credit/debit card (MasterCard, Visa, Discover and American Express). Checks and money orders, not in excess of total fees, should be made payable to Lamar State College Port Arthur. The College will not accept counter checks, post-dated checks, credit card checks or altered checks.

Lamar State College Port Arthur reserves the right to change fees in keeping with acts of the Texas Legislature and The Texas State University System Board of Regents.

Guest Payments

Individuals other than students are able to make payments on a student's account. An online portal is available for guests to make payments on a student's account.

Guests may access the E-Bill System to view bills and/or make payments on behalf of a student. Start by navigating to your MyLamarPA account login at <http://My.LamarPA.edu/>

1. Enter your username & password.
2. Select the "My Services" tab.
3. Select "Student" link.
4. Click "Student Payment Center" link. The link will transition you to the LSCPA Payment Services Center. The Payment Services Center includes Payments, E-Bills, Installment Plans, and Payment Profiles.
5. Click "Authorized User".

Payment Amounts

Payment in Full. Students who have paid all their tuition and fees for the semester will be registered for classes.

More than 50% of tuition and fees paid. Students who pay more than 50% but less than 100% of their tuition and fees for a semester will be placed on the Installment Payment Plan.

Less than 50% of tuition and fees paid. Students who pay less than 50% of their tuition and fees for a semester will be dropped from all classes.

Installment Payment Plan

By law (House Bill 1147), students can pay certain fees in installments during the Fall and Spring semesters only.

Options and applicable service charges are:

Payable upon registration	50%
Payable by 6 th class week	25%
Payable by 11 th class week	25%
Service Charge	\$20
Penalty for each delinquent payment ...	\$15

Students have the option to pay in installments for a 12 week Summer Semester. Payment options are:

Payable upon registration	50%
Payable by 5 th class week	25%
Payable by 9 th class week	25%

The same service charges and delinquent payment penalty will apply as in Fall and Spring semesters. For more information, call the Finance Office at 409-984-6127 or 409-984-6126. A payment schedule for the optional payment plan is available upon request.

Refunds

Students may request a refund of tuition and/or fees for dropped courses or withdrawal from Lamar State College Port Arthur. Refunds are calculated as a percentage of total fees assessed, not as a percentage of partial payments on installments.

Refunds are generally processed at the end of the second week past the 12th class day for fall and spring semesters, and two weeks after the 4th class day for summer sessions.

Refund for Dropped Course(s)

Students who drop courses during the drop period will receive a refund on tuition and fees, based on the following schedule:

Sixteen Week Semester (Fall and Spring Semesters)

During class days:

1. One thru twelve 100% of total fees
2. After the twelfth class day.....No refund

Twelve Week Semester (Accelerated Semesters)

During class days:

1. One thru twelve 100% of total fees
2. After the twelfth class day.....No refund

Eight Week Semester

During class days:

1. One thru twelve 100% of total fees
2. After the twelfth class day.....No refund

Six Week Semester

During class days:

1. One thru four 100% of total fees
2. After the fourth class dayNo refund

Mini Semester

During class days:

1. One thru three 100% of total fees
2. After the third class dayNo refund

In order to receive a refund for dropped courses, a student must remain enrolled in the LSCPA. If a student withdraws, after having previously dropped one or more courses, no refunds will be given for the dropped course(s). Students should review Six Drop Rule to understand the limits regarding dropped courses.

Refund for Withdrawal

Students officially withdrawing during the refund period will receive a refund for tuition, Student Center Fee, Student Services Fee, course fee, laboratory fee, Library Use Fee, private lesson fee, and Technology Service Fee according to the refund schedule below.

Refunds are awarded based on the following schedule:

Semester Length (9 to 16 or more weeks)

1. Prior to the 1st class day 100% (less \$20 matriculation fee)
2. During the 1st five class days 80 % of total fees
3. During the 2nd five class days 70 % of total fees
4. During the 3rd five class days 50 % of total fees
5. During the 4th five class days 25 % of total fees
6. No refunds after the fourth five class days.

Semester Length (5 to 8 weeks)

1. Prior to the 1st class day 100% (less \$20 matriculation fee).
2. During the 1st, 2nd or 3rd class day 80 % of total fees
3. During the 4th 5th or 6th class day 50 % of total fees
4. 7th class day and after No refund.

Semester Length (4 weeks)

1. Prior to the 1st class day 100 % (less \$20 matriculation fee).
2. During the 1st and 2nd class days.. 80 % of total fees
3. During the 3rd and 4th class days.. 50 % of total fees
4. 5th class day and after No refund.

Semester Length (2-3 weeks)

1. Prior to the first class day 100% (less \$20 matriculation fee)
2. On the first class day 80 % of total fees
3. On the second class day 50 % of total fees
4. Third class day and after No refund.

Withdrawing from the College does not relieve a student of financial obligations under the Installment Payment Agreement or for any student loans as these are the student's legal financial commitments. Refunds will be processed in accordance with the published schedule.

Federal Financial Aid Refunds

Students who withdraw prior to completing 60% of the semester and who are receiving or have received financial assistance (grants, loans, scholarships), all or a portion of the aid received will be returned to the appropriate financial aid source.

Students who withdraw before completing 60% of a semester must repay unused aid to the federal government and Lamar State College Port Arthur.

Recipients who withdraw before the 60% of a course is complete will have returns calculated according to the Return of Federal Title IV Guidelines.

During the 2019-2020 academic year, 60% of the session is complete on:

Semester	Date
Fall 2019	October 29, 2019
Spring 2020	March 27, 2020
Summer I 2020	June 22, 2020
Summer II 2020	July 27, 2020
Summer III, 2020	July 17, 2020

All other applicable refunds will be calculated according to the Refund Policy as outlined in the above schedule. In allotting the refunds to specific programs, the College will practice a "Fixed Priority Allocation." The list below indicates the priority in which programs will be refunded. The full amount received under each program is returned in the priority order until the refund amount is exhausted.

The amount returned to a specific program cannot exceed the amount the student received from that program. The Director of Student Financial Aid may exercise professional judgment in exceptions to the distribution hierarchy policy.

Refund Priority

1. Federal Pell Grant
2. SEOG (Student Educational Opportunity Grant)
3. Federal Student loans, other Title IV programs
4. LEAP
5. TPEG short-term loans
6. TPEG (Texas Public Education Grant)
7. Other State Financial Aid Programs
8. Departmental budgeted funds
9. Restricted scholarship funds

Tuition Exemptions

The State of Texas allows certain students to be exempt from paying all or a portion of tuition and fees. Students should contract the Financial Aid Department for more information. For a complete list of exemptions visit www.collegefortexans.com.

Valedictorians

The valedictorian in the graduating class of a fully-accredited Texas high school is exempt from tuition for two regular semesters immediately following

graduation. The exemption is for highest ranking high school graduate, which can be found at <http://www.collegeforalltexans.com/apps/financialaid/tofa2.cfm?ID=431>.

Details may be obtained from the Admission Advising Office.

Veterans (Hazelwood)

Persons who were citizens of Texas at the time of entry into the Armed Forces and who are no longer eligible for federal educational benefits (including Pell Grants) are exempt from tuition and laboratory fees, Student Center and Technology Service Charge fees. This applies to those who served in World War II, the Korean Conflict or the Vietnam War, and were honorably discharged. This exemption also applies to those veterans who entered service after January 1, 1977, and did not contribute under the VEAP program. To obtain this exemption, necessary documents must be presented prior to registration and approval obtained from the Office of Veterans' Affairs.

The above exemption also extends to children of members of the Armed Forces who were killed in action or died while in the service of World War II, the Korean Conflict, or the Vietnam War.

Students must provide a copy of their separation papers (DD 214) and a letter from the Veterans Administration stating that they have no remaining federal education entitlements (G.I. Bill).

Students who expect to attend under some veterans' benefit plan should contact the Office of Veterans' Affairs 60 to 90 days prior to registration. The Office of Veterans' Affairs advises veterans on program and training opportunities and provides academic assistance and counseling. Veterans interested in information in these areas should visit this office in the Student Services Building.

Louisiana Residents

In accordance with H.B. 1836 enacted in 1995 by the Texas Legislature, the Texas non-resident tuition fee does not apply to a nonresident student who is a resident of Louisiana in a county immediately adjacent to Texas. A Louisiana resident enrolling at the Lamar State College Port Arthur shall pay tuition and fees equivalent to the amount charged a Texas resident.

Proof of residency must be provided and approved to be eligible for this exemption.

Out-of-State Students

Consult the Residency Coordinator in the Admission and Records Office concerning legal requirements for eligibility of tuition at the in-state rate.

Proof of Residency

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

Fees

Students will be charged an Administrative Computer Fee, a Student Service Fee and an Endowed Scholarship Fee in addition to tuition. The amount of these fees varies based on the number of semester credit hours a student is taking. Other fees, such as a Student Center Fee, a Recreational Sports Fee, a Transcript Fee and those for student photo identification and late registration, are for fixed amounts. Descriptions of common fees appear below.

The College reserves the right to change fees in keeping with acts of the Texas Legislature and The Texas State University System Board of Regents.

Administrative Computer Use Fee

The Administrative Computer Use Fee supports the administrative mainframe computer and the academic mainframe computer. The current rate is \$20.57 per semester credit hour.

Athletic Fee

The Athletic Fee supports intercollegiate athletic programs administration, staffing and activities related to participation in NJCAA (National Junior College Athletic Association) competition.

The current rate is \$11.37 per credit hour in fall and spring semesters and \$5.69 per credit hour during summer terms.

Breakage or Damage Fee

The College will make a special assessment against any student responsible for the breakage of supplies or equipment, loss of instructional equipment or other college property.

Library fines, charges for breakage or loss of equipment or to other charges must be paid before a transcript of credit or a permit to re-enter the College will be issued.

Verification of Identity Fee

Currently, the only Lamar State College Port Arthur students required to pay an additional charge for verifying identity are those students enrolled in RNSG 1300 and 1311. These students register for proctored final examinations in each course at a cost of \$25 per exam.

Institutional Service Fee

The Institutional Service Fee includes incidental fees combined to support the operations of the College. This combined fee includes what was once the computer use fee, library fee, identification card fee, transcript fee and endowment fee. The current rate is \$29 per semester credit hour.

Laboratory Fee

A Laboratory Fee is charged each semester for courses with a laboratory credit. The laboratory fee is \$4 per course per semester.

Late Registration Fee

A charge of \$10 is made for late registration.

Matriculation Fee

A matriculation fee of \$20 will be incurred by students who withdraw prior to the first day of class. This \$20 fee will be deducted from refunds.

Miscellaneous Fees

Associate Degree Diploma.....	\$15
Certificate of Completion	\$15
Cap and Gown Fee	\$37.98
Advanced Standing Examination (per course)....	\$25
Lost Photo ID.....	\$5
Online Learning Fee.....	\$50

Parking Fee

Charges for parking on campus are made at registration.

Parking fees for cars and trucks are:

Fall Semester	\$40
Spring Semester	\$35
Summer Sessions.....	\$30

Parking fees for two or three wheeled vehicles are:

Fall Semester	\$8
Spring Semester	\$5
Summer Sessions.....	\$3

Parking fees allow the use of parking facilities on the Lamar State College Port Arthur campus only.

Recreational Sports Fee

The Recreational Sports Fee supports the operations of the Carl A. Parker Multipurpose Center. The current rate is \$2.00 per semester credit hour.

Reinstatement Fee

A student seeking reinstatement to the College after withdrawing without paying the full amount of tuition and fees due, or after having been denied credit for work done for failure to pay an installment payment or late payment fee must pay a \$50 Reinstatement Fee plus the past due installment payments and late payment fees.

The Reinstatement Fee also will be charged for classes dropped for non-payment. The fee will be assessed only to students who re-enroll for the same term.

Remedial Course Fee

After a student exceeds the state-mandated limit of 27 semester credit hours of remedial courses, the College may charge an additional fee for further remedial courses.

Repeated Course Fee

Students may be charged out-of-state fees for courses repeated more than twice.

Returned Check Fee

Checks written in payment of registration fees and are returned to the College due to insufficient funds will result in a \$25 check charge plus a \$10 late registration fee or a \$15 installment late penalty. Obligations paid by an insufficient funds check are considered delinquent. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made.

Returned Direct Deposit Fee

In an effort to reduce costs and increase efficiency, the Texas State University System has mandated that the use of manual/paper checks be discontinued.

Students are required to establish a checking / savings account in their name to receive refunds by Direct Deposit. If an e-refund is returned from the student's banking institution and the bank reports the 'Account Closed', 'Unable to Locate', 'Invalid Account Number', etc., there will be a \$25 charge

deducted from the refund each time the refund is returned.

Senior Citizens Exemption/Waiver

Senior citizens, 65 years of age or older, may apply for a tuition waiver if they are 1) 65 years of age or older, 2) apply for admission and be accepted, 3) register for class(s), 4) provide the Registrar with proof of senior citizen status (age), and 5) complete the tuition waiver form each term and prior to the first day of class. The student must stay in Good Academic Standing at LSCPA while using the Senior Citizen Waiver/Exemption. LSCPA may allow a senior citizen to enroll for credit in up to six semester credit hours of courses each semester or summer term without payment of tuition if space is available.

LSCPA may allow a senior citizen to enroll for credit in up to six semester credit hours of courses each semester or summer term without payment of tuition if space is available.

Student Center Fee

The Student Center Fee supports the programs, administration, staffing and services related to the Student Center and its programs. The current rate is \$2 per semester credit hour.

Student Identification Fee

The Student ID fee is included in the Institutional Service Fee. If a Student ID is lost or stolen, a replacement card must be purchased for \$5.

Student Service Fee

The Student Service Fee supports student activities such as student organizations, extracurricular activities and other administrative student support services. The current rate is \$5 per semester credit hour.

Transcript Fee

A Transcript Fee is included in the Institutional Service Fee. Upon official request, students may receive one official transcript per semester. Additional transcripts are \$5.00 per official transcript.

Tuition Rebates for Students Earning a Bachelor's Degree

Students who earn a bachelor's degree from a Texas university may qualify for a tuition rebate of up to \$1,000 if they earned no more than three semester credit hours of credit beyond what is required for their degree. Although the rebate is not granted to students earning a certificate of completion or associate degree, students may qualify if they later transfer their credits to a university and complete a baccalaureate degree.

To be eligible, all four of the following criteria must be met:

- 1) The student must have enrolled for the first time in a higher education institution in the fall 1997 semester or later.
- 2) The student must request a rebate for work related to a first baccalaureate degree received from a Texas public university.
- 3) The student must have been a resident of Texas, must have attempted all coursework at a Texas public higher education institution and have been entitled to pay resident tuition at all times while pursuing the degree.
- 4) Students must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, credit by examination, courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses and repeated courses. Courses dropped for reasons determined by the institution to be totally beyond the control of the student will not be counted. Co-enrollment and ROTC course hours do not count against this program. Students who transfer to a Texas university to complete a bachelor's degree are responsible for providing the university with official transcripts from all institutions attended previously. Rebate request forms and details about the program are available through the university granting the baccalaureate degree.

Summer 2020 Semesters (Summer I, Summer II, and Summer III Semesters)

SCH	Tuition Texas	Tuition Non-Texas	Student Service	Student Center	Recreational Sports	Institutional Service	Athletic	Total Charge Texas	Total Charge Non-Texas
1	\$95	\$517	\$5	\$2	\$2	\$29	\$5.69	\$138.69	\$560.69
2	\$190	\$1,034	\$10	\$4	\$4	\$58	\$11.38	\$277.38	\$1,121.38
3	\$285	\$1,551	\$15	\$6	\$6	\$87	\$17.07	\$416.07	\$1,682.07
4	\$380	\$2,068	\$20	\$8	\$8	\$116	\$22.76	\$554.76	\$2,242.76
5	\$475	\$2,585	\$25	\$10	\$10	\$145	\$28.45	\$693.45	\$2,803.45
6	\$570	\$3,102	\$30	\$12	\$12	\$174	\$34.14	\$832.14	\$3,364.14
7	\$665	\$3,619	\$35	\$14	\$14	\$203	\$39.83	\$970.83	\$3,924.83
8	\$760	\$4,136	\$40	\$16	\$16	\$232	\$45.52	\$1,109.52	\$4,485.52
9	\$855	\$4,653	\$45	\$18	\$18	\$261	\$51.21	\$1,248.21	\$5,046.21
10	\$950	\$5,170	\$50	\$20	\$20	\$290	\$56.90	\$1,386.90	\$5,606.90
11	\$1,045	\$5,687	\$55	\$22	\$22	\$319	\$62.59	\$1,525.59	\$6,167.59
12	\$1,140	\$6,204	\$60	\$24	\$24	\$348	\$68.28	\$1,664.28	\$6,728.28
13	\$1,235	\$6,721	\$65	\$26	\$26	\$377	\$73.97	\$1,802.97	\$7,288.97

Tuition and fees are subject to change by action of the Board of Regents or the Texas State Legislature.

Fall 2019 and Spring 2020 Semester

SCH	Tuition Texas	Tuition Non-Texas	Student Service	Student Center	Recreational Sports	Institutional Service	Athletic	Total Charge Texas	Total Charge Non-Texas
1	\$95	\$517	\$5	\$2	\$2	\$29	\$11.37	\$144.37	\$566.37
2	\$190	\$1,034	\$10	\$4	\$4	\$58	\$22.74	\$288.74	\$1,132.74
3	\$285	\$1,551	\$15	\$6	\$6	\$87	\$34.11	\$433.11	\$1,699.11
4	\$380	\$2,068	\$20	\$8	\$8	\$116	\$45.48	\$577.48	\$2,265.48
5	\$475	\$2,585	\$25	\$10	\$10	\$145	\$56.85	\$721.85	\$2,831.85
6	\$570	\$3,102	\$30	\$12	\$12	\$174	\$68.22	\$866.22	\$3,398.22
7	\$665	\$3,619	\$35	\$14	\$14	\$203	\$79.59	\$1,010.59	\$3,964.59
8	\$760	\$4,136	\$40	\$16	\$16	\$232	\$90.96	\$1,154.96	\$4,530.96
9	\$855	\$4,653	\$45	\$18	\$18	\$261	\$102.33	\$1,299.33	\$5,097.33
10	\$950	\$5,170	\$50	\$20	\$20	\$290	\$113.70	\$1,443.70	\$5,663.70
11	\$1,045	\$5,687	\$55	\$22	\$22	\$319	\$125.07	\$1,588.07	\$6,230.07
12	\$1,140	\$6,204	\$60	\$24	\$24	\$348	\$136.44	\$1,732.44	\$6,796.44
13	\$1,235	\$6,721	\$65	\$26	\$26	\$377	\$147.81	\$1,876.81	\$7,362.81
14	\$1,330	\$7,238	\$70	\$28	\$28	\$406	\$159.18	\$2,021.18	\$7,929.18
15	\$1,425	\$7,755	\$75	\$30	\$30	\$435	\$170.55	\$2,165.55	\$8,495.55
16	\$1,520	\$8,272	\$80	\$32	\$32	\$464	\$181.92	\$2,309.92	\$9,061.92
17	\$1,615	\$8,789	\$85	\$34	\$34	\$493	\$193.29	\$2,454.29	\$9,628.29
18	\$1,710	\$9,306	\$90	\$36	\$36	\$522	\$204.66	\$2,598.66	\$10,194.66
19	\$1,805	\$9,823	\$95	\$38	\$38	\$551	\$216.03	\$2,743.03	\$10,761.03
20	\$1,900	\$10,340	\$100	\$40	\$40	\$580	\$227.40	\$2,887.40	\$11,327.40

Debt

Lamar State College Port Arthur is not responsible for debt contracted by individual students or student organizations and will not act as a collection agency

for organizations, firms or individuals to whom students may owe bills.

Students and student organizations are expected to honor contractual obligations **promptly, but in case**

of **flagrant disregard of such obligations**, the Business Office or the designated representative will take appropriate action. After the 12th week in the long semester and the fourth week in the summer term, failure to pay all fees by the specified date will result in suspension at the end of the current semester and may include (a) denial of readmission, b) withholding of grades and transcripts, and c) withholding of degree.

Delinquent Accounts

Delinquent accounts to the College will be sent to a collection agency and reported to credit bureaus. All

costs of collections are paid by the student which is generally an additional 33.333% of the student's obligations to the LSCPA.

Delinquent accounts sent to a collection agency will be reported to the credit bureau. Delinquent accounts must be paid to the collection agency. Payment cannot be accepted by the Lamar State College Port Arthur if the account has been forwarded to a collection agency.

A student who has a delinquent account may not receive an official academic transcript or diploma until the account is paid in full.

Financial Aid

Director: Sharon Thibodeaux
Office: Student Center
Address: 1800 Procter Street, Office 304, Port Arthur, TX 77641
Phone: (409) 984-6200
Email: thibodeauxsd1@lamarpa.edu

Financial assistance in the form of 1) scholarships, 2) grants, 3) loans and 4) employment is available to a number of qualified students.

Interested students should visit the Student Services office or my.lamarpa.edu for additional information.

Apply for Financial Aid

Students that want to apply for grants, loans or college work-study employment must complete the *Free Application for Federal Student Aid* (FAFSA) and the LSCPA Financial Aid Supplement to determine the degree of need.

Students should complete the FAFSA online before the April 1st priority deadline. Processing requires four to six weeks. Students planning to meet the April 1st priority deadline should complete the FAFSA by October 1st.

The College considers an applicant's degree of need before awarding financial aid. New and continuing students must meet Satisfactory Academic Progress (SAP) criteria according to standards established by federal regulations for continued eligibility.

The amount and type of assistance is determined by the Financial Aid Office. Notification of awards is mailed during late spring and early summer.

The College will continue to award aid as long as funds are available. However, the most desirable

types of aid normally are expended early. So, students should make every effort to meet the April 1st deadline.

Students applying for scholarships must complete the *Application for Scholarship for Lamar State College Port Arthur* that is available in the Admission Office and on the website. High school seniors should meet the April 1st deadline to be given first priority. All other scholarship applicants should meet the June 15th deadline for the following academic year.

Qualifications

Students applying for need-based grants, loans or work-study employment must have their eligibility established by the *Free Application for Federal Student Aid*.

Scholarship awards to entering freshmen are determined by the applicant's high school class rank and/or financial need. Freshmen may be able to obtain required forms from their high school counselors or directly from the Financial Aid Office.

Scholarship awards for upperclassmen are determined by their cumulative grade point average at the college level. Scholarship applicants must have at least a 2.5 grade point average to be eligible for a college administered scholarship. Current students may obtain the forms from the Admission Advisors Office in the Student Center. Students must reapply annually to be considered for continued assistance.

Satisfactory Academic Progress (SAP)

Lamar State College Port Arthur is required by the Federal Law (668.34) to define and enforce the standards of Satisfactory Academic Progress in measurable standards to determine a student's

eligibility to receive financial assistance. Students who do not meet the standards of Satisfactory Academic Progress will not be able to receive federal financial aid. Students may appeal their review.

For additional information, contact the Financial Aid Office.

Free Application for Federal Financial Aid (FAFSA)

Federal Student Aid, a part of the U.S. Department of Education, is the largest provider of student financial aid in the nation. The office of Federal Student Aid provides more than \$150 billion in federal grants, loans, and *work-study* funds each year to more than 13 million students paying for college or career school.

To apply for federal financial aid, go to <https://fafsa.ed.gov/index.htm> to begin the application process and learn more about federal financial aid.

Texas Application for State Financial Aid (TASFA)

A Student seeking financial aid, who is ineligible to apply for federal student aid but meets the residency requirements under House Bill 1403/Senate Bill 1528 can complete the Texas Application for State Financial Aid (TASFA). The TASFA Application and eligibility requirements can be downloaded at the following website: www.collegeforalltexans.com. Student will also need to submit all income supporting documentation. Please contact the Financial Aid Office if you have additional questions.

Grants

The Federal Pell Grant is the foundation source for all other aid programs. No other need-based assistance grants, loans, or work-study can be awarded until a student's eligibility for the Federal Pell Grant is determined.

When a student files a *Free Application for Federal Student Aid*, the government processes the application and sends a Student Aid Report to the student's address.

The student then should submit the Student Aid Report to the Financial Aid Office for an estimated grant amount to be determined. The final Pell Grant will be determined at the time of enrollment.

Other available grants are the Federal Supplemental Educational Opportunity Grant (SEOG), and Texas Public Education Grant (TPEG). Students with exceptional need as determined by

the Free Application for Federal Student Aid may be awarded one of these grants.

Texas Educational Opportunity Grant (TEOG)

The Texas Educational Opportunity Grant Program provides grants to financially needy students enrolled in Texas public two-year colleges. To compete for the grant, a student must be a Texas resident; show financial need; if applying for the first-time award, have a family contribution of no more than \$5,875; register for the Selective Service or be exempt from this requirement; be enrolled at least 1/2 time (six semester credit hours) in an associate degree or certificate program at a two-year college in Texas; have not been granted an associate or a baccalaureate degree; and have not been convicted of a felony or a crime involving a controlled substance.

Students who continue in college and who meet program academic standards can receive awards for up to 75 semester credit hours, for four years, or until they receive an associate degree, whichever comes first. In the first year of college, the academic standards are set by the institution.

The academic requirements for continuing in the program are completion of at least 75 percent of the hours taken in the prior academic year, plus and overall college grade point average of at least 2.5 on a 4.0 scale. A student does not have to be a recent graduate but must have less than 30 attempted hours.

Valedictorians

Valedictorians from accredited Texas high schools are entitled to an exemption from payment of tuition for the two regular semesters immediately after graduation.

Fees are not exempt. During registration, valedictorians should report to the Financial Aid Office for fee adjustments. Valedictorians of all Texas high schools are certified by principals to the Texas Education Agency. The College receives the list for reference.

Scholarships

Scholarships awards cover a portion of a student's expenses. Scholarships are of two types – those administered solely by the College, including the selection of recipients, and those administered by the College at the request of donors who select the recipients themselves. The College's scholarship program is financed solely by public donations.

Some scholarships are based on a student's financial need while others are based on academic excellence. Scholarship applications from high school students are due on April 1st. The deadline for other students is June 15th. Students are encouraged to apply before the application deadline.

For more information, contact Scholarship Advisor at scholarships@lamarpa.edu or apply at www.lamarpa.edu/general/forms/LSCPA-Scholarship-Application.

Half of the scholarship normally is disbursed for the Fall Semester, and the remaining half for the Spring Semester, unless otherwise stated.

The College awards approximately 300 scholarships annually. Among these are scholarships made available by the following individuals and organizations.

Endowed Scholarships

1. 'A Class Act' Drama Club Scholarship
2. SSgt. Lucian Adams Scholarship
3. Ahlbom Family Memorial Scholarship
4. A. Morris Albright Scholarship
5. H.S. and Bernice B. Anderson Scholarship
6. Ella Atwell Memorial Scholarship
7. G.W. Bailey Scholarship
8. Sue Bates Scholarship
9. Better Business Bureau Scholarship
10. Gail Bienvenu Memorial Scholarship
11. Beulah Bosarge Scholarship
12. Donald T. Boumans Memorial Scholarship
13. Miss Marie Bright Scholarship
14. W.A. "Dub" Brown Scholarship
15. Dr. Ronald Buchanan Scholarship
16. John B. and Estelle M. Caldwell Scholarship
17. Carabelle Family Scholarship
18. Bobby Terrell Cowart Scholarship
19. Fred S. Davis, Jr. Scholarship
20. Del Papa Distributing Company Scholarship
21. Department Club of Port Arthur Scholarship
22. Jennie Mae Duhon Estate Scholarship
23. Manton L. Dunham and Delwin D. Dunham Memorial Scholarship
24. Gabby Eldridge Scholarship
25. Endowed Nursing Scholarship
26. Sydalise Fredeman Award Scholarship
27. Dr. Jim Garcia Scholarship
28. John W. Gates Scholarship
29. Juliette George Scholarship
30. Jane Goins-Flanagan Scholarship
31. Golden Triangle Cajun Association
32. Betty Guarnere Scholarship
33. Joe and Lloyd Hayes Memorial Scholarship
34. Mary Evelyn Dunn Hayes Scholarship
35. Wilbur and Josephine Hebert Scholarship
36. Wilton and Effie Mae Hebert Foundation Scholarship
37. Norman Helms Scholarship
38. LCdr. Peter D. Herlin Memorial Scholarship
39. Dr. Mark Honea Scholarship
40. John C. Huval Memorial Award Scholarship
41. Norma Provost Irwin Scholarship
42. Joe James Memorial Scholarship
43. O'Dell James Memorial Scholarship
44. Judice Family Scholarship
45. Kiwanis Club of Jefferson County – Sam Aquilina Scholarship
46. Kiwanis Club of Jefferson County – Leland Lacy Memorial Scholarship
47. Kiwanis Club of Jefferson County – Pat Wood Memorial Scholarship
48. Logan Family Memorial Scholarship by John and Shirley Logan Riedmueller
49. Dr. Charles Lance Lyday Scholarship
50. John Robert Mansinger Estate Scholarship
51. Ann and Floyd Marceaux Scholarship
52. Herman and Carol Mazur Scholarship
53. W. K. Milner Scholarship
54. Dr. Madison and Mrs. Thelma Monroe Memorial Scholarship
55. Dr. Sam Monroe Scholarship
56. Everette Ford Montgomery Memorial Scholarship
57. Charles E. Neumann Scholarship
58. North Port Arthur Rotary Club Memorial Scholarship
59. Parker Family Scholarship
60. Marlene and Roosevelt Petry Jr. Scholarship
61. Phi Theta Kappa Scholarship
62. Pilot Club of Port Arthur Scholarship
63. Volney and Florence Pinder Scholarship
64. Mildred and William. J. Pitts Memorial Scholarship
65. Mary Kay Place Scholarship
66. Mack A. Pond Scholarship by Rotary Club of Port Arthur
67. Port Arthur Founder's Lions Club – Thomas S. Balac/James A. DeLee Scholarship
68. Port Arthur Improvement Association Scholarship
69. Port Arthur Men's and Women's Bowling Association Scholarship
70. Port Arthur Respiratory Disease Trust
71. Port Arthur Rotary Club Scholarship
72. Port Arthur Symphony Club Scholarship
73. David A. Provost Memorial Scholarship
74. Bodie Pryor Scholarship
75. Robert Rauschenberg Scholarship
76. Retail Merchants Association Scholarship
77. Prof. W.E. Sampson Scholarship
78. Captain Wm. Sanders Chapter of DAR Scholarship
79. Mary Skeff Schlesinger and A. W. Schlesinger Scholarship
80. South Jefferson County Medical Society Alliance Scholarship

Lamar State College Port Arthur
2019-2020 Catalog

81. Mac Timmerman, Jr. Scholarship
82. TOTAL Petrochemicals and Refining USA, Inc. Scholarship
83. Triebel Family Scholarship
84. Jack and Beverly Verret Scholarship
85. Carl and Stella White/DAR Scholarship
86. Elsie and William White Memorial Scholarship
87. Wommack Family Scholarship
88. SSgt. Lucian Adams Scholarship
89. Ahlbom Family Memorial Scholarship
90. Sarah P. and A. Morris Albright Scholarship
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114. John W. Gates Scholarship
115. Juliette George Scholarship
116. Jane Goins-Flanagan Scholarship
117. Golden Triangle Cajun Association
118. Betty Guarnere Scholarship
119. Joe and Lloyd Hayes Memorial Scholarship
120. Mary Evelyn Dunn Hayes Scholarship
121. The Wilton and Effie Mae Hebert Foundation Scholarship
122. Wilbur and Josephine Hebert Scholarship
123. Wilton and Effie Mae Hebert Foundation Scholarship
124. Norman Helms Scholarship
125. LCdr. Peter D. Herlin Memorial Scholarship
126. Dr. Mark Honea Scholarship
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165. South Jefferson County Medical Society Alliance Scholarship
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168. Triebel Family Scholarship
169. Jack and Beverly Verret Scholarship
170. Carl and Stella White/DAR Scholarship
171. Elsie and William White Memorial Scholarship
172. Wommack Family Scholarship

Scholarships

1. Alumni Association of Lamar State College
2. American Legion Auxiliary Unit #33
3. American Legion Post #33

4. American Road and Transportation Builders Association
5. Amigas Para Ninos Inc.
6. Aurora-Golden Triangle Sertoma Club
7. Avery Anne Guerra Memorial Foundation
8. Baptist Hospital Auxiliary
9. Basketball Scholarship
10. Burk McGreevy
11. Cathedral of Faith Baptist Church
12. Commercial Music
13. Diocese of Beaumont
14. Eber W. Ephlin
15. Emerging Leaders Scholarship
16. First Baptist Church Roy Esquivel Memorial Scholarship
17. First United Methodist Church
18. Flint Hills, LLC
19. Galena Park ISD
20. Gelena Park / Jacinto City Rotary Club
21. Golden Triangle FCU
22. Grubbs Foundation
23. Gulf Coast Cajun Chapter
24. Hill Country Higher Education Foundation
25. Hillcrest PTA
26. J.P.Morgan/Thurman Crawford Charitable Trust Award
27. Jefferson Extension Education Association
28. Joe Tant Scholarship
29. Kirbyville Extension Education Assoc.
30. Knights of Columbus Council #12809
31. Knights of Columbus Port Neches Council #2461
32. Kountze Independent School District HS Activity Acct
33. Luis Saldana
34. Lydia August Scholarship and Help Outreach Ministry Inc.
35. Mary S. Schlesinger and A.W. Schlesinger by Lamar University Foundation, Inc.
36. Mexican Heritage Society
37. Nelda C. and H. J. Luther Stark Foundation
38. New Light Church World Outreach and Worship
39. Our Lady of Guadalupe Church
40. Ozen Class of 2000
41. Port Arthur Economic Development Administration
42. Port Arthur Education Foundation
43. Port Arthur Industrial Group (Air Products, L.P., BASF TOTAL Petrochemicals, Chevron Phillips Chemical Company, L.P., Flint Hills Resources, Motiva Enterprises, Oxbow Calcining, LLC., Port Arthur Steam Energy, L.P., Praxair, TOTAL Petrochemicals and Refining USA, Inc., Valero, and Veolia Environmental Services)
44. Port Arthur—Joan Brown Scholarship, Fred and Leila Mae Erwin Scholarship, Juliette George Scholarship, Charles Martin

- Scholarship, Jack and Melba Morgan Scholarship, Renella Primeaux Scholarship, and Clint Wasser Memorial Scholarship
45. Port Neches Groves High School
 46. Port Neches Groves Little Dribblers
 47. Rotary Club of Port Arthur-Taste of Gumbo
 48. Sabine Pilot Service Inc.
 49. Softball Scholarship
 50. Solano Community Foundation
 51. St. Charles Church
 52. START Saving Program(Louisiana's 529 Plan)
 53. Steward Health Care
 54. Steward Health Care
 55. TEXAS 4-H Youth Development Foundation
 56. Texas Bowling Centers Association
 57. Texas Mutual Worker's Compensation ins.
 58. Texas Rice Festival, Inc.
 59. The Pipeliner's Association of Houston
 60. Theater Scholarship
 61. TOTAL Petrochemicals and Refining USA, Inc.
 62. UIL One Act Play Competition
 63. UIL-TETA Drama
 64. Waller County American Legion Post 459
 65. Winnie Stowell Lodge

Loans

Lamar State College Port Arthur provides emergency short-term loans. Short-term loans are awarded only during registration periods for the exact amount of tuition and fees based on the ability to repay the loan during the semester the loan was issued.

