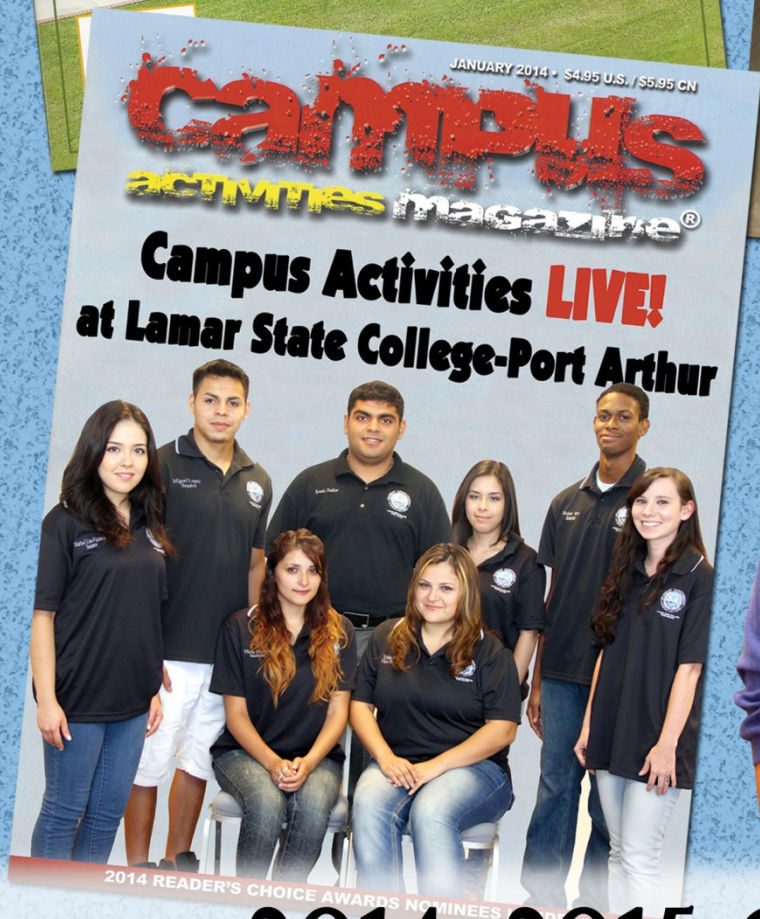
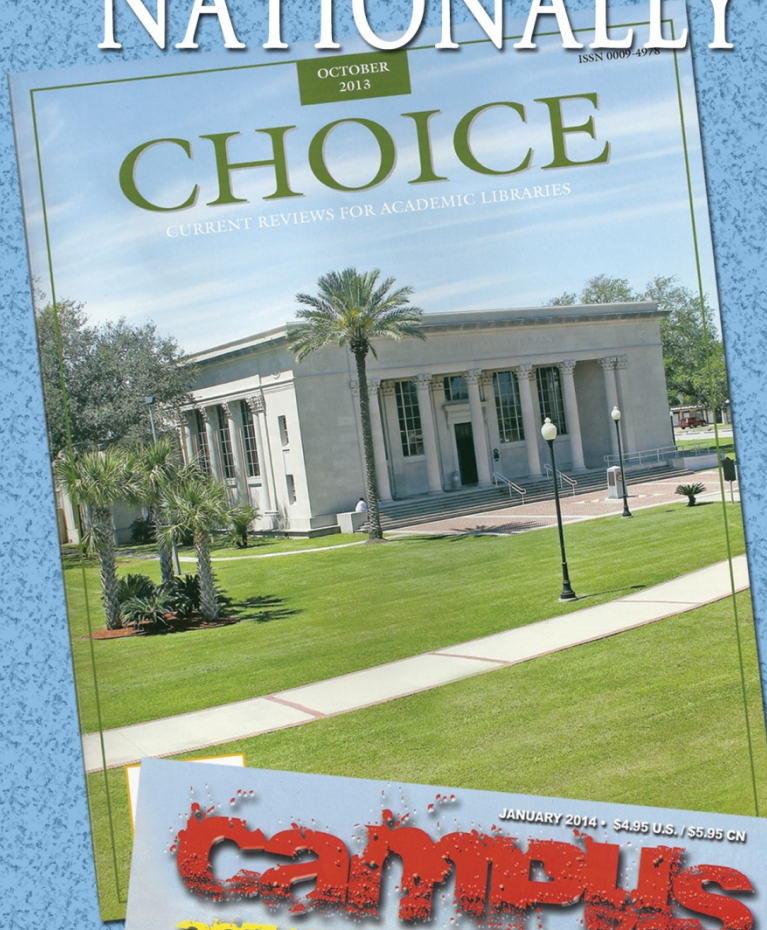


# LAMAR STATE COLLEGE-PORT ARTHUR NATIONALLY RECOGNIZED



## 2014-2015 CATALOG

# Lamar State College - Port Arthur

Member The Texas State University System

**2014-2015 Bulletin**

**Vol. 38**

Thirty-seventh annual college catalog with announcements for 2014-2015.

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 at any time to withdraw courses and to change fees, calendars, curricula, graduation procedures or any other requirement affecting students. Changes become effective when the proper authorities so determine the application to both prospective students and to students already enrolled.

Information in this catalog pertains only to Lamar State College-Port Arthur.

For information concerning the other three Lamar-named schools in the area, consult those schools' respective catalogs.

Lamar State College-Port Arthur is accredited to award associate degrees by The Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4500).

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.

Inquiries concerning application of these regulations should be referred to Dr. Gary Stretcher, Vice President for Academic Affairs: by phone (409) 984-6209 or (800) 477-5872 ext. 6209; by electronic mail: Gary.Stretcher@lamarpa.edu; by mail to: P.O. Box 310, Port Arthur, TX 77641-0310.

Any person who needs information about filing a grievance based on conditions set forth by Title IX as indicated above should go the Student Handbook published on the college website ([www.lamarpa.edu](http://www.lamarpa.edu)) and follow the procedures also provided under the heading of "Academic Grievance Procedures."

If further assistance is required, contact the Vice President for Academic Affairs at the address and/or phone number listed above.

# Welcome to Lamar State College-Port Arthur



## Important Phone Numbers

**1500 Procter Street (P.O. Box 310), Port Arthur, Texas 77641-0310**  
**(409) 983-4921 or (800) 477-5872**

To learn about updates to Lamar State College-Port Arthur's 2014-2015 catalog, or to find out more about the College's programs and services, visit the college website: [www.lamarpa.edu](http://www.lamarpa.edu)

Admission Advisors.....	(409) 984-6186
Admissions and Records.....	984-6166
Allied Health Department.....	984-6356
Bookstore.....	984-6388
Business and Technology.....	984-6381
Math and Science Department.....	984-6330
Business/Finance Office.....	984-6116
Campus Security.....	984-6255
Career Placement Center.....	984-6418
Commercial Music Department.....	984-6520
Computer Lab (Gates Memorial Library).....	984-6154
Information Technology Services.....	984-6149
Continuing Education.....	984-6230
Cosmetology Program.....	984-6403
Dean of Technical Programs.....	984-6390
Dean of Academic Programs and Continuing Education.....	984-6230
Dean of Library Services.....	984-6216
Developmental Education Department.....	984-6245
Distance Education.....	984-6349
Financial Aid.....	984-6203
Gates Memorial Library.....	984-6218
Health, Fitness and Sport Department.....	984-6292
Inmate Instruction Programs.....	984-6330
Liberal Arts Department.....	984-6341
Museum of the Gulf Coast.....	982-7000
Music Hall Scheduling.....	984-6210
Parker Multipurpose Center.....	984-6291
Performing Arts Center Scheduling.....	984-6210
President.....	984-6100
Public Information Office.....	984-6342
Records.....	984-6178
Registrar.....	984-6165
Special Populations.....	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
Vice President for Student Services.....	984-6156

# Lamar State College-Port Arthur

## Mission

Lamar State College-Port Arthur, a member of The Texas State University System, is an open-access, comprehensive public two-year college offering quality and affordable instruction leading to associate degrees and a variety of certificates. The College embraces the premise that education is an ongoing process that enhances career potential, broadens intellectual horizons, and enriches life.

## Core Values

- Shared commitment by faculty, staff and administration to a mission characterized by student learning, diversity, and community involvement
- General education/core curriculum that develops the values and concepts that allow the student to make a meaningful contribution in the workplace or community
- 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
- Technical education programs that provide for the acquisition of the knowledge, skills and behavior necessary for initial and continued employment
- Student achievement characterized by attainment of individual goals and measured by successful accomplishments and completion of curriculum
- 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.

# Campus Map

1. Madison Monroe Building (MMED)
2. Student Center (SC)
3. Faculty Offices / Bookstore (FOB)
4. Ruby Fuller Building (RF)
5. Gates Memorial Library
6. Cosmetology Annex (COSA)
7. Cosmetology Center (COS)
8. Allied Health Annex (AHA)
9. Business Office
10. Automotive Technology Center (AUTM)
11. Process Technology Building (PTAC)
12. Educational Annex (EDUC)
13. Instrumentation Building (INTC)
14. Allied Health (AH)
15. Vuylsteke Home
16. Physical Plant Office / Supply Center
17. Music Hall (MUS)
18. Woodrow Wilson Middle School
19. Armory/Welding Building (AMRY)
20. Bandstand
21. Student Success Center (SCC)
22. Small Business Development Center
23. Physical Plant Garage
24. Carl A. Parker Multipurpose Center
25. Faculty Office Pavilion (FOP)
26. Performing Arts Center (PAC)
27. Stilwell Plaza
28. Martin Field softball field
- A. Historic radio tower
- B. Statue of Liberty replica
- C. Seaman's Sun Dial memorial
- D. "Music of the Sea" sculpture



# 2014-15 Calendar

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## Holiday Calendar

- September 2014
- 1 Labor Day Holiday – no classes, offices closed
- November 2014
- 26 Thanksgiving Holidays begin at 5 p.m. No evening classes
- 27-28 Thanksgiving Holiday – no classes, offices closed
- December 2014
- 22-31 Winter Holiday – no classes, offices closed
- January 2015
- 1 New Year's Day – no classes, offices closed
- 5 Offices reopen
- 19 MLK Holiday – no classes, offices closed
- March 2015
- 16-20 Spring Break – no classes
- April 2015
- 3 Good Friday – no classes, offices closed
- May 2015
- 25 Memorial Day holiday – no classes, offices closed
- July 2015
- 3 Independence Day holiday observed – no classes, offices closed