The College does not award the Federal Perkins Loan.

Stafford Student Loans

Most students, regardless of their credit rating, qualify for a Stafford Loan that is subsidized by the U.S. government, or are unsubsidized as determined by a student's need. The program features a fixed interest rate for subsidized loans and unsubsidized loans for the school term. Rates are set by Department of Education (DOE) and may vary. Check the DOE website for current rates.

Qualified students can apply for additional money each year up to a total limit over the course of four years.

Undergraduate dependent students can borrow up to \$5,500 for the first year up to a total limit of \$31,000 during their time in school. Independent students can borrow up to \$9,500 the first year with a final total of \$57,500.

To qualify, students must submit a FAFSA (*Free Application for Federal Student Aid*) form; have a

financial need as determined by the College; be a U.S. citizen or national, permanent resident or eligible non-citizen; be enrolled or plan to attend at least half-time; and not be in default on any education loan or owe a refund on an education grant.

Employment

Employment opportunities under the Federal College Work-Study Program and other employment programs of the College are available to students as part of the financial assistance program.

The College, local businesses and industries provide a number of part-time jobs which allow students to earn part or all of these expenses while attending the College.

Academic Policies

Academic policies and procedures are periodically reviewed and are updated. They may change during the course of an academic year. For further policy information or updates, see the Student Handbook or go to the Lamar State College Port Arthur website, www.lamarpa.edu.

Academic Performance

Academic performance is a measure of a student's performance. Student performance is assessed by 1) grade point average (GPA); and 2) course completion. Academic performance is calculated beginning with the first semester that a student enrolls and all subsequent semesters.

Students are expected to make acceptable scholastic progress toward their degree objectives. A grade of 'C' is the minimum satisfactory grade and a 2.0 grade point average (GPA) constitutes satisfactory performance.

The levels of academic performance include 1) good standing, 2) academic probation, and 3) academic suspension. Students who do not maintain a minimum GPA of 2.0 will be placed on academic probation, or academic suspension.

Academic Probation

Students in the following categories at the end of the Fall or Spring Semesters are placed on Academic Probation:

Students with Disabilities

The Texas Rehabilitation Commission offers assistance with tuition and non-refundable fees to students who have certain disabling conditions, provided their educational objectives have been approved by a TRC Counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc.

Other services are available to help students with disabilities become employable. Application for service should be made at the Texas Rehabilitation Commission, 5860 Ninth Avenue, Port Arthur, Texas 77642.

- Freshman students (1-29 semester credit hours (SCH) work attempted) who have less than a 2.0 but greater than a 1.15 GPA;
- Sophomore students (30-59 SCH work attempted) who have less than a 2.0 but greater than a 1.58 GPA;
- Other students who have greater than 60 SCH work attempted and have less than a 2.0 but greater than a 1.72 GPA.

Suspension

Students with a GPA reflecting "academic suspension" at the end of the Fall or Spring Semesters shall be suspended. No first-time college students shall be suspended at the end of their first semester of attendance.

Students in the following categories at the end of the Fall or Spring Semesters are considered to be on Academic Suspension.

Semester Credit Hours Completed	GPA
1-29	>1.15
30-59	>1.58
60+	<1.72

Students suspended from Fall and/or Spring semesters may attend the Summer session on probation. Students who do not improve at least to the level of "academic probation" at the close of the summer session may register for the following fall semester, but will be charged with a suspension. Students returning from academic suspension must

continue to improve their GPA every semester of enrollment until they achieve a minimum 2.0 GPA. If students fail to improve their GPA in any semester, they will be suspended, unless approved for probationary re-enrollment by the Dean of Technical Programs or the Vice President for Academic Affairs.

Students enrolling for either a Fall or Spring semester, who passed fewer than 60 semester hours, and who ended the previous two long semesters on scholastic probation, are required to enroll in EDUC 1300 OR PSYC 1300 Learning Framework, a course that helps students develop skills and techniques necessary for success in college, including memory development, note-taking, preparing for exams, study skills and time management. Students also learn about the importance of creativity, health, relationships and the effective use of resources for achieving collegiate success.

A grade of 'C' or better must be earned in EDUC 1300 OR PSYC 1300 to satisfy the institutional requirement; otherwise, the course must be repeated. EDUC 1300 OR PSYC 1300 may count as elective credit toward a degree or certificate. Students who petition for readmission after being placed on scholastic suspension either at Lamar State College Port Arthur or at another institution must enroll in and complete EDUC 1300 OR PSYC 1300 as a condition for readmission and retention in the College.

A department may set academic requirements for its majors in addition to the basic grade point standard, with the approval of the Vice President for Academic Affairs.

Attendance

Regular and punctual class attendance is important to the attainment of the educational objectives. Each instructor's policy is explained at the beginning of the semester and is enforced in a consistent and uniform manner. Determination of whether an absence is excused or approved is the responsibility of the instructor, except in the case of an approved absence for participation in a college-sponsored activity or a religious holy day. When absences, other than approved absences, seriously interfere with a student's performance, the instructor may recommend to his/her Department Chair that the student be dropped from a course.

Extended Class Absence

A student may submit a request to the Vice President for Student Services to notify faculty member's prior to or during an extended absence due

to personal or family illness, accident, hospitalization or other emergency circumstance. This notification does not constitute an "excused absence" from class. It does advise faculty members as to the reason a student is absent and the expected dates of his/her return.

Absence on Religious Holy Day

In accordance with Texas Education Code §51.911, all institutions of higher learning shall excuse a student from attending class or other required activities, including examinations, for the observance of a religious day, including travel for that purpose. A student whose absence is excused under this policy may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence. Policies and procedures for absence due to religious holy days shall be consistent with (or no more arduous than) the instructor's policies and procedures related to other excused absences.

The Texas Education Code defines a "religious holy day" as a day observed by a religion in places of worship that are exempt from property taxes under Section 11.20 of the state tax code.

A student who will be absent to observe a "religious holy day" must notify the instructor for each class before the planned absence. If a student and instructor disagree about the nature of the absence, or if there is similar disagreement about whether the student has been given reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President or Presidential designee. The decision of the President or Presidential designee is final.

Missed Examinations

Students must make arrangements with the course instructor for taking an examination outside of a regularly scheduled class meeting. Faculty members are not required to allow students to make up exams missed for any reason other than an excused absence. Students who know in advance that they will be absent from class on an examination day should discuss the matter in advance with their instructor.

Students who miss an examination without prior notification should contact the instructor as soon as possible after the absence and prior to the next class meeting.

Class Meetings Canceled

The semester calendar will not be lengthened if the College cancels class meetings because of weather or

other circumstances. Final exams are administered as scheduled.

The method for including the subject matter that normally would have been covered in missed class meetings will be left to the discretion of each instructor, and may include, but is not limited to, additional class meetings, lengthened class meetings, additional assignments, library or laboratory activities, field trips and/or fewer or take home exams in order to free more class time for demonstration, discussion and lecture.

Course Information

Students may register for classes in person or online. Students registering for the first time or students with registration holds should contact Student Services for assistance in registering. Students must register for courses before the deadline published in the Academic Calendar.

Academic Courses

Academic courses are used to satisfy the requirements of the Associate of Arts Degree. Academic courses are listed in the Lower Division Academic Course Guide Manual (ACGM) published by the Texas Higher Education Coordinating Board.

Lower Division Academic Course Guide Manual (ACGM)

The Lower-Division Academic Course Guide Manual (ACGM) is the official list of approved courses for general academic transfer to public universities that may be offered for state funding by public community and technical colleges in Texas. The ACGM lists courses alphabetically by discipline.

Technical Courses

Technical courses form the foundation of the Associate of Applied Science Degree. Technical courses are program specific and are listed in the Workforce Education Course Manual (WECM).

Workforce Education Course Manual (WECM)

The Workforce Education Course Manual (WECM) is a web-based inventory of current workforce education courses available for use by two-year public colleges. WECM courses are not generally transferrable to a baccalaureate program.

Semester Length

There are several semester lengths including sixteen (16), twelve (12), eight (8), six (6) week and three (3) week semesters. Most courses are taught in a sixteen (16) week semester, however, some

courses are taught in a non-semester length. Non-semester length courses allow a course to be taught in a compressed time line. Classes taught in a non-semester length have the same instructional time, are taught by qualified faculty, offer an approved curriculum, and utilize the same educational facilities.

Semester Credit Hour

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

Course Numbers

Most courses meet three hours each week and have a semester credit hour value of three semester credit hours (3 SCH). Each course has an individual alpha-numeric code (such as POFT 1311). The alpha numeric code indicates the subject area. Each number contains four figures. The first digit generally indicates the level of the course: 0 means a developmental level, 1 means it is freshman level, and 2 is sophomore level. The second figure indicates the number of semester credit hours. The third figure indicates the type of course. The fourth figure is a unique identifier for the course.

In the Course Descriptions, each course title is followed by three digits separated by colons (such as 3:2:2). This provides the following information: credits awarded, hours of lecture per week, and hours of lab/clinic/practicum per week.

Texas Common Course Numbering System

Common Course numbers assist transfer students in the transition from one institution to another. Colleges participating in the Common Course Numbering System identify "common" courses taught on their campuses. All courses designed for transfer adhere to this numbering system in the State of Texas.

Evening Classes

Classes scheduled after 5 p.m. are considered evening classes. Classes taught during the day or evening do not differ. Classes are taught by qualified faculty, offer an approved curriculum, and utilize the same educational facilities. Students employed during the day may attend classes in the evening and study to obtain a degree or to expand their knowledge in a special field of interest.

Course Load

The normal course load in a regular semester is 15-18 semester credit hours; for a six-week summer term, 6-8 semester credit hours.

Course Overloads

A Department Chair must approve all overloads. A student must have a 3.0 cumulative GPA to be approved for an overload.

New Courses

In order to meet changing educational requirements, Lamar State College Port Arthur reserves the right to add any needed courses at any time without regard to the listing of such courses in the college bulletin. It is expected that a listing of these courses will appear in the next year's issue of the college bulletin.

Class Size

The College reserves the right not to offer any course listed in this bulletin if fewer than 10 students register for the course.

Registration

Students may register on-line or in person prior to the first day of class. First-time and returning students with TSI restrictions must schedule an appointment with their Academic Advisor. To schedule an appointment students may call the Admissions Office or use the online appointment system, Appointment Plus.

This option is also available for re-admit students wanting to register in person.

Current students who are not subject to TSI restrictions are encouraged to utilize Student Self-Service registration through their mylamarpa.edu account.

Students with registration holds on their accounts cannot register until their holds are cleared. For more information, please contact the Advising office at (409) 984-6186.

Priority Registration

Effective Spring 2020, SGA Officers, graduating students with a minimum of 45SCH, students registered with the Office of Disability Services, and students that are on an athletic team will have priority when registering for classes. The Class Schedule will identify the priority registration period.

Schedule Changes

Schedule changes including course section changes, adds and drops must be approved by the Department Chair or Dean of the student's major field. All changes are initiated by the completion of the proper form available in the Advising Office. Usually, a course may not be added after the first week of the semester or first two days of a Summer Semester.

Auditing Courses

Senior citizens, 65 years of age or older, may register for and audit courses without the payment of tuition on a space available basis. For more information, please contact the Registrar's office at (409) 984-6165 or admissions@lamarpa.edu.

Dropping Courses

Students may drop a course and receive a grade of "Q" during the first six weeks (two weeks in a summer session) of the semester after consultation with their advisor and/or department chair. Classes dropped after the penalty-free period, grades are recorded as "Q", "Q6" or "F," indicating the student was passing or failing at the time of the drop. A grade of "Q" may not be assigned unless an official drop has been processed through the Records Office.

A student may not drop a course within 15 class days of the beginning of final examinations or five class days before the end of the summer term.

Students may drop a course and receive a grade of "Q6" during the first six weeks of a regular semester and the first two weeks in a summer session.

Lamar State College Port Arthur requires that a student who is deficient on one or more of the basic skills (reading, writing or mathematics) must participate continuously in a program of remediation until all deficiencies are removed. If a student drops a first-level developmental course, the co-requisite lab also must be dropped.

Students should check the published schedule for specific deadlines to drop a course.

Drop Initiated by Instructor

When absences, other than approved absences, interfere seriously with study or performance, the instructor may recommend to the Department Chair or Dean that a student be dropped from the course. If this action is taken after the first six weeks of the Fall or Spring semester or the first two weeks of a Summer session, a grade of 'F' may be recorded for the course. The student's Department Chair, Dean and Registrar's Office will be notified in writing that the student should be dropped for excessive unexcused absences.

Six Drop Rule

Under Section §51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to undergraduate students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.

Any course that a student drops after the census date is counted toward the six course limit if 1) the student was able to drop the course without receiving a grade or incurring an academic penalty; 2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and 3) the student is not dropping the course in order to withdraw from the institution.

Withdrawal

Students wishing to withdraw during a regular semester or summer term must complete a Withdrawal Petition and deliver the completed form to the Admissions Office.

Students must clear all financial obligations and return all uniforms, books, laboratory equipment and other materials to the point of original issue.

If a withdrawal is made before the end of the sixth week, second week of a summer term or if the student is passing at the time of withdrawal after the sixth week, a grade of “W” is issued for each course affected. A grade of ‘F’ is issued for all courses not being passed at the time of withdrawal after the penalty-free period.

A student who leaves without withdrawing officially will receive a grade of ‘F’ in all courses and forfeit all returnable fees. (See Withdrawal and Student Financial Responsibility).

Dropping courses via the college’s online registration system does not constitute an official withdrawal from the College.

Forced Withdrawal

The Dean for Student Services, on the advice of competent medical personnel, may require withdrawal or deny admission of a student for health reasons (mental or physical).

Reinstatement

A student may be reinstated to class upon written approval on the official form by the major Department Chair, instructor of the course and Admission and Records Office verification.

Grading System

Grades

A	Excellent
B	Good
C	Satisfactory
D	Passing
F	Failure
I	Incomplete
W	Withdrawn
NG	No grade
Q	Course dropped
Q6	Course dropped, 6 drop rule applies
U	Unsatisfactory; no credit

A grade of “W”, “Q” or “Q6” is given if the withdrawal or drop is made before the penalty date or if the student is passing at the time of withdrawal or drop.

Assigning a grade of ‘I’ (Incomplete) requires prior approval of the Department Chair.

An ‘I’ is assigned when the deadline for dropping the course has passed, the student is passing the course, and course requirements, including the final examination, but the course cannot be completed due to unavoidable circumstances. If incomplete work is not finished by the end of the next long semester, the ‘I’ will become an ‘F’ on the permanent record. The course must then be repeated to satisfy the degree plan requirements.

One semester extension requests may be honored if approved by the instructor and the Department Chair before the expiration of the normal deadline.

A grade of ‘I’ also automatically becomes an ‘F’ if the student re-registers for the course prior to removing the deficiencies and receiving a grade change.

An instructor must record the grade of ‘F’ for a student who is absent from the final examination and is not passing the course.

Grades for Developmental Courses

AD*	Excellent
BD	Good
CD	Satisfactory
DD	Unsatisfactory
FD	Failure
I	Incomplete
W	Withdrawn
Q	Course Dropped

* ‘D’ indicates a developmental class

Grade Replacement

Students have one opportunity to replace a grade earned in an academic or technical course. If a

student repeats a course, the official grade will be the second grade earned, regardless of whether it is higher, lower or the same as the first grade. The first grade remains on the student's official transcript. Repeating a course first completed at LSCPA at another institution will not replace the grade earned at LSCPA when calculating the cumulative grade point average, nor will a grade earned in a LSCPA course replace a transcribed grade earned in the same course at another institution. Grades earned by repeating a course (third and subsequent grades earned in the same course) will be included in the calculation of the cumulative GPA. The College may charge additional fees to students who take a course multiple times.

Grade Points

Grade points are assigned to letter grades listed below:

A	4 points
B.....	3 points
C	2 points
D.....	1 point
F, I, S, U, NG, W	0 points

Grade Point Average

Grade point average is a measure of a student's overall academic performance and is used to determine academic standing, rank in class, eligibility for graduation, etc.

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

The grade point average is calculated by dividing the total number of grade points earned by the total number of semester credit hours attempted in courses for which the grades A, B, C, D, F and I are assigned.

For grades S, U, NG, W, and Q, neither semester credit hours nor grade points are used in the computation of the grade point average. Hours attempted provide all work taken whether passed, failed or repeated.

Cumulative Grade Point Average

The Cumulative Grade Point Average is calculated and used to qualify students for graduation and graduation honors status. The Cumulative GPA is calculated using LSCPA college level courses with grades of A, B, C, D, and F recorded during all semesters enrolled at LSCPA. Courses transferred to LSCPA from other postsecondary institutions are

excluded from the Cumulative GPA calculation. The Cumulative GPA is recorded on the LSCPA official transcript.

Grade Reports

Final grades are electronically posted to the students' "My.Lamarpa.edu" account at the end of each semester or term. Grade reports include semester grades and the grade point average for the semester.

A student who wants to register for a course and receive a grade of "NG" must have the written approval of the major Department Chair, instructor and the instructor's Department Chair and Records Office verification. Student semester credit hours attempted will be reduced by an appropriate number of hours.

Change of Major

Students that want to change their major must complete a 'Change of Major' form available in the Advising Office and faculty advisors. The completed form must be submitted to the Admission and Records Office.

Transfer Courses

Correspondence Courses

Lamar State College Port Arthur does not offer courses by correspondence. However, a maximum of nine (9) semester credit hours of correspondence work from an accredited institution may be applied toward an associate degree.

No correspondence course may be completed without the permission of the student's Department Chair. A permit signed by the Department Chair must be filed in the Office of Admission & Records before registration for the course. A student may not register for, carry or complete a correspondence course during the last semester of Summer Session before graduation except in the following circumstances: a) a course required for graduation is not offered by LSCPA; and/or b) the student has a schedule conflict between required courses. The statement of intent must be approved by the Department Chair and filed in the Admission and Records Office no later than the last day to apply for graduation.

Graduates must file correspondence transcripts fourteen (14) days before graduation.

Articulated Credit

A student who earned college credit while in high school under Articulation agreements may petition for the credit with the Dean of Technical Programs.

Records

Academic Records

Academic records are in the permanent custody of the Admission and Records Office. Documents received by that office become the property of Lamar State College Port Arthur and cannot be copied or returned. Transcripts of academic records may be secured by an individual personally or will be released on the student's written authorization.

Chapter 675, Acts of the 61st Legislature (1969 Regular Session) provides that "no person may buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an

institution of education in this state with the intent to use fraudulently such document or to allow fraudulent use of such document.

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

Transcripts

Students may request an official copy of their transcript at the Records Office. They must complete a form, Official Transcript Request Form, and deliver the completed form by mail, fax, or in person to the Records Office.

All obligations to LSCPA must be cleared before transcripts may be released. Transcript requests are processed and mailed free of charge to the student. Official transcripts are mailed, they will not be faxed.

raduation

Apply for Graduation

Students must apply to graduate. Applications for graduation must be filed with the Admission and Records Office prior to the published deadline.

Before applications are approved, the following documents must be submitted:

1. Degree plan that shows a reasonable expectation that the courses in the degree plan will be completed by the graduation date.
2. Transcripts that demonstrate a 2.0 GPA for all courses in the degree plan. A course is counted each time it is taken whether failed or passed, unless excluded by GPA adjustment.
3. A receipt showing payment of cap and gown fee and diploma fee.
4. Clearance of all financial and property matters to date.
5. Approval of the department sponsoring the student.
6. Make final application for graduation and pay all fees by the deadline date as stated in the current catalog.

Graduation candidates who have not achieved a 2.0 GPA in their major field will be removed from the graduation list at the beginning of the semester. If a student under such condition does complete all

degree requirements, then the student must apply for the next regularly scheduled graduation date.



The student is responsible for making the graduation application, seeking the advice of an advisor about degree plans, and verifying compliance with all degree requirements.

Degree Requirements

Level One Certificate

1. Satisfy all admission requirements specific to the program (if applicable).
2. Complete assessment and remediation if required.
3. Complete an approved Recommended Program of Study.
4. Complete a minimum of twelve (12) semester credit hours at LSCPA.
5. Earn a 2.0 Grade Point Average on all coursework in the Recommended Program of Study.

Level Two Certificate

1. Satisfy all admission requirements specific to the program (if applicable).
2. Complete assessment and remediation if required.
3. Successfully complete all required developmental courses.
4. Earn a 2.0 grade point average on all coursework in the Recommended Program of Study.
5. Complete at least fifteen (15) semester credit hours of major course work at LSCPA.

Associate of Arts Degree

1. Complete the Recommended Program of Study.
2. Successfully complete all required developmental courses.
3. Earn a 2.0 Cumulative Grade Point Average for all courses in the Recommended Program of Study.
4. Complete twenty five percent (25%) or more of the semester credit hours required for the Recommended Program of Study at LSCPA.
5. Complete the core curriculum (See pg. 58).
6. No more than fifteen (15) semester credit hours of correspondence credit, and/or credit by examination combined may be used to satisfy degree requirements. No more than nine (9) semester credit hours may be correspondence courses.

Associate of Arts Degree in Teaching

1. Successfully complete all required developmental courses.
2. Complete twenty five percent (25%) or more of the semester credit hours required for the Recommended Program of Study at LSCPA.
3. Attain a GPA of at least 2.0 on all work required by the respective degree plan.
4. Complete the prescribed core curriculum.
5. Complete the program of study for one of the areas of emphasis in the Associate of Arts in Teaching as outlined in this catalog.
6. No more than a total of fifteen (15) semester credit hours of correspondence credit, and/or credit by examination combined may be applied toward an associate degree. No more than nine hours may be correspondence courses.

Associate of Applied Science Degree

1. Complete the Recommended Program of Study.
2. Successfully complete all required developmental courses.
3. Earn a 2.0 Cumulative Grade Point Average for all courses in the Recommended Program of Study.
4. Complete twenty five percent (25%) or more of the semester credit hours required for the Recommended Program of Study at LSCPA.
5. No more than fifteen (15) semester credit hours of correspondence credit, and/or credit by examination combined may be used to satisfy degree requirements. No more than nine (9) semester credit hours may be correspondence courses.

Catalog in Effect

A student graduates by satisfying the degree requirements in the catalog in effect at the time of the first completed semester of courses. The following exceptions apply:

1. A catalog more than seven years old shall not be used.
2. The College must currently offer the student's major that was included in the original catalog.
3. The program of a student who interrupts enrollment for reasons other than involuntary military service for more than one calendar year is governed by the catalog in effect at the time of the student's readmission to the College.

A student who interrupts enrollment for involuntary military service must re-enroll within one year from military service separation date to continue under the provisions of the original bulletin. For these purposes, enrollment is defined as “registration for and successful completion of at least one course during an academic term.”

A student forced to withdraw for adequate cause before completing a course may petition for a waiver of this provision at withdrawal time. However, even in an instance of involuntary military service, a bulletin more than seven years old shall not be used.

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

Second Associate Degree

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

Graduation Ceremony

Graduation occurs in May, August, and December, however, graduation ceremonies are scheduled in May and December.

Students that plan to participate in the Graduation Ceremony must complete the application for graduation and be eligible to graduate the current or following fall or spring semester.

Participation in the Graduation Ceremony should not be considered evidence that the student has satisfied all graduation requirements.

Candidates for graduation are required to wear the graduation regalia designated by LSCPA during the commencement ceremonies.

Scholarly Achievement

Honors

Students that achieve academic excellence are recognized as honor graduates. Honor graduates are identified by meeting several criteria. The criteria include: 1) completion of at least thirty semester credit hours (30 SCH) or fifteen semester credit hours (15 SCH) in a certificate program at Lamar

State College Port Arthur, and 2) have a minimum grade point average of 3.5 GPA for all courses that apply to the program of study.



There are three levels of honors. The levels are Summa Cum Laude (highest honors), Magna Cum Laude (high honors), and Cum Laude (honors). Students earn honor status based upon their Cumulative Grade Point Average.

Honor Category	Grade Point Range
Summa Cum Laude (highest honors)	3.80 to 4.00
Magna Cum Laude (high honors)	3.65 to 3.79
Cum Laude (honors)	3.50 to 3.64

Deans' List

Full time students that earn a grade point average of 3.60 or above at the end of each long semester are placed on the Dean's List. Developmental courses are not considered in the calculation.

President's List

Full time students that earn a grade point average of 4.0 at the end of each long semester are placed on the President's List. Developmental courses are not considered in the calculation.

These students then are listed on the President's List which is published after each fall and spring semesters.

Sydalise Fredeman Award

The Sydalise Fredeman Award is presented to the graduate with the highest grade point average receiving an Associate of Applied Science Degree and to the graduate with the highest GPA receiving a Level II certificate in a technical program requiring 30 or more credit hours other than an Allied Health program.

H.S. Anderson Award

The H.S. Anderson Award, which was inaugurated in 1982, is presented to the Allied Health graduate with the highest grade point average.

John C. Huval Memorial Award

The John C. Huval Memorial Award for Academic Excellence is awarded to the graduate who meets the following criteria:

1. Graduate with an Academic Associate Degree.

2. Earn the highest grade point average from among the eligible students.
3. Earn a Cumulative Grade Point Average of 3.8 or higher.
4. Graduate summa cum laude.

In the event of a tie, the award will be divided equally among eligible graduates. The award includes a monetary award and a commemorative certificate. If no graduate meets the requirements, the award will not be given.

Student Services

Dean: Dr. Deborah Hebert
Office: Student Center, Room 301B
Address: 1500 Procter Street, Port Arthur, TX 77641
Phone: (409) 984-6156
Email: hebertda@lamarpa.edu

Student Services provides services and programs that enhance the general education and development of students, enrich the quality of student life and support the teaching, and service mission of the College.

The Student Services office provides admission advising, admission and records, financial aid, recruiting, registration, security student activities, and student organizations.

Student Center

The Student Center is the center for student services, organizations and activities.

The first floor includes Campus Security, the Information Desk, dining and lounging areas and the Snack Bar. The second floor has meeting rooms, classroom, reading/listening area, TV lounge, game room and the offices of Student Activities and Student Government.

The third floor houses Admissions, Advising, Financial Aid, Records, Registrar and the Dean for Student Services. The 4th floor has faculty offices, a faculty/staff workroom and a reception area with a panoramic view of Pleasure Island, the Sabine-Neches Waterway and Sabine Lake.

Academic Advising

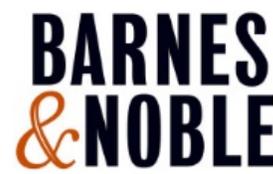
Academic advising is a shared responsibility between academic advisors and the faculty. First

time in college students should meet with Academic Advisors located on the third floor of the Student Center. Returning students should meet with a faculty advisor.

Advisors assist students in their admission to the College and answer questions about residency, and registration for the Texas Success Initiative. Advisors also counsel students about dropping courses and withdrawing from school. They also help with the selection of courses, completion of schedules and registering for class.

Books

Barnes & Noble Bookstore operates a bookstore on campus for the convenience of faculty and students.

 The Bookstore inventory includes books, supplies, some clothing, snacks, and gift items. Depending upon availability, a variety of rental books are provided for some courses. Used books which currently are approved may be sold to the bookstore. Books which must be discontinued are not purchased by the bookstore except at wholesale price. The bookstore reserves the right to require a seller to prove ownership of books.

Job Placement & Career Guidance

Current available positions with community employers is maintained in the Department of Business and Industrial Technology office (UITC 201A). The list is posted on the college website. Office personnel will assist with computer searches of on-line job banks and job search techniques.

The Human Resources Office is located in the Business Office and provides assistance to students seeking part-time employment on campus.

Office of Disability Services

Students with disabilities who need special accommodations must notify the Office of Disability Services Coordinator at least two weeks before classes begin for the semester in which they will be enrolled. The Office of Disability Services serves individuals who have one or more disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals who encounter other barriers to educational achievement, including those with limited English proficiency and academic disadvantage.

The coordinator ensures that individuals who are members of a special population or have a documented disability receive adequate services that are supplemental to basic student services offered by the College. Services include curriculum modification; equipment and/or classroom modification; supportive personnel, such as tutors, note takers, and/or interpreters; instructional aids and devices; childcare; remedial instruction; career guidance; and other services to ensure the student's full participation in the educational programs.

Student Government Association

The Student Government Association (SGA) serves as the representative voice of students. The SGA President, Vice President, Secretary and five Senators are elected by the student body. Each student organization officially recognized by the College is allowed to send one representative to Senate meetings.

The organization co-sponsors a number of events on campus.

Each student officer has a one year term. Any student in good standing with a 2.5 or better grade point average may run for an SGA officer position. Students become involved with various standing and appointed committees. Students also become involved with programs and activities sponsored by the SGA.

The Judicial Arm of the SGA consists of the Supreme Court/Student Traffic Court. As a Supreme Court they may rule on cases involving student conduct and other cases as may be assigned. As a Student

Traffic Court, this body will hear appeals concerning parking and traffic citations.

Student Handbook

The Student Handbook includes a Student Conduct Code, as well as other important information. It is the student's responsibility to be knowledgeable of established college policies and procedures that are contained in the Student Handbook and to comply with them. Copies of the handbook are available upon request on the third floor of the Student Center. The handbook also is posted on the college website: (www.lamarpa.edu).

Student Identification Card (ID)

Students registered for classes at Lamar State College Port Arthur must purchase a Student Identification Card (ID).

The Student Identification Card must be carried by the student when on the LSCPA campus. The ID is required to allow LSCPA students to use campus facilities and events such as athletic events, artist series, plays, recitals, musicals, readings and lectures. The card also serves as a library card and required to use the computer labs.



Student Identification Cards that have been lost must be reported to Student Services and replaced. If a student is unable to produce a current Student Identification Card, they may be required to leave the campus.



Student Housing

Seahawk Landing is a residence hall located on the LSCPA campus. The facility includes 37 apartment style units with a living and sleeping area, bathroom, and a kitchenette. Residents also have access to lounge areas, laundry facility, outdoor recreation areas, and a computer lab.

Seahawk Landing allows students are able to experience campus life while they live on campus and attend class. Seahawk Landing is managed by ITEX Property Management. Interested students should visit the LSCPA website to reserve a room.

Student Organizations

Students can join any of a growing number of organizations. Membership allows students to broaden their knowledge in their professional areas. In addition, these organizations promote academic and vocational excellence on campus.

Students interested in joining one of the existing groups or wants to form a new student organization should seek information from the Director of Student Activities on second floor of the Student Center.

The current organizations include:

- Accounting Society. Enriches student experience who are interested in accounting through teaching, networking, and mentoring.
- A Class Act. An organization for students interested in enhancing performing arts and expression through theater productions.
- Allied Health Society. An organization that represents a positive, professional image of the Allied Health Department.
- Alpha Beta Gamma. An international honor society for business students.
- Art Club. Promotes the arts on campus and in the community.

- Chi Alpha. A social/service organization dedicated to the needs of the non-traditional student.
- Gamers United. An organization that promotes activities for those interested in various types of games and video games.
- Phi Theta Kappa Academic Honor Society (Alpha Lambda Rho Chapter). The international honor society for two-year accredited colleges. Phi Theta Kappa (PTK) members must be invited to join.
- POWER (paralegal club). An organization for students interested in the legal profession.
- Professional Cosmetologist Association. An organization for students interested in Cosmetology.
- Sigma Kappa Delta. A national honor organization for English majors and minors and students interested in English.
- Slac3rs. Competition preparation student organization focusing on skill building for state level competition in digital communication.
- SOAR Book Club. Promotes reading, service, sharing and interest in books.
- Speech and Debate Club. An organization for students interested in poetry, prose, public speaking and debate for competition.
- Webb Historical Society. Promotes historical research, service, preservation and interest in local history.

For more information about student organizations, visit the Student Government Association office located on the second floor of the Student Services Building or call (409) 984-6192.

SKILLS, U.S.A.™

Skills USA is an international organization that serves students who are enrolled in training programs in technical, skilled, and service occupations. Skills USA prepares America's high performance workers by providing quality

educational experiences for students in leadership, teamwork, citizenship, and character development. Participation in Skills USA builds and reinforces self-confidence, work attitudes and communication skills while emphasizing total quality at work, high ethical standards, superior work skills, lifelong education and pride in the dignity of work. Skills USA programs include local, state, national, and international competitions in which students demonstrate occupational and leadership skills.

SOAR Student Book Clubs

In January 2013, Lamar State College Port Arthur (LSCPA) implemented the College's Quality Enhancement Plan (QEP), as described by Comprehensive Requirement 2.12 and Comprehensive Standard 3.3.2 in *The Principles of Accreditation: Foundations for Quality Enhancement*. The College's QEP is entitled Seahawks SOAR (Students Obtaining Achievement in Reading).

One aspect of the Seahawks SOAR project is hosting Student Book Clubs for the duration of the five year study. Led by a faculty or staff member, the Student Book Clubs will meet three times a semester. At each meeting, the leader will guide the students in a discussion of one popular work of fiction or nonfiction, selected by a sub-committee of the Seahawks SOAR Advisory Committee. This process of reading the text and bringing the author or relevant speaker to address the student body is the model for subsequent semesters. Sign up for participation in a book club occurs during Welcome Week each semester. The College offers incentives for the students to participate in the student book club activities, including drawings for giveaways, T-shirts, wristbands, and gift cards. For more information contact the Director of Student Activities on the second floor of the Student Center.

Eligibility for Extracurricular Activities

An extracurricular activity is an activity representing the student body, a student organization, any department or division organization or any activity representing the College.

Any half-time student not on disciplinary or scholastic probation, who is officially registered, is eligible to become a candidate and/or to hold student office or to represent the College in any extracurricular activity provided such student has a grade point average of at least 2.0 for both the whole of college work completed at Lamar State College Port Arthur and that of the preceding semester.

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

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

Students participating on an intercollegiate level in any one of the certified sports of the *National Junior College Athletic Association* shall conform to the requirements of the *Rules of Eligibility*, the rules and regulations of the Region XIV conference, and the rules of the College at which the students are attending and participating.

Student Publications

"Expressions" is an annual student publication which encourages and promotes the literary, artistic and photographic expression of LSCPA students.

Students write literary works and submit them for evaluation. Entries are judged by a qualified panel of judges. Entries are received during the fall semester and published during the spring semester. Students from all majors and fields of study are encouraged to make submissions.

Compact with Texans

In response to the Agency Strategic Plan for Fiscal years 2001-2005, issued jointly by the Governor's Office of Budget and Planning and the Legislative Budget Board, Lamar State College Port Arthur developed a "Compact with Texans," which addresses the services provided to students, business and organizations that are part of the LSCPA community. The goals of the State of Texas include quality services to the customers of our state colleges. The College heartily supports this goal and commits to guidelines for quality of instruction and services.