## Advising/Graduation Calendar

- August 2014
- 7 Fall 2014 new student orientation
- 15 Summer 2014 Commencement, 6:30 p.m., Parker Center
- September 2014
- 3 Application for December 2014 graduation begins
- October 2014
- 24 Distribution of 2015 Spring Semester class schedule
- 27 Advising for 2015 Spring Semester begins
- November 2014
- 3 2015 Spring Semester registration begins
- 11 Final day to apply for Fall 2014 graduation, pay for diploma, cap, gown
- December 2014
- 12 Fall 2014 Commencement, 6:30 p.m., Parker Center
- January 2015
- 26 Applications for Spring 2015 graduation begins
- March 2015
- 27 Distribution of Summer/Fall class schedule
- 30 Advising for Summer I, Summer II and Fall Semester begins
- April 2015
- 9 Final day to apply for May 2015 graduation, pay for diploma, cap, gown

- May 2015
- 15 Spring 2015 Commencement, 6:30 p.m., Parker Center
- June 2015
- 5 Application for Summer 2015 graduation begins
- July 2015
- 9 Final day to apply for Summer 2015 graduation, pay for diploma, cap, gown
- 16 Fall 2015 new student orientation, Session I
- August 2015
- 6 Fall 2015 new student orientation, Session II
- 14 Summer 2015 Commencement, 6:30 p.m., Parker Center

## Academic/Admissions/Financial Aid Calendar

### FALL SEMESTER 2014

- August 2014
- 6 Payment due for early registration
- 15 Deadline to receive bacterial meningitis immunization
- 25 First day of classes
- 26 Course cancellation for non-payment
- 28 Final drop for non-payment
- September 2014
- 3 Application for Fall 2014 graduation begins
- 10 Twelfth class day
- 16 First tuition and fee installment payment due
- October 2014
- 3 Final day to drop a course or withdraw *without* academic penalty
- 28 Fall Semester is 60 percent complete – critical date for financial aid students\*
- 28 Final day to pay Short Term Loan
- 28 Second tuition and fee installment payment due
- November 2014
- 10 Final day to drop a course or withdraw *with* penalty
- 11 Final day to apply for Fall 2014 graduation, pay for diploma, cap, gown
- December 2014
- 3 Last class day
- 4 Final exams begin for day classes
- 8 Final exams begin for evening classes
- 10 Final exams end
- 11 Final grades for graduating students due by 8:30 a.m.
- 11 All other student grades due by 4 p.m.
- 12 Fall 2014 Commencement, 6:30 p.m., Parker Center

### FALL 8-WEEK SESSION I

- August 2014
- 6 Payment due for early registration
- 15 Deadline to receive bacterial meningitis immunization
- 25 First day of classes
- September 2014
- 2 Census date
- 3 Application for Fall 2014 graduation begins
- 11 Last day to drop a course or withdraw *without* academic penalty



## October 2014

- 6 Last day to drop a course or withdraw *with* penalty
- 17 Last class day/final exams day
- 20 Final grades due by 4 p.m.

## FALL 8-WEEK SESSION II

### October 2014

- 27 First class day
- 30 Final day for tuition payment

### November 2014

- 3 Census date
- 11 Final day to apply for Fall 2014 graduation
- 13 Last day to drop a course or withdraw *without* academic penalty

### December 2014

- 8 Last day to drop a course or withdraw *with* academic penalty
- 17 Final class day/final exams day
- 19 Final grades due by 4 p.m.

## SPRING SEMESTER 2015

### January 2015

- 6 Payment due for early registration
- 9 Deadline to receive bacterial meningitis immunization
- 20 First class day
- 21 Course cancellation for non-payment
- 23 Final drop for non-payment
- 26 Application for Spring 2015 graduation begins

### February 2015

- 4 Census day
- 24 First tuition and fee payment due

### March 2015

- 6 Final day to drop or withdraw *without* academic penalty
- 30 Semester is 60 percent complete – critical date for financial aid students\*
- 31 Second tuition and fee installment payment due
- 31 Final day to pay Short Term Loan

### April 2015

- 6 Final day to drop *with* academic penalty
- 9 Final day to apply for Spring 2015 graduation
- 9 Final day to pay for diploma, cap and gown

### May 2015

- 6 Final class day
- 7 Final exams begin for day classes
- 11 Final exams begin for evening classes
- 13 Final grades for graduating students due by 9 a.m.
- 14 All other student grades due by 4 p.m.
- 15 Spring 2015 Commencement, 6:30 p.m., Parker Center

## SPRING 8-WEEK SESSION I

### January 2015

- 20 First class day
- 23 Final day for tuition payment
- 26 Application for Spring 2015 graduation begins
- 27 Census date

## February 2015

- 10 Last day to drop a course or withdraw *without* academic penalty
- 27 Last day to drop a course or withdraw *with* academic penalty

## March 2015

- 13 Final class day/final exams day
- 16 Final grades due by 4 p.m.

## SPRING 8-WEEK SESSION II

### March 2015

- 23 First class day
- 26 Final day for tuition payment
- 30 Census date

### April 2015

- 9 Final day to apply for Spring 2015 graduation
- 9 Last day to drop a course or withdraw *without* academic penalty

### May 2015

- 4 Last day to drop a course or withdraw *with* academic penalty
- 13 Final class day/final exams day
- 14 Final grades due by 9 a.m.

## SUMMER I SEMESTER 2015

### May 2015

- 22 Deadline to receive bacterial meningitis immunization

### June 2015

- 1 First class day
- 4 Census date
- 4 Final day for tuition payment
- 5 Application for Summer 2015 graduation begins
- 12 Final day to drop a course or withdraw *without* academic penalty
- 25 Final day to drop a course or withdraw *with* academic penalty

### July 2015

- 6 Final exams, evening classes
- 7 Final exams, day classes
- 8 All student grades due by 8 a.m.

## SUMMER II SEMESTER 2015

### June 2015

- 5 Application for Summer 2015 graduation begins
- 22 Deadline to receive bacterial meningitis immunization

### July 2015

- 8 First class day
- 13 Census date
- 13 Final day for tuition payment
- 22 Final day to drop a course or withdraw *without* academic penalty

### August 2015

- 12 Final day to drop a course or withdraw *with* academic penalty
- 12 Final exams
- 15 Summer 2015 Commencement, 6:30 p.m., Parker Center

SUMMER 8-WEEK SESSION

	May 2015
19	Payment due for early registration
	June 2015
1	First class day
2	Course cancellation for non-payment
4	Final day for tuition payment
8	Census date
18	Final day to drop a course or withdraw <i>without</i> academic penalty
	July 2015
13	Final day to drop a course or withdraw <i>with</i> academic penalty
24	Last class day/Final Exam Day
27	Final grades due

**NOTE:** \* The 60-percent date is extremely important for financial aid students who withdraw during a semester. It determines what reimbursements they may have to make to grant or loan programs. For details, see the “Financial Aid” section. **General Note:** Information above subject to change with notification on a rare basis.

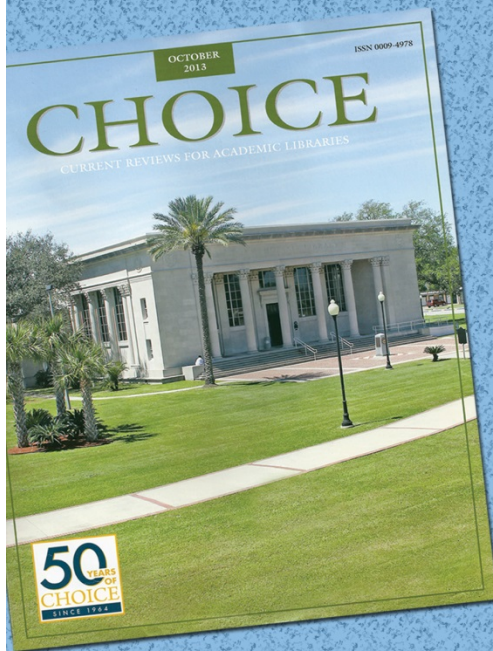


Hailey Zampini, left, signed a letter of intent in early 2014 to become the first-ever Seahawks volleyball player at LSC-PA. Coach Jessica Callahan, right, leads the Seahawks’ volleyball program, which played its first season during the 2014 campaign.

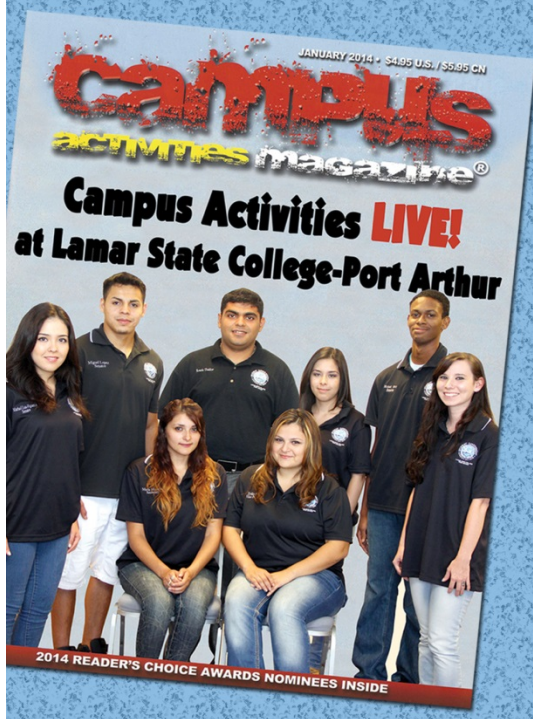
# On The Cover

## LAMAR STATE COLLEGE-PORT ARTHUR NATIONALLY RECOGNIZED

During the past year, the college has been featured on the cover of several national magazines with one LSC-PA student, Ronnie Thakkar, being elected to a national honor society office.



The Gates Memorial Library made the cover of Choice Magazine, pictured at left, which features reviews for college libraries from across the nation. At right, Seahawks basketball player Evan White shares a moment with a young fan during a community service event at the Port Arthur YMCA. The moment was featured on the cover of the NJCAA Review Magazine.