Services Provided: The College provides accessible post-secondary education and training opportunities for a diverse population of Southeast Texas, including students pursuing a degree for the first time, students returning for personal or professional enhancement, students seeking career changes or promotion and organizations seeking to upgrade the skills of their workforce.

Service Principles and Goals: The College pledges to provide quality instruction and services in a professional, honest, timely, impartial, accurate, courteous and efficient way. Instruction and related services are offered with flexible scheduling, locations, delivery methods and content to those students pursuing post-secondary education. Students have the right to expect quality services in a safe environment while seeking enrollment, advisement, financial assistance, special services, instruction or other instructional-related services. The College is committed to providing the best

possible services and quality instruction emphasizing Access and Retention, Focus on Learning, Core Values and Community Connections. (See Mission Statement).

Continuous Improvement: A Partnership: The College works in partnership with citizens, regional businesses, industries, schools, service sector organizations and other community organizations to provide quality, on-going services. It seeks continuous improvement through the on-going assessment of its services through customer satisfaction surveys, student services surveys, faculty evaluations, business and industry needs assessments, focus groups and advisory councils.

Standards for Maximum Wait Times: Every effort is made to provide services in a professional, honest, timely, impartial, accurate, courteous, efficient manner. The College strives to meet a minimum standard of wait time on all occasions, realizing that during periods of high quantity of demand, the times may be longer. However, the goal is to eliminate any excess wait time and plan appropriately for overload times to allow minimization of waiting periods. Approximate wait times for the following services are:

- Determining financial aid awards: within 3 weeks of receiving completed file.
- Initial on-site assessment to begin registration process: 15-20 minutes.
- Handling receipt of payments with completed file: within 15 minutes.
- Determining results of credit by examination: 5 working days.
- Transcript evaluation: completed by end of first semester after receiving official completed file.

- Process admission applications with completed and official file: 3 working days.
- Processing transcript requests: 3 working days.
- Arranging specialized services: students are encouraged to contact the Office of Disability Services Coordinator at least two weeks prior to class to arrange for specialized services. When special materials or equipment must be purchased, students should allow sufficient time to order, receive and install the equipment.
- Reporting ASSET results: students administered the test will have results reported within one to two working days. The writing sample will be graded off-site and will take approximately five days.

Complaints, Grievances and Appeals: The goal is to provide equitable, timely, fair and accurate resolutions to problems and complaints. Initial complaints or problems should be brought to the attention of the relevant department for resolution. If an acceptable resolution is not reached within five working days, the student can then file a formal written complaint. If a student wishes to file a formal complaint, the process and procedures for filing a written complaint, grievance or appeal is available through The Texas State University System Rules and Regulations, the LSCPA Student Handbook, the LSCPA Policy and Procedure Manual, and the college catalog and/or website.

Student Relations Representative: Vice President for Academic Affairs, Lamar State College Port Arthur, P.O. Box 310, Port Arthur, Texas 77641-0310. Phone (409) 984-6209 and fax (409) 984-6000. Email: VPAA@lamarpa.edu. Additional contacts for student relations include the President, the Executive Vice President for Finance and Operations and the Dean for Student Services.

Student Rights and Responsibilities

Student Conduct

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

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

opportunity to assist in arriving at a just and equitable decision.

Counseling, conferences with parents and/or instructors, conferences with peer groups and other techniques as may seem appropriate, may be employed in making discipline an educational experience.

Grievance Procedure

Students should first attempt to resolve grievances locally and informally through discussion with campus officials. Students should first discuss grievances with the campus individuals with whom

they have an unresolved issue. If the issue remains unresolved, the student should discuss the unresolved issue with the immediate supervisor. For academic issues, the student should discuss the issue with the instructor, department chair, Dean of Technical Programs (if applicable) and the Vice President for Academic Affairs.

- a. Academic issues. The student should first discuss the issue with the instructor, then the department chair, and the Vice President for Academic Affairs.
- b. Non-academic issues. The student should first discuss the issue with the campus individual they have an issue, then their immediate supervisor, and finally the Dean for Student Services.

Each official, upon receipt of an issue or concern, shall investigate the circumstances (to include interviews with the individuals involved where necessary) and shall attempt to resolve the problem. If unable to do so, the official will refer the matter to the next higher level of responsibility.

If the issue or concern is not settled at the departmental level within 10 working days, then the issue shall be referred in writing to a vice president. If the unresolved issue is academic in nature, the referral will be forwarded to the Vice President for Academic Affairs. If the unresolved issue is non-academic in nature, the referral will be forwarded to the Dean for Student Services.

The Vice President for Academic Affairs will review the unresolved academic issues. The Dean of Student Services will review unresolved non-academic issues. If the issue remains unresolved, the Vice President or Dean may recommend to the President the appointment of a Special Board to conduct a formal administrative hearing as the basis for final action by the President.

The basis on which a grade was awarded may not be challenged under this grievance procedure. The accuracy of recording the grade may, however, be challenged.

Academic Dishonesty

In an attempt to clarify possible misunderstandings, LSCPA faculty and staff have developed some definitions and examples of two types of academic dishonestly: cheating and plagiarism.

Cheating is defined as the giving or taking of information or material with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade.

Plagiarism, or literary theft, is defined as appropriating the literary composition of another person, including the parts, passages, or language of that writing, and passing off the appropriate material as one's own. Plagiarism is the failure to give proper credit or citation to one's sources(s) of information. It includes the failure to use conventional methods of documentation for material quoted or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student. Some examples of cheating and/or plagiarism include, but are not limited to, the following items:

1. Asking for or giving another student information during a test;
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student during a test or having another person assume one's identity during a test.
5. Changing answers on a previously graded test in order to have a grade revised;
6. Stealing examination materials.
7. Copying material, either exactly or in essence, and not providing appropriate documentation;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student's assignment;
10. Stealing, buying, selling, or otherwise providing research papers.

As with other violations of student conduct, cheating and/or plagiarism may result in disciplinary action.

Penalty for False Statements

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

Computer Services Policies

The use of the college's computing and electronic communication resources is a privilege, not a right. That privilege can be revoked at any time if a user violates policies outlined here and contained in detail on the college website.

The Information Resource Use Policy is designed to ensure the ethical, efficient, effective and lawful use of computer hardware, software, networks and systems. Students who violate the policy will receive

appropriate disciplinary action from the College and may also face legal action from civil authorities.

No provision of the college's policy supersedes or limits any state or federal laws, or any other Texas State University System or Lamar State College Port Arthur policies regarding confidentiality, information dissemination or standards of conduct.

The College is committed to:

- Providing students with the computer hardware and software necessary to perform their instructional assignments;
- Protecting its computer environment from viruses;
- Maintaining compliance with the U. S. copyright laws and software license agreement and;
- Discouraging and monitoring for copyright infringement.

Each user is granted non-commercial use of the computing and communications facilities and services of the College according to rules that may be posted at those facilities, and to the terms described in this publication. A student who illegally duplicates software and/or its documentation, violates the policies of the Information Resources Use Policy or otherwise fail to comply with the college's third-party software license agreements, will be subject to disciplinary action up to and including expulsion from school.

Computer Facilities Policy

The college's computer facilities are provided for the support of college programs. All users are responsible for seeing that the facilities are used only for transaction of college business. Computer facilities and accounts are owned by the College and may be used only for college-related activities.

The College reserves the right to allocate and restrict access to computer resources. Users may not use computer systems, facilities or services in any way that diminishes or interferes with the reasonable and confidential use of those systems.

The College retains the right to access and immediately remove any data or files that demonstrate misuse.

Account access information assigned to an individual is not to be given to another individual. The individual assigned to an account is responsible for all activity for which that account is used.

The following policies govern the use of all college computing facilities. Any use of these facilities in any way other than those stated below will be considered in violation of college policy.

- Users are accountable for using computer facilities in an effective, ethical and lawful manner.
- Use of college computer facilities to create, display, modify, or transmit files that are abusive, harassing, threatening, indecent, or illegal is expressly prohibited.
- Material that might be considered indecent, abusive, harassing or threatening may be accessed, activated and viewed only insofar as those materials and resources are required to perform legitimate college-related functions.
- Illegal material may not be accessed, viewed or stored on college computer facilities.
- Conduct that involves the use of computing or communications resources to violate a college policy or regulation, or to violate another's rights, is a serious abuse and can result in limitation of privileges and lead to appropriate disciplinary action.

Software Use Policies

Neither licensed software, nor college-developed software, shall be copied except as specifically stipulated in license agreements or in The Texas State University System Rules and Regulations. All software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright.

Students have permission to use licensed software according to the regulations established by the College. The use of such software is governed by the terms of licensing agreements between the College and the software licensors. Users must read and abide by the terms of those agreements.

Internet Use Policies

The College maintains a connection to the internet in support of its mission. Users must be aware that all internet usage, including source and destination, can be recorded and stored. Users have no right to privacy with regard to internet use.

The College has the ability and right to view any user's usage patterns and take action to assure internet resources are devoted to maintaining the highest levels of productivity.

The internet path record is the property of the College and therefore the people of the State of Texas. Such information is subject to the Texas Public Information Act and the state laws applicable to records retention.

Using the college's internet connection to access information, images or other materials that violate any federal laws, state laws, Texas State University System rules or LSCPA policies is strictly

prohibited. Using the internet connection to access other computer systems in violation of state or federal law is prohibited. Using the internet connection to access other computer systems in violation of the policies of the entity that owns those systems is strictly prohibited.

Electronic Messaging Policies

Access to and the responsible use of modern information resources are essential to the pursuit and achievement of excellence. The College encourages the appropriate use of electronic messaging to enhance productivity. Use of these resources must be consistent with the college's goals of education, research, and public service.



“Electronic messaging” refers to those computer applications such as email, instant messaging, video and/or audio conferencing/collaboration, chat rooms, newsgroups, list servers, streaming media, message boards or any other application that allows a user to interactively or passively communicate with one or more persons or entities using the college computing or communications resources.

Responsible users of electronic messaging applications are expected to act in accordance with the following policies based on common sense, common decency and civility applied to the networked computing environment.

Information sent as electronic messages should meet the same standards for distribution or display as if they were tangible documents or instruments. Users must be clearly and accurately identified in all electronic communications.

Concealing or misrepresenting a name or affiliation in order to be dissociated from responsibility for actions taken is never appropriate. Alteration of the source of electronic messages or postings is unethical and possibly illegal.

Electronic messaging facilities are for college-related activities only. All electronic messaging files belong to someone. Aside from the college's right of access, they should be assumed to be private and confidential unless the owner has explicitly made them available to others.

The College cannot guarantee the privacy or confidentiality of electronic documents or communications.

Users must respect the rights of others and must not send, post or broadcast abusive, threatening, illegal, indecent or harassing materials. While debate on controversial issues is inevitable and essential,

users must do so in a way that actually advances the cause of learning and mutual understanding.

Electronic messaging and other network resources may not be used for commercial purposes or for personal financial gain.

The same standards of conduct expected of users regarding the use of telephones, libraries and other college resources apply to the use of electronic messaging.

Users will be held no less accountable for actions in situations involving electronic messaging than when dealing with other media.

Any communication where the meaning of the message, or its transmission or distribution, would be illegal, unethical or irresponsible is to be avoided.

Telephone System Use Policies

The college's telephone facilities include any telephone or voice communication device including the Phone Mail System.

Users shall:

- Be accountable for using these facilities in an effective ethical and lawful manner.
- Only use those facilities for which they have authorization, whether these facilities are at the College or at any other facility accessible through the telephone network.
- Take all reasonable steps to protect the privacy of others as well as the integrity of the College. Users shall not share with others PIN numbers, passwords, or any other authorization which has been assigned to them.

Be aware that all calls are monitored by a Call Detail Recording System located in the Computer Center. These reports are published to the President, Vice President of Academic Affairs and the Director of Computer Services monthly and are available to the Department Chairs upon written request.

Consequences of Information Resources Policy Violations

An individual's computing and communications resources use privileges may be suspended or restricted immediately upon discovery of any policy violation. Removal of the suspension or restriction will be by appeal to the Director of Information Technology Services or the Vice President for Academic Affairs. Continued or major violations of these policies may result in the College exercising its right to deny future computing privileges. In addition, any user found in violation may also be subject to further disciplinary action by the College, including termination of employment or suspension from school, as well as legal action under state and

federal laws, and legal action by the owners and licensors of proprietary software for violation of copyright laws and license agreements.

Disciplinary Action

Students are subject to disciplinary action for unacceptable behavior, as outlined in the Student Handbook under “Student Conduct and Discipline.” The Dean for Student Services may classify behavior as unacceptable and may refer the case to the proper judicial body for investigation and decision. The student has the privilege of appealing the decision to the College Discipline Committee. This appeal is made through the Office of the Dean for Student Services and the action of the College Discipline Committee is subject to review by the President.

Official Summons

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

Personal Information

Personal information, such as an address and telephone number, is used to communicate with students. Students are responsible for notifying the LSCPA Records Office of any change of name, address, and/or telephone number. Students may request that directory information not be shared by submitting a request in writing to the Registrar’s Office. This shall remain in effect until rescinded in writing by the student.



Change of name due to marriage or correction of name because of spelling errors may be made by completing a name change card. All name changes must be accompanied by a copy of the legal document making the name change official. This document will be kept on file in the student's confidential folder. Former student names will be displayed on all official transcripts.

Family Education Rights and Privacy Act of 1974

The following information concerning student records maintained by LSCPA is published in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA).

Access to educational records directly related to a student will not be granted unless disclosure of the type of record is authorized to be disclosed under the provision of the law. The types, locations, and names of custodians of educational records maintained by LSCPA are available from the Registrar. Access to records by persons other than the student will be limited to those persons and agencies specified in the statute.

The release of information to the public without the consent of the student will be limited to the categories of information which have been designated by Lamar State College Port Arthur as directory information and which will be routinely released. The student may request that any or all of this information be withheld from the public by making written request to the Registrar’s Office. The request must be made by the last official day to register for a given session and applies until a written release is received. Directory information includes name, current address, telephone number, major and minor, number of institutional hours earned, participation in officially recognized activities, dates of attendance, degrees and awards received, and the last educational agency or institution attended.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Lamar State College Port Arthur or the Texas State University System Administrative Office in an administrative, supervisory, academic research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the LSCPA has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the LSCPA discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

A student has the right to challenge records and information directly related to him or her if it is considered to be inaccurate, misleading or otherwise inappropriate. Issues may be resolved either through an informal hearing with the official immediately responsible or by requesting a formal hearing. The procedures to be followed in a formal hearing are available in the Office of Student Services. The right of parental access to student

records may be established by either of two methods: first, by the student's filing a written consent statement, or second, by the parent validating the student's dependency as defined by the Internal Revenue Service.

Bacterial Meningitis Information

Information about bacterial meningitis is being provided to new college students in the State of Texas. 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. The 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
- Vomiting
- Rashes on skin
- Stiff neck
- Light sensitivity
- Nausea
- Confusion
- Seizures
- Lethargy

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the 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 require 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 to 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 your local or regional Texas Department of Health office at (409) 832-4000.
- Contact Web sites: www.cdc.gov; www.acha.org/.

Drug-Free Workplace Policy

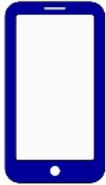
Lamar State College Port Arthur is committed to assure the safety and health of students and employees, the College seeks to maintain a work and learning environment free of the unlawful manufacture, distribution, possession or use of a controlled substance or the abuse of alcohol. Drug and alcohol abuse affects the responsible conduct of business, teaching and learning and therefore will not be tolerated.

The unlawful manufacture, distribution, possession or use of illicit drugs or alcohol is strictly prohibited.

Sanctions will be imposed on students and employees (consistent with local, state and federal law), up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct set forth in 3.1.

Electronic Device Policy

Electronic devices (such as cell phones, MP3 players and laptops) may not be used during tests unless specifically allowed by the instructor, or if the Office of Disability Services Coordinator determines that a device is an acceptable accommodation for a physical or mental disability. Under any other circumstances, the use of an electronic device during a test is considered “academic dishonesty” and will result in appropriate sanctions as outlined in the Instructor’s syllabus, the Faculty Handbook (Section IX-1) and the Student Handbook (“Academic Dishonesty”).



Use of electronic devices during normal class hours distracts other students, disrupts the class and wastes valuable time. The syllabus for every LSCPA course includes that instructor’s policy regarding the use of electronic devices during class.

Extracurricular Activities

An extracurricular activity is understood to be an activity representing the student body, any student organization, any department or division organization or any general activity representing LSCPA.

Any student currently registered, not on disciplinary or scholastic probation, and who has a GPA of at least 2.0 for both the college work completed at LSCPA and that of the preceding semester is eligible to participate in extracurricular activities. Individual organizations may establish higher requirements for GPA and enrollment status.

For the purpose of establishing eligibility, two six-week summer terms may count as one semester. Transfer students have the same eligibility as freshmen students until completion of one semester.

Hazing

Hazing is prohibited in state educational institutions by the Texas Education Code, Section 4.19. Lamar State College Port Arthur students are forbidden to engage in, encourage, aid or assist any person(s) participating in what is commonly known and recognized as hazing.

Any student who does so will be subject to college disciplinary action and might also expect to be dealt with by civil authority. Refer to the Student

Handbook for more specific definitions and information relevant to the legal implications of hazing.

Smoke Free Workplace Policy

In order to protect the health, safety and welfare of the campus community, the College is committed to providing an environment that limits exposure to the harmful effects of tobacco products.



All campus buildings are designated “smoke free,” including all instructional facilities; faculty, staff and administrative offices; and student services areas. Smoking is also prohibited in campus-owned vehicles available for general use.

The use and sale of smokeless tobacco, including snuff and chewing tobacco, is prohibited on campus.

As used in this policy, the term “smoking” shall include all of the following:

- a. Carrying or holding a lighted pipe, cigar, cigarette or any other lighted smoking equipment or device;
- b. Lighting a pipe, cigar, cigarette or any other smoking equipment or device;
- c. Emitting or exhaling the smoke of a pipe, cigar, cigarette, e-cigarette, hookahs or any other smoking equipment or device.

Parking

Students who purchase a Parking Permit will be issued a parking tag that authorizes the owner to park on campus. The parking tag is numbered and must be displayed as instructed in official parking and traffic regulations..



Designated handicapped parking spaces are available.

Lost parking tags can be replaced by purchasing them at the Business Office. Parking tags are delivered to the owner at the Student ID/Parking Office.

Health Insurance

All full-time students enrolled in the College are eligible to purchase health and accident insurance. Coverage may be purchased for an entire year or on a semester basis and is available to students only or students and their dependents. The fees for the year may be paid upon enrollment or during the academic year.

Information explaining the coverage, cost and benefits is available in the Student Activities Office. Proof of health and accident insurance is required of

all foreign students and all participants in intercollegiate/intramural/ recreational sports programs.

Other Services

Alumni Association

The Alumni Association, which includes former students, current and former employees and friends of the College, supports the school and provides student scholarships every academic year. The group's activities include an annual banquet meeting.

The Alumni Association traces its beginning to the Port Arthur College Alumni Association organized in 1917 and active until the early 1950s. In 1986 the faculty and staff reactivated the group as the Lamar University-Port Arthur Alumni Association and in 2000 to reflect the change of the institution's name.

Campus Security

Community Service officers help to provide a safe environment for students, visitors and college employees. They provide escort service to vehicles upon request and provide parking lot surveillance. The College also utilizes video and other forms of surveillance to aid in providing a secure and safe operation. The campus also relies on the Port Arthur Police Department when needed.

Campus emergencies must be reported to the Security Office by dialing '0'.

Counseling Services

Lamar State College Port Arthur recognizes that stressful personal and family problems can have an adverse impact on the academic performance of college students. While no program can eliminate all personal problems, efforts to provide timely assessment and effective counseling are steps that can be taken to address such concerns. Student Services offers personal counseling for students.

Counseling services referral can be arranged for by contacting the Dean for Student Services.

Fitness Center



Lamar State College Port Arthur has a state of the art fitness center composed of cardiovascular machines such as treadmills, bikes and rowing machines as well as strength training equipment such as free weights and Pre-Cor weight machines. A dance studio is adjacent to the Fitness Center. The basketball court is available for free play. The Fitness Center is student-driven and works with the interests of the student body to form such things as basketball contests, fun runs and club/intramural sports activities.

The Fitness Center is located in the Carl Parker Building.

Intercollegiate Athletics

The College also has a Division I intercollegiate athletic programs: men's basketball and women's softball. The teams compete in Region XIV, a conference of the National Junior College Athletic Association (NJCAA). Region XIV is known as one of the strongest conferences in the NJCAA.



Men's Basketball

Lamar State College Port Arthur sponsors a Men's Basketball Team that competes in NJCAA Division I. Students interested in participating should contact the Head Basketball Coach.



Women's Softball

Lamar State College Port Arthur sponsors a Women's Softball Team that competes in NJCAA Division I. Each year there are approximately 25 home games that Lamar State Students can cheer on the home team! Students interested in participating should contact the Head Softball Coach.

Student Support

Students interested in a career in athletics can get first-hand experience assisting coaches and staff. Students may gain experience in such areas as operations, marketing, tutoring and coaching. Students interested in participating should contact the Director of Athletics.

Club Sports

Lamar State College Port Arthur is committed to providing student life experiences to our students. When students show an interest in forming a club sports team, the Fitness Center Staff work with the student group to help achieve the students' goals.

Club sports are designed to meet the competitive athletic desires of students, faculty and staff. Many student athletes choose Club Sports because their

sport is not offered through the varsity or they do not wish to make the time commitment necessary for a varsity sport. Club Sports competes against other institutions of higher education from the local and regional area on a non-varsity level. Each Club Sports Team is a registered student organization providing instruction, organizing practice and scheduling competition in a specific sport. As a student organization each team is administered, developed and coached by students on that team. Teams may have larger or fewer members based on the level of interest in that sport. Club Sports are partially funded through the College, and no athletes are on scholarships.

Technology Services

Technology Services provides services to students who are enrolled at LSCPA. The services include student email, internet connectivity from all the computer labs on campus, access to our learning management system, access to Self Service Banner, Online Learning support, registration, and additional services as needed.

Educational Programs

Educational Programs

Lamar State College Port Arthur offers several educational programs. The programs result in four types of degrees described as 1) an Associate of Arts Degree (AA), 2) Associate of Applied Science Degree

(AAS), 3) Certificate, or 4) an Advanced Technical Certificate (ATC).

Each degree is classified as an academic program or a technical program.

Table 1: List of Academic and Technical Programs

Educational Programs	Associate of Arts Degree (AA)	Associate of Applied Science Degree (AAS)	Certificate	Advanced Technical Certificate (ATC)
Allied Health Department				
1. Substance Abuse Counselor		✓		
2. Surgical Technology		✓		
3. Upward Mobility LVN to ADN Nursing		✓		
4. Nurse Aide			✓	
5. Surgical Technology			✓	
6. Vocational Nursing			✓	
7. Substance Abuse Counselor				✓
Business and Industrial Technology Department				
1. Accounting		✓		
2. Accounting Assistant			✓	
3. Administrative Assistant			✓	

Educational Programs	Associate of Arts Degree (AA)	Associate of Applied Science Degree (AAS)	Certificate	Advanced Technical Certificate (ATC)
4. Business Administration (<i>may be completed online</i>)	✓			
5. Business Office Management		✓		
6. Computer Programmer			✓	
7. Cosmetology Instructor		✓	✓	
8. Cosmetology Operator		✓	✓	
9. Culinary Arts & Hospitality Program ^{2, 3}		✓		
10. Culinary Arts Foundation			✓	
11. Culinary Arts Speciality			✓	
12. Drafting Technology		✓	✓	
13. Graphic Design		✓	✓	
14. Heating, Ventilation & Air Conditioning		✓	✓	
15. Instrumentation Technology		✓	✓	
16. Liquefied Natural Gas Manufacturing (LNG)				✓
17. Medical Coding Specialist		✓		
18. Medical Coding			✓	
19. Medical Office Administration		✓		
20. Medical Office Assistant			✓	
21. Paralegal		✓		
22. Process Technology		✓	✓	
23. Software Developer / Game Design		✓		
Commercial Music and Visual and Performing Arts				
1. Audiovisual Production		✓		
2. Drama	✓			
3. Commercial Music: Performance		✓		
4. Commercial Music: Sound Engineer		✓		
5. Live Sound Design and Technology			✓	
6. Music			✓	
7. Teaching Music EC-12	✓			
8. Teaching Theatre Arts EC-12	✓			
General Education and Developmental Studies Department				
1. Academic Studies (<i>may be completed online</i>)	✓		✓	
2. Criminal Justice	✓			
3. Kinesiology	✓			
4. Studio Art	✓			
5. Teaching Art EC-12	✓			
Health, Fitness, and Sports				
1. Kinesiology	✓			
2. Teaching Physical Education EC-12	✓			

Academic Programs

Lamar State College Port Arthur offers general academic courses that lead to Associate of Arts and Associate of Arts in Teaching degrees. Courses for transfer to four-year institutions are offered in accounting, art, biology, business, chemistry,

computer science, criminal justice, drama, economics, English, geology, government, health, history, home economics, kinesiology, literature, mathematics, music, speech, psychology, sociology, and teaching. See Table 1: List of Academic and Technical Programs (pg 56) for a complete list of programs.

² Scheduled to begin Fall 2020 Semester.

³ Pending approval of the Higher Education Coordinating Board

Students can complete two years of course work and satisfy the majority of the general education requirements for a bachelor's degree. Students can complete freshman and sophomore course work at Lamar State College Port Arthur and be prepared to move into junior and senior level course work at a four-year institution.

Associate of Arts Degree

Students who wish to take courses in an academic transfer field of study may choose to pursue an Associate of Arts Degree (AA). The Associate of Arts Degree includes a Core Curriculum and courses within the discipline.

The AA Degree parallels the first two years of most baccalaureate degree plans and includes:

1. Academic Studies / Department of General Education and Developmental Studies
2. Business Administration / Department of Business and Industrial Technology
3. Criminal Justice / Department of General Education and Developmental Studies
4. Drama / Department of Commercial Music, Visual and Performing Arts
5. Kinesiology / Department of Health, Fitness, and Sports
6. Studio Art / Department of Commercial Music, Visual and Performing Arts

Certificate Award

1. Academic Studies Certificate / Department of General Education and Developmental Studies

Associate of Arts Degree in Teaching

The Associate of Arts Degree in Teaching is designed for students that plan to complete a bachelor's degree in education at a four year institution of higher education. Upon completion of the Core Curriculum, students may choose an emphasis in several areas to fulfill the remaining degree requirements. The areas of emphasis include Art, Theater Arts, Music, and Physical Education.

1. Teaching Art EC-12⁴ / Department of General Education and Developmental Studies
2. Teaching Theater Arts EC-12 / Department of Commercial Music, Visual and Performing Arts
3. Teaching Music EC-12 / Department of Commercial Music, Visual and Performing Arts
4. Teaching Physical Education EC-12 / Department of Health, Fitness, and Sports

⁴ EC-12: Early Childhood thru 12th grade

Core Curriculum

Lamar State College Port Arthur has a core curriculum of forty two (42) semester credit hours. (See pg. 60 for course requirements.)

Texas Education Code, Chapter 61, requires each state supported college and university in Texas is required to design and implement a Core Curriculum, with the courses comprising the curriculum totaling no more than forty two (42) semester credit hours. The Core Curriculum must be consistent with the Texas Common Course Numbering System, and must be consistent with the framework identified.

Transferring the Core Curriculum

A student successfully completing the Core Curriculum at Lamar State College Port Arthur may transfer that block of courses to any other state-supported institution in Texas.

When transferred, the receiving institution must substitute the block of courses for its Core Curriculum. A transferring student shall receive academic credit for each of the courses transferred and may not be required to take additional Core Curriculum courses at the receiving institution.

A student who transfers from Lamar State College Port Arthur to another institution without completing the Core Curriculum receives academic credit within the Core Curriculum of the receiving institution for each applicable course transferred. Following receipt of credit for these courses, the student probably will be required to satisfy the remaining course requirements in the Core Curriculum of the receiving institution.

To eliminate the possibility of being required to take additional core curriculum courses at the receiving institution, students are strongly encouraged to complete the entire Core Curriculum at LSCPA before transferring.

Transfer Courses and Programs

Lamar State College Port Arthur offers general academic courses leading to Associate of Arts and Associate Arts in Teaching degrees. The courses in these degrees are designed to transfer to four-year institutions.

The College uses the *Common Course Numbering System*, which has been developed to help receiving institutions easily identify courses eligible for transfer and has overall improved the transfer of courses.

A student can complete two years of courses (core curriculum) to satisfy the majority of the course requirements for a bachelor's degree. In most majors, a student can complete virtually all of his or her freshman and sophomore course work at LSCPA and be fully prepared to move into junior and senior level course work at a senior institution.

Technical Programs

Lamar State College Port Arthur offers a variety of technical programs that lead to an Associate of Applied Science (AAS) degree, a certificate, and Advanced Technical Certificates (ATC). Technical programs are designed to provide students with the knowledge and skills necessary for employment in today's workforce. See Table 1: List of Academic and Technical Programs (pg 56) for a complete list of programs.

Qualified instructors, using state-of-the-art equipment and technology, introduce students to the knowledge and skills that business and industry currently seek in potential employees. Technical programs are not designed to transfer to four-year colleges or universities.

The Associate of Applied Science Degrees (AAS) incorporates general education courses that include humanities, communication, mathematics skills, and social awareness courses. The general education courses within the Associate of Applied Science Degree meet transfer level standards and will transfer to four-year institutions.

An Associate of Applied Science Degrees can be completed in two-years. Certificates and Advanced Technical Certificates are also available to those students completing one semester and one year programs of study in most of these fields.

Guarantee of Competency

The College makes certain guarantees to its students who earn an Associate of Applied Science Degree or Certificates in technical education programs.

If a graduate is judged by his/her employer as lacking in technical job skills that are identified as exit competencies for the degree program, the graduate will be provided up to nine tuition-free semester credit hours of additional skill training by the College. Certain conditions apply. Inquiries should be directed to the Vice President for Academic Affairs.

TEXASgenuine™

TEXASgenuine is an online resource library of videos, images and documents for use in promoting TEXASgenuine career and technical education. Students can learn about technical careers.



Requirements for Associate of Applied Science Degrees

All AAS degree plans include at least five general education courses. Each degree plan must contain a minimum of one course selected from each of three categories: Natural Sciences/Mathematics, Humanities/Fine Arts, and Social/Behavioral Sciences. Most degree plans specify that students must complete certain general education courses for the degree. However, some degree plans allow students to select electives from one or more general education category. The courses listed below meet the general education requirements in AAS degree plans for the three categories shown.

Table 2: General Education Requirements for AAS Degree

Categories	Courses
Natural Sciences/ Mathematics	BIOL 1322, 1406, 2401 HECO 1322 CHEM 1405, 1406, 1411 Any college-level MATH course GEOL 1403, 1404 PHYS 1401, 1405, 1407, 1415, 1417
Humanities/Fine Arts	ARTS 1301, 1303, 1304, 1311, 1312, 1316, 2313, 2316, 2348, 2349 DRAM 1310, 1351, 1352, 2336, 2361 MUSI 1306, 1310 PHIL 1301

Categories	Courses
	ENGL 1302, 2321, 2322, 2323, 2326, 2331, 2341
Social/Behavioral Sciences	HIST 1301, 1302, 2301 ECON 2301, 2302 PSYC 2301, 2314 GEOG 1302 GOVT 2305, 2306 EDUC 1300/PSYC 1300 SOC 1301, 1306, 2301

Core Curriculum

The core curriculum is a total of forty-two (42) semester credit hours (SCH). The core curriculum is required for associate degrees. Students must select the required 42 semester credit hours from the core courses listed below. Online courses are *italicized*.

Core Component Area	SCH Required	Core Courses	Core Code
Communication	6	ENGL <i>1301 and 1302</i>	10
Mathematics	3	MATH <i>1332, 1342, 1314, or 2312</i>	20
Life & Physical Sciences	6	BIOL <i>2301, 2302,</i> CHEM 1305, 1306, 1307, 1311, 1312 GEOL 1303, 1304 PHYS 1301, 1302, 1305, 1307, <i>1315, 1317</i>	30
Language, Philosophy, & Culture	3	ENGL <i>2321, 2322, 2323, 2326, 2331, or 2341</i> ARTS 1303 or 1304 <i>DRAM 2361</i> PHIL 1301	40
Creative Arts	3	<i>ARTS 1301</i> DRAM 1310 MUSI 1306 or 1310	50
American History	6	<i>HIST 1301, 1302, 2301</i>	60
Government/Political Science	6	<i>GOVT 2305 and 2306</i>	70
Social/Behavioral Sciences	3	<i>ECON 2301 or 2302</i> HIST-2321, or 2322 <i>SOCI 1301, 1306, 2301, 2326</i> <i>PSYC 2301, 2314, 2317, or 2319</i>	80
Component Area Option	6	<i>SPCH 1315, 1318, 2335 or GEOG 1302 (take one course)</i> <i>EDUC 1100 or PSYC 1100 (one course)</i> Labs for life and physical sciences (2 Labs) <i>BIOL 2101, 2102,</i> <i>CHEM 1105, 1106, 1107, 1111, 1112</i> <i>GEOL 1103, 1104</i> <i>PHYS 1101, 1102, 1105, 1107, 1115, 1117</i>	90
Total	42		

Online Learning

Director: Roszella Offord
Office: Madison Monroe Bldg., Office 113
Email: offordrm@lamarpa.edu
Office: (409) 984-6443
Fax: (409) 984-6000

Online courses are available to make the pursuit of degrees and certificates possible for students who are unable to attend regular on-campus classes.

Dozens of online courses offer convenient and flexible instruction by providing course content, exams, assignments, activities, and communication with the instructor online.



Academic, technical, and developmental courses are available online, but students should be familiar with and have reliable access to the internet before enrolling in online courses. Students cannot complete an online course using

only a mobile device.

Students should also be aware that to succeed in online classes they must be motivated to learn, responsible, and very well organized. Students want to learn more about online courses and degrees, should contact the Director of Online Learning.