The LSC-PA Student Government Association was featured in the Campus Activities Magazine, pictured left, a nationally-published trade magazine. The SGA was chosen for a feature story in the magazine for its innovative approach to campus activities intertwined with its governmental responsibilities. SGA President Ronnie Thakkar, right, earned national office with Alpha Beta Gamma, becoming a member of the organization's Student Executive Committee in charge of recruiting.



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# General Information

## Location

Lamar State College-Port Arthur (LSC-PA) 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/vocational fields. The campus sits between the 1000 and 1800 blocks of Procter Street and Lakeshore Drive.

Port Arthur has modern public schools, churches, shopping districts and recreation areas serving a community of approximately 70,000 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 where approximately 385,000 people live.

## 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.

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.



**JOHN GATES**

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 in Orange and Beaumont joined The Texas State University System, which is headquartered in Austin and also includes Sam Houston State University, Texas State University-San Marcos and Sul Ross State University.

House Bill 1297, signed June 1999, changed the name of the school to Lamar State College-Port Arthur.

## Accreditation

Lamar State College-Port Arthur is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lamar State College-Port Arthur. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Lamar State College-Port Arthur and not to the Commission's office. The Commission should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard of The Principles of Accreditation: Foundations for Quality Enhancement. Lamar State College-Port Arthur is a member of the Class of 2013 for Reaffirmation of Accreditation by the Southern Association of Colleges and Schools Commission on Colleges.

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.

## Facilities

The 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.

## Academic and Technical Programs

Lamar State College-Port Arthur offers general academic courses leading to Associate of Arts and Associate of Arts in Teaching degrees. Courses for transfer to four-year institutions are offered in accounting, economics, anthropology, art, government, home economics, kinesiology, physics, history, speech, computer science, health, mathematics, psychology, biology, chemistry, geography, geology, sociology, criminal justice, music, drama, English, teaching and Spanish.

A student can complete two full years of course work and satisfy the majority of the general education requirements for a bachelor's degree.

A student 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.

The LSC-PA technical education curriculum includes programs in administrative assistant, commercial music: performance (session musician) commercial music: sound engineer, cosmetology, instrumentation technology, paralegal, medical office administration, process technology, software developer, accounting, graphic design, medical coding, surgical technology, vocational nursing and upward mobility (registered) nursing.

These are two-year programs leading to Associate of Applied Science degrees. Certificates of completion are also available to those students completing one-semester and one-year programs of study in most of these fields.

## Entering Dates

Courses and schedules are arranged so students can enter the College at least four times each year. The calendar contains information on registration periods and starting dates.



## Student Success Center

The Student Success Center provides help for students needing assistance with study skills or remediation in the areas of math, English and reading. Computer-aided tutorial programs and peer tutors are available to students.

The Center administers approved tests for TSI purposes and other diagnostic tests.

Students are strongly encouraged **NOT** to bring cell phones to the Student Success Center. Cell phones are **NOT ALLOWED** in any of the testing facilities of the Student Success Center. Students who bring cell phones and wish to test **MUST** lock their cell phones in the cell phone cabinet provided for this purpose. Students not adhering to this policy will be asked to leave and test scores will be canceled. (This policy also applies to any other prohibited digital or electronic device.)





## 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 50-station open student computer lab, a quiet study carrel area, group study areas, a periodical reading room, 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 AMIGOS Bibliographic Council, which provides inter-library loan services to more than 400 libraries statewide and 20,000 libraries worldwide. Other affiliations included the Consortium of Academic Libraries and Learning Resources and TexShare, which provides on-site borrowing services for LSC-PA students and faculty at most academic libraries statewide. Students also may use their student ID to check out materials at Lamar University, Lamar Institute of Technology, Lamar State College-Orange and the Port Arthur Public Library.

## The Museum of the Gulf Coast

The Museum of the Gulf Coast, 700 Procter St. in historic downtown Port Arthur, uses creative approaches and outstanding programs to tell the history of the Upper Gulf Coast and its rich cultural heritage.

The museum has grown into one of the most significant educational and tourist attractions in Southeast Texas and Southwest Louisiana.

Among its permanent exhibits are features on the geology and prehistory of the region, its earliest inhabitants, the first European contacts and the establishment of the oil industry.

The museum also features the Snell Gallery, which is dedicated to the decorative arts. Popular culture exhibits focus on figures such as Janis Joplin and the Big Bopper in the music world and Coach Jimmy Johnson and Babe Zaharias in sports.

A rotating exhibit gallery hosts several special exhibits each year.

The museum, which opened July 2, 1994, after seven years of fund-raising and planning, traces its origins to the chartering of the Port Arthur Museum in 1964.

In response to public interest and support the museum expanded its mission and collections over the years, outgrowing several locations in the process.

The three-story, 39,000-square-foot museum is operated by the Port Arthur Historical Society and is funded by the society, Lamar State College-Port Arthur and the City of Port Arthur.



**A replica of Janis Joplin's car is a major attraction at The Museum of the Gulf Coast.**

## 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.

Non-credit, continuing education courses are generally open to anyone who is 18 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. Contact the Dean of Academic Programs & Continuing Education, Room 121A MMED (Madison Monroe) Building.

## Alumni Association

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

The association traces its beginning to the Port Arthur College Alumni Association organized in 1917 and active until the early 1950s. In 1986, with the encouragement of Lamar-Port Arthur President Sam Monroe, former PACAA members, faculty and staff reactivated the group as the Lamar University-Port Arthur Alumni Association. The organization changed its name in 2000 to reflect the change of the institution's name.

## Evening Classes

Classes offered after 4:30 p.m. are considered evening classes. Day and evening classes are taught by faculty with comparable credentials, and educational facilities are the same. Persons employed during the day may attend evening classes and study to obtain a degree or to expand their knowledge in a special field of interest.

## 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 \$5 million 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.

A 15-member board of directors comprised of community and education leaders administers the foundation according to established by-laws. Lamar State College-Port Arthur receives applications for the foundation's scholarships, which may be awarded based on academic merit, financial need or both.

## 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.

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.



# Admission

Applicants seeking admission to Lamar State College-Port Arthur must satisfy the admission requirements of the program of study they desire to enter. Applicants should be aware that there are different admission requirements for degree and certificate programs. Requests for application forms or admission information may be directed to: The Admission and Records Office, Lamar State College-Port Arthur, P.O. Box 310, Port Arthur, Texas 77641-0310. 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](http://www.lamarpa.edu)).

Prospective students may apply on line via the Texas Common Application ([www.applytexas.org](http://www.applytexas.org)), download an application at ([My.Lamarpa.edu](http://My.Lamarpa.edu)) or pick up forms during business hours on the third floor or the lobby information desk of the Student Center, 1600 Procter St.

## Where to Apply for Admission

Go to [www.ApplyTexas.org](http://www.ApplyTexas.org) to apply online for admission and select Lamar State College-Port Arthur. Admission forms should be addressed to: Admission and Records Office, Lamar State College-Port Arthur, P.O. Box 310, Port Arthur, Texas 77641-0310.

## How to Apply for Admission

1. Submit an application for admission on the official form. Go to [www.ApplyTexas.org](http://www.ApplyTexas.org) to apply online for admission and select Lamar State College-Port Arthur.
2. Have your complete high school transcript sent to the Admission and Records Office immediately after graduation. Partial transcripts before graduation may be submitted, but final certification of graduation is necessary. Credentials and documents should be addressed to: Admission and Records Office, Lamar State College-Port Arthur, P.O. Box 310, Port Arthur, Texas 77641-0310.
3. See Admission Requirements for more information.

Events Calendar...		
T...	7/23	Final exams for 8-week on-line courses
for...	7/25	Final day to drop or withdraw without...
w...	7/26	Last academic class day (Stiles Hall)
rogram...	7/27	Grades for 8-week on-line courses are due
...	8/6	Final day to drop or withdraw from all...
...	8/9	New student orientation
me...	8/15	Last class day for Summer II
...	8/15	Final exams in day & evening classes
...	8/16	All other grades due by 4:00 p.m.
...	8/16	All grades of graduating students due by 8:00...

Check your admission status by clicking on the “AM I ADMITTED?” button on the Lamar State home page!

## My.Lamarpa.edu Account

**NOTE TO ALL STUDENTS:** Lamar State College-Port Arthur will utilize your My.Lamarpa.edu email account as a primary point of contact as a service to you. It is imperative that you secure or get assistance with your password as soon as possible as the College will utilize this as its primary point of contact for important announcements and other communications. Your My.Lamarpa.edu account can be checked on any computer in the world and we also have computers available around campus for your use. You are strongly encouraged to log into your My.Lamarpa.edu account **DAILY**. If you need assistance with your account, contact the My.Lamarpa.edu, Help Desk Coordinator – 409-984-6150.



## Admission Requirements

Lamar State College-Port Arthur welcomes any student interested in education and personal improvement. As a two-year, lower-division component of The Texas State University System, the College offers educational opportunity to all citizens through an open-door policy that admits all students who can benefit from post-secondary education.

The College believes each individual student is important and welcomes students with diverse backgrounds and needs.

### - Beginning Freshmen

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

1. Graduates from an accredited high school;
2. Those who have earned a GED certificate;
3. Those who are at least 18 years of age and do not have a high school diploma or GED may be admitted upon individual approval of the appropriate Dean if it can be determined there is an ability to benefit for the students in the course of study they propose to enter;
4. Those younger than 18 who do not have a diploma or GED may be admitted upon the written recommendation of the principal or superintendent of their last high school.

Admission to the College does not guarantee admission to a particular degree or certificate program. Check the appropriate section of this bulletin to see if a particular program has special requirements.

Beginning freshmen must submit a completed "Application for Admission" form, an official high school transcript or GED certificate and appropriate placement scores.

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

### - Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Applicants must submit 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 who transfer less than 18 college hours also must submit and meet the entrance requirements of a first-time-in-college student.

Students on scholastic or disciplinary suspension from another institution must petition the appropriate Dean or the Vice President for Academic Affairs for individual approval. Contact the Admission Office for further information.

Students transferring from a Texas public college or university are subject to the same Texas Success Initiative requirements that apply to current students. (See the special TSI section for details). Therefore, transfer students from Texas public colleges and universities who began their college careers in the 1989 fall semester or later must have 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.

Credit earned at other accredited institutions will be considered for credit at Lamar State College-Port Arthur according to the following guidelines:

1. All general education transfer courses, whether passed, failed or repeated, are used in calculating the cumulative grade point average.
2. Acceptance to Lamar State College-Port Arthur does not constitute acceptance to a particular degree or certificate program.