Online Degrees and Programs

The online degrees and programs offered entirely online include:

1. Associate of Arts in Academic Studies..... pg. 58
2. Associate of Arts in Business Administration pg. 70
3. Core Curriculum..... pg. 60

The online degrees and programs with at least 50% of the courses online include:

1. Associate of Arts in Criminal Justice pg. 95
2. Associate of Applied Science in Business Office Management pg. 82
3. Certificate in Business Management pg. 82

Online Courses

Online Learning Homepage
www.lamarpa.edu/distanced

Courses offered online include:

1. ACCT 2301.. Principles of Financial Accounting
2. ACCT 2302 Principles of Financial Accounting II

3. ACNT 1311Introduction to Computerized Accounting
4. ACNT 2333Advanced Accounting
5. ARTS 1301 Art Appreciation
6. BCIS 1305 ..Business Computer Applications
7. BIOL 2101 Anatomy and Physiology I Lab
8. BIOL 2102Anatomy and Physiology II Lab
9. BIOL 2120Microbiology for Non-Science Majors Laboratory
10. BIOL 2301 Anatomy and Physiology I
11. BIOL 2302Anatomy and Physiology II
12. BIOL 2320Microbiology for Non-Science Majors
13. BUSG 2305Business Law/Contracts
14. BUSI 1301 Business Principles
15. CHEM 1105Introductory Chemistry I Lab
16. CHEM 1106Introductory Chemistry I Lab
17. CHEM 1305 Introductory Chemistry I
18. CHEM 1306 Introductory Chemistry I
19. CRIJ 1301 .. Introduction to Criminal Justice
20. CRIJ 1306Courts Systems and Practices
21. CRIJ 2313 Correctional Systems and Practices
22. CRIJ 2328Police Systems and Practices
23. DAAC 1319 .Substance-Related and Addictive Disorders
24. DAAC 2306 Substance Abuse Prevention I
25. DAAC 2330Multicultural Counseling
26. DAAC 2343 Current Issues
27. DRAM 2361History of the Theater I
28. ECON 2301 Principles of Macroeconomics
29. ECON 2302 Principles of Microeconomics
30. EDUC 1100 Learning Framework
31. EDUC 1301 Introduction to the Teaching Profession
32. EDUC 2301Introduction to Special Populations
33. ENGL 1301Composition I
34. ENGL 1302Composition II
35. ENGL 2321British Literature I
36. ENGL 2331World Literature
37. GAME 1303Introduction to Game Design & Development
38. GEOL 1104 Historical Geology Lab
39. GEOL 1304 Historical Geology
40. GOVT 2305Federal Government
41. GOVT 2306Texas Government
42. HECO 1322 Nutrition & Diet Therapy
43. HIST 1301United States History I
44. HIST 1302United States History II
45. HITT 1301Health Data Content and Structure
46. HITT 1303 Medical Terminology II
47. HITT 1305Medical Terminology I
48. HITT 2245 Coding Certification Exam Review

- 49. HITT 2335Coding and Reimbursement Methodologies
- 50. HITT 2346Advanced Medical Coding
- 51. HRPO 1311Human Relations
- 52. IMED 1416Web Design I
- 53. ITSC 1401Introduction to Computers
- 54. ITSE 1359Introduction to Scripting
- 55. ITSE 2321 ..Objected-Oriented Programming
- 56. ITSE 2357 Advanced Object-Oriented Programming
- 57. ITSW 1301 .. Introduction to Word Processing
- 58. ITSW 2334Advanced Spreadsheets
- 59. ITSW 2337Advanced Database
- 60. KINE 1301 Introduction to Physical Fitness & Sport
- 61. KINE 1304Personal/Community Health I
- 62. KINE 1321Coaching/Sports/Athletics I
- 63. KINE 1322 Coaching/Sports/Athletics II
- 64. LGLA 1307 Introduction to Law and The Legal Professions
- 65. LGLA 1345Civil Litigation
- 66. LGLA 1355 Family Law
- 67. LGLA 2303 Torts and Personal Injury
- 68. MATH 332 Intermediate Algebra
- 69. MATH 1314 College Algebra
- 70. MATH 1325 Calculus for Business & Social Sciences
- 71. MATH 1350Mathematics for Teachers (Fundamentals of Mathematics I)
- 72. MDCA 1205Medical Law and Ethics
- 73. MUSC 2330 Commercial Music Arranging and Composition
- 74. MUSI 1306Music Appreciation
- 75. MUSI 1310American Music
- 76. PHYS 1105 .. Elementary Physics Laboratory
- 77. PHYS 1115 Physical Science Laboratory
- 78. PHYS 1117 Physical Science Laboratory II
- 79. PHYS 1305 Elementary Physics I
- 80. PHYS 1315 Physical Science I
- 81. PHYS 1317Physical Science II
- 82. POFI 1349Spreadsheets
- 83. POFI 2340Advanced Word Processing
- 84. POFI 2350Databases
- 85. POFM 1302 Medical Software Applications
- 86. POFM 2333Medical Document Production
- 87. POFT 2312Business Correspondence & Communication
- 88. POFT 2331 ..Administrative Project Solutions
- 89. PSYC 1300 Learning Framework
- 90. PSYC 2301 General Psychology
- 91. PSYC 2314 Lifespan Growth and Development
- 92. RNSG 1300Health Assessment Across the Lifespan
- 93. SOCI 1301Introduction to Sociology
- 94. SOCI 1306 Social Problems
- 95. SPCH 1315 Public Speaking

Technical Support

Help Desk/Technical Support for My Lamar, email & Online Learning

Office: Gates Memorial Library, Open Computer Lab

Email: helpdesk@lamarpa.edu

Office: (409) 984-6150

Below are several characteristics of successful online students. Interested students should possess several of the characteristics below to be successful in online courses.

- Self-StarterNo one has to tell me when to do my schoolwork.
- MotivatedI feel a strong desire to accomplish whatever I put my mind to.
- OrganizedI am a planner and can schedule things so most get done.
- Goal-OrientedI like to set goals for myself and follow through.
- Computer-Friendly ...I am very comfortable using a computer and have few problems.
- AssertiveIf I need help, I'm not afraid to seek out answers.
- Good Writer.....I can communicate well in writing.
- Good ReaderI can read with understanding and assimilate large amounts of information.

Orientation Courses

Students majoring in an associate of arts degree program must complete EDUC 1100 or PSYC 1100 (Learning Framework) as part of the core curriculum, and it is highly recommended that they do so in their first semester of college. Students majoring in an associate of applied science degree plan who are enrolled in a developmental course and who have not completed fifteen (15) semester credit hours of college level work are also required to enroll in and complete EDUC 1100 or PSYC 1100.

EDUC 1100 and PSYC 1100 (Learning Framework) provide an introduction to college and assist the student in making adequate social and personal adjustments to college life and the factors affecting learning and success.

Opportunities are provided that allow students to develop educational and career goals, as well as to become familiar with institutional curricula and policies. Time management, note taking, and preparing for exams also are stressed.

Department of Allied Health

Department Chair:

Shirley MacNeill, MSN, RN, CNE
Office: Allied Health Building, Office 102
Email: macneisb@lamarpa.edu
Phone: 409-984-6365

The Department of Allied Health houses educational programs that include the Substance Abuse Counseling Program, Vocational Nursing Program, Upward Mobility LVN to ADN Nursing Program, and the Surgical Technology Program. A Nurse Aide curriculum is also offered by the department.

Graduates of programs within the department provide specific services to people in a variety of health care settings, industries and private businesses. Graduates describe pleasant working conditions and competitive salaries following their education.

The goal of delivering services through a team of dedicated specialists working cooperatively characterizes each Allied Health program. Each educational program strives to give the student a quality education with the use of innovative teaching tools, clinical and job experiences and state-of-the-art equipment and facilities. The department offices are located in the Allied Health Building.

Associate of Applied Science Degrees

1. Substance Abuse Counseling
2. Surgical Technology
3. Upward Mobility LVN to ADN Nursing

Certificate Degrees

1. Vocational Nursing
2. Nurse Aide
3. Surgical Technology

Advanced Technical Certificate Degrees

1. Substance Abuse Counseling

Admission to Selective Programs

Students interested in programs including the Vocational Nursing Program, Upward Mobility Vocational Nursing to Associate Degree Nursing Program and the Surgical Technology Program must apply to the program. Interested students must 1) complete an Application for Admission to an Allied Health program; 2) submit required official

transcripts; 3) submit test scores; and 4) submit other documents on specific dates (see program statement). All Allied Health students must complete a background check prior to first clinical or practicum course.

Students will not be considered for admissions if they do not complete specific program application procedures. Applicants must be exempt from the TSI Assessment or pass all sections of the TSI Assessment or an approved test to be admitted to a program.

Applicants are urged to follow application instructions carefully to ensure processing by program admission committees. Enrollment is based on availability of clinical sites.

Applicants for Admission are evaluated on the following:

1. Admission to Lamar State College Port Arthur.
2. Program specific entrance exam.
3. Transcripts and grades in high school and all previous college work.

Additional costs above tuition and fees are required in all Allied Health programs. Uniforms, background check, equipment and instruments, liability insurance, health examinations, immunizations, licensure / registration examination fees, and transportation to clinical facilities are the responsibility of the student. Financial aid is available for eligible students. Liability insurance and health examinations are required each year of the program. Students may be assigned to clinical experiences during day, evening, night and weekend hours. Clinical agencies may require additional health examinations, dress codes or conformity with other policies. Students will be informed in advance of each requirement.

Associate of Applied Science Degrees

Substance Abuse Counseling

Contact: Linda White, M.A., LPC
Office: Educational Building, Office 113
Email: whitel@lamarpa.edu
Phone: 409-984-6307

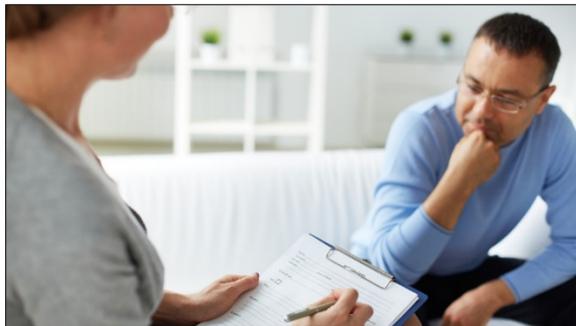
The Substance Abuse Counseling Program provides instruction that prepares graduates to provide specialized services to individuals and their families who are experiencing the effects of substance abuse.

Program courses meet the requirements for 'Counselor Intern' status of the Texas Health and Human Services (HHS).

Graduates of the Associate of Applied Science Degree or the Advanced Technical Certificate are eligible to take the state licensure examination which leads to licensure as a *Chemical Dependency Counselor* after the completion of all other requirements mandated by TCBAP.

The Advanced Technical Certificate (ATC) is designed for individuals who already have a bachelor's degree in a related field and want to be a *Licensed Chemical Dependency Counselor*.

Courses in the program encourage the acquisition of the knowledge, skills, and values that will enable graduates to succeed in the workforce.



Recommended Program of Study Associate of Applied Science Substance Abuse Counseling

First Year

First Semester	Credit
BCIS 1305 Business Computer Applications	3
SPCH 1315 Public Speaking	3
DAAC 1304 Pharmacology of Addiction	3
DAAC 1311 Counseling Theories.....	3
DAAC 1317 Basic Counseling Skills.....	3
Total Hours	15

Second Semester	Credit
ENGL 1301 Composition I	3
BIOL 1332 Nutrition and Diet Therapy	3
DAAC 1305 Co-Occurring Disorders	3
DAAC 1309 Assessment of Substance-Related and Addictive Disorders	3
DAAC 2454 Dynamics of Group Counseling	4
Total Hours	16

Second Year

Third Semester	Credit
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SOCW 2361 Introduction to Social Work	3
Humanities/Fine Arts Course	3
DAAC 1164 Practicum (Field Experience)	1
DAAC 1319 Substance-Related and Addictive Disorders	3
DAAC 2307 Addicted Family Intervention	3
DAAC 2330 Multicultural Counseling.....	3
Total Hours	16

Fourth Semester

Credit	
PSYC 2301 General Psychology	3
DAAC 1165 Practicum (Field Experience)	1
DAAC 2306 Substance Abuse Prevention I.....	3
DAAC 2341 Counseling Alcohol and other Drug Addictions	3
DAAC 2343 Current Issues	3
Total Hours	13
Total Degree Hours	60

Recommended Program of Study Advanced Technical Certificate Substance Abuse Counseling

First Year

First Semester	Credit
DAAC 1164 Practicum.....	1
DAAC 1304 Pharmacology of Addiction	3
DAAC 1311 Counseling Theories.....	3
DAAC 1317 Basic Counseling Skills.....	3
DAAC 2330 Multicultural Counseling.....	3
Second Semester	Credit
DAAC 1165 Practicum (Field Experience)	1
DAAC 1305 Co-Occurring Disorders	3
DAAC 1309 Assessment of Substance-Related and Addictive Disorders	3
DAAC 2454 Dynamics of Group Counseling	4
Total Hours	24

Nurse Aide Certificate

Wherever there is a need for personal care, certified nursing assistants (CNA), or nurses' aides are there. Nursing assistants work in nursing homes, assisted living, Hospice, hospitals, community based long-term care, correctional institutions, and other long-term care settings.

Nursing assistants help patients of all ages perform the most basic daily tasks. They work under a nurse's supervision, and since they have daily contact with each patient, they play a key role in the lives of their patients and in keeping the nurse up to



date on vital information about the patients' conditions.

The required prerequisite courses for entering the Vocational Nursing Program can earn students a Certificate of Completion for Nurse Aide.

To enroll in the NURA classes (NURA 1301/1160), a student must first complete the criminal background check process with the agency chosen by LSCPA.

Upon successful completion of NURA 1301/1160, a student is eligible to complete the Nurse Aide Exam administered by the Texas Department of Aging and Disability Services to become a Certified Nurse Aide.

Recommended Program of Study Certificate in Nurse Aide

First Semester	Credit
BIOL 2301 Human Anatomy and Physiology I.....	3
BIOL 2101 Human Anatomy and Physiology I Lab1	
BIOL 2302 Human Anatomy and Physiology II	3
BIOL 2102 Human Anatomy and Physiology II Lab.....	1
HECO 1322 Principles of Nutrition.....	3
NURA 1301 Nurse Aide for Healthcare	3
NURA 1160 Clinical Nursing Assistant/Aide.....	1
Total Hours	15

Surgical Technology Program

Program Director: Brandon Buckner, CST
Office: Allied Health Building, Office 125
Email: bucknebr@lamarpa.edu
Phone: 409-984-6367

The Surgical Technology Program provides instruction to prepare graduates for entry level positions in surgical technology. Courses allow students to acquire the skills and knowledge necessary to function in the surgical suite and deliver competent care to patients. Surgical

technologists are responsible for preparing supplies and equipment for surgical procedures, assisting surgeons during operative procedures by passing instruments, ensuring that equipment functions properly and that the operative procedure is conducted under conditions that maximize patient safety.

Successful completion of this program allows graduates to take the *National Certified Surgical Technologist Exam*.

The Surgical Technology Program provides students with the option of earning a certificate or an Associate of Applied Science Degree.

The program is fully accredited by the *Accreditation Review Council on Education in Surgical Technology and Surgical Assisting* (ARC/STSA), and the *Commission on Accreditation of Allied Health Education Programs* (CAAHEP).

Admission Requirements

The Surgical Technology Program is a selective enrollment program. Interested students must apply for the Surgical Technology Program. Information about requirements and application forms are available from the Allied Health Department and the LSCPA website.

Recommended Program of Study Associate of Applied Science Surgical Technology

First Year

Prerequisites	Credit
SPCH 1315 Public Speaking.....	3
BIOL 2301 Human Anatomy and Physiology I.....	3
BIOL 2101 Human Anatomy and Physiology I Lab1	
BIOL 2302 Human Anatomy and Physiology II	3
BIOL 2102 Human Anatomy and Physiology II Lab.....	1
BIOL 2320 Microbiology for Non-Science Majors ...	3
BIOL 2120 Microbiology Lab	1
HITT 1305 Medical Terminology I.....	3
NURA 1301 Nurse Aide for Health Care	3
NURA 1160 Clinical-Nursing Assistant/Aide	1
Total Hours.....	22

Fall Semester.....	Credit
Social/Behavioral Science Course	3
SRGT 1405 Introduction to Surgical Technology....	4
SRGT 1409 Fundamentals of Perioperative Concepts/Techniques	4
SRGT 1360 Clinical-Surgical Technology.....	3

Total Hours 14

Second Year

Spring Semester

BCIS 1305 Business Computer Applications 3
 Humanities/Fine Arts Course 3
 SRGT 1541 Surgical Procedures I 5
 SRGT 1461 Clinical-Surgical Technology 4
Total Hours 15

Summer I Semester (12 weeks)

SRGT 1442 Surgical Procedures II 4
 SRGT 2130 Professional Readiness 1
 SRGT 1462 Clinical-Surgical Technology 4
Total Hours 9
Grand Total 60

**Recommended Program of Study
Certificate in Surgical Technology**

First Year

Prerequisites **Credit**
 NURA 1301 Nurse Aide for Health Care 3
 NURA 1160 Clinical-Nursing Assistant/Aide 1
 BIOL 2301 Human Anatomy and Physiology I 3
 BIOL 2101 Human Anatomy and Physiology I Lab 1
 BIOL 2302 Human Anatomy and Physiology II 3
 BIOL 2102 Human Anatomy and Physiology II
 Lab 1
 BIOL 2320 Microbiology for Non-Science Majors ... 3
 BIOL 2120 Microbiology Lab 1
 HITT 1305 Medical Terminology I 3
Total Hours 19

Fall Semester **Credit**

SRGT 1405 Introduction to Surgical Technology 4
 SRGT 1409 Fundamentals of Perioperative
 Concepts/Techniques 4
 SRGT 1360 Clinical-Surgical Technology 3
Total Hours 11

Second Year

Spring Semester

SRGT 1541 Surgical Procedures I 5
 SRGT 1461 Clinical-Surgical Technology 4
 BCIS 1305 Business Computer Applications 3
Total Hours 12

Summer I Semester (12 weeks)

SRGT 1442 Surgical Procedures II 4

SRGT 2130 Professional Readiness 1
 SRGT 1462 Clinical-Surgical Technology 4
Total Hours 9
Grand Total 51

**Upward Mobility Nursing (ADN)
Program**

Director: Shirley MacNeill, MSN, RN, CNE
Office: Allied Health Building, Office 102
Email: nursing@lamarpa.edu
Phone: 409-984-6365

The Upward Mobility Nursing Program (ADN Program) is designed to allow the experienced Licensed Vocational Nurse (LVN) to advance in their nursing career by earning an associate of applied science degree after completing the Upward Mobility Nursing Program. The Upward Mobility Nursing Program is designed to provide sound educational experience, ensure competence in nursing, and achieve the LVN's goal of career advancement with minimal duplication of education.

The Upward Mobility Nursing Program is competency based and typically a twelve month program leading to an Associate of Applied Science in Nursing and eligibility to take the *National Council Licensure Examination (NCLEX)* to become a Registered Nurse (RN).



The Upward Mobility ADN Program is a selective enrollment program. The program has a limited capacity and selects students based upon defined criteria. Students must complete prerequisite courses before applying to the program. Potential students must have a clear and unencumbered Vocational Nursing License, before full acceptance into the Upward Mobility ADN Program. Application forms, selection criteria and admission procedures are available from the Upward Mobility ADN Program in the Allied Health Building and the LSCPA website.

Once accepted into the Upward Mobility ADN Program, the curriculum is three semesters in length. One cohort of students begin the program in January. During the program, students attend lecture, laboratory, and clinical courses. For additional information about the ADN Program, please examine the Nursing Program Handbook available on the LSCPA website (www.lamarpa.edu).

Students enrolled in the Upward Mobility ADN Nursing Program must meet the following requirements in order to graduate:

1. Earn a 'C' or better in all courses in the Recommended Program of Study.
2. Maintain a Cumulative 2.0 Grade Point Average.
3. Submit an online application to complete the *National Council Licensure Examination for Registered Nurses* (NCLEX-RN) and pay associated fees.
4. Pay NCLEX-RN fees to Pearson Vue.
5. Submit LSCPA graduation application and pay associated fees.

Students must earn a minimum score of 75% in all nursing courses (RNSG) to earn a grade of 'C'.

Eligibility for Licensure

The *Texas Board of Nursing* (TBON) identified certain circumstances that may render a potential candidate ineligible for licensure as a nurse in the State of Texas. The board provides individuals with an opportunity to *Petition for a Declaratory Order* as to their eligibility in accordance with Article 301.257 of the *Nursing Practice Act*. Information is available on the TBON website, www.bon.texas.gov.

A *Petition for Declaratory Order* may be required to be submitted by the nursing candidate if the candidate answers "yes" to any of the following questions:

1. For any criminal offense including those pending appeal (excluding Class C misdemeanor traffic violations), have you:
 - a. Been arrested or have any pending criminal charges?
 - b. Been convicted of a misdemeanor?
 - c. Been convicted of a felony?
 - d. Pled "nolo contendere," no contest or guilty?
 - e. Received deferred adjudication?
 - f. Been placed on community supervision or court-ordered probation, whether or not you were judged guilty?
 - g. Been sentenced to serve jail or prison time or court-ordered confinement?
 - h. Been granted pre-trial diversion?

- i. Been cited or charged with any violation of the law?
- j. Been the subject of a court martial, Article 15 violation or received any form of military judgment/ punishment/action?
2. Are you currently the target or subject of a grand jury or governmental agency investigation?
3. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you? (You may exclude disciplinary actions previously disclosed to the Texas Board of Nursing on an initial or renewal licensure application)
4. In the past five (5) years have you been diagnosed with or treated or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder which impaired or does impair your behavior, judgment, or ability to function in school or work? (You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have no further hospitalization since disclosure).
5. In the past five (5) years, have you been addicted and/or treated for the use of alcohol or any other drug? (You may answer "No" if you have completed and/or are in compliance with TPAPN).

Recommended Program of Study Associate of Applied Science Upward Mobility Nursing Program

First Year

Prerequisites	Credit
BIOL 2301 Human Anatomy and Physiology I.....	3
BIOL 2101 Human Anatomy and Physiology I Lab1	
ENGL 1301 Composition I	3
HECO 1322 Principles of Nutrition.....	3
PSYC 2301 General Psychology.....	3
PSYC 2314 Lifespan Growth and Development.....	3
SPCH 1315 Public Speaking	3
RNSG 1300 Health Assessment Across the Lifespan	3
Total Hours.....	22

First Semester	Credit
BIOL 2302 Human Anatomy and Physiology II	3
BIOL 2102 Human Anatomy and Physiology II Lab.....	1
RNSG 1118 Professional Nursing Competencies....	1
RNSG 1228 Introduction to Health Care Concepts 2	
RNSG 1424 Concept-based Transition to Professional Nursing Practice.....	4
RNSG 1260 Transition Clinical I.....	2
Total Hours	13

Second Semester	Credit
BIOL 2320 Microbiology.....	3
BIOL 2120 Microbiology Lab	1
RNSG 1538 Health Care Concepts III.....	5
RNSG 1137 Professional Nursing Concepts III	1
RNSG 2361 Clinical II.....	3
Total Hours	13

Third Semester	Credit
Humanities/Fine Arts Course	3
RNSG 2539 Health Care Concepts IV.....	5
RNSG 2138 Professional Nursing Concepts IV.....	1
RNSG 2362 Clinical III	3
Total Hours	12
Total Program Hours	60

Vocational Nursing (LVN) Program

Contact: Eursula H. Davis, BSN, RN
Office: Allied Health Building, Office 117
Email: lvn@lamarpa.edu
Phone: 409-984-6364

Licensed Vocational Nurses function under the direction of licensed health care professionals including a registered nurse, advanced practice registered nurse, physician assistant, physician, dentist or podiatrist to provide safe, compassionate, individualized, goal-directed nursing care to patients who have predictable health care needs (Texas Board of Nursing, 2015). The Vocational Nursing Program is an ideal entry-level learning opportunity for a professional nursing career.

The Vocational Nursing Program is a competency based program designed to prepare graduates to take the *National Council Licensure Examination (NCLEX-PN/VN)* to become a Licensed Vocational Nurse.

The Vocational Nursing Program curriculum is three semesters in length. The program admits two

classes per year. A class is admitted in the Spring and Fall Semesters.

Graduates of the Lamar State College-Port Arthur Vocational Nursing Program are currently employed in hospitals, rehabilitation centers, physicians' offices, outpatient community clinics, long-term care facilities, and home health agencies.

Admission Requirements

Individuals interested in enrolling in the Vocational Nursing Program must apply to Lamar State College Port Arthur and the Vocational Nursing Program.

Complete information about requirements and application forms are available from the Allied Health Department and the LSCPA website.



The number of students admitted to any class is governed by the requirements of the *Texas Board of Nursing*. The Admission Criteria Rating Form was developed to aid in the objective selection of the class.

Applicants are ranked according to their score on the Admission Criteria Rating Form. In any given admission period, those applicants having the highest scores are the applicants admitted to the program. Lamar State College Port Arthur is an open access institution. All available slots are filled with the most qualified applicants.

Successful completion of academic prerequisites does not guarantee admission to the program. Successful completion of the Vocational Nursing Program does NOT guarantee that a graduate may take the NCLEX-PN/VN.

Students who plan to apply for the Vocational Nursing Program must complete prerequisite courses. Upon completion, the pre-requisite courses will earn students a Certificate of Completion for Nurse Aide.

To enroll in the prerequisite NURA classes (NURA 1301/1160), a student must first complete the criminal background check process with the agency chosen by LSCPA.

Eligibility for Licensure

The *Texas Board of Nursing* (TBON) has identified circumstances that may render a potential

candidate ineligible for licensure as a nurse in the *State of Texas*. The board provides individuals with the opportunity to petition for a Declaratory Order as to their eligibility in accordance with Article 301.257 of the Nursing Practice Act.

The Allied Health Department requires students to complete the criminal background check process through the *Texas Board of Nursing* before being fully accepted into the Vocational Nursing Program. Please note that this is a separate background check from that required for the NURA 1301/1160 courses.

Information is available from the *Texas Board of Nursing* website: <http://www.bon.texas.gov>.

A Petition for Declaratory Order must be submitted by the nursing candidate if the candidate answers “yes” to any of the following questions:

1. For any criminal offense including those pending appeal (excluding Class C misdemeanor traffic violations), have you:
 - a. Been arrested or have any pending criminal charges?
 - b. Been convicted of a misdemeanor?
 - c. Been convicted of a felony?
 - d. Pled “nolo contendere” (no contest) or guilty?
 - e. Received deferred adjudication?
 - f. Been placed on community supervision or court-ordered probation, whether or not you were judged guilty?
 - g. Been sentenced to serve jail or prison time or court-ordered confinement?
 - h. Been granted pre-trial diversion?
 - i. Been cited or charged with any violation of the law
 - j. Been the subject of a court martial, Article 15 violation, or received any form of military judgment/ punishment / action?
2. Are you currently the target or subject of a grand jury or governmental agency investigation?
3. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously?
4. Has any licensing authority ever fined, censured, reprimanded or otherwise disciplined you?
5. Within the past five years, have you been addicted to and/or treated for the use of alcohol or any other drug?

6. Within the past five years, have you been diagnosed with, treated or hospitalized for schizophrenia and/or psychotic disorder, bi-polar disorder, paranoid personality disorder, anti-social personality disorder or borderline personality disorder which impaired or does impair your behavior, judgment, or ability to function in school or work.

Recommended Program of Study Certificate in Vocational Nursing (LVN/LPN)

Prerequisites.....	Credit
BIOL 2301 Human Anatomy and Physiology I.....	3
BIOL 2101 Human Anatomy and Physiology I Lab1	1
BIOL 2302 Human Anatomy and Physiology II	3
BIOL 2102 Human Anatomy and Physiology II Lab.....	1
HECO 1322 Principles of Nutrition	3
NURA 1301 Nurse Aide for Healthcare	3
NURA 1160 Clinical Nursing Assistant/Aide.....	<u>1</u>
Total Hours.....	15

First Year

First Semester	
VNSG 1400 Nursing in Health & Illness I.....	4
VNSG 1227 Essentials of Medication Administration	2
VNSG 1231 Pharmacology	2
VNSG 1204 Foundations of Nursing	2
VNSG 1261 Clinical LPN/LVN Training.....	<u>2</u>
Total Hours.....	12

Second Semester	Credit
VNSG 1409 Nursing in Health & Illness II	4
VNSG 1234 Pediatrics.....	2
VNSG 1462 Clinical LPN/LVN Training.....	4
BCIS 1305 Business Computer Applications or ITSC 1401 Introduction to Computers	<u>3</u>
Total Hours.....	13

Second Year

Third Semester	
VNSG 2410 Nursing in Health & Illness III.....	4
VNSG 1230 Maternal-Neonatal Nursing	2
VNSG 1463 Clinical LPN/LVN Training.....	<u>4</u>
Total Hours.....	10
Grand Total	50

Department of Business and Industrial Technology

Department Chair: Sheila Guillot
Office: Umphrey Industrial Technology Center, Office 201B
Phone: 409-984-6381
Email: guillsr@lamarpa.edu

The Department of Business and Industrial Technology provides high quality technical training in a variety of fields. Each program has a curriculum designed to prepare students with the knowledge and skills for entry into their chosen field. In addition to technical skills students learn to work effectively with others, solve problems, and make decisions.

Students receive quality classroom and laboratory instruction using state-of-the-art instructional equipment. Highly qualified faculty are committed to teaching excellence and professional development. Faculty continually update and strengthen programs with advisory committee involvement to develop programs that meet the needs of business, industry, and public agencies.

Several programs have internship opportunities for eligible students. Internships with local businesses and industries provide students with work experience prior to graduation.

The Department of Business and Industrial Technology offers the following programs:

Associate of Arts Degree

1. Business Administration

Associate of Applied Science Degrees

1. Accounting pg 71
2. Business Office Management..... pg 82
3. Cosmetology Instructor pg 75
4. Cosmetology Operator pg 75
5. Culinary Arts and Hospitality..... pg 78
6. Drafting Technology..... pg 73
7. Graphic Design pg 73
8. Heating, Ventilation, and Air Conditioning...
..... pg 79
9. Instrumentation Technology..... pg 80
10. Medical Coding Specialist pg 84
11. Medical Office Administration pg 83
12. Paralegal pg 85
13. Process Technology..... pg 86
14. Software Developer/Game Design pg 72

Certificate Degrees

1. Accounting Assistant
2. Administrative Assistant
3. Computer Programmer
4. Cosmetology Operator
5. Cosmetology Instructor
6. Culinary Arts Foundation
7. Culinary Arts Speciality
8. Drafting Technology
9. Graphic Design
10. Heating, Ventilation, and Air Conditioning
11. Instrumentation
12. Medical Coding
13. Medical Office Assistant
14. Process Technology

Advanced Technical Certificate Degrees

1. Liquefied Natural Gas (LNG) Manufacturing

Associate of Arts Degree

Business Administration

Contact: Sheila Guillot
Office: Umphrey Industrial Technology Center, Office 201B
Phone: 409-984-6381
Email: guillsr@lamarpa.edu

The Business Administration curriculum is designed for students who plan to pursue a Bachelor of Business Administration degree. The curriculum parallels the first two years of study in business administration at state-supported colleges and universities in Texas and follows the Field Of Study curriculum prescribed by the Texas Higher Education Coordinating Board.

Recommended Program of Study Associate of Arts Degree in Business Administration

Courses	Credit
Core Curriculum Courses.....	42
ACCT 2301 Principles of Financial Accounting	3
ACCT 2302 Principles of Managerial Accounting ...	3
BUSI 1301 Business Principles	3

ECON 2301 Principles of Macroeconomics.....	3
BCIS 1305 Business Computer Applications	3
MATH 1325 Calculus for Business and Social Sciences.....	3
Total Hours	60

To fulfill the Core Curriculum requirement, students should take ECON 2302 to satisfy the Social or Behavior Science component.

**Associate of Applied Science
Degrees**

Accounting Program

Program Coordinator: Adriane Champagne
Office: Madison Monroe Education Building,
Office 207
Email: accounting@lamarpa.edu or
champagneam@lamarpa.edu
Phone: 409-984-6416

The Accounting Degree allows students to develop essential skills in analytical, conceptual, and technical proficiency in accounting. Students will learn to understand the financial world through the use of ledgers, financial statements, and budgets.

The Accounting Degree introduces students to courses such as computerized accounting, managerial accounting, and financial accounting.

A minimum grade of 'C' must be earned in all technical courses in the Recommended Program of Study.



**Recommended Program of Study
Associate of Applied Science
Degree in Accounting**

(Effective Fall 2019, pending HECB approval)

First Year

First Semester.....Credit	
ACCT 2301 Principles of Financial Accounting	3
ACNT 1331 Federal Income Tax: Individual	3
POFI 1349 Spreadsheets or	

ITSW 1304 Introduction to Spreadsheets.....	3
POFT 1309 Administrative Office Procedures I.....	3
POFT 1313 Professional Workforce Preparation	3
Total Hours.....	15

Second Semester Credit

ACCT 2302 Principles of Managerial Accounting...	3
ACNT 1329 Payroll and Business Tax Accounting.	3
ITSW 1301 Introduction to Word Processing	3
POFT 1321 Business Math	3
POFT 2312 Business Communication and Correspondence or ITSW 1310 Introduction to Presentation Graphics Software.....	3
Total Hours.....	15

Second Year

Third Semester Credit

ACNT 1311 Introduction to Computerized Accounting	3
BUSI 1301 Business Principles	3
Life and Physical Science	3
ECON 2301 Principles of Macroeconomics or ECON 2302 Principles of Microeconomics.....	3
SPCH 1315 Public Speaking	3
Total Hours.....	15

Fourth Semester Credit

ACNT 2333 Advanced Accounting.....	3
ACNT 2386 Internship Accounting Technology or ... ACNT 2302 Accounting Capstone.....	3
ENGL 1301 Composition I	3
Humanities/Fine Arts Course	3
POFI 2350 Database	3
Total Hours.....	15
Grand Total	60

**Recommended Program of Study
Certificate in Accounting Assistant**

(Effective Fall 2019, pending HECB approval)

First Year

First Semester Credit

ACCT 2301 Principles of Financial Accounting	3
ACNT 1331 Federal Income Tax: Individual	3
POFI 1349 Spreadsheets or ITSW 1304 Introduction to Spreadsheets.....	3
POFT 1309 Administrative Office Procedures I.....	3
POFT 1313 Professional Workforce Preparation	3
Total Hours.....	15

Second Semester	Credit
ACCT 2302 Principles of Managerial Accounting ...	3
ACNT 1329 Payroll and Business Tax Accounting ...	3
ITSW 1301 Introduction to Word Processing	3
POFT 1321 Business Math	3
POFT 2312 Business Communication and Correspondence or ITSW 1310 Introduction to Presentation Graphics Software.....	<u>3</u>
Total Hours	15
Grand Total.....	28

Computer Programs

Contact: Sheila Guillot
Office: Umphrey Industrial Technology
Center, Office 201B
Phone: 409-984-6381
Email: guillsr@lamarpa.edu

Computer Programs prepares students to enter the field of information technology. Students completing these degrees are prepared for jobs supporting computer users in business and industry. The degrees are targeted toward developing proficiency in software applications, operating systems, computer programming and solutions development, web design and Internet research.

The following computer information system degree and certificate programs are offered:

Associate of Applied Science

1. Software Developer/Game Design
2. Graphic Design

Certificate Award

1. Graphic Design
2. Computer Programmer

Software Developer/Game Design

Contact: Sarita Medhekar
Office: Madison Monroe Education Building,
Office 114
Phone: 409-984-6390
Email: medhekarsv@lamarpa.edu

The Associate of Applied Science degree in Software Developer/Game Design provides a degree alternative to students interested in programming, database administration, and introductory game development. The degree emphasizes major programming languages, as well as the courses necessary to develop skills for designing effective web pages, designing and implementing databases,

and integrating multimedia, graphics, and animation for introductory game design.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study in order to graduate.



Recommended Program of Study Associate of Applied Science Degree in Software Developer/Game Design

(Effective Fall 2019, pending HECB approval)

First Year

First Semester	Credit
GAME 1303 Introduction to Game Design and Development	3
GAME 1336 Introduction to 3D Game Modeling	3
IMED 1416 Web Design I or GRPH 1405 Introduction to Graphic Arts and Printing	4
POFT 1127 Introduction to Keyboarding	1
POFT 1313 Professional Workforce Preparation	<u>3</u>
Total Hours.....	14

Second Semester

ITSC 1401 Introduction to Computers	4
ITSE 1333 Mobile Applications Development.....	3
ITSE 1346 Database Theory and Design.....	3
ITSE 1359 Introduction to Scripting Languages	3
ITSE 2321 Object-Oriented Programming	<u>3</u>
Total Hours.....	16

Second Year

Third Semester	Credit
ENGL 1301 Composition I	3
MATH 1332 Contemporary Mathematics	3
ITNW 1325 Fundamentals of Networking Technologies.....	3
ITSC 1305 Introduction to PC Operating Systems .	3

ITSE 2357 Advanced Object-Oriented Programming	3
Total Hours	15

Fourth Semester

Humanities/Fine Arts Course	3
Social/Behavioral Science Course	3
SPCH 1315 Public Speaking	3
ITSE 2359 Advanced Computer Programming or ITSE 2386 Internship Computer Programming	3
ITSY 1300 Fundamentals of Information Security.3	
Total Hours	15
Grand Total.....	60

Computer Programmer

Contact: Sarita Medhekar
Office: Madison Monroe Education Building, Office 114
Phone: 409-984-6390
Email: medhekarsv@lamarpa.edu

Students who are primarily interested in application programming should consider the Computer Programmer Certificate option within the Software Developer degree. Computer programmers use their skills in programming languages, graphic design, animation and multimedia to create Web pages, applications and programs for end users. They also may be responsible for maintaining web pages and updating the text and graphics when necessary.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study
Computer Programmer Certificate**
(Effective Fall 2019, pending HECB approval)

First Year

First Semester.....	Credit
GAME 1303 Introduction to Game Design and Development	3
GAME 1336 Introduction to 3D Game Modeling	3
IMED 1416 Web Design I or GRPH 1405 Introduction to Graphic Arts and Printing	4
POFT 1127 Introduction to Keyboarding	1
POFT 1313 Professional Workforce Preparation	3
Total Hours	14

Second Semester

ITSC 1401 Introduction to Computers	4
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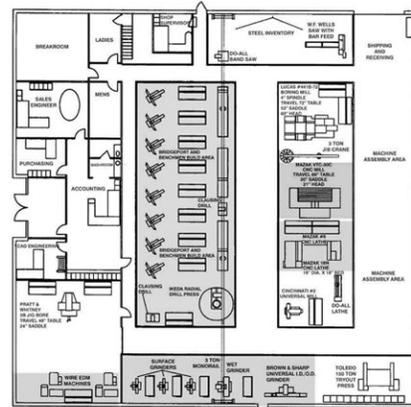
ITSE 1333 Mobile Applications Development.....	3
ITSE 1346 Database Theory and Design.....	3
ITSE 1359 Introduction to Scripting Languages	3
ITSE 2321 Object-Oriented Programming	3
Total Hours.....	16
Grand Total	30

Drafting Technology

Contact: Deanna Hall-Ratray
Office: Umphrey Industrial Technology Center, Office 201F
Phone: 409-984-6424
Email: drafting@lamarpa.edu

The Drafting Technology Program is designed to prepare students for employment in a variety of positions in the drafting field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

Drafters prepare precise drawings and specifications from sketches, field notes, and other information furnished by an engineer or a designer. They also calculate the quality, quantity, and cost of materials. Final drawings, either by use of the computer or by conventional drafting procedures, contain a detailed view of the object as well as specifications for materials to be used, procedures to be followed, and other information to carry out the job.



Students interested in a career in drafting should be able to do detailed work requiring a high degree of accuracy, have good eyesight and eye-hand coordination, and be able to function as part of a team since they will work directly with engineers and skilled workers.

Students with a Drafting major must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study
Associate of Applied Science
Degree in Drafting Technology**
(Effective Fall 2019, pending HECB approval)

First Year

First Semester	Credit
DFTG 1345 Parametric Modeling and Design	3
DFTG 1333 Mechanical Drafting.....	3
DFTG 1305 Technical Drafting.....	3
DFTG 1417 Architectural Drafting-Residential	4
Total Hours	13

Second Semester	Credit
ARCE 1452 Structural Drafting	4
DFTG 2319 Intermediate Computer Aided Drafting	3
DFTG 2423 Pipe Drafting	4
DFTG 2330 Civil Drafting.....	3
TECM 1301 Industrial Mathematics.....	3
Total Hours	17

Second Year

Third Semester	Credit
PHYS 1315 Physical Science I	3
Social/Behavioral Science Course	3
SPCH 1315 Public Speaking	3
DFTG 2332 Advanced Computer Aided Drafting ...	3
DFTG 2345 Advanced Pipe Drafting	3
Total Hours	15

Fourth Semester	Credit
ENGL 1301 English Composition I.....	3
Humanities/Fine Arts.....	3
DFTG 2308 Instrumentation Drafting	3
DFTG 2386 Internship – Drafting or DFTG 2338 Final Project	3
POFT 2312 Business Correspondence & Communication	3
Total Hours	15
Grand Total	60

**Recommended Program of Study
Certificate in Drafting Technology**
(Effective Fall 2019, pending HECB approval)

First Year

First Semester	Credit
DFTG 1345 Parametric Modeling and Design	3
DFTG 1333 Mechanical Drafting.....	3

DFTG 1305 Technical Drafting.....	3
DFTG 1417 Architectural Drafting-Residential	4
Total Hours	13

Second Semester	Credit
ARCE 1452 Structural Drafting	4
DFTG 2319 Intermediate Computer Aided Drafting	3
DFTG 2423 Pipe Drafting	4
DFTG 2330 Civil Drafting.....	3
TECM 1301 Industrial Mathematics.....	3
Total Hours	17
Grand Total	30

Graphic Design

Contact: Maurice Abelman
Office: Student Center, Office 413
Phone: 409-984-6389
Email: abelmanm@lamarpa.edu

The Graphic Design Program prepares students who want to be prepared to enter the computer graphic job market quickly but also have a well-rounded education with transferable core courses that can be used for future employment and educational growth. It provides exposure to the fine arts components of graphics design as well as technological computer components. Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

The program develops skills in both print and digital media, giving students a chance to decide if they would prefer to work in Graphic Design for printing (such as magazine ads, newspapers, brochures, and other publications) or for digital end use (such as web pages, digital video, multimedia, animation, and other digitized images for viewing on a computer monitor or other screen). Students exiting the program could seek employment in a wide variety of fields including Commercial and



Industrial Design, Multimedia and Animation, and Graphic Design.

Students may choose to complete an Associate of Applied Science in Graphic Design or a Certificate in Graphic Design.

**Recommended Program of Study
Associate of Applied Science
Degree in Graphic Design**

First Year

First Semester.....Credit	
ARTS 1311 Design I	3
ARTS 1316 Drawing I	3
IMED 1416 Web Design I or GRPH 1405 Introduction to Graphic Arts and Printing	4
ITSC 1401 Introduction to Computers	4
POFT 1127 Introduction to Keyboarding	1
Total Hours	15

Second Semester	Credit
MATH 1332 Contemporary Mathematics or MATH 1314 College Algebra.....	3
PSYC 2301 General Psychology or SOCI 1301 Introduction to Sociology.....	3
ARTC 1313 Digital Publishing I	3
ARTS 1303 Art History I or ARTS 1304 Art History II	3
IMED 1301 Introduction to Digital Media	3
Total Hours	15

Second Year

Third Semester.....Credit	
ARTS 1301 Art Appreciation	3
ENGL 1301 Composition I	3
ARTS 2348 Digital Art I.....	3
PHTC 1311 Fundamentals of Photography.....	3
POFT 1313 Professional Workforce Preparation	3
Total Hours	15

Fourth Semester

SPCH 1315 Public Speaking	3
ARTC 2317 Typographic Design	3
ARTC 2388 Internship – Commercial and Advertising Art.....	3
ARTC 2335 Portfolio Development for Graphic Design ⁵	3

⁵ Capstone Course

POFT 2312 Business Correspondence & Communication or ITSW 1310 Introduction to Presentation Graphics Software	3
Total Hours.....	15
Grand Total	60

**Recommended Program of Study
Certificate in Graphic Design**

First Year

First Semester	Credit
ARTS 1301 Art Appreciation	3
ARTS 1311 Design I	3
ARTS 1316 Drawing I	3
IMED 1416 Web Design I or GRPH 1405 Introduction to Graphic Arts and Printing	4
ITSC 1401 Introduction to Computers	4
POFT 1127 Introduction to Keyboarding	1
Total Hours.....	18

Second Semester	Credit
ARTC 2317 Typographic Design	3
ARTC 1313 Digital Publishing I	3
ARTS 1303 Art History I or ARTS 1304 Art History II	3
IMED 1301 Introduction to Digital Media	3
POFT 2312 Business Correspondence & Communication.....	3
Total Hours.....	15
Grand Total.....	33

Cosmetology

Contact: Amanda Smith
Office: Cosmetology Building, Office 109
Email: smitham@lamarpa.edu
Phone: 409-984-6402

The Cosmetology Program prepares students for a career as a cosmetology professional. The recommended courses of study are designed to meet licensure requirements established by the *Texas Department of Licensing & Regulation*.

Courses of study lead to the following awards:

- Associate of Applied Science in Cosmetology Operator (60 semester credit hours).
- Associate of Applied Science in Cosmetology Instructor (60 semester credit hours).

- Level 1 Certificate in Cosmetology Operator (42 semester credit hours).
- Level 1 Certificate in Cosmetology Instructor (21 semester credit hours).

Students who lack a high school diploma, GED or state-authorized high school equivalent test must demonstrate necessary skills in reading, writing and math to enroll in an Associate of Applied Science program. The designated implement for demonstrating such skills is the TSI exam. Students seeking the AAS who fail to meet minimal standards in one or more of these areas must complete appropriate developmental courses such as DENG 0110, DENG 0410, DENG 0301, DMTH 0110, DMTH 0310, DMTH 0314 or DMTH 0132.



After completion of a degree or certificate program, students will have successfully completed all required courses, will have accrued the required clock hours of training and will possess knowledge and skills enabling him or her to pass an examination administered by the *Texas Department of Licensing and Regulations*.

A licensed cosmetology instructor in good standing in the State of Texas may be awarded 20 semester credit hours toward an A.A.S. degree in Cosmetology Instructor. See the “*Credit by Examination*” section of this catalog for more information.

Students must earn a minimum grade of ‘C’ in all technical courses in the Recommended Program of Study.

**Recommended Program of Study
Associate of Applied Science
Degree in Cosmetology Operator**
(Effective Fall 2019, pending HECB approval)

First Year

First Semester	Credit
CSME 1410 Introduction to Hair Cutting and Related Theory	4
CSME 1501 Orientation to Cosmetology	5
CSME 1553 Chemical Reformation and Related Theory	5
CSME 2202 Introduction to Application of Hair Color	2
Total Hours	16

Second Semester	Credit
CSME 1547 Principles of Skin Care/Facials & Related Theory	5
CSME 2343 Salon Development	3
CSME 2410 Advanced Hair Cutting and Related Theory	4
CSME 2501 The Principles of Hair Coloring and Related Theory	5
Total Hours	17

Summer Term	Credit
CSME 1451 Artistry of Hair, Theory & Practice	4
CSME 2441 Preparation for State Licensing Exam	4
Total Hours	8

Second Year

Third Semester	Credit
ENGL 1301 Composition I	3
Humanities/Fine Arts Course	3
Social/Behavioral Science Course	3
SPCH 1315 Public Speaking	3
Total Hours	12

Fourth Semester	Credit
MATH 1332 Contemporary Mathematics	3
ITSC 1401 Introduction to Computers	4
Total Hours	7
Grand Total	60

**Recommended Program of Study
Certificate in Cosmetology
Operator**

(Effective Fall 2019, pending HECB approval)

First Year

First Semester	Credit
CSME 1410 Introduction to Hair Cutting & Related Theory.....	4
CSME 1501 Orientation to Cosmetology.....	5
CSME 1553 Chemical Reformation and Related Theory.....	5
CSME 2202 Introduction to Application of Hair Color.....	2
Total Hours	16

Second Semester	Credit
CSME 1547 Principles of Skin Care/Facials & Related Theory.....	5
CSME 2343 Salon Development.....	3
CSME 2410 Advanced Hair Cutting & Related Theory.....	4
CSME 2501 The Principles of Hair Coloring and Related Theory.....	5
Total Hours	17

Summer Term	Credit
CSME 1451 Artistry of Hair, Theory & Practice	4
CSME 2441 Preparation for State Licensing Exam	4
Total Hours	8
Grand Total	41

**Recommended Program of Study
Associate of Applied Science
Degree in Cosmetology Instructor**

First Year

First Semester	Credit
CSME 1534 Cosmetology Instructor I.....	5
CSME 1535 Orientation to Instruction in Cosmetology.....	5
CSME 2514 Cosmetology Instructor II.....	5
Total Hours	15

Second Semester	Credit
CSME 2337 Advanced Cosmetology Techniques	3
CSME 2445 Instruction Theory and Clinic Operation.....	4
CSME 2549 Cosmetology Instructor III.....	5

CSME 2544 Cosmetology Instructor IV.....	5
Total Hours	17

Second Year

Third Semester	Credit
ENGL 1301 Composition I.....	3
SPCH 1315 Public Speaking.....	3
HRPO 1311 Human Relations.....	3
ITSC 1401 Introduction to Computers.....	4
ACNT 1303 Introduction to Accounting I.....	3
Total Hours	16

Fourth Semester	Credit
Mathematics Course.....	3
Humanities/Fine Arts Course.....	3
Social/Behavioral Science Course.....	3
ACNT 1311 Introduction to Computerized Accounting.....	3
Total Hours	12
Grand Total	60

**Recommended Program of Study
Certificate in Cosmetology
Instructor**

First Year

First Semester	Credit
CSME 1534 Cosmetology Instructor I.....	5
CSME 2514 Cosmetology Instructor II.....	5
CSME 2549 Cosmetology Instructor III.....	5
CSME 2544 Cosmetology Instructor IV.....	5
Grand Total	20

**Culinary Arts and Hospitality
Programs**

Contact: Sheila Guillot
Office: Umphrey Industrial Technology Center, Office 201B

Phone: 409-984-6381
Email: guillsr@lamarpa.edu



The Culinary Arts and Hospitality Programs will begin in the Fall 2020 Semester pending approval by the Higher Education Coordinating Board and the Southern Association of Colleges Commission on Accreditation.

New state-of-the-art facilities are being constructed to provide the best possible educational opportunities.

The Culinary Arts and Hospitality Programs strive to provide students with the knowledge and skills to work in culinary and hospitality worksites. A strong curriculum



designed by professional chefs and hospitality, the Culinary Arts and Hospitality programs have created a pathway to beginning or continuing a wide range of culinary and hospitality careers.

A minimum grade of 'C' must be earned in all technical courses in the Recommended Program of Study

Recommended Program of Study Associate of Applied Science Culinary Arts and Hospitality

(Effective Fall 2019, pending HECB and SACSCOC approval)

First Semester	Credit
CHEF 1301 ⁶ Basic Food Prep	3
CHEF 1305 Sanitation and Safety	3
HAMG 1321 Introduction to Hospitality Industry..	3
RSTO 1313 Hospitality Supervision.....	3
ENGL 1301 Composition.....	3
Total Hours	12

Second Semester	Credit
CHEF 2331 Advanced Food Preparation	3
HAMG 2301 Principles of Food and Beverage Operations.....	3
BIOL 1322 Nutrition and Diet Therapy	3
Social/Behavioral Science Course	3
Total Hours	12

Third Semester	Credit
CHEF 1310 Garde Manager.....	3
CHEF 2302 Saucier	3
CHEF 1264 Practicum	2
Total Hours	12

⁶ Students must possess the Texas Food Handler Certification prior to the first day of class.

Fourth Semester	Credit
CHEF 1441 American Regional Cuisine	3
PSTR 1301 Fundamentals of Baking	3
RSTO 2301 Principles of Food and Beverage Controls.....	3
Humanities/Fine Arts.....	3
Total Hours	12

Fifth Semester	Credit
RSTO 1325 Purchasing for Hospitality Operations	3
HAMG 1340 Hospitality Legal Issues	3
SPCH 1311 Introduction to Speech Communication or SPCH 1315 Public Speaking or	
SPCH 1321 Business and Professional Communication	3
RSTO 1380 Cooperative Education	3
Total Hours	12

The **Certificate in Culinary Arts Foundation** is designed to provide the student with the skills necessary to obtain employment as a prep cook or cook. Students will gain an in-depth understanding of food safety and sanitation as well as supervision theory. In the lab classes, students will learn fundamental cooking and baking techniques as well



as advanced cooking skills. Students are required to complete an External Learning Experience through a culinary practicum in which the student must obtain food preparation employment and work at least 20 hours per week during that semester. The

Certificate in Culinary Arts Foundation is waived from TSI requirements and is a building block towards the Associate of Applied Science Degree in Culinary Arts and Hospitality.

Recommended Program of Study Certificate in Culinary Arts Foundation

(Effective Fall 2019, pending HECB and SACSCOC approval)

First Semester	Credit
CHEF 1301 Basic Food Prep.....	3

CHEF 1305 Sanitation and Safety 3
 RSTO 1313 Hospitality Supervision 3
Total Hours **9**

Second Semester **Credit**
 CHEF 2331 Advanced Food Preparation 3
 CHEF 1264 Practicum 3
 PSTR 1301 Fundamentals of Baking 3
Total Hours **9**

The **Certificate in Culinary Arts** is designed to build upon the skills learned in the Culinary Arts Foundations Certificate. Students will learn advanced food service management theory including



food and labor cost controls. Lab classes include practice in front of house service management and execution as well as advanced culinary techniques and quantity cooking. The Certificate in Culinary Arts is waived from TSI requirements. Certificate in

Culinary Arts is a building block towards the Associate of Applied Science Degree in Culinary Arts and Hospitality.

**Recommended Program of Study
Certificate in Culinary Arts
Speciality**

(Effective Fall 2019, pending HECB and SACSCOC approval)

First Semester **Credit**
 RSTO 1325 Purchasing for Hospitality Operations 3
 HAMG 1321 Introduction to Hospitality Industry.. 3
 CHEF 1310 Garde Manager..... 3
Total Hours **9**

Second Semester **Credit**
 RSTO 2301 Principles of Food and Beverage Controls..... 3
 CHEF 2302 Saucier..... 3
 CHEF 1441 American Regional Cuisine 3
Total Hours **9**

Heating, Air Conditioning, and Refrigeration

Contact: Morgan Chaddick
Office: Umphrey Industrial Technology Center, Office 201G
Phone: 409-984-6385
Email: chaddickmd@lamarpa.edu

The Heating, Air Conditioning, and Refrigeration Program (HVAC) prepares students for entry-level employment as an HVAC Technician. In the field, HVAC Technicians are also known as HVAC mechanics or HVAC installers. The HVAC Program includes training in computerized diagnostics so students will be able to service and repair today's complex systems for commercial refrigeration, gas heat, heat pumps, and air conditioning.



As a technician in the heating, ventilation, AC and refrigeration field, graduates will manage and troubleshoot ventilation systems. This is critical to maintain a healthy, comfortable environment in all types of buildings from residential to commercial to industrial. HVAC Program students will learn to apply theory and principles taught in class and lab settings so they can acquire the ability to develop, select, operate, and test a wide variety of heating, ventilating, and air conditioning equipment.

Upon completion of the HVAC Program, graduates will be prepared for entry-level employment as an HVAC Technician.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study
Associate of Applied Science
Degree in Heating, Air Conditioning,
and Refrigeration**

(Effective Fall 2019, pending HECB approval)

First Semester **Credit**
 HART 1301 Basic Electricity for HVAC 3
 HART 1303 Air Conditioning Control Principles.... 3

HART 1307 Refrigeration Principles.....	3
HART 1310 HVAC Shop Practices and Tools.....	3
HART 1300 HVAC Duct Fabrication.....	3
Total Hours	15

Second Semester **Credit**

HART 1341 Residential Air Conditioning.....	3
HART 1345 Gas and Electric Heating.....	3
HART 1356 EPA Recovery Certification Preparation.....	3
HART 2331 Advanced Electricity for HVAC.....	3
HART 2338 Air Conditioning Installation and Startup.....	3
Total Hours	15

Second Year

Third Semester **Credit**

BCIS 1305 Business Computer Applications.....	3
PHYS 1315 Physical Science.....	3
Social/Behavioral Science Course	3
HART 2341 Commercial Air Conditioning.....	3
HART 2342 Commercial Air Conditioning.....	3
Total Hours	15

Fourth Semester **Credit**

Humanities/Fine Arts Course.....	3
SPCH 1315 Public Speaking.....	3
HART 2336 Air Conditioning Troubleshooting or HART 2388 Internship-HVAC Maintenance Technician	3
HART 2345 Residential Air Conditioning Systems Design	3
HART 2349 Heat Pumps.....	3
Total Hours	15
Grand Total.....	60

**Recommended Program of Study
Certificate in
Heating, Air Conditioning, and
Refrigeration**

(Effective Fall 2019, pending HECB approval)

First Semester..... **Credit**

HART 1300 HVAC Duct Fabrication.....	3
HART 1301 Basic Electricity for HVAC	3
HART 1303 Air Conditioning Control Principles....	3
HART 1307 Refrigeration Principles.....	3
HART 1310 HVAC Shop Practices and Tools.....	3
Total Hours	15

Second Semester **Credit**

HART 1341 Residential Air Conditioning.....	3
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HART 1345 Gas and Electric Heating.....	3
HART 1356 EPA Recovery Certification Preparation.....	3
HART 2331 Advanced Electricity for HVAC.....	3
HART 2338 Air Conditioning Installation and Startup.....	3
Total Hours.....	15
Grand Total	30

Instrumentation Technology

Program Director: George Bohn
Office: Umphrey Industrial Technology
Center, Office 201C
Email: instrumentation@lamarpa.edu
Phone: 409-984-6391

The Instrumentation Technology Program prepares individuals to test, certify, install, repair, inspect and maintain the high-tech instruments used in automated systems that are critical to the operation of chemical plants, petrochemical refineries, power plants, and air and water pollution control agencies. The curriculum includes pneumatic and electronic control systems, control loop adjustments and their analysis, process computers, process simulation, and programmable logic controllers. Graduates are proficient in the calibration of controls and the troubleshooting and maintenance of hydraulic, pneumatic, electrical and electronic control devices.

Students who complete the Recommended Program of Study for the Instrumentation Technology Program earn an Associate of Applied Science Degree and students who complete the Recommended Program of Study for the Certificate of Completion in Instrumentation earn a Certificate Award.

Students interested in registering for an Internship course must meet program requirements, apply for the internship, participate in the selection process and be selected. For additional information, see the Program Coordinator.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study
Associate of Applied Science
Degree in Instrumentation
Technology**

(Effective Fall 2019, pending HECB approval)

First Year

First Semester Credit	
CETT 1409 DC-AC Circuits	4

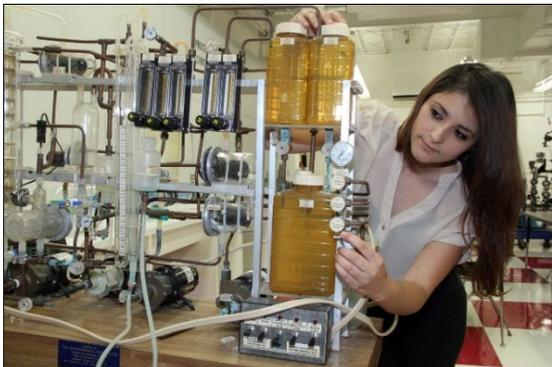
CETT 1321 Electronic Fabrication	3
INTC 1301 Principles of Industrial Measurements	3
ITSC 1401 Introduction to Computers	4
Total Hours	14

Second Semester	Credit
CETT 1315 Digital Applications	3
INTC 1312 Instrumentation and Safety.....	3
INTC 1341 Principles of Automatic Control.....	3
INTC 1348 Analytical Instrumentation	3
TECM 1301 Industrial Mathematics.....	3
Total Hours	15

Second Year

Third Semester	Credit
ENGL 1301 Composition I	3
Social/Behavioral Science Course	3
ELMT 2333 Industrial Electronics (Capstone)	3
INTC 1343 Applications of Industrial Automatic Control	3
INTC 2336 Distributed Control & Programmable Logic	3
Total Hours	15

Fourth Semester.....	Credit
Humanities/Fine Arts Course	3
PHYS 1315 Physical Science	3
PHYS 1115 Physical Science Lab	1
SPCH 1315 Public Speaking	3
INTC 1355 Unit Operations or INTC 2388 Internship-Instrumentation Technology/Technician	3
INTC 1356 Instrumentation Calibration	3
Total Hours	16
Grand Total.....	60



**Recommended Program of Study
Certificate in Instrumentation
Technology**

(Effective Fall 2019, pending HECB approval)

First Year

First Semester	Credit
CETT 1321 Electronic Fabrication	3
CETT 1409 DC-AC Circuits	4
INTC 1301 Principles of Industrial Measurements	3
ITSC 1401 Introduction to Computers	4
Total Hours.....	14

Second Semester	Credit
CETT 1315 Digital Applications	3
INTC 1312 Instrumentation and Safety.....	3
INTC 1341 Principles of Automatic Control.....	3
INTC 1348 Analytical Instrumentation	3
TECM 1301 Industrial Mathematics.....	3
Total Hours.....	15
Grand Total	29

**Liquefied Natural Gas (LNG)
Manufacturing**

Contact: George Bohn
Office: Umphrey Industrial Technology Center, Office 201C
Email: lng@lamarpa.edu
Phone: 409-984-6391

The Advanced Technical Certificate in Liquefied Natural Gas (LNG) Manufacturing includes the knowledge and skills required to succeed in a Liquefied natural gas manufacturing facility. Topics include equipment, operations, LNG properties, LNG storage and operations, principles of refrigeration, safety, state and federal regulations,



and gas plant operations.

The Advanced Technical Certificate is designed for individuals who have an Associate of Applied Science Degree in Process Technology or an equivalent. Extensive experience in a related field may be used in lieu of a degree.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study
Advanced Technical Certificate in
Liquefied Natural Gas (LNG)
Manufacturing**

First Year

First Semester.....	Credit
LNGM 1370 Introduction to Liquefied Natural Gas	3
LNGM 1371 Liquefied Natural Gas Hazards and Safety Practices	3
HART 1307 Refrigeration Principles	3
Total Hours	9

Second Semester	Credit
LNGM 2472 Liquefied Natural Gas Plant Operations	4
HART 2342 Commercial Refrigeration.....	3
Total Hours	7
Grand Total.....	16

Office Administration Programs

Program Coordinator:

Adriane Champagne
Office: Madison Monroe Education Building, Office 207B
Email: champagneam@lamarpa.edu
Phone: 409-984-6416

The Office Administration Programs incorporate the knowledge, skills and attitudes necessary to succeed in the business world. Topics include time management, human relations, filing procedures, telephone and listening techniques, oral and written business communications. Computer skills include word processing and spreadsheets, database, presentation and telecommunication applications.

The College offers Associate of Applied Science degrees in 1) Business Office Management, 2) Medical Office Administration, and 3) Medical Coding Specialist. Students also may earn a Certificate of Completion in Administrative Assistant, Medical Office Assistant and/or Medical Coding.

Graduates are prepared for positions such as human resource assistant, administrative assistant, information technology assistant, office coordinator and executive assistant. Specialties include medical

office specialist. These jobs are described as high-demand occupations for Southeast Texas.

The general education core courses will transfer to a variety of colleges and universities.



Business Office Management

The Business Office Management curriculum instructs students in effective and professional communications, keyboarding, proofreading, telephone etiquette, and computerized accounting. Students are also taught to prioritize tasks, schedule appointments, prepare budgets, maintain databases, and develop spreadsheets. In some offices, administrative assistants are responsible for maintaining the company's website or preparing the company newsletter.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study
Associate of Applied Science
Degree in Business Office
Management**

(Effective Fall 2019, pending THECB approval)

First Year

First Semester	Credit
ACNT 1303 Introduction to Accounting I.....	3
POFI 1349 Spreadsheets or ITSW 1304 Introduction to Spreadsheets.....	3
POFT 1127 Introduction to Keyboarding	1
POFT 1309 Administrative Office Procedures I.....	3
POFT 1313 Professional Workforce Preparation	3
Total Hours.....	13

Second Semester	Credit
ITSW 1301 Introduction to Word Processing	3
ITSW 2334 Advanced Spreadsheets	3
MDCA 1205 Medical Law & Ethics	2

Lamar State College Port Arthur
2019-2020 Catalog

POFI 2350 Databases.....	3
POFT 1321 Business Math.....	3
POFT 2312 Business Correspondence & Communication or ITSW 1310 Introduction to Presentation Graphics Software.....	<u>3</u>
Total Hours	17

Second Year

Third Semester.....Credit	
Life and Physical Sciences	3
ACNT 1311 Introduction to Computerized Accounting.....	3
ENGL 1301 Composition I.....	3
SPCH 1315 Public Speaking.....	3
LGLA 1307 Introduction to the Law and Legal Professions.....	<u>3</u>
Total Hours	15

Fourth Semester.....Credit	
Humanities/Fine Arts Course.....	3
BUSI 1301 Business Principles	3
Social/Behavioral Science Course	3
POFI 2340 Advanced Word Processing	3
POFT 2386 Internship-Administrative Assistant or POFT 2331 Administrative Project Solutions	<u>3</u>
Total Hours	15
Grand Total.....	60

**Recommended Program of Study
Certificate in Administrative
Assistant**

(Effective Fall 2019, pending HECB approval)

First Year

First Semester.....Credit	
ACNT 1303 Introduction to Accounting I.....	3
POFI 1349 Spreadsheets or ITSW 1304 Introduction to Spreadsheets.....	3
POFT 1127 Introduction to Keyboarding	1
POFT 1309 Administrative Office Procedures I.....	3
POFT 1313 Professional Workforce Preparation	<u>3</u>
Total Hours	13

Second Semester	Credit
ITSW 1301 Introduction to Word Processing	3
ITSW 2334 Advanced Spreadsheets	3
MDCA 1205 Medical Law and Ethics.....	2
POFI 2350 Databases.....	3
POFT 1321 Business Math	3

POFT 2312 Business Correspondence & Communication or ITSW 1310 Introduction to Presentation Graphics Software.....	<u>3</u>
Total Hours.....	17
Grand Total	30

Medical Office Administration

Contact: Tonya Harbert
Office: Educational Building, Office 107
Email: keithjt@lamarpa.edu
Phone: 409-984-6501

The Medical Office Administration Program provides instruction in the use of electronic health records and practice management software related to the smooth and efficient operation of a medical office or specialty practice. Physicians and healthcare professionals depend on their medical administrative staff for accuracy, compliance and interoffice communications as well as scheduling and billing.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study
Associate of Applied Science
Degree in Medical Office
Administration**

(Effective Fall 2019 pending approval of the HECB)

First Year

First Semester	Credit
ACNT 1303 Introduction to Accounting I.....	3
HITT 1305 Medical Terminology I.....	3
MDCA 1321 Administrative Procedures	3
POFI 1349 Spreadsheets or ITSW 1304 Introduction to Spreadsheets.....	3
POFM 1302 Medical Software Applications.....	3
POFT 1127 Introduction to Keyboarding	<u>1</u>
Total Hours.....	16

Second Semester	Credit
HITT 1303 Medical Terminology II.....	3
HITT 1313 Coding and Insurance	3
ITSW 1301 Introduction to Word Processing	3
MDCA 1205 Medical Law and Ethics.....	2
POFT 1321 Business Math	3
POFT 2312 Business Correspondence & Communication or ITSW 1310 Introduction to Presentation Graphics Software.....	<u>3</u>

Total Hours 17

Second Year

Third Semester.....**Credit**

BIOL 2301 Anatomy & Physiology I.....	3
ENGL 1301 Composition I.....	3
SPCH 1315 Public Speaking.....	3
POFM 1300 Basic Medical Coding.....	3
POFT 1313 Professional Workforce Preparation....	3
Total Hours	15

Fourth Semester.....**Credit**

Humanities/Fine Arts Course	3
Social/Behavioral Science Course	3
POFM 2310 Intermediate Medical Coding.....	3
POFM 2386 Internship-Medical Administrative Assistant or HPRS 2331 General Health Professions Management.....	3
Total Hours	12
Grand Total	60

**Recommended Program of Study
Certificate in Medical Office
Assistant**

(Effective Fall 2019 pending approval of the HECB)

First Year

First Semester.....**Credit**

ACNT 1301 Introduction to Accounting	3
HITT 1305 Medical Terminology I.....	3
MDCA 1321 Administrative Procedures	3
POFI 1349 Spreadsheets or ITSW 1304 Introduction to Spreadsheets.....	3
POFM 1302 Medical Software Applications.....	3
POFT 1127 Introduction to Keyboarding	1
Total Hours	16

Second Semester.....**Credit**

HITT 1303 Medical Terminology II.....	3
HITT 1313 Coding and Insurance	3
ITSW 1301 Introduction to Word Processing.....	3
MDCA 1205 Medical Law and Ethics.....	2
POFT 1321 Business Math	3
POFT 2312 Business Correspondence & Communication or ITSW 1310 Introduction to Presentation Graphics Software.....	3
Total Hours	17
Grand Total	33

Medical Coding Specialist

Contact: Tonya Harbert
Office: Educational Building, Office 107
Email: keithtj@lamarpa.edu
Phone: 409-984-6501

The Medical Coding Specialist Program provides a student with training in medical terminology, electronic health records, coding classification systems, and database management. Students entering this field should be detail-oriented and work well with numbers. Students will learn how to safely manage a patient's protected health information and methodically transfer medical record information into codes—both diagnostic and procedural.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study
Associate of Applied Science
Degree in Medical Coding
Specialist**

(Effective Fall 2019 pending approval of the HECB)

First Year

First Semester.....**Credit**

HITT 1305 Medical Terminology I.....	3
MDCA 1321 Administrative Procedures	3
POFM 1300 Basic Medical Coding.....	3
POFM 1302 Medical Software Applications.....	3
POFT 1127 Introduction to Keyboarding	1
POFT 1313 Professional Workplace Preparation....	3
Total Hours	16

Second Semester.....**Credit**

HITT 1301 Health Data Content and Structure....	3
HITT 1303 Medical Terminology II.....	3
HITT 1313 Coding and Insurance	3
MDCA 1205 Medical Law and Ethics.....	2
POFM 2310 Intermediate Medical Coding.....	3
Total Hours	14

Second Year

Third Semester.....**Credit**

BIOL 2301 Human Anatomy and Physiology I.....	3
BIOL 2101 Human Anatomy and Physiology I Lab1	
Humanities/Fine Arts Course	3
Social/Behavioral Science Course	3
HITT 2335 Coding & Reimbursement Methodologies.....	3

HITT 2346 Advanced Medical Coding	3
Total Hours	16

Fourth Semester.....Credit	
ENGL 1301 Composition I	3
SPCH 1315 Public Speaking	3
HITT 2245 Coding Certification Exam Review or HITT 1266 Practicum	2
HPRS 2331 General Health Professions Management.....	3
POFI 2350 Databases.....	3
Total Hours	14
Grand Total.....	60

**Recommended Program of Study
Certificate in Medical Coding**

(Effective Fall 2019 pending approval of the HECB)

First Year

First Semester.....Credit	
HITT 1305 Medical Terminology I.....	3
MDCA 1321 Administrative Procedures	3
POFM 1300 Basic Medical Coding.....	3
POFM 1302 Medical Software Applications.....	3
POFT 1127 Introduction to Keyboarding	1
POFT 1313 Professional Workplace Preparation....	3
Total Hours	16

Second Semester	Credit
HITT 1301 Health Data Content and Structure.....	3
HITT 1303 Medical Terminology II.....	3
HITT 1313 Coding and Insurance	3
MDCA 1205 Medical Law and Ethics.....	2
POFM 2310 Intermediate Medical Coding.....	3
Total Hours	14
Grand Total.....	30

Paralegal Program

Contact: Doneane Beckcom
Office: Student Center, Office 415
Phone: 409-984-6548
Email: paralegal@lamarpa.edu

The Paralegal Program provides students with the necessary knowledge and skills to function successfully as a paralegal in law offices, corporations, government offices and private industry. Paralegals (legal assistants) are not attorneys and are prohibited from practicing law. They work under the supervision of attorneys. Upon completion of the program, students receive an Associate of Applied Science degree.