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

NOTE: Students who transfer from a regionally accredited private or independent IHE in Texas, or from a regionally accredited out-of-state IHE, and who satisfactorily completed (with a grade of "C" or better) college-level, non-remedial coursework, as determined by the College, are exempt from developmental education requirements.

### - Former Students

Former students at Lamar State College-Port Arthur 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 Lamar-named school or incomplete records will not be allowed to register until the problems are resolved.

Students currently enrolled should follow the procedures for pre-registration as described by their advisors or instructors.

## Proof of Residency and Texas Domicile

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, such as:

### **Chart I**

#### **Documentation to Support Establishing and Maintaining Domicile in Texas**

The following documentation may be requested by the institution regarding a person's responses to the Core Residency Questions. Documents that may be used as proof that:

- (1) The person or the dependent's parent established domicile in Texas, and
- (2) The person or the dependent's parent has maintained domicile in Texas continuously for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls, include but are not limited to the following:

A person to qualify for residency under this title shall provide the institution with a completed set of Core Residency Questions.

### **Chart II**

#### **Documentation to Support Establishing and Maintaining Domicile in Texas**

The following documentation may be requested by the institution regarding a person's responses to the Core Residency Questions. Documents that may be used as proof that:

- (1) The person or the dependent's parent established domicile in Texas, and
- (2) The person or the dependent's parent has maintained domicile in Texas continuously for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls, include but are not limited to the following:

### **Part A**

#### **Documents that may Support the Establishment of a Domicile in Texas and Maintenance of Domicile in Texas**

##### **1. SIGNIFICANT GAINFUL EMPLOYMENT**

- a. An employer's statement of dates of employment in Texas (beginning and current or ending dates) that encompass at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls.
- b. Other documents that show the person or the dependent's parent, for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls:
  - 1) has been engaged in employment intended to provide an income to the person or allow the person to avoid the expense of paying another to perform tasks (as in child care) that is sufficient to provide at least one-half of the individual's tuition and living expenses or represents an average of at least 20 hours per week; or
  - 2) is self-employed in Texas or is living off his/her earnings; or
  - 3) is primarily supported by public assistance in Texas.
- c. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attest to the provision of services to the homeless person for the 12 consecutive months immediately preceding the census date of the term in which the person enrolls.

##### **2. SOLE OR JOINT MARITAL OWNERSHIP OF RESIDENTIAL REAL PROPERTY**

Title to residential real property in Texas with documentation to verify 12 consecutive months of ownership immediately preceding the census date of the term in which the person enrolls, such as a Warranty Deed, with the person or the dependent's parent having established and maintained domicile at that residence.

### 3. MARRIAGE TO A PERSON WHO HAS ESTABLISHED AND MAINTAINED DOMICILE IN TEXAS

Marriage Certificate or Declaration of Registration of Informal Marriage with documentation to support that spouse has established and maintained domicile in Texas for the 12 consecutive months preceding the census date of the term in which the person enrolls.

### 4. OWNERSHIP OF A BUSINESS ENTITY

Documents that evidence the organization of the business in Texas that reflect the ownership interest of the person or dependent's parent, and the customary management of the business by the person or dependent's parent without the intention of liquidation for the foreseeable future.

## Part B

### Documents that May Provide Support to a Claim of Residence in Texas for the 12 Consecutive Months Immediately Preceding the Census Date of the Term in which the Person Enrolls

1. Utility bills for the 12 consecutive months preceding the census date.
2. A Texas high school transcript for full senior year immediately preceding the census date.
3. A transcript from a Texas institution showing presence in the state for the 12 consecutive months preceding the census date.
4. A Texas driver's license or Texas ID card that has not expired and, if it reflects an origination date, shows an origination date at least 12 months prior to the census date.
5. Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date.
6. A current credit report that documents the length and place of residence of the person or the dependent's parent to be in Texas and the length of residence to be at least 12 consecutive months preceding the census date.
7. Texas voter registration card that was issued at least 12 months prior to the census date.
8. Pay stubs for the 12 consecutive months immediately preceding the census date, reflecting significant gainful employment in Texas.
9. Bank statements reflecting a Texas address for the 12 consecutive months immediately preceding the census date.
10. Written statements from the office of one or more social service agencies, attesting to the provision of services for at least the 12 consecutive months immediately preceding the census date.
11. Lease or rental of residential real property in the name of the person or the dependent's parent for the 12 consecutive months immediately preceding the census date.

## Part C

### Other Documents that May be Used to Lend Support To or Clarify an Individual's Claim of Domicile or Residence, as Appropriate, in Texas

Among other documents that may be used to lend support to or clarify an individual's claim of having established and maintained domicile or residence, as appropriate, in Texas are the following:

1. Tax return of the student or parent(s).
2. Visa, passport or other pertinent immigration documents.
3. Leave and Earnings Statements (LES).
4. Documents or statements to clarify answers to Core Residency Questions.
5. A Texas high school transcript to verify 36 months' presence in the state and graduation from a Texas high school.
6. State or local licenses to conduct a business or practice a profession in this state.