AMERICAN BAR ASSOCIATION

Although private law firms continue to be the single largest employer of paralegals, good job opportunities also exist in several other markets in both the private and public sectors. In addition to private law firms, other organizations in the private sector employ paralegals. Some examples include corporate legal departments, insurance companies, estate and trust departments of large banks, hospitals and health care organizations, real estate and title insurance companies, and professional trade associations. Job opportunities in the public sector are available in community legal services programs, consumer organizations, offices of public defenders, prosecutors and attorneys general, city attorneys, a wide array of state and federal government agencies, and the judicial system.

Responsibilities most often assigned to paralegals include maintaining client files, drafting correspondence, performing factual research, monitoring deadlines, drafting, investigation and analyzing documents, and acting as liaison with clients and others. Some paralegals have extensive client contact, and some do not. The most common area of practice for paralegals is litigation although paralegal services are utilized in virtually all areas of practice, including corporate, probate, real estate, family law, bankruptcy, and intellectual property.

The Paralegal Program is approved by the American Bar Association. The Paralegal course of study is the only ABA approved program in the region.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.



**Recommended Program of Study
Associate of Applied Science in
Paralegal**

(Effective Fall 2019 pending approval of the HECB)

First Year

First Semester	Credit
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ENGL 1301 Composition I	3
MATH 1332 Contemporary Mathematics or MATH 1314 College Algebra.....	3
SPCH 1315 Public Speaking	3
BUSG 2305 Business Law/Contracts	3
LGLA 1307 Introduction to Law and the Legal Professions	3
POFT 1127 Introduction to Keyboarding	1
Total Hours	16

Second Semester	Credit
Humanities/Fine Arts Course	3
ITSW 1301 Introduction to Word Processing	3
LGLA 1345 Civil Litigation.....	3
LGLA 1355 Family Law	3
POFT 2312 Business Correspondence & Communication.....	3
Total Hours	15

Second Year

Third Semester.....	Credit
ACCT 2301 Principles of Financial Accounting	3
LGLA 1401 Legal Research and Writing.....	4
LGLA 2303 Torts and Personal Injury Law	3
LGLA 2313 Criminal Law and Procedure.....	3
GOVT 2306 Texas Government	3
Total Hours	16

Fourth Semester.....	Credit
Social/Behavioral Science Course	3
LGLA 2339 Certified Paralegal Exam Review.....	3
LGLA 2388 Paralegal/Legal Assistant Internship..	3
LGLA 2433 Advanced Legal Document Preparation.....	4
Total Hours	13
Grand Total.....	60

Process Technology

Program Director: George Bohn
Office: Umphrey Industrial Technology
Center, Office 201C
Email: process@lamarpa.edu
Phone: 409-984-6391

The Process Technology Program prepares students to become a process operator in the refining, petrochemical, power generation, oil and gas production, food and other process industries. Technical knowledge and skills will be gained in areas such as operating equipment, instrumentation

systems, process systems, and process troubleshooting and computer applications.

The Process Technology Program curriculum includes topics such as safety, computer science, mathematics, communication skills, general procedures in distillation, reactions, and quality control. The program provides hands on training in the classroom and laboratory environments.

Process operators generally work rotating shifts, climb tall towers, work with chemicals, and must meet certain physical requirements. Graduates of the Process Technology Program may be required to complete a drug screen, background check, and a physical exam to be employed.

The Process Technology Program is recognized by the *Texas Workforce Investment Council* which verifies that the knowledge and skill competencies required by industry are included within the curriculum. In addition, the Process Technology Advisory Committee reviews the curriculum to ensure that current industry standards are met.

Students interested in registering for an Internship course must meet program requirements, apply for the internship, participate in the selection process and be selected. For additional information, see the Program Director.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study
Associate of Applied Science
Degree in Process Technology**

(Effective Fall 2019 pending approval of the HECB)

First Year

First Semester	Credit
ITSC 1401 Introduction to Computers	4
PTAC 1302 Introduction to Process Technology	3
PTAC 1408 Safety, Health, & Environment I.....	4
PTAC 1410 Process Technology I-Equipment.....	4
Total Hours.....	15

Second Semester	Credit
TECM 1301 Industrial Mathematics.....	3
PTAC 2314 Principles of Quality	3
PTAC 2420 Process Technology II-Systems	4
PTAC 1432 Process Instrumentation I.....	4
Total Hours.....	14

Second Year

Third Semester	Credit
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Humanities/Fine Arts Course	3
CHEM 1305 Introductory Chemistry I.....	3
CHEM 1105 Introductory Chemistry I Lab	1
ENGL 1301 English Composition	3
SPCH 1315 Public Speaking	3
PTAC 2336 Process Instrumentation II	3
Total Hours	16

Fourth Semester.....Credit	
PHYS 1315 Physical Science.....	3
PHYS 1115 Physical Science Lab	1
Social/Behavioral Science Course	3
PTAC 2438 Process Technology III–Operations or PTAC 2487 Internship	4
PTAC 2446 Process Troubleshooting.....	4
Total Hours	15
Grand Total.....	60

Recommended Program of Study Certificate in Process Technology

First Year

First Semester.....Credit	
ITSC 1401 Introduction to Computers	4
PTAC 1302 Introduction to Process Technology	3
PTAC 1408 Safety, Health, & Environment I.....	4
PTAC 1410 Process Technology I – Equipment.....	4
Total Hours	15

Second Semester.....Credit	
PTAC 1432 Process Instrumentation I.....	4
PTAC 2314 Principles of Quality	3
PTAC 2420 Process Technology II-Systems	4
TECM 1301 Industrial Mathematics.....	3
Total Hours.....	14
Grand Total	29

Welding⁷

Contact: Sheila Guillot
Office: Umphrey Industrial Technology
Center, Office 201B
Phone: 409-984-6381
Email: guillsr@lamarpa.edu

Recommended Program of Study Welding Certificate

Course.....Credit	
WLDG 1421 Welding Fundamentals	4
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1421 Introduction to Gas Metal Arc Welding (GMAW).....	4
WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW).....	4
WLDG 1435 Introduction Pipe Welding.....	4
Total Hours.....	20

Department of Commercial Music, Visual and Performing Arts

Department Chair: John Freyermuth
Office: Performing Arts Center, Office 126
Email: freyermuthje@lamarpa.edu
Phone: 409-984-6520

The Department of Commercial Music, Visual and Performing Arts offers Associate of Applied Science Degrees in Performance, Audiovisual Production, and Sound Engineering. The Department of Commercial Music also offers certificates in Music and Live Sound, and Design Technology.

Potential employers include entertainment venues, audio production companies, broadcast facilities, churches, corporate audiovisual facilities, recording

studios, publishing companies, and independent multimedia production companies. Other opportunities are available in the field when sufficient work experience is combined with academic preparation including record production, publishing, artist management, concert promotion, venue management, music merchandising and teaching.

Graduates will have a strong background in appropriate core sub disciplines: music theory, keyboard, video editing, sound design, sound system repair and installation, arranging and composing music, acoustics and music business training. Courses are carefully sequenced and designed around student outcomes and include general

⁷ Dual Enrolled program

education components that foster problem-solving and communication skills. Laboratory training encompasses state-of-the-art instruments, materials and techniques employed in the commercial music industry, plus a dedicated performance hall.

Non-Performance majors may enroll in applied lessons and ensembles.

Associate of Arts Degree

1. Emphasis in Drama
2. Emphasis in Teaching Music EC-12
3. Emphasis in Teaching Theatre Arts EC-12

Associate of Applied Science Degrees

1. Audiovisual Production Program
2. Commercial Music-Performance Program
3. Commercial Music-Sound Engineer Program

Certificate Degrees

1. Music Certificate
2. Certificate in Live Sound Design and Technology

Associate of Arts Degrees

Emphasis in Drama

Contact: John Freyermuth
Office: Performing Arts Center, Office 126
Email: freyermuthje@lamarpa.edu
Phone: 409-984-6520

The Emphasis in Drama curriculum is designed for students who plan to pursue a baccalaureate degree with a major in theater or a pre-professional degree in law. The degree plan provides a Core Curriculum that will transfer to any state supported college or university in Texas. It includes the general



⁸ EC-12: Early Childhood thru 12th Grade

education requirements for almost any baccalaureate degree. The electives beyond the Core Curriculum allow students to explore various aspects of the performing arts.

Recommended Program of Study Associate of Arts Degree in Drama

Course.....	Credit
Core Curriculum Courses	42
BCIS 1305 Business Computer Applications	3
DRAM Courses	15
Total Hours	60

** To fulfill the Core Curriculum requirement, students should take MUSI 1306 or MUSI 1310 as part of the Creative Arts component.*



Emphasis in Teaching Music EC-12

Contact: John Freyermuth
Office: Performing Arts Center, Office 126
Email: freyermuthje@lamarpa.edu
Phone: 409-984-6520

The Teaching Music EC 12⁸ curriculum is the first two years of a track designed for students who plan to complete a bachelor's degree and be certified to teach music in the public schools. The degree was developed by the *Texas Higher Education Coordinating Board* and serves as a guide for colleges and universities in structuring the first two years of a curriculum for music education majors.

Recommended Program of Study for Teaching Music EC-12

Courses	Credit
Core Curriculum Courses*	42
BCIS 1305 Business Computer Applications	3
EDUC 1301 Introduction to the Teaching Profession	

.....	3
EDUC 2301 Introduction to Special Populations....	3
MUSI Courses	9

Total Hours **60**

** To fulfill the Core Curriculum requirement, students should take MUSI 1306 or MUSI 1310 as part of the Creative Arts component.*

Emphasis in Teaching Theater Arts EC-12

Contact: John Freyermuth
Office: Performing Arts Center, Office 126
Email: freyermuthje@lamarpa.edu
Phone: 409-984-6520

The Teaching Theater Arts EC-12 curriculum is designed for students who plan to pursue a bachelor's degree in education to be certified to teach drama classes at some level from early childhood/kindergarten to grade 12.

Recommended Program of Study Associate of Arts Degree in Teaching Theatre Arts EC-12

Course	Credit
Core Curriculum Courses.....	42
BCIS 1305 Business Computer Applications	3
EDUC 1301 Introduction to the Teaching Profession	3
EDUC 2301 Introduction to Special Populations....	3
DRAM Courses	9
Total Hours	60

To fulfill the Core Curriculum requirement, students should take DRAM 1310 as part of the Creative Arts component and should take DRAM 2361 as part of the Language, Philosophy, and Culture component.

Associate of Applied Science Degrees

Audiovisual Production Program

Contact: John Freyermuth
Office: Performing Arts Center, Office 126
Email: freyermuthje@lamarpa.edu
Phone: 409-984-6520

The Audiovisual Production program blends music production, sound design and video technology to create compelling multimedia content for all forms of visual media including web, video, film, animation, mobile technology, and games.

The Audiovisual Production Program goals are to provide hands-on training utilizing industry-standard technology while focusing on professional best practices to build a music production and sound design portfolio that supports the visual narrative and demonstrates a broad range of creative skill sets including video editing, music composition, and sound design.

Graduates of the Audiovisual Production Program are prepared for entry level positions such as audio and video editors, production assistants, sound designers, multimedia composers and audiovisual technicians.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.



Recommended Program of Study Associate of Applied Science in Audiovisual Production

First Year

First Semester	Credit
MATH 1332 Contemporary Mathematics or MATH 1314 College Algebra.....	3
MUSI 1181 Piano Class I	1
MUSI 1301 Fundamentals of Music I.....	3
MUSC 1327 Audio Engineering I	3
MUSC 1325 Acoustics	3
Total Hours	13

Second Semester	Credit
MUSI 1182 Piano Class II.....	1
ENGL 1301 Composition I	3
MUSC 1331 MIDI I	3
MUSC 2327 Audio Engineering II	3
RTVB 2330 Film and Video Editing	3
COMM 1336 Video Production I	3
Total Hours	16

Summer SemesterCredit
 Social/Behavioral Science Course3
Total Hours 3

Third Semester.....Credit
 SPCH 1315 Public Speaking3
 MUSC 1333 Synthesis I 3
 FLMC 2330 Audio Post Production3
 MUSC 2347 Audio Engineering III3
 MUSI 1310 American Music3
Total Hours 15

Fourth Semester.....Credit
 MUSC 1196 Special Topics in Recording Arts
 Technology/Technician 1
 MUSC 2330 Commercial Music Arranging and
 Composition3
 MUSC 2351 Audio for Video3
 MUSB 1305 Survey of the Music Business3
 RTVB 2340 Portfolio Development.....3
Total Hours 13
Grand Total:..... 60



Commercial Music-Performance Program

Contact: John Freyermuth
Office: Performing Arts Center, Office 126
Email: freyermuthje@lamarpa.edu
Phone: 409-984-6520

The Commercial Music-Performance Program is designed to prepare students for jobs as musicians in the entertainment industry.

Employment opportunities include session musician, live venue musician, music arranger/orchestrator, beat maker, producer and songwriter. Potential employers include

entertainment venues, audio production companies, recording studios, publishing companies and independent soundtrack producers. Other opportunities available in the field when sufficient work experience is combined with academic preparation includes record production, publishing, artist management, concert promotion, venue management, music merchandising and teaching.

Graduates have a strong background in appropriate core sub disciplines of ensemble performance, music theory, writing, orchestration, arranging and composing music and music business training. Laboratory training encompasses state-of-the-art instruments, materials and techniques employed in the commercial music industry, plus a dedicated Commercial Music Performance Hall.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

Recommended Program of Study Associate of Applied Science Degree in Commercial Music- Performance

First Year

First Semester Credit
 MATH 1332 Contemporary Mathematics or
 MATH 1314 College Algebra.....3
 SPCH 1315 Public Speaking3
 MUSI 1301 Fundamentals of Music I.....3
 MUSI 1181 Piano Class I 1
 MUSP 12XX Applied Commercial Music Course ...2
 MUSP 1242 Small Commercial Music Ensemble ...2
Total Hours..... 14

Second Semester..... Credit
 ENGL 1301 Composition I3
 MUSP 12XX Applied Commercial Music Course ...2
 MUSP 1240 Large Commercial Music Ensemble:
 Band2
 MUSC 1211 Commercial Music Sight Singing and
 Ear Training I.....2
 MUSC 1213 Commercial Music Theory I2
 MUSC 1331 MIDI I3
 MUSI 1182 Piano Class II.....1
Total Hours..... 15

Summer Semester
 PSYC 1300 Learning Framework3
Total Hours..... 3

Second Year

Third Semester	Credit
MUSP 12XX Applied Commercial Music Course	2
MUSP 1253 Small Commercial Music Ensemble: Rock	2
MUSC 2211 Commercial Music Sight Singing/Ear Training II	2
MUSC 2213 Commercial Music Theory II.....	2
MUSP 2103 Commercial Class Piano	1
MUSC 1321 Songwriting I	3
MUSI 1310 American Music	3
Total Hours	15

Fourth Semester

MUSC 2330 Commercial Music Arranging & Composition	3
MUSP 12XX Applied Commercial Music Course	2
MUSP 1151 Small Commercial Music Ensemble: Recording.....	1
MUSB 1305 Survey of the Music Business	3
MUSP 1202 Introductory Group Voice.....	2
MUSC 1235 Commercial Music Software	2
Total Hours	13
Grand Total:	60

**Recommended Program of Study
Music Certificate**

First Year

First Semester	Credit
MUSI 1301 Fundamentals of Music I.....	3
Total Hours	3

Second Semester	Credit
MUSC 1213 Commercial Music Theory I.....	2
MUSC 1211 Commercial Music Sight Singing and Ear Training I.....	2
MUSI 1181 Piano Class I.....	1
MUSI 1310 American Music	3
MUSC 2330 Commercial Music Arranging and Composition	3
MUSC 1331 MIDI I	3
Total Hours	14

Second Semester	Credit
MUSC 2213 Commercial Music Theory II.....	2
MUSC 2211 Commercial Music Sight Singing and Ear Training II	2
MUSI 1182 Piano Class II.....	1
MUSB 1305 Survey of the Music Business	3
MUSC 1321 Songwriting I	3
MUSC 1235 Commercial Music Software	2

Total Hours	13
Grand Total	30

**Commercial Music-Sound Engineer
Program**

Contact: John Freyermuth
Office: Performing Arts Center, Office 126
Email: freyermuthje@lamarpa.edu
Phone: 409-984-6520

The Commercial Music Sound Engineer Program prepares students for audio production jobs in the music industry. Employment opportunities include recording engineer, audio producer, sound designer and programmer.

Potential employers include advertising agencies, audio production companies, recording studios, record labels and publishing companies. Other opportunities will be available in the field when sufficient work experience is combined with academic preparation include record production, publishing, artist management, concert promotion, venue management and music merchandising.



Graduates will have a strong background in the appropriate core sub-disciplines of music theory; writing, orchestrating, arranging and composing music; audio recording; and the music industry. Laboratory training encompasses state-of-the-art instruments, materials and techniques employed in the commercial music industry.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study
Associate of Applied Science in
Commercial Music-Sound Engineer**

First Year	
First Semester	Credit

MUSC 1327 Audio Engineering I	3
MUSI 1301 Fundamentals of Music I.....	3
MUSI 1181 Piano Class I	1
MUSC 1325 Acoustics	3
SPCH 1315 Public Speaking	3
Total Hours	13

Second SemesterCredit

MATH 1332 Contemporary Mathematics or MATH 1314 College Algebra.....	3
MUSC 2327 Audio Engineering II	3
MUSC 1211 Commercial Music Sight Singing and Ear Training I.....	2
MUSC 1213 Commercial Music Theory I.....	2
MUSC 1331 MIDI I	3
MUSI 1182 Piano Class II.....	1
Total Hours.....	14

Summer Semester

PHYS 1415 Physical Science or PHYS 1405 Elementary Physics	4
Total Hours	4

Third Semester.....Credit

MUSC 1196 Special Topics in Recording Arts Technology/Technician	1
MUSC 2347 Audio Engineering III	3
MUSC 1405 Live Sound I	4
MUSI 1310 American Music	3
PSYC 1300 Learning Framework	3
Total Hours	14

Fourth Semester

MUSC 2448 Audio Engineering IV	4
MUSB 1305 Survey of the Music Business	3
MUSC 2403 Live Sound II	4
MUSC 1423 Audio Electronics.....	4
Total Hours	15
Grand Total:.....	60

Live Sound Design and Technology

Contact: John Freyermuth
Office: Performing Arts Center, Office 126
Email: freyermuthje@lamarpa.edu
Phone: 409-984-6520

The Live Sound Design and Technology Certificate blends creative application of live sound reinforcement with solid foundation in electronics theory, circuitry and system installation. The certificate may be completed in one year. Twenty-four credits are focused in the area of live sound, maintenance, and installation of audiovisual systems. The other six semester credit hours focus specifically on the fundamentals of electricity, circuits, and digital fundamentals.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

Recommended Program of Study Certificate in Live Sound Design and Technology

First Year

First Semester Credit	Credit
CETT 1303 DC Circuits.....	3
CETT 1325 Digital Fundamentals.....	3
MUSC 1405 Live Sound I.....	4
MUSC 2402 Sound Systems Technician.....	4
MUSC 1120 Live Sound Workshop.....	1
Total Hours.....	15

Second Semester..... Credit	Credit
CETT 1305 AC Circuits.....	3
MUSC 2403 Live Sound II	4
MUSC 1400 Sound System Design and Installation	4
MUSC 1423 Audio Electronics.....	4
Total Hours.....	15
Grand Total.....	30

Department of Health, Fitness & Sports



Chair: Scott Street
Office: Carl Parker Center, Office 102
Email: athletics@lamarpa.edu
Phone: 409-984-6292

The Department of Health, Fitness and Sport provides a broad series of courses to enhance the mental, social and physical well-being of students, faculty and staff.

The department offers courses of study leading to an Associate of Arts Degree in Teaching (EC-12 Kinesiology) or an Associate of Arts Degree with an emphasis in Kinesiology, which also satisfies the Core Curriculum requirements at all state colleges and universities in Texas. The associate degrees will transfer to schools that offer four-year baccalaureate degrees.

The department also offers a wide variety of physical activity classes which fulfill the Core Curriculum requirements.

Fitness courses, sport activity courses (credit and non-credit) and a variety of sports events are available to enrich the lives of everyone associated with the College.

Associate of Arts Degrees

Kinesiology

Contact: Scott Street
Office: Carl Parker Center, Office 102
Email: streettsa@lamarpa.edu
Phone: 409-984-6292

The Associate of Arts Degree in Kinesiology parallels the first two years of study of Kinesiology baccalaureate programs at state colleges and

universities in Texas. The associate degree requires forty eight (48) semester credit hours of courses from the Core Curriculum at Lamar State College Port Arthur, plus fifteen (15) semester credit hours of Kinesiology.

Recommended Program of Study Associate of Arts Degree in Kinesiology

Course.....	Credit
Core Curriculum Courses (See pg. 60).....	42
BCIS 1305 Business Computer Applications	3
KINE	<u>15</u>

Total Hours..... 60

Students are advised to take BIOL 2301, BIOL 2101, BIOL 2302 and BIOL 2102, Human Anatomy and Physiology I and II, to meet the science requirements of the Core Curriculum.

Teaching Physical Education EC-12

The Associate of Arts Degree in Teaching Physical Education EC-12 is designed for students who plan to pursue a baccalaureate degree in education to be certified to teach physical education classes at some level from early childhood kindergarten through grade 12.

Recommended Program of Study Associate of Arts in Teaching Physical Education EC-12

Course.....	Credit
Core Curriculum Courses (See pg. 60).....	42
BCIS 1305 Business Computer Applications	3
EDUC 1301 Introduction to the Teaching Profession	3
EDUC 2301 Introduction to Special Populations....	3
KINE	<u>9</u>

Total Hours..... 60

Students are advised to take BIOL 2401 and 2402, Human Anatomy and Physiology I and II, to meet the science requirements of the Core Curriculum.

Physical Education General Activity Courses (PHED)

The physical education general activity courses are designed to increase student awareness of fitness, health concepts and lifestyle modification. They include laboratories and practical activities which

help students in their attempt to improve the quality of life and achieve well-being.

Department of General Education and Developmental Studies

Department Chair: Dr. Michelle Davis
Office: Education Building, Office 233
Email: davism1@lamarpa.edu
Phone: 409-984-6330

The Department of General Education and Developmental Studies provides instruction in a variety of subjects including art, biology, chemistry, English, drama, government, history, humanities, mathematics, philosophy, physics, and speech courses. The courses satisfy the requirements for an Associate of Arts Degree in Academic Studies and the Certificate in Academic Studies.

Degree plans are designed to 1) satisfy the requirements of the Core Curriculum and 2) to ensure that courses successfully transfer to a baccalaureate program.

Associate of Arts Degree

1. Academic Studies
2. Emphasis in Criminal Justice
3. Emphasis in Teaching Art EC-12
4. Emphasis in Studio Art

Certificate

1. Academic Studies

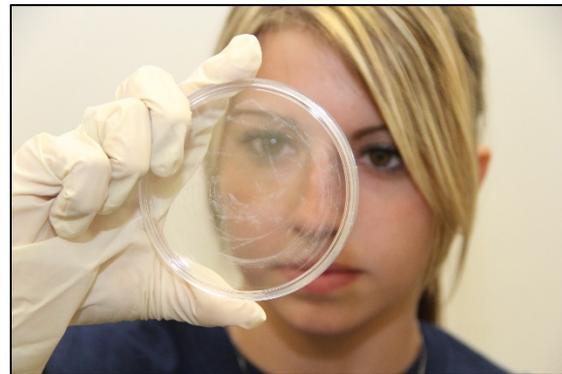
Associate of Arts Degrees

Academic Studies

Contact: Dr. Michelle Davis
Office: Education Building, Office 233
Email: davism1@lamarpa.edu
Phone: 409-984-6341

The Emphasis in Academic Studies curriculum is designed for students who plan to pursue a baccalaureate degree but are undecided about a specific major. The degree plan provides a Core Curriculum that will transfer to any state-supported college or university in Texas. It includes the general education requirements for almost any

baccalaureate degree. Electives beyond the Core Curriculum allow students to explore various disciplines in order to determine a major (See pg. 60).



Recommended Program of Study Associate of Arts Degree in Academic Studies

Course.....	Credit
Core Curriculum Courses (See pg. 60).....	42
BCIS 1305 Business Computer Applications	3
Electives	15
Total Hours	60

Students should consult with an advisor to determine the appropriate electives. Electives must be academic transfer courses.

Certificate in Academic Studies

Students pursuing the Associate of Arts Degree in any major can earn an Academic Certificate by completing Core Curriculum (See pg. 60).

Recommended Program of Study Certificate in Academic Studies

Course.....	Credit
Core Curriculum Courses (See pg. 60).....	42
Total Hours	42

Criminal Justice

Contact: Dr. Michelle Davis
Office: Education Building, Office 233
Email: davism11@lamarpa.edu
Phone: 409-984-6341

The Emphasis in Criminal Justice curriculum is designed for students who plan to pursue a bachelor's degree in Criminal Justice. The curriculum requires coursework in basic criminal justice principles and concepts and allows students to complete the degree plan. The degree plan follows the field-of-study curriculum prescribed by the *Texas Higher Education Coordinating Board*.

Recommended Program of Study Associate of Arts Degree in Criminal Justice

Course	Credit
Core Curriculum Courses (See pg. 60).....	42
COSC 1301 Introduction to Computing or BCIS 1305 Business Computer Applications	3
CRIJ 1301 Introduction to Criminal Justice	3
CRIJ 1306 Court System and Practices	3
CRIJ 1310 Fundamentals of Criminal Law	3
CRIJ 2313 Correctional Systems and Practices.....	3
CRIJ 2328 Police Systems and Practices.....	3
Total Hours	60

Teaching Art EC-12⁹

Contact: Dr. Michelle Davis
Office: Education Building, Office 233
Email: davism11@lamarpa.edu
Phone: 409-984-6341

The Teaching Art EC-12 curriculum is designed for students who plan to pursue a baccalaureate degree in education to be certified to teach art classes from early childhood / kindergarten through grade 12.

Course content is aligned with the State Board for



⁹ EC-12 certification area allows you to teach art at the elementary through high school level, Early Childhood through 12th grade.

Educator Certification Pedagogy and Professional Responsibilities standards and must include a minimum of 16 contact hours of field experience in P-12 classrooms.

Students must pass a criminal background check in order to participate in field experience. Students must provide criminal background documentation during the first week of class.

Recommended Program of Study Associate of Arts Degree in Teaching Art EC-12

Course.....	Credit
Core Curriculum Courses (See pg. 60).....	42
ARTS 1303 Art History or ARTS 1304 Art History II	3
ARTS Courses	6
BCIS 1305 Business Computer Applications	3
EDUC 1301 Introduction to Teaching Profession ...	3
EDUC 2301 Introduction to Special Populations....	3
Total Hours	60

To fulfill the Core Curriculum requirement, students should take ARTS 1301 to satisfy the Creative Arts requirement and the ARTS 1303 or ARTS 1304 to satisfy the Language/Philosophy/Culture requirement of the Core Curriculum.

Studio Art

Contact: Dr. Michelle Davis
Office: Education Building, Office 233
Email: davism11@lamarpa.edu
Phone: 409-984-6341

The Associate of Arts Degree in Studio Art curriculum is designed for students who plan to work toward a traditional Bachelor of Arts degree or a professional Bachelor of Fine Arts degree. It also is recommended for students who are undecided about majoring in art, but who would like to explore their artistic abilities.

Recommended Program of Study Associate of Arts Degree in Studio Art

Course.....	Credit
Core Curriculum Courses (See Core Curriculum, pg. 58).....	42

ARTS 1303 Art History or ARTS 1304 Art History II	3
ARTS Courses	12
BCIS 1305 Business Computer Applications	3
Total Hours	60

To fulfill the Core Curriculum requirement, students should take ARTS 1301 to satisfy the Creative Arts requirement of the Core Curriculum and should take ARTS 1303 or ARTS 1304 to satisfy the Language/Philosophy/Culture requirement of the Core Curriculum.

Mathematics Courses (MATH)

Prerequisites for any college level mathematics courses are listed in the table below.

Math Course	Prerequisite Requirements
MATH 1332	Successful completion of DMTH 0132, or SAT math score of 500 or higher, or ACT math score of 19 or higher, or TSI math score of 350 or higher, or any other applicable exemption claimed under 19 TAC §4.54 that qualifies the student for the class
MATH 1314 or 1316	Successful completion of DMTH 0314 0332, SAT Math score of 500 or higher; or ACT math score of 19 or higher, OR TSI math score of 350 or higher, or any other applicable exemption claimed under 19 TAC §4.54 that qualifies the student for the class
MATH 1325, 1342, 2305 or 2312	MATH 1314
MATH 1350 or 1351	MATH 1314, MATH 2312, MATH 2413, MATH 2414

Developmental Education

Department Chair: Dr. Michelle Davis
Office: Education Building, Office 233
Email: davism11@lamarpa.edu
Phone: 409-984-6330

The Department of Developmental Education provides a comprehensive program of preparatory courses in composition, mathematics and reading to help students acquire the basic skills necessary to complete a college level course of study. The

department helps the college's commitment to accommodate students with diverse goals and backgrounds.

The department also operates the Student Success Center, which supports the formal developmental education instructional program through testing, tutorial services and a system for self-paced instruction. The center also provides information about the content of the tests conducted through the Texas Higher Education Assessment Program.

Workforce Training & Continuing Education

Contact: Dr. Ben Stafford
Office: Madison Monroe Education Bldg.,
Office 121A
Email: workforce@lamarpa.edu
Phone: 409-984-6354; 984-6230

Our goal is to provide quality training that is current, convenient, and highly effective.

Continuing Education

Lamar State College Port Arthur recognizes that providing lifelong learning opportunities is an integral part of its primary mission of teaching and community service. Continuing Education courses and programs are an extension of the traditional college learning process, available to community residents in appropriate subject areas where there is sufficient interest.

Workforce Training

Maintaining a talented and productive workforce in a growing local economy requires a commitment to employee development. LSCPA meets the training needs of your business by partnering with you to tailor a custom learning curriculum that can be delivered on site or on campus to employees.

Noncredit and continuing education courses are generally open to anyone who is eighteen (18) years of age or older, with provision for enrolling younger students under certain conditions.

Courses may be offered where there are qualified instructors, suitable facilities on or off campus, and sufficient demand. Various instructional methods and techniques are used to accomplish the objectives of the courses, including lecture, laboratory practice, seminars, workshops, conferences, and presentation via the Internet.

The College welcomes suggestions and requests for non-credit courses.

Examples of Courses Offered

- Central Sterilization Technician
- Commercial Driver's License, Class A & B
- Intermediate Welding Training
- Leadership Training
- Medication Aide
- Microsoft Office™
- Nurse Aide
- Professional development for licensed individuals
- Quickbooks™
- Safety Training (OSH10, OSH30)
- Sound Engineering

Funds for Training

Lamar State College Port Arthur works closely with the Port Arthur Economic Development Corporation, the Texas Workforce Commission, and the Veteran's Administration to provide funds for

training. The Financial Aid Department also assists students to find all eligible funding.



The Dean of Workforce Training and Continuing Education works with local businesses to determine if they are eligible to apply for training funds from the Texas Workforce Commission (TWC). TWC grant programs for training include the Skills for Small Business grant and the Skills Development Fund.

The TWC **Skills for Small Business** funds are for employers with fewer than one hundred employees.

The TWC **Skills Development Fund** is designed to provide training customized to meet the employer's needs.

For additional information about training opportunities, see the Workforce Training and Continuing Education website at www.lamarpa.edu or contact the Dean of Workforce Training and Continuing Education.

Course Descriptions

Academic Courses

(ACCT) Accounting

ACCT 2301 Principles of Financial Accounting I 3:3:0
Available online.

Introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows,

and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

Prerequisite(s): TSI complete in reading and math. (See Placement Guidelines, page 16).

ACCT 2302 Principles of Managerial Accounting II 3:3:0
Available online.

Introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

Prerequisite(s): ACCT 2301.

(ARTS) Art

ARTS 1301 Art Appreciation 3:3:0 **Available online.**

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art (painting, sculpture, architecture) within formal, cultural, and historical contexts.

ARTS 1303 Art History I..... 3:3:0

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

ARTS 1304 Art History II..... 3:3:0

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.

ARTS 1311 Design I 3:3:0

An introduction to the fundamental terminology, concepts, theory, and application of two dimensional design creating a visual interpretation of cultural expression.

ARTS 1312 Design II 3:3:0

An introduction to the fundamental terminology, concepts, theory, and application of three dimensional design in creating a visual interpretation of cultural expression.

ARTS 1316 Drawing I 3:2:4

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques which promote the appreciation of cultural expression. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

ARTS 1317 Drawing II 3:2:4

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual

approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques which promote the appreciation of cultural expression. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

Prerequisite(s): ARTS 1316.

ARTS 2311 Design III 3:3:0

Elements and principles of arts using two and three dimensional concepts

Prerequisite(s): ARTS 1311 or ARTS 1312.

ARTS 2316 Painting I..... 3:2:4

Exploration of ideas using painting media and techniques, creating a visual interpretation of cultural expression leading to an appreciation of works of the human imagination.

ARTS 2317 Painting II..... 3:2:4

Further exploration of ideas using painting media and techniques creating a visual interpretation of cultural expression leading to an appreciation of works of the human imagination.

Prerequisite(s): ARTS 2316.

ARTS 2323 Life Drawing I 3:2:4

Basic study of the human form.

Prerequisite(s): ARTS 1317.

ARTS 2348 Digital Art I 3:3:0

Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts which express the human condition across cultures.

ARTS 2349 Digital Art II..... 3:3:0

Studio art courses that further explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

(BCIS) Business Computer Information Systems

BCIS 1305 Business Computer Applications

.....**3:2:4**

Available online.

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the internet.

(BUSI) Business

BUSI 1301 Business Principles 3:3:0
Available online.

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

Prerequisite(s): TSI complete in reading. (See Placement Guidelines, page 16).

(BIOL) Biology

BIOL 1106 Biology for Science Majors I Lab 1:0:2

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

Corequisite(s): BIOL 1306.

Prerequisite(s): TSI complete in reading. (See Placement Guidelines, page 16).

BIOL 1107 Biology for Science Majors II Lab 1:0:2

Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

Corequisite(s): BIOL 1307.

Prerequisite(s): BIOL 1306 and BIOL 1106.

BIOL 1322 Nutrition & Diet Therapy 3:3:0

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

Prerequisite(s): TSI complete in reading. (See Placement Guidelines, page 16).

BIOL 1306 Biology for Science Majors I. 3:3:0

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary

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

Corequisite(s): BIOL 1106.

Prerequisite(s): TSI complete in reading. (See Placement Guidelines, page 16).

BIOL 1307 Biology for Science Majors II.3:3:0

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

Corequisite(s): BIOL 1107.

Prerequisite(s): BIOL 1306 and BIOL 1106

BIOL 2101 Anatomy and Physiology I Lab 1:0:2

Available online.

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Corequisite(s): BIOL 2301.

Prerequisite(s): TSI complete in reading. (See Placement Guidelines, page 16).

BIOL 2102 Anatomy and Physiology II Lab 1:0:2

Available online.

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

Corequisite(s): BIOL 2302.

Prerequisite(s): BIOL 2301 and BIOL 2101.

BIOL 2120 Microbiology for Non-Science Majors Lab 1:0:2

Available online.

The lab covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology.

Corequisite(s): BIOL 2320.

BIOL 2301 Anatomy and Physiology I 3:3:0
Available online.

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and

function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Corequisite(s): BIOL 2101.

Prerequisite(s): TSI complete in reading. (See Placement Guidelines, page 16).

**BIOL 2302 Anatomy & Physiology II 3:3:0
Available online.**

Anatomy and Physiology II is the second part of a two course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Corequisite(s): BIOL 2102.

Prerequisite(s): BIOL 2301 and BIOL 2101.

**BIOL 2320 Microbiology for Non-Science Majors..... 3:3:0
Available online.**

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. Emphasis is on medical microbiology, infectious diseases, and public health.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

(CHEM) Chemistry

**CHEM 1105 Introductory Chemistry I Lab..... 1:0:2
Available online.**

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

Corequisite(s): CHEM 1305.

**CHEM 1106 Introductory Chemistry I Lab.....1:0:2
Available online.**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental / consumer chemistry. Designed for allied health majors.

Corequisite(s): CHEM 1306.

Prerequisite(s): CHEM 1305 and CHEM 1105.

CHEM 1107 Introductory Chemistry II Lab.....1:0:2

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food / physiological chemistry, and environmental / consumer chemistry. Designed for students who are not science majors.

Corequisite(s): CHEM 1307.

Prerequisite(s): CHEM 1311 or CHEM 1306.

CHEM 1111 General Chemistry I Lab.....1:0:3

Basic laboratory experiments supporting theoretical principles presented in CHEM 1311; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Corequisite(s): CHEM 1311.

CHEM 1112 General Chemistry II Lab.....1:0:3

Basic laboratory experiments supporting theoretical principles presented in CHEM 1312; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.

Corequisite(s): CHEM 1312.

Prerequisite(s): CHEM 1311 and CHEM 1111.

**CHEM 1305 Introductory Chemistry I3:3:0
Available online.**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food / physiological chemistry, and environmental / consumer chemistry. Designed for students who are not science majors.

Corequisite(s): CHEM 1105.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

**CHEM 1306 Introductory Chemistry I3:3:0
Available online.**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental / consumer chemistry. Designed for allied health majors.

Corequisite(s): CHEM 1106.

Prerequisite(s): CHEM 1305 and CHEM 1105.

CHEM 1307 Introductory Chemistry II..... 3:3:0

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food / physiological chemistry, and environmental / consumer chemistry. Designed for students who are not science majors.

Corequisite(s): CHEM 1107.

Prerequisite(s): CHEM 1311 or CHEM 1306.

CHEM 1311 General Chemistry I 3:3:0

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Corequisite(s): CHEM 1111.

Prerequisite(s): TSI complete in reading and MATH 1314 (See Placement Guidelines, page 16).

Recommended: High school chemistry.

CHEM 1312 General Chemistry II 3:3:0

A continuation of CHEM 1311. Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.

Corequisite(s): CHEM 1112.

Prerequisite(s): CHEM 1311 and CHEM 1111.

(COSC) Computer Science

COSC 1301 Introduction to Computing .. 3:2:4

Overview of computer systems; hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course will not satisfy degree requirements in business or computer science degrees.

(CRIJ) Criminal Justice

CRIJ 1301 Introduction to Criminal Justice3:3:0

Available online.

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

CRIJ 1306 Courts Systems and Practices3:3:0

Available online.

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

Prerequisite(s): TSI complete in reading. (See Placement Guidelines, page 16).

CRIJ 1310 Fundamentals of Criminal Law3:3:0

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

Prerequisite(s): TSI complete in reading. (See Placement Guidelines, page 16).

CRIJ 2313 Correctional Systems and Practices3:3:0

Available online.

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

Prerequisite(s): TSI complete in reading. (See page Placement Guidelines, page 16).

CRIJ 2328 Police Systems and Practices3:3:0

Available online.

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

Prerequisite(s): TSI complete in reading. (See Placement Guidelines, page 16).

(DRAM) Drama

DRAM 1120 Theater Practicum I.....1:0:4

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 1121 Theater Practicum II..... 1:0:4
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 1310 Introduction to Theater..... 3:3:0
Survey of theater including its history, dramatic works, stage techniques, production procedures and relation to other art forms. Participation in productions may be required. Emphasis on observation and appreciation of various types and styles of plays, knowledge of the functions of the personnel and other elements of theater production including its history, dramatic works, stage techniques, production procedures and its relation to the fine arts.

DRAM 1330 Stagecraft I..... 3:2:3
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Additional topics may include: basic course on handling and construction of scenery, the care of stage properties and theatrical terminology and the study and application of visual aesthetics of design which may include hands-on experience in the physical theater.

DRAM 1351 Acting I 3:2:3
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development and analysis of the actor's instrument: voice, body and imagination as a means of interpreting human creativity and social expression.

DRAM 1352 Acting II 3:2:3
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination as a means of interpreting human creativity and social expression.

DRAM 2120 Theater Practicum III..... 1:0:4
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions Laboratory instruction in production techniques in scenery, lighting, costumes and other technical areas. Course may be taken three times for a total of three semester credit hours.

DRAM 2121 Theater Practicum IV 1:0:4
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions Laboratory instruction in production techniques in scenery, lighting, costumes and other technical areas. Course may be taken three times for a total of three semester credit hours.

DRAM 2336 Voice for the Theater3:3:0
Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. Builds vocal development, vocabulary and pronunciation through exercises and analysis of the application of the performer's use of the voice as a creative instrument of effective communication and cultural expression.

DRAM 2351 Acting III.....3:3:0
Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. A continuation of acting with emphasis on various styles of acting.

DRAM 2361 History of the Theater I.....3:3:0
Available online.
Study of the history of the theater from primitive times through the Renaissance.

(ECON) Economics

ECON 2301 Principles of Macroeconomics3:3:0
Available online.

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.
Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

ECON 2302 Principles of Microeconomics3:3:0
Available online.

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.
Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

(EDUC) Education

EDUC 1100 Learning Framework 1:1:0 Available online.

A study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. The course assists the student in making adequate social and personal adjustments to college life, developing educational and career goals, and becoming familiar with institutional curricula and policies. It includes techniques for time management, note taking, and preparing for exams. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college level student academic strategies. Students use assessment instruments to help them identify their strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners.

EDUC 1300 Learning Framework 3:3:0

Study of the 1) research and theory in the psychology of learning, cognition and motivation; 2) factors that impact learning; and 3) application of learning strategies. Students use assessment instruments (learning inventories) to identify their strengths and weaknesses as learners. Develops skills and techniques necessary for success in college including memory development, note-taking, test preparation, study skills and time management. Assists the student in making adequate social and personal adjustments to college life, developing educational and career goals, and becoming familiar with institutional curricula and policies. Includes techniques for time management, note taking, and preparing for exams. Stresses the importance of creativity, health, relationships and the effective use of resources in achieving college success.

EDUC 1301 Introduction to the Teaching Profession..... 3:3:1 Available online.

An enriched integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high-need fields; provides students with opportunities to participate in early field observations at all levels (P-12) with varied and diverse student populations; and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms.

Prerequisite(s): TSI complete in reading and writing. (See Placement Guidelines, page 16).

EDUC 2301 Introduction to Special Populations3:3:1 Available online.

An enriched integrated pre-service course and content experience providing an overview of schooling and classrooms from the perspectives of language, gender, socio-economic status, ethnic and academic diversity and equity with emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and must include 16 contact hours of field experience in P-12 classrooms with special populations. Students must pass a criminal background check in order to participate in field experience. Students who do not provide this documentation during the first week of class will be dropped.

Prerequisite(s): EDUC 1301.

(ENGL) English

ENGL 1301 Composition I.....3:3:0 Available online.

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Prerequisite(s): TSI complete in reading and writing (See Placement Guidelines, page 16).

ENGL 1302 Composition II.....3:3:0 Available online.

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Prerequisite(s): ENGL 1301 or equivalent course.

ENGL 2307 Creative Writing I3:3:0

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama.

Prerequisite(s): TSI complete in reading and writing (See Placement Guidelines, page 16).

ENGL 2311 Technical Writing.....3:3:0

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as

proposals, reports, instructions, policies and procedures, email messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Prerequisite(s): ENGL 1301.

**ENGL 2321 British Literature 3:3:0
Available online.**

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Prerequisite(s): ENGL 1301.

ENGL 2322 British Literature I 3:3:0

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Prerequisite(s): ENGL 1301.

ENGL 2323 British Literature II 3:3:0

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Prerequisite: ENGL 1301.

ENGL 2326 American Literature 3:3:0

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

Prerequisite(s): ENGL 1301.

**ENGL 2331 World Literature 3:3:0
Available online.**

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Prerequisite(s): ENGL 1301.

ENGL 2341 Forms of Literature 3:3:0

The study of one or more literary genres including, but not limited to, poetry, fiction, drama and film.

Prerequisite(s): ENGL 1301.

(GEOG) Geography

GEOG 1302 Human Geography 3:3:0

This course introduces students to fundamental concepts, skills, and practices of human geography. Place, space, and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include globalization, population and migration, culture, diffusion, political and economic systems, language, religion, gender, and ethnicity.

(GEOL) Geology

**GEOL 1101 Historical Geology Lab 1:0:2
Available online.**

Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils.

**GEOL 1304 Historical Geology 3:3:0
Available online.**

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils.

GEOL 1403 Physical Geology 4:3:2

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data.

(GOVT) Government

**GOVT 2305 Federal Government 3:3:0
Available online.**

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

**GOVT 2306 Texas Government 3:3:0
Available online.**

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

(HECO) Home Economics

HECO 1322 Nutrition & Diet Therapy 3:3:0 Available online.

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

(HIST) History

HIST 1301 United States History I 3:3:0 Available online.

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Prerequisite(s): TSI complete in reading (See page Placement Guidelines, page 16).

HIST 1302 United States History II 3:3:0 Available online.

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

HIST 2301 Texas History 3:3:0

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil,

industrialization, and urbanization; civil rights; and modern Texas.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

HIST 2321 World Civilizations I3:3:0

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

HIST 2322 World Civilizations II3:3:0

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

(KINE) Kinesiology

KINE 1301 Foundations of Kinesiology ... 3:3:0 Available online.

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness.

KINE 1304 Personal/Community Health ..3:3:0 Available online.

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

KINE 1306 First Aid.....3:3:0

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render

intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim.

KINE 1321 Coaching/Sports/Athletics 3:2:2 Available online.

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques

KINE 1336 Introduction to Recreation ... 3:3:0

Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership.

KINE 2356 Care and Prevention of Athletic Injuries..... 3:3:0

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

(MATH) Mathematics

MATH 1314 College Algebra 3:3:0 Available online.

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Prerequisite(s): MATH 0332 or TSI math score of 350 or higher.

MATH 1325 Calculus for Business & Social Sciences..... 3:3:0 Available online.

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences.

Prerequisite(s): MATH 1314 or course equivalent.

MATH 1332 Contemporary Mathematics (Quantitative Reasoning)..... 3:3:0 Available online.

Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

Prerequisite(s): MATH 0332 or TSI math score of 350 or higher.

MATH 1342 Elementary Statistical Methods3:3:0

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

Prerequisite(s): MATH 1314 or an equivalent course

MATH 1350 Mathematics for Teachers I..3:3:0 Available online.

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking.

Prerequisite(s): MATH 1314 or course equivalent.

MATH 2312 Pre-Calculus3:3:0

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.

Prerequisite(s): MATH 1314.

MATH 2413 Calculus I4:4:0

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

Prerequisite(s): MATH 2312 or course equivalent.

MATH 2414 Calculus II4:4:0

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

Prerequisite(s): MATH 2413 or course equivalent.

(PHED) Physical Education

PHED. Instruction and participation in physical and recreational activities.

PHED 1101 Strength Training and Conditioning I.....1:0:3

PHED 1102 Strength Training and Conditioning II.....1:0:3

PHED 1103 Strength Training and Conditioning III.....1:0:3

PHED 1104 Strength Training and Conditioning IV1:0:3

(PHIL) Philosophy

PHIL 1301 Introduction to Philosophy 3:3:0

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

(PHYS) Physics

PHYS 1101 College Physics I Lab 1:0:3

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

Co-requisite: PHYS 1301.

PHYS 1102 College Physics II Lab 1:0:3

This laboratory-based course accompanies PHYS 1302, College Physics II. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving.

Co-requisite: PHYS 1302.

PHYS 1115 Physical Science I Lab..... 1:0:3

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. May or may not include a laboratory.

Co-requisite: PHYS 1315.

PHYS 1117 Physical Science II Lab..... 1:0:3

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. May or may not include a laboratory.

Co-requisite: PHYS 1317.

PHYS 1301 College Physics I..... 3:3:0

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving.

Co-requisite: PHYS 1101.

Prerequisite(s): TSI complete in reading, MATH 1314 and MATH 1316 or MATH 2312 (See Placement Guidelines, page 16).

PHYS 1302 College Physics II3:3:0

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving.

Co-requisite: PHYS 1102.

Prerequisite(s): PHYS 1301 and 1117.

PHYS 1405 Elementary Physics I.....4:3:3

Conceptual level survey of topics in physics for non-science majors. Introduces the basic interactions of nature with emphasis on thermodynamics and heat transfer.

PHYS 1407 Elementary Physics II.....4:3:3

Conceptual level survey of topics in physics intended for non-science majors continuation of Elementary Physics I.

**PHYS 1315 Physical Science I.....3:3:0
Available online.**

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology.

Co-requisite: PHYS 1115.

**PHYS 1317 Physical Science II.....3:3:0
Available online.**

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology.

Co-requisite: PHYS 1117.

(PSYC) Psychology

**PSYC 1100 Learning Framework.....1:1:0
Available online.**

A study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. The course assists the student in making adequate social and personal adjustments to college life, developing educational and career goals, and becoming familiar with institutional curricula and policies. It includes techniques for time management, note taking, and preparing for exams. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college level student academic strategies. Students use assessment instruments to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners.

It is recommended that students take this course in their first semester of college. (Cross-listed as EDUC 1100)

**PSYC 1300 Learning Framework..... 3:3:0
Available online.**

Study of the 1) research and theory in the psychology of learning, cognition and motivation; 2) factors that impact learning; and 3) application of learning strategies. Students use assessment instruments (learning inventories) to identify their strengths and weaknesses as learners. Develops skills and techniques necessary for success in college including memory development, note-taking, test preparation, study skills and time management. Assists the student in making adequate social and personal adjustments to college life, developing educational and career goals, and becoming familiar with institutional curricula and policies. Includes techniques for time management, note taking, and preparing for exams. Stresses the importance of creativity, health, relationships and the effective use of resources in achieving college success.

**PSYC 2301 General Psychology..... 3:3:0
Available online.**

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

Prerequisite(s): TSI complete in reading. (See Placement Guidelines, page 16).

**PSYC 2314 Lifespan Growth and Development..... 3:3:0
Available online.**

Lifespan Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

**PSYC 2317 Statistical Methods in Psychology
..... 3:3:0**

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology.

Prerequisite(s): TSI complete in math. (See Placement Guidelines, page 16).

(SOC1) Sociology

**SOCI 1301 Introduction to Sociology..... 3:3:0
Available online.**

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional

context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

**SOCI 1306 Social Problems3:3:0
Available online.**

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

SOCI 2301 Marriage and the Family.....3:3:0

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

Prerequisite(s): TSI complete in reading (See Placement Guidelines, page 16).

(SOCW) Social Work

**SOCW 2361 Introduction to Social Work
.....3:3:0**

Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

(SPCH) Speech

**SPCH 1315 Public Speaking3:3:0
Available online.**

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

**SPCH 1318 Interpersonal Communications
.....3:3:0**

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

SPCH 2335 Argumentation & Debate.....3:3:0

Principle theories and practice in argumentation and debate, including analysis, reasoning, organization, evidence and refutation in a variety of

speaking situations. Critique of these issues as reflected in current public affairs.

Developmental Courses

(DENG) English, Developmental

DENG 0110 Integrated Reading and Writing-Base NCBO 0:1:0

Integration of critical reading and academic writing skills. This Intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment. As a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course.

Corequisite(s): DENG 0410.

Prerequisite(s): See Placement Guidelines, page 16.

DENG 0410 Integrated Reading and Writing 0:3:1

Integration of critical reading and academic writing skills.

Prerequisite(s): See Placement Guidelines, page 16.

DENG 0301 Foundations of Composition 0:3:0

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Corequisite(s): ENGL 1301.

Prerequisite(s): See Placement Guidelines, page 16.

(DMTH) Mathematics, Developmental

DMTH 0110 Beginning Algebra NCBO 0:1:0

Concepts of basic algebra. Operations on real numbers and polynomials, solving equations, inequalities and systems, graphing, and problem solving are included. DMTH 0110 is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment.

Corequisite(s): DMTH 0310.

Prerequisite(s): See Placement Guidelines, page 16.

DMTH 0310 Beginning Algebra..... 0:3:1

Concepts of basic algebra. Operations on real numbers and polynomials, solving equations, inequalities and systems, graphing, and problem solving are included.

Prerequisite(s): See Placement Guidelines, page 16.

DMTH 0314 Foundations of College Algebra.....0:3:0

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Corequisite(s): MATH 1314.

Prerequisite(s): See Placement Guidelines, page 16.

DMTH 0132 Foundations of Quantitative Reasoning.....0:1:0

Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

Corequisite(s): MATH 1332.

Prerequisite(s): See Placement Guidelines, page 16.

Technical Courses

(ACNT) Accounting / Accounting Technology

ACNT 1303 Introduction to Accounting I.3:3:1

Study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll.

ACNT 1311 Introduction to Computerized Accounting3:3:1

Available online.

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

Prerequisite(s): ACCT 2301 or ACNT 1303.

ACNT 1329 Payroll and Business Tax Accounting3:3:1

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

Prerequisite(s): ACNT 1303 or ACCT 2301.

ACNT 1331 Federal Income Tax: Individual3:3:1

A study of the federal tax law for preparation of individual income tax returns.

ACNT 2302 Accounting Capstone.....3:3:1

Allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.

Prerequisite(s): ACCT 2302, ACNT 1329, ACNT 1311.

ACNT 2333 Advanced Accounting 3:3:1

Available online.

Methods of measuring and communicating financial information with emphasis on consolidated statements and other complex business transactions.

Prerequisite(s): ACCT 2302, ACNT 1329, ACNT 1311

ACNT 2386 Internship Accounting..... 3:0:16

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite(s): ACCT 2301, 2302, ACNT 1311, POFT 1321, POFI 1349. Must have completed 45 semester credit hours in the Accounting Degree and have a 3.0 GPA.

(ARCE) Architectural Technology / Technician

ARCE 1452 Structural Drafting 4:2:4

A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.

Prerequisite(s): DFTG 1305.

(ARTC) Art: Commercial / Graphic Design

ARTC 1313 Digital Publishing I..... 3:3:0

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

ARTC 2317 Typographic Design 3:3:0

Exploration of typographic design including computer generated letterforms as elements of design. Includes theory and techniques of traditional, contemporary, and experimental typography.

Prerequisite(s): IMED 1301, IMED 1416.

ARTC 2335 Portfolio Development for Graphic Design 3:3:0

Preparation of a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study.

Prerequisite(s): ARTC 1313, ARTS 2348, IMED 1416.

ARTC 2388 Internship-Commercial and Advertising Art.....3:0:10

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite(s): ARTC 1313, ARTS 1311, 2348, IMED 1416, PHTC 1311.

(BUSG) Business, General

BUSG 2305 Business Law/Contracts 3:3:0

Available online.

Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

(CETT) Electrical, Electronic & Communication Engineering Technology

CETT 1303 DC Circuits.....3:0:1

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

CETT 1305 AC Circuits.....3:0:1

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

CETT 1315 Digital Applications.....3:2:2

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

Prerequisite(s): CETT 1409

CETT 1321 Electronic Fabrication.....3:2:2

A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

Corequisite(s): CETT 1409.

CETT 1325 Digital Fundamentals3:0:1

An entry-level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.

CETT 1409 DC-AC Circuits4:3:2

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors,

capacitive and inductive and circuit analysis techniques.

Corequisite(s): CETT 1321.

(CHEF) Culinary Arts / Chef Training

CHEF 1301 Basic Food Preparation..... 3:2:4

A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

CHEF 1305 Sanitation and Safety..... 3:3:1

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

CHEF 1310 Garde Manger 3:2:4

A study of cold foods and garnishes. Emphasis on design, techniques, and display of fine foods.

CHEF 1441 American Regional Cuisine.. 4:2:6

A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and acquire knowledge of recipe strategies and production systems.

Prerequisite(s): CHEF 1310.

CHEF 2302 Saucier 3:2:4

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.

Prerequisite(s): CHEF 2331.

CHEF 2331 Advanced Food Preparation 3:2:4

Advanced concepts of food preparation and presentation techniques.

Prerequisite(s): CHEF 1301, 1305.

(COMM) Communication

COMM 1336 Video Production I..... 3:2:2

Practical experience in the operation of studio and control room equipment, including both pre- and post-production needs.

(CSME) Cosmetology

CSME 1310 Introduction to Hair Cutting and Related Theory 3:1:7

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

CSME 1401 Orientation to Cosmetology4:2:6

An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1410 Introduction to Hair Cutting and Related Theory4:2:8

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

CSME 1447 Principles of Skin Care/Facials & Related Theory4:2:8

In-depth coverage of the theory and practice of skin care, facials and cosmetics.

CSME 1451 Artistry of Hair, Theory and Practice4:2:8

Instruction in the artistry of hair design. Topics include theory, techniques and application of hair design.

CSME 1453 Chemical Reformation and Related Theory4:2:8

Presentation of the theory and practice of chemical reformation, Topics include terminology, application and workplace competencies related to chemical reformation.

CSME 1501 Orientation to Cosmetology .5:3:8

An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1534 Cosmetology Instructor I.....5:3:6

The fundamentals of instruction of cosmetology students.

CSME 1535 Orientation to the Instruction of Cosmetology5:4:2

An overview of skills and knowledge necessary for instruction of cosmetology students.

CSME 1547 Principles of Skin Care/Facials and Related Theory.....5:3:7

In-depth coverage of the theory and practice of skin care, facials and cosmetics.

CSME 1553 Chemical Reformation and Related Theory5:3:7

Presentation of the theory and practice of chemical reformation including terminology, application and workplace competencies.

CSME 2202 Introduction to Application of Hair Color..... 2:0:6

Introduction to basic hair color applications including safety and sanitation procedures.

CSME 2251 Preparation for the State Licensing Practical Examination.....2:0:6

An overview of the objectives required by the state examination. Preparation for the state licensing practical examination.

CSME 2337 Advanced Cosmetology Techniques 3:1:7

Mastery of advanced cosmetology techniques, including hair designs, professional cosmetology services, and workplace competencies.

CSME 2343 Salon Development 3:2:4

Procedures necessary for salon development. Topics include professional ethics and goals, salon operation and record keeping.

CSME 2401 Principles of Hair Coloring and Related Theory 4:2:8

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application and workplace competencies related to hair color.

CSME 2410 Advanced Hair Cutting and Related Theory 4:2:8

Advanced concepts and practice of haircutting. Topic include haircuts utilizing scissors, razors and/or clippers.

CSME 2441 Preparation for State Licensing Exam..... 4:2:8

Preparation for the state licensing examination.

CSME 2445 Instructional Theory and Clinic Operation 4:2:6

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

CSME 2501 The Principles of Hair Coloring and Related Theory..... 5:3:8

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application and workplace competencies related to hair color.

CSME 2514 Cosmetology Instructor II 5:3:5

Continuation of the fundamentals of instruction of cosmetology students.

CSME 2544 Cosmetology Instructor IV... 5:3:4

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation techniques.

CSME 2549 Cosmetology Instructor 5:3:5

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

(DAAC) Substance Abuse Counselor

DAAC 1164 Practicum (Field Experience) 1:0:10

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite(s): DAAC 1304, 1311, 1317.

DAAC 1165 Practicum (Field Experience) 1:0:10

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student

Prerequisite(s): DAAC 1311, 2320, 2454.

DAAC 1304 Pharmacology of Addiction .3:3:0

Emphasizes pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substance use and behaviors.

DAAC 1305 Co-Occurring Disorders3:3:0

Provides students with an overview of co-occurring psychiatric and substance use disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying the illness.

DAAC 1309 Assessment of Substance-Related and Addictive Disorders3:3:0

Exploration of procedures and tools used to identify substance-related and addictive disorders and assess a client's problems, strengths, deficits, and needs.

DAAC 1311 Counseling Theories.....3:3:0

An examination of major theories and current treatment modalities used in the field of counseling.

DAAC 1317 Basic Counseling Skills.....3:3:0

An overview and application of the basic counseling skills.

DAAC 1319 Substance-Related and Addictive Disorders3:3:0

Available online.

An overview of causes and consequences of substance-related and addictive disorders, the major drug classifications, and the counselor's code of ethics. Includes explanation of competencies and requirements for licensure in Texas.

DAAC 2306 Substance Abuse Prevention I3:3:0

Available online.

Examination of substance use disorder prevention.

DAAC 2307 Addicted Family Intervention3:3:0

Examination of family systems focusing on the effects of addiction and recovery.

DAAC 2330 Multicultural Counseling3:3:0

Available online.

An examination of the multicultural counseling theories and characteristics of diverse populations.

DAAC 2341 Counseling Alcohol & Other Drug Addictions..... 3:3:2

Advanced examination of knowledge, skills, attitudes, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, prevention, and recovery of substance use disorders.

**DAAC 2343 Current Issues 3:3:0
Available online.**

Examination of current issues related to substance use and addictive disorders.

DAAC 2454 Dynamics of Group Counseling..... 4:3:2

Exploration of group counseling skills, techniques, stages of group development, and confidentiality and ethics.

(DFTG) CAD / CADD Drafting and / or Design Technology / Technician

DFTG 1305 Technical Drafting..... 3:2:3

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections and auxiliary views.

DFTG 1409 Basic Computer Aided Drafting..... 4:2:6

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

DFTG 1417 Architectural Drafting-Residential 4:2:4

Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods.

DFTG 1333 Mechanical Drafting 3:2:3

Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings.

DFTG 1345 Parametric Modeling and Design 3:2:3

Parametric-based design software for 3D design and drafting.

DFTG 2308 Instrumentation Drafting 3:2:3

Principles of instrumentation applicable to industrial applications; fundamentals of measurement and control devices; currently used ISA (Instrument Society of America) symbology; basic flow sheet layout and drafting practices.

Prerequisite(s): DFTG 2345.

DFTG 2319 Intermediate Computer-Aided Drafting3:2:4

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D.

Prerequisite(s): DFTG 1305.

DFTG 2330 Civil Drafting.....3:2:4

An in-depth study of drafting methods and principles used in civil engineering.

Prerequisite(s): DFTG 1305, DFTG 1417.

DFTG 2332 Advanced Computer Aided Drafting3:2:4

Application of advanced CAD techniques.

Prerequisite(s): DFTG 2319.

DFTG 2338 Final Project-Advanced Drafting3:2:4

A drafting course in which students participate in a comprehensive project from conception to conclusion.

Prerequisite(s): DFTG 2345; DFTG 2330.

DFTG 2386 Internship-Drafting.....3:0:16

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite(s): DFTG 2345; DFTG 2330.

DFTG 2419 Intermediate Computer-Aided Drafting4:2:4

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D.

Prerequisite(s): DFTG 1305.

DFTG 2423 Pipe Drafting.....4:2:4

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.

Prerequisite(s): DFTG 1305, 1345.

DFTG 2345 Advanced Pipe Drafting3:2:4

A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting.

Prerequisite(s): DFTG 2423.

(ELMT) Electromechanical Technology

ELMT 2333 Industrial Electronics (Capstone)3:2:2

Devices, circuits, and systems primarily used in automated manufacturing and/or process control

including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Includes presentation of programming schemes.

Prerequisite(s): CETT 1409, CETT 1315, CETT 1321.

(FLMC) Film/Cinema Studies

FLMC 2330 Audio Post Production 3:3:1

Skill development utilizing the technology, creative application and requirements for producing audio soundtracks for film and video.

(GRPH) Graphic Design

GRPH 1310 Introduction to Presentation Graphics Software 3:3:1

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

GRPH 1405 Introduction to Graphic Arts and Printing..... 4:3:2

A study of the graphic and print industry, including the history of printing and techniques involved in the production and distribution of printed materials, printing terminology, and identification of career opportunities.

(GAME) Computer Game Design

GAME 1303 Introduction to Game Design & Development..... 3:3:1 *Available online.*

Introduction to electronic game development and game development careers. Includes examination of the history and philosophy of games, the game production process, employee factors for success in the field and current issues and practices in the game development industry.

GAME 1336 Introduction to 3D Game Modeling..... 3:3:1

Architectural spaces and modeling in a real-time game editor. Includes techniques for building, texturing, and lighting a game level to function in real-time.

(HAMG) Hospitality Administration / Management, General

HAMG 1321 Introduction to Hospitality Management 3:3:1

An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.

HAMG 1340 Hospitality Legal Issues 3:3:0

A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws.

Prerequisite(s): HAMG 2301.

HAMG 2301 Principles of Food and Beverage Operations 3:3:1

An overview of food and beverage management in various hospitality environments. Emphasizes cost controls from procurement to marketing and sales.

Prerequisite(s): CHEF 1305.

(HART) Heating, Ventilation and Air Conditioning

HART 1300 HVAC Duct Fabrication 3:2:4

Layout and fabrication of HVAC duct systems using common tools and equipment of the trade.

HART 1301 Basic Electricity for HVAC 3:2:4

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits and component theory and operation.

HART 1303 Air Conditioning Control Principles..... 3:2:4

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.

HART 1307 Refrigeration Principles 3:2:4

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

HART 1310 HVAC Shop Practices and Tools 3:2:4

Tools and instruments used in the HVAC industry. Includes proper application, use and care of these tools, and tubing and piping practices.

HART 1341 Residential Air Conditioning 3:2:4

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

HART 1345 Gas and Electric Heating 3:2:4

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

HART 1356 EPA Recovery Certification Preparation 3:2:4

Certification training for HVAC refrigerant recovery, recycle, and reclaim. Instructions will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems.

HART 2331 Advanced Electricity for HVAC 3:2:4

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution motors, motor controls, and application of solid state devices.

HART 2336 Air Conditioning Troubleshooting 3:1:4

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.

HART 2338 Air Conditioning Installation and Startup 3:1:4

A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

HART 2341 Commercial Air Conditioning 3:2:4

A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.

HART 2342 Commercial Refrigeration 3:2:4

Theory and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines.

HART 2345 Residential Air Conditioning Systems Design 3:2:4

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

HART 2349 Heat Pumps 3:2:4

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.

HART 2388 Internship: Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician ... 3:0:18

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

(HITT) Health Information / Medical Records

HITT 1301 Health Data Content and Structure3:3:1

Available online.

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

HITT 1303 Medical Terminology II3:3:0

Available online.

A continuation of the study of medical terms through word origin and structure, abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.
Prerequisite(s): HITT 1305.

HITT 1305 Medical Terminology I3:3:0

Available online.

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1313 Coding and Insurance3:3:1

An overview of skills and knowledge in ICD and CPT coding of insurance forms for reimbursement of medical services.

HITT 2335 Coding and Reimbursement Methodologies3:3:1

Available online.

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.
Prerequisite(s): HITT 1313, POFM 2310.

HITT 2245 Coding Certification Exam Review2:2:0

Available online.

Review of coding competencies and skills in preparation for a coding certification exam. This is a capstone course.
Prerequisite(s): HITT 2346, HITT 2335.

HITT 2346 Advanced Medical Coding3:3:1

Available online.

Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies.

Investigation of government regulations and changes in health care reporting.

Prerequisite(s): POFM 1300 and 2310.

(HRPO) Human Resources Personnel

HRPO 1311 Human Relations 3:3:0

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

(HRPS) Health Profession Skills

HPRS 2331 General Health Professions Management 3:3:1

Exploration and application of management concepts necessary for effective health professions operations.

Prerequisite(s): POFM 1302.

(IMED) Information Multimedia

IMED 1301 Introduction to Digital Media 3:3:1

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

IMED 1416 Web Design I..... 4:3:2 *Available online.*

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.

(INTC) Instrumentation Technology

INTC 1301 Principles of Industrial Measurements I..... 3:2:2

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

INTC 1312 Instrumentation and Safety ... 3:3:1

An overview of industries employing instrument technicians. Includes instrument safety techniques and practices as applied to the instrumentation field.

INTC 1341 Principles of Automatic Control 3:2:3

Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations.

Prerequisite(s): INTC 1301.

INTC 1343 Application of Industrial Automatic Control3:2:2

Automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument diagrams. Includes connection and troubleshooting of loops.

Prerequisite(s): INTC 1301.

INTC 1348 Analytical Instrumentation3:2:3

Analytical instruments emphasizing utilization in process applications. Includes, but not limited to, chromatography, pH, conductivity, and spectrophotometric instruments.

Corequisite(s): INTC 1301.

INTC 1355 Unit Operations3:2:2

Automatic control requirements of industrial processes. Includes control systems, control loop tuning and analysis.

Prerequisite(s): INTC 1301, INTC 1341, INTC 1343.

INTC 1356 Instrumentation Calibration ...3:2:2

Techniques for configuring and calibrating transmitters, controllers, recorders, valves, and valve positioners.

INTC 2336 Distributed Control and Programmable Logic3:3:1

An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment.

Prerequisite(s): CETT 1409, CETT 1315.

INTC 2388 Internship for Instrumentation Technology/Technician..... 3:0:18

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite(s): INTC 1343, INTC 2336.

(ITSC) Computer & Information Sciences, General Courses

ITSC 1305 Introduction to PC Operating Systems3:3:1

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

ITSC 1401 Introduction to Computers4:3:2 *Available online.*

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources.

(ITNW) Computer and Information Sciences

ITNW 1325 Fundamentals of Networking Technologies 3:3:1
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

(ITSE) Information Technology Programming

ITSE 1333 Mobile Applications Development 3:3:1
An overview of different mobile platforms and their development environments.

ITSE 1346 Database Theory and Design. 3:3:1
Introduction to the analysis and utilization of data requirements and organization into normalized tables using the normal forms of database design.

ITSE 1359 Introduction to Scripting Languages 3:3:1
Available online.

Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis.

ITSE 2321 Objected-Oriented Programming 3:3:1
Available online.

Introduction to object-oriented programming. Emphasis on the fundamentals of design with classes, including development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects.

Prerequisite(s): ITSC 1401, ITSE 1359.

ITSE 2357 Advanced Object-Oriented Programing 3:3:1
Available online.

Application of advanced object-oriented techniques such as abstract data structures, class inheritance, polymorphism, and exception handling.

Prerequisite(s): ITSE 2321.

ITSE 2359 Advanced Computer Programming 3:2:3

Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis.

ITSE 2386 Internship Computer Programming / Programmer, General 3:0:10

A work-based learning experience that enables the student to apply specialized occupational theory,

skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite(s): ITSE 2357, ITNW 1325, and ITSC 1305.

(ITSW) Information Technology Systems

ITSW 1301 Introduction to Word Processing 3:3:1

Available online.

An overview of the production of documents, tables and graphics.

ITSW 1304 Introduction to Spreadsheets 3:3:1

Instruction in the concepts, procedures, and application of electronic spreadsheets.

ITSW 1310 Introduction to Presentation Graphics Software 3:3:1

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

Prerequisite(s): POFI 1349.

ITSW 2334 Advanced Spreadsheets 3:3:1
Available online.

Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions.

ITSW 2340 Advanced Word Processing .. 3:3:1

Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency.

Prerequisite(s): ITSW 1301.

(ITSY) Computer and Information Svstems Security / Information Assurance

ITSY 1300 Fundamentals of Information Security 3:3:1

An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.

(LGLA) Paralegal

LGLA 1307 Introduction to Law and the Legal Professions..... 3:3:0
Available online.

Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role.

LGLA 1345 Civil Litigation..... 3:3:1
Available online.

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation.

LGLA 1355 Family Law 3:3:0
Available online.

Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

LGLA 1401 Legal Research & Writing..... 4:3:2

Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.

Prerequisite(s): LGLA 1307.

LGLA 2303 Torts and Personal Injury Law 3:3:0
Available online.

Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability are presented with emphasis on the paralegal's role in tort and personal injury law.

Prerequisite(s): LGLA 1307.

LGLA 2313 Criminal Law and Procedure 3:3:0

Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

Prerequisite(s): LGLA 1307.

LGLA 2339 Certified Paralegal Exam Review 3:3:0

A review of the mandatory and optional topics covered in the Certified Paralegal Examination administered by the National Association of Legal Assistants.

Prerequisite(s): LGLA 1345.

LGLA 2388 Paralegal Internship 3:0:10

A work-based learning experience that enables the student to apply specialized theory, skills and

concepts. A learning plan is developed by the College and the employer. Two mandatory on-campus class meetings will be held.

Prerequisite(s): BUSG 2305, LGLA 1401, 2303, 2313.

LGLA 2433 Advanced Legal Document Preparation4:3:2

Use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.

Prerequisite(s): LGLA 1307, 1401, POFT 2312.

(LNGM) Liquefied Natural Gas

LNGM 1370 Introduction to Liquefied Natural Gas3:3:0

An overview of liquefied natural gas and an introduction to the various aspects of liquefied natural gas industry including equipment, systems, instrumentation, operations, gas composition and physical properties, plant operations procedure development, LNG storage and ship loading designs and operations; LNG physical properties and specifications, and the various scientific principles. Addresses a variety of liquefied natural gas technologies; covers regulations of the liquefied natural gas industry.

Prerequisite(s): AAS in Process Technology or equivalent degree.

LNGM 1371 Liquefied Natural Gas Hazards & Safety Practices3:2:2

An overview of the basic concepts in the liquefied natural gas industry; includes state/federal regulations and guidelines which require industrial safety training. Topics include Mercury removal, NFPA (National Fire Protection Agency) and OSHA (Occupational Safety & Health Administration) regulations for liquefied natural gas.

Prerequisite(s): AAS in Process Technology or equivalent degree.

LNGM 2472 Liquefied Natural Gas Plant Operations4:3:2

Instruction in gas measurement, filtration, coalescence, sweetening, liquefaction, storage and regasification, condensate extraction and stabilization, pumps and compressors, instrumentation and controls, separators and fractionators, and transfer concepts; and hands-on operations of liquefied natural gas equipment.

Prerequisite(s): AAS in Process Technology or equivalent degree.

(MDCA) Medical Assistant

MDCA 1205 Medical Law and Ethics.....2:2:0
Available online.

Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings.

MDCA 1321 Administrative Procedures . 3:3:1

Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.

(MUSB) Commercial Music Business

MUSB 1305 Survey of the Music Business 3:3:0

An introductory overview of the music industry including songwriting, live performance, the record industry, music merchandising, contracts, licenses and career opportunities.

(MUSC) Commercial Music

MUSC 1120 Live Sound Workshop 1:0:3

Basic sound system operation. Includes mixing boards and microphones. Also addresses solving common problems such as feedback.

MUSC 1196 Special Topics in Recording Arts Technology/Technician 1:0:3

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 was designed to be repeated multiple times to improve student proficiency.

MUSC 1211 Commercial Music Sight Singing and Ear Training I..... 2:2:1

Introduction to basic aural, visual, and vocal experiences in dictation and singing at sight with emphasis on identification of chord progression, motion, and melody/harmony relationship of popular music.

Prerequisite(s): MUSI 1301.

Corequisite(s): MUSC 1213.

MUSC 1213 Commercial Music Theory I 2:2:1

Introduction to chord progressions, song forms, and harmonic techniques used in commercial music. Topics include modern chord notation and chord voicing.

Prerequisite(s): MUSI 1301.

Corequisite(s): MUSC 1211.

MUSC 1235 Commercial Music Software2:2:1

Specialized training in commercial music software applications.

MUSC 1321 Songwriting I3:3:0

Introduction to the techniques of writing marketable songs including the writing of lyrics and melodies, setting lyrics to music, developing lyrical and musical "hooks", analyzing the marketplace, and developing a production plan for a song demo.

Prerequisite(s): completion of or concurrent enrollment in MUSC 1213, 1211 and MUSP 2103.

MUSC 1325 Acoustics3:3:0

Principles of sound in air, sound in recording, and sound reinforcement. Topics include acoustical properties of studios, live performance facilities, resonance, and electronic and acoustic control.

MUSC 1327 Audio Engineering I3:2:4

Overview of the recording studio. Includes basic studio electronics and acoustic principles, waveform properties, microphone concepts and placement techniques, studio set up and signal flow, console theory, signal processing concepts, multi-track principles and operation, and an overview of mixing and editing.

MUSC 1331 MIDI.....3:3:1

Exploration of the history and evolution of Musical Instrument Digital Interface (MIDI) systems and applications. Includes the MIDI language and applications in the studio environment using software-based sequencing programs.

Prerequisite(s): MUSI 1181; completion of or concurrent enrollment in MUSC 1213 and 1211.

MUSC 1333 Synthesis I3:3:0

An exploration of sound synthesis. Includes additive, subtractive, and modulation-based synthesizers.

MUSC 1400 Sound System Design and Installation4:3:3

Design and installation of portable and permanent audio systems. Includes industry-standard design/modeling software and industry-standard control software. Also covers digital signal processing (DSP), systems networking, and multimedia component integration.

MUSC 1405 Live Sound I.....4:3:3

An overview of the field of live sound. Includes principles of live sound and the theory and interconnection of the components of a sound reinforcement system.

Prerequisite(s): MUSC 1327.

MUSC 1423 Audio Electronics 4:3:3
Basic concepts in electricity, Ohm's Law, circuit analysis and troubleshooting. Includes soldering techniques and equipment maintenance.

MUSC 2211 Commercial Music Sight Singing / Ear Training II 2:2:1
Continuation of Commercial Music Sight Singing and Ear Training I with emphasis on chromatic tonalities and melodies. Learn to sight sing selected melodies in chromatic tonalities; and transcribe dictation of selected rhythmic patterns, chromatic melodies and intermediate chord progressions.
Prerequisite(s): MUSC 1213 and 1211.
Corequisite(s): MUSC 2213.

MUSC 2213 Commercial Music Theory II 2:2:1
Continuation of Commercial Music Theory I. Emphasizes harmonic and melodic analysis, extended chord theory, and modal and altered scales. Learn to compose melodies using standard song forms; harmonize melodies using chords appropriate to assigned musical style; and analyze selected pieces from lead sheets and arranged concept key scores.
Prerequisite(s): MUSC 1213 and 1211.
Corequisite(s): MUSC 2211.

MUSC 2327 Audio Engineering II 3:2:4
Implementation of the recording process, microphones, audio console, multi-track recorder, and signal processing devices.
Prerequisite(s): MUSC 1327.

MUSC 2330 Commercial Music Arranging & Composition 3:3:1
Available online.
Presentation of arranging and composition for projects in industry recognized genres including songwriting, show writing, video, and film. Students learn to compose and arrange for multi-instrumental ensembles; compose and arrange stylistically correct background figures and counter lines; and compose and arrange broadcast jingles, video/film scores and stage show formats.
Corequisite(s): MUSC 1321.

MUSC 2345 Synthesis II..... 3:3:1
Advanced sound synthesis. Includes hybrid synthesis and digital sampling.

MUSC 2347 Audio Engineering III 3:2:4
Advanced practice of procedures and techniques in recording and manipulating audio. Includes digital audio editing, advanced recording techniques and advanced engineering projects.
Prerequisite(s): MUSC 2327.

MUSC 2351 Audio for Video3:3:1
Advanced audio techniques for video production. Includes synchronization, automated mix down, audio post production for video, and editing techniques.
Prerequisite(s): RTVB 1347, 2330.

MUSC 2402 Sound Systems Technician .4:3:3
Technical and non-technical skills necessary to perform duties of a sound systems technician. Includes business and customer relationships, advanced signal flow, system packaging, system integration, system protection/maintenance, electrical distribution for audio systems, and rigging from a sound systems technician's perspective.

MUSC 2403 Live Sound II.....4:3:3
Overview of stage monitor systems. Includes monitor systems set-up and operation and stage management. Also covers interactivity between sound management, performance quality, and audience experience.
Prerequisite(s): MUSC 1405.

MUSC 2448 Audio Engineering IV4:3:3
Advanced recording, mixing, arranging, and editing. Includes the role of the producer in session planning, communication, budgeting, business aspects, technical considerations and music markets. This is a capstone course for Commercial Music–Sound Engineering AAS degree.
Prerequisite(s): MUSC 2347.

MUSC 2457 Audio Engineering V.....4:3:3
Exploration of contemporary trends in recording, editing, mixing, and audio. Analysis and practice of multiple formats including the operation of large format consoles and/or control surfaces as they pertain to tracking. Includes advanced signal flow and routing operations.

MUSC 2458 Audio Engineering VI.....4:3:3
Exploration of contemporary trends in recording, editing, mixing, and audio. Analysis and practice of multiple formats including the operation of large format consoles and/or control surfaces as they pertain to tracking. Includes advanced signal flow and routing operations.

MUSC 2486 Internship–Recording Arts Technology/Technician4:0:12
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

(MUSI) Music

Note: ONLY MUSI 1310 and MUSI 1306 fulfill general education requirements for non-Commercial Music majors.

MUSI 1181 Piano Class I..... 1:0:3
Class instruction in the fundamentals of keyboard technique for beginning piano students.

MUSI 1182 Piano Class II..... 1:0:3
Further class instruction in the fundamentals of keyboard technique for beginning piano students.
Prerequisite(s): MUSI 1181.

MUSI 1183 Voice Class Instruction I 1:0:3
Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. Open to non-music majors.

MUSI 1301 Fundamentals of Music I 3:3:0
Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm which promotes the appreciation of cultural expressions. (Does not apply to a music major degree.)

MUSI 1306 Music Appreciation 3:3:0
Available online.

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

MUSI 1310 American Music 3:3:0
Available online.

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music which promotes the appreciation of cultural expressions.

(MUSP) Commercial Music Ensemble, Piano, Individual Instruction

Note: Courses do not satisfy general education requirements for non-Commercial Music major students.

MUSP 1151 Small Commercial Music Ensemble: Recording 1:0:3
Participation in a small recording ensemble concentrating on commercial music performance styles.

MUSP 1202 Introductory Group Voice 2:1:2
Introduction to Speech Level Singing philosophy and technique with goals related to commercial voice. Emphasizes sight singing and harmony

singing applicable to commercial background singing.

MUSP 1204 Applied Commercial Music: Bass Guitar2:1:3
Private instruction in bass guitar with goals related to commercial music.

MUSP 1205 Applied Commercial Music: Commercial Guitar.....2:1:3
Private instruction in commercial guitar with goals related to commercial music.

MUSP 1210 Applied Commercial Music: Piano2:1:3
Private instruction in piano with goals related to commercial music.

MUSP 1217 Applied Commercial Music: Percussion.....2:1:3
Private instruction in percussion with goals related to commercial music.

MUSP 1223 Applied Commercial Music: Synthesizer.....2:1:3
Private instruction in the synthesizer with goals related to commercial music.

MUSP 1227 Applied Commercial Music: Voice2:1:3
Private instruction in voice with goals related to commercial music.

MUSP 1240 Large Commercial Music Ensemble: Band.....2:1:4
Participation in a large band concentrating on commercial music performance styles.

MUSP 1242 Small Commercial Music Ensemble2:1:4
Participation in a small commercial ensemble concentrating performance styles in a recording studio environment.

MUSP 1253 Large Commercial Music Ensemble: Rock.....2:1:4
Participation in a rock ensemble concentrating on commercial music performance styles.

MUSP 2103 Commercial Class Piano1:0:3
Development of keyboard skills for commercial music majors. Includes selected chord progressions and scales, modal harmony, and extensive use of the ii-V7-I progression with appropriate keyboard voicing.
Prerequisite(s): MUSI 1181 and 1182.

(NURA) Nurse Aide

NURA 1160 Clinical Nursing Assistant/Aide and Patient Assistant/Aide1:0:3

A health-related work based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.
Corequisite(s): NURA 1301.

NURA 1301 Nurse Aide for Health Care.. 3:2:4

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs.

Corequisite(s): NURA 1160.

(PHTC) Photography, Commercial

PHTC 1311 Fundamentals of Photography 3:3:1

An introduction to camera operation and image production, composition, flash usage, and use of exposure meters and filters.

(POFI) Professional Office Information

**POFI 1349 Spreadsheets 3:3:1
Available online.**

Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency.

**POFI 2340 Advanced Word Processing.. 3:3:1
Available online.**

Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents.

Prerequisite(s): ITSW 1301

**POFI 2350 Databases 3:3:1
Available online.**

In-depth instruction of database theory and the practical applications of a database. This course is designed to be repeated multiple times to improve student proficiency.

(POFM) Professional Office Medical

POFM 1300 Basic Medical Coding 3:3:1

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

POFM 1302 Medical Software Applications3:3:1

Available online.

Medical software applications for the management and operation of healthcare information systems.

POFM 2310 Intermediate Medical Coding3:3:1

Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases.

POFM 2386 Internship–Medical Administrative / Executive Assistant / and Medical Secretary3:0:10

A work-based learning experience that enables the student to apply specialized theory, skills and concepts. A learning plan is developed by the College and the employer.

Prerequisite(s): POFM 1302, POFT 2312, HITT 1305, HITT 1313.

(POFT) Professional Office Technology

POFT 1127 Introduction to Keyboarding.1:1:1

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

POFT 1309 Administrative Office Procedures I.....3:3:1

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

Corequisite(s): POFT 1127.

POFT 1313 Professional Workforce Preparation3:3:0

Preparation for career success including ethics, interpersonal relations, professional attire and advancement.

POFT 1321 Business Math.....3:3:1

Fundamentals of business mathematics including analytical and critical thinking skills.

**POFT 2312 Business Correspondence & Communication.....3:3:1
Available online.**

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

POFT 2331 Administrative Project Solutions3:3:1

Available online.

Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.

Prerequisite(s): POFT 1309, POFI 1349, ITSW 1301, POFT 2312.

POFT 2386 Internship Administrative Assistant/Secretarial Science, General 3:0:10

A work based learning experience that enables the student to apply specialized theory, skills and concepts. A learning plan is developed by the College and the employer.

Prerequisite(s): POFT 1309, 2301, 2312 and ITSW 1301.

(PSTR) Baking and Pastry Arts/Baker/Pastry Chef

PSTR 1301 Fundamentals of Baking..... 3:2:4

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, and tarts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

Prerequisite(s):

(PTAC) Process Technology

PTAC 1302 Introduction to Process Technology 3:2:2

An introduction overview of the various processing industries.

PTAC 1408 Safety, Health and Environment I 4:4:1

An overview of safety, health, and environmental issues in the performance of all job tasks.

PTAC 1410 Process Technology I Equipment..... 4:3:2

Introduction to the use of common processing equipment.

PTAC 1432 Process Instrumentation I.... 4:3:2

Study of the instruments and control systems used in the process industry, including terminology, process variables, symbology, control loops and basic troubleshooting.

Prerequisite(s): PTAC 1302.

PTAC 2314 Principles of Quality 3:3:1

Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvement.

Prerequisite(s): PTAC 1302.

PTAC 2336 Process Instrumentation II... 3:2:2

Continued study of the instruments and control systems used in the process industries including terminology, process variables, symbology, control loops, and troubleshooting.

Prerequisite(s): PTAC 1432.

PTAC 2420 Process Technology II Systems

.....4:3:2

A study of the various process systems, including related scientific principles.

Prerequisite(s): PTAC 1410 and PTAC 1302.

PTAC 2438 Process Technology III Operations4:3:2

This course emphasizes activities associated with the hands-on operation of process equipment.

Prerequisite(s): PTAC 2336 and PTAC 2420.

PTAC 2446 Process Troubleshooting.....4:3:2

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems.

Prerequisite(s): PTAC 2336 and PTAC 2420.

PTAC 2487 Internship Process Technology / Technician4:0:20

Work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

Prerequisite(s): PTAC 2336, PTAC 2420.

(RNSG) Registered Nurse

RNSG 1118 Introduction to Professional Nursing for Integrated Programs1:0:4

Transition to professional nursing competencies in the care of patients throughout the lifespan. Validates proficiency in psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept based approach.

Prerequisite(s): Vocational Nursing License, Accepted in the Upward Mobility Nursing Program; RNSG 1300.

Corequisite(s): RNSG 1228, 1260, 1424.

RNSG 1137 Professional Nursing Concepts III1:1:0

Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, teamwork and collaboration. Introduces the concepts of quality improvement, health information technology, and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.

Prerequisite(s): BIOL 2302, 2102, RNSG 1118, 1228, 1260, 1424.

Corequisite(s): RNSG 1538, 2361.

RNSG 1228 Introduction to Health Care Concepts..... 2:2:0

An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolytes, immunity, gas exchange, perfusion, metabolism, coping, and tissue integrity. This course lends itself to a concept-based approach.

Prerequisite(s): Vocational Nursing License; Accepted in the Upward Mobility Nursing Program; RNSG 1300.

Corequisite(s): RNSG 1118, 1260, 1424.

RNSG 1260 Clinical-Transition Clinical I 2:0:6

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite(s): Vocational Nursing License; Accepted in the Upward Mobility Nursing Program; RNSG 1300.

Corequisite(s): RNSG 1118, 1228, 1424.

**RNSG 1300 Health Assessment Across the Lifespan..... 3:2:2
Available online.**

Development of skills and techniques required for a comprehensive nursing health assessment of patients across the lifespan. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework.

Prerequisite(s): BIOL 2401.

RNSG 1424 Concept-Based Transition to Professional Nursing Practice..... 4:2:4

Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermoregulation, tissue integrity, acid-base balance, clotting, cognition, fluid and electrolyte balance, gas exchange, immunity, metabolism, nutrition, grief, and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety,

teamwork and collaboration. Introduces concepts of leadership and management. This course lends itself to a concept-based approach.

Prerequisite(s): Vocational Nursing License; Accepted in the Upward Mobility Nursing Program; RNSG 1300.

Corequisite(s): RNSG 1118, 1228, 1260.

RNSG 1538 Health Care Concepts III.....5:4:4

In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. This course lends itself to a concept-based approach.

Prerequisite(s): BIOL 2302, 2102, RNSG 1118, 1228, 1260, 1424.

Corequisite(s): RNSG 1137, 2361.

RNSG 2138 Professional Nursing Concepts IV.....1:1:1

Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidence-based practice, leadership and management, patient-centered care, professionalism, teamwork, and collaboration through exemplars presented in the Health Care Concepts courses. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.

Prerequisite(s): BIOL 2320, 2120, RNSG 1137, 1538, 2361.

Corequisite(s): RNSG 2362, 2539.

RNSG 2361 Clinical II-Nursing.....3:0:9

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite(s): BIOL 2302, 2102, RNSG 1118, 1228, 1260, 1424.

Corequisite(s): RNSG 1137, 1538.

RNSG 2362 Clinical-Nursing.....3:0:12

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite(s): BIOL 2320, 2120, RNSG 1137, 1260, 1538, 2361.

Corequisite(s): RNSG 2138, 2539.

RNSG 2539 Health Care Concepts IV.....5:4:4

In-depth coverage of advanced health care concepts with nursing application through selected

exemplars. Concepts include, cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all health care concepts. This course lends itself to a concept-based approach.

Prerequisite(s): BIOL 2320, 2120, 1137, 1538, 2361.

Corequisite(s): RNSG 2138, 2362.

(RSTO) Restaurant, Culinary, and Catering Management / Manager

RSTO 1313 Hospitality Supervision 3:3:1

Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, applicable personnel laws and regulations. Emphasis on leadership development.

Prerequisite(s):

RSTO 1325 Purchasing for Hospitality Operations 3:3:1

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

Prerequisite(s): RSTO 2301.

RSTO 1380 Cooperative Education: Restaurant, Culinary and Catering Mgmt/Manager 3:1:20

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Prerequisite(s): RSTO 2301.

RSTO 2301 Principles of Food and Beverage Controls 3:3:1

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.

Prerequisite(s): HAMG 2301.

(RTVB) Radio and Television Broadcasting

RTVB 2330 Film and Video Editing3:3:1

Film and broadcast editing for the preparation and completion of shorts, trailers, documentaries, and features.

Prerequisite(s): COMM 1336.

RTVB 2340 Portfolio Development.....3:3:1

Preparation and presentation of a portfolio suitable for employment in the media industry. This course is intended to be taken in the last semester.

(SRGT) Surgical Technology

SRGT 1360 Clinical–Surgical Technology3:0:16

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Corequisite(s): SRGT 1405 and 1409.

SRGT 1405 Introduction to Surgical Technology.....4:2:6

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences and patient care concepts.

Prerequisite(s): BIOL 2401, BIOL 2302, 2102, BIOL 2420, NURA 1301, NURA 1160 and HITT 1305.

Corequisite(s): SRGT 1360 and 1409.

SRGT 1409 Fundamentals of Perioperative Concepts and Techniques4:2:6

In-depth coverage of perioperative concepts, such as aseptic/sterile principles and practices, infectious processes, wound healing and creation and maintenance of the sterile field.

Corequisite(s): SRGT 1405 and 1360.

SRGT 1442 Surgical Procedures II.....4:3:2

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/ maxillofacial, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

Prerequisite(s): SRGT 1405, 1409 and 1541.

Corequisite(s): SRGT 1462 and 2130.

SRGT 1461 Clinical–Surgical Technology4:0:24

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisite(s): SRGT 1405, 1409 and 1360.

Corequisite(s): SRGT 1541.

SRGT 1462 Clinical–Surgical Technology 4:0:24

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisite(s): SRGT 1405, 1409, 1360, 1541 and 1461.

Corequisite(s): SRGT 1442.

SRGT 1541 Surgical Procedures I 5:4:3

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, otorhinolaryngology, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

Prerequisite(s): SRGT 1405, 1409 and 1360.

Corequisite(s): SRGT 1461.

SRGT 2130 Professional Readiness 1:1:0

Overview of professional readiness for employment, attaining certification, and maintaining certification status.

Prerequisite(s): SRGT 1405, 1409 and 1541.

Corequisite(s): SRGT 1442 and 1462.

(TECM) Technical Math

TECM 1301 Industrial Mathematics 3:3:1

Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem solving techniques for equations and ratio/proportion applications.

(VNSG) Vocational Nursing

VNSG 1204 Foundations of Nursing 2:2:1

Introduction to the nursing profession including history, standards of practice, legal and ethical issues and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process and holistic awareness.

Prerequisite(s): NURA 1160, NURA 1301, accepted in the Vocational Nursing Program.

VNSG 1227 Essentials of Medication Administration 2:2:1

General principles of medication administration including determination of dosage, preparation, safe administration and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

VNSG 1230 Maternal-Neonatal Nursing .. 2:2:1

A study of the biological, psychological, and sociological concepts applicable to basic needs of the

family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium

Prerequisite(s): VNSG 1261, 1204, 1234, 1409, 1462 and 1400.

Corequisite(s): VNSG 1463.

VNSG 1231 Pharmacology 2:2:1

Fundamentals of medications and their diagnostic, therapeutic and curative effects. Includes nursing interventions utilizing the nursing process.

VNSG 1234 Pediatrics 2:2:1

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process

Prerequisites: VNSG 1261, 1204 and 1400.

Corequisite(s): VNSG 1462.

VNSG 1261 Clinical-Licensed Practical / Vocational Nurse Training 2:0:12

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisite(s): Admission to the Vocational Nursing Program.

Corequisite(s): VNSG 1400.

VNSG 1400 Nursing in Health & Illness I. 4:2:6

Introduction to general principles of growth and development, primary health care needs of the patient across the life span and therapeutic nursing interventions.

Corequisite(s): VNSG 1261.

VNSG 1409 Nursing in Health & Illness II

..... 4:3:4

Introduction to common health problems requiring medical and surgical interventions.

Prerequisite(s): VNSG 1204, 1261, and 1400.

Corequisite(s): VNSG 1462.

VNSG 1462 Clinical Licensed Practical / Vocational Nurse Training 4:0:24

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisite(s): VNSG 1261, 1204 and 1400.

Corequisite(s): VNSG 1234 and 1409.

VNSG 1463 Clinical Licensed Practical / Vocational Nurse Training 4:0:24

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisite(s): VNSG 1204, 1234, 1261, 1400, 1409, 1462.

Corequisite(s): VNSG 1230 and 2410.

VNSG 2410 Nursing in Health & Illness III
..... 4:2:7

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the patient, including concepts such as mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

Prerequisite(s): VNSG 1204, 1234, 1261, 1400, 1409, and 1462.

Corequisite(s): VNSG 1463.

(WLDG) Welding

WLDG 1421 Welding Fundamentals..... 4:2:6

An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy.

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) 4:2:6

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW).....4:2:6

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW).....4:2:6

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.

WLDG 1435 Introduction Pipe Welding ...4:2:6

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

Directory of Personnel

Full-Time Faculty

Abelman, Maurice. 2018. Instructor of Graphic Design. B.F.A., Lamar University, M.A. Lamar University.

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Seahawks Athletics..... athletics.lamarpa.edu

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Bookstore Facebook Page..... www.facebook.com/LamarPAbookstore

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Business/Finance Office	984-6116
Campus Security.....	984-6255
Career Placement Center.....	984-6418
Commercial Music Department.....	984-6520
Computer Lab (Library)	984-6154
Cosmetology Program.....	984-6403
Dean of Student Services	984-6156
Dean of Technical Programs	984-6239
Dean of Workforce Training and Continuing Education.....	984-6230
Dean of Library Services.....	984-6216
Developmental Education Program.....	984-6245
Online Learning/Education Program ...	984-6349
Dual Enrolled Student Program	984-6209
Financial Aid	984-6203

General Education and Developmental Studies	984-6341
Gates Memorial Library	984-6218
Health, Fitness and Sport Department .	984-6292
Information Technology Services	984-6149
Inmate Instruction Programs.....	984-6330
Music Hall Scheduling.....	984-6210
Parker Multipurpose Center	984-6291
Performing Arts Center Scheduling	984-6210
Public Information Office.....	984-6342
Records	984-6178
Registrar.....	984-6165
Office of Disability Services	984-6240
Student Government Association.....	984-6193
Student Activities.....	984-6191
Student Success Center	984-6245
Testing Office	984-6244
Theater Office	984-6338
Vice President for Academic Affairs	984-6209
Executive Vice President for Finance and Operations.....	984-6125

Index

Academic "Fresh Start"	19
Academic Courses	96
Academic Dishonesty	49
Academic Records and Transcripts...	41
Accreditation	6, 47, 65
Advanced Standing	19
Alumni Association.....	55
Associate of Applied Science Audiovisual Production	88
Associate of Applied Science Degree Accounting Program	71
Commercial Music – Performance	88
Commercial Music – Sound Engineer	90
Cosmetology Instructor.....	77
Cosmetology Operator	76, 80, 81
Drug and Alcohol Abuse Counseling Program.....	63
Graphic Design Program	73, 74
Instrumentation Technology ...	78, 79
Medical Coding	82
Medical Office Administration	81

Office Administration	80
Paralegal Program	83
Physical Education	92
Process Technology.....	84
Software Developer.....	72, 73, 74
Surgical Technology Program.....	65
Associate of Arts Degree.....	57
Business Administration.....	70
Emphasis in Academic Studies.....	92
Emphasis in Criminal Justice	93
Emphasis in Drama.....	86
Emphasis in EC-12 Art.....	93
Emphasis in EC-12 Music.....	87
Emphasis in EC-12 Theater Arts...	87
Emphasis in Kinesiology	91
Emphasis in Studio Art.....	94
Teaching EC-12 Emphasis in Physical Education.....	91
Associate of Arts Degree in Teaching	58
Audiovisual Production Program	87
Bacterial Meningitis.....	53
Bookstore.....	44

Certificate Programs Accounting Assistant.....	71
Administrative Assistant.....	81
Computer Programmer	73
Cosmetology Instructor	77
Cosmetology Operator.....	76
Graphic Design	75
Instrumentation	79
Medical Coding Specialist.....	83
Medical Office Assistant.....	82
Music Certificate	89
Nurse Aide	64
Process Technology Certificate ...	85
Change of Major	40
Club Sports.....	56
College Level Examination Program@21	
Core Curriculum	58, 60
Cosmetology Programs.....	75
Counseling Services.....	55
Course Descriptions	96
Courses, Academic (ACCT) Accounting.....	96

Lamar State College Port Arthur
2019-2020 Catalog

(ARTS) Art.....	96	(HRPO) Human Resources Personnel.....	114	Fine and Breakage Fee.....	26
(BCIS) Business Computer Information Systems	97	(IMED) Information Multimedia ...	114	Fitness Center	55
(BIOL)Biology	97	(INTC)Instrumentation Technology	115	Grade Point Average.....	40
(BUSI) Business	97	(ITSC) Computer & Information Sciences, General Courses ...	115	Grading System.....	39
(CHEM) Chemistry	98	(ITSE) Information Technology Programming	115	Graduation Requirements	41
(COSC) Computer Science	99	(ITSW) Information Technology Systems	116	Grievance Procedure	48
(CRIJ) Criminal Justice.....	99	(LGLA) Paralegal.....	116, 117	Hazing	54
(DRAM) Drama.....	100	(MDCA) Medical Assistant	117	Intercollegiate Athletics	55
(ECON) Economics	101	(MUSB) Commercial Music Business	118	Men's Basketball	55
(EDUC) Education.....	101	(MUSC)Commercial Music.....	118	Non-Smoking Policy.....	54
(ENGL) English.....	102	(MUSI) Music.....	119	Official Summons	52
(GEOG) Geography.....	103	(MUSP) Commercial Music Ensemble, Piano, Individual Instruction	120	Online Courses.....	61
(GEO) Geology	103	(NURA) Nurse Aide.....	120	Online Technical Support.....	62
(GOVT) Government	103	(PHTC) Photography – Commercial	121	Parking	54
(HECO) Home Economics.....	103	(POFI) Professional Office Information	121	Personal Information	52
(HIST) History.....	103	(POFM) Professional Office Medical	121	Port Arthur Higher Education Foundation	9
(KINE) Kinesiology	104	(POFT) Professional Office Technology	121	President's List	43
(MATH) Mathematics.....	105	(PTAC) Process Technology.....	122	Proof of Residency	26
(PHIL) Philosophy.....	105	(RNSG) Upward Mobility Nursing	122	Security	55
(PHYS) Physics.....	105	(RTVB) Radio and Television Broadcasting	124	Six Drop Rule	39
(PSYC) Psychology	106	(SRGT) Surgical Technology	124	SKILLS, U.S.A.™	46
(SOC) Sociology	107	(VNSG) Vocational Nursing	124	Software Developer.....	72
(SPCH) Speech.....	107	Cumulative Grade Point Average	40	Student Conduct.....	48
Courses, Developmental (ENGL) English, Developmental.	108	Deans' List.....	43	Student Government Association.....	45
Courses, Technical (ACNT) Accounting / Accounting Technology.....	108	Developmental Courses	108	Student Health Insurance.....	54
(ARTC) Art Commercial / Graphic Design	109	Distance Education Verification of Identity Fee.....	26	Student Organizations.....	46
(BUSG)Business, General.....	109	Electronic Device Policy	54	Technical Courses.....	108
(CETT) Electrical, Electronic & Communication Engineering Technology.....	109	Experiential Credit	20	Texas Board of Nursing.....	6, 67, 68
(COMM) Communication.....	110	Fees.....	26	Texas Department of Aging and Disability Services.....	6
(CSME) Cosmetology.....	110			Texas Department of Licensing and Regulation.....	6, 110
(ELMT) Electromechanical Technology.....	112			Texas Success Initiative Exemptions	15
(FLMC) Film/Cinema Studies	112			Placement Guidelines	16
(GAME) Computer Game Design	113			Texas Success Initiative (TSI).....	15
(HITT) Health Information / Medical Records	114			Transfer Courses.....	40
				Transferring Coursework.....	17
				Tuition Exemptions.....	25
				Veterans as Students	18
				Withdrawal.....	39
				Women's Softball	56

Campus Map