### International Student Admission

Students from other countries holding a visa other than a permanent resident visa are considered "International Students." Applicants may be accepted for admission and a Form I-20 issued when all of these requirements are met:

- a) application for admission;

- b) official secondary school record and official college transcript (if applicable);
- c) evidence of sufficient financial support for the academic year by submitting an I-134 (affidavit of support), an Immigration and Naturalization Services document; and
- d) adequate proof of competency in English or a score of 500 or better on the Test of English as a Foreign Language (TOEFL), administered by the College Entrance Examination Board, PO Box 899, Princeton, New Jersey 08540, U.S.A. Scores must be received directly from Educational Testing Service (ETS). Photocopies or student copies of test scores will not be accepted.

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

In fulfillment of immigration regulations, a student must enroll in a full-time course of study that will lead to the attainment of specific educational objectives.

A full-time course load is defined as “a minimum of 12 semester hours.”

Application deadlines for students requiring I-20s are:

Fall Semester – April 15

Spring Semester – September 1

Summer Sessions – January 15

International students must also present proof of adequate health insurance.

Internationals who plan to drive an automobile in the state of Texas must have liability insurance.

Special application forms and details on admission procedures at Lamar State College-Port Arthur may be secured by writing to the Admission and Records Office, Lamar State College-Port Arthur, P.O. Box 310, Port Arthur, Texas 77641-0310.

## High School Co-Enrollment

A student who has completed the sophomore year of high school may enroll in college-level courses upon the recommendation of the high school principal.

The per semester class load of such a student is limited. The Vice President for Academic Affairs may grant exceptions to the rule under special circumstances that indicate a student is capable of college-level work, based on factors such as grade-point average, ACT or SAT scores and other assessment indicators.

Students must comply with TSI requirements.

## Articulation

A student who earned college credit while in high school under Articulation agreements may petition for the credit through the Dean of Technical Programs in Room 119A of the Madison Monroe Building.

## Special Admission

A person age 18 or older may be exempt from the admission requirements and be admitted on “individual approval,” provided the admitting officer is convinced the applicant’s record shows ability to carry the College work assigned.

Students admitted on this condition are subject to the same policies and rules as all other students.

## Senior 55+ Program

The Senior 55+ Program offers special financial incentives to people age 55 or older, who would like to take a course or courses for personal enrichment. The College may offer class sections that are specifically designed for participants in the program.

Seniors may also take other courses listed in the class schedule; registration for these classes will be contingent upon space available, with priority given to students seeking a certificate or degree.

## Texas Success Initiative Assessment Test

House Bill 1244, 82nd Texas Legislature (2011), amended Texas Education Code §51.3062 relating to the TSI. Revisions authorized the Board to “prescribe a single standard or set of standards for each [TSI] assessment instrument to effectively measure student readiness” to perform freshman-level academic coursework, and repeals the authority for each institution of higher education to “adopt more stringent assessment standards with respect to student readiness.” These directives are expected to improve the assessment and placement process at Texas institutions of higher education. Texas public institutions of higher education will be required to assess all first time in college students who are not otherwise exempt under the Texas Success Initiative using the new TSI Assessment.

## Additional Information

Lamar State College-Port Arthur will evaluate all of the developmental work completed by students transferring from other public institutions. It is the College’s prerogative to accept or reject previous developmental work for the purpose of remediation.



## Assessment and Placement Requirements

Texas law requires that a student entering LSC-PA or any state college or university must take the TSI exam for assessment and placement before registering for college-level classes. A student who does not obtain a minimum qualifying score in one or more sections of TSI is required to enroll in at least one of the corresponding developmental courses based upon placement scores unless the student qualifies for one or more of the exemptions below.

Per 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.

- ❖ For a period of five years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
  - ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
  - SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or
- ❖ For a period of five years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
  - on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
- ❖ A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
- ❖ A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
- ❖ A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
- ❖ A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
- ❖ A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
- ❖ A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- ❖ An institution may exempt a non-degree-seeking or non-certificate-seeking student.
- ❖ 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(1)(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.

## Specific Course and Program Placement Policies

### Math and English Placement

All students intending to enroll in a college-level math and/or English composition course who are not TSI complete OR who are TSI complete but do not meet the course prerequisites are required to take a placement test. Students who do not achieve minimum placement scores on these exams must enroll in and pass appropriate developmental coursework in order to progress into college-level math and/or English composition courses. This requirement is subject to being waived [is subject to review] under special circumstances, such as the unavailability of appropriate developmental courses.

### Minimum Passing Standards and Placement Scores

NOTE: the phrase “Prerequisite: Basic skills competency in reading, writing, and/or math” is the equivalent of and means the same thing as “Meets TSI College Readiness Standard for reading, writing, and/or math.” Either of these phrases may be found in course descriptions in this catalog.

<b>Skill Test</b>	<b>TSI Score</b>	<b>Course Placement</b>
Mathematics	350 or higher	College ready
	344-349	Math 0332
	337-343	Math 0313
	310-336	Math 0312
Reading	351 or higher	College ready
	347-350	English 0302
	310-346	English 0301
Writing	Essay of 5	College ready
	OR	
	363 and essay of 4	College ready
	357-362	English 0317
	310-356	English 0310

## LSC-PA Developmental Education Plan

Providing higher education opportunities to populations previously underserved is a distinguishing characteristic of two-year institutions. Lamar State College-Port Arthur exhibits this commitment through an open-door admissions policy. As a result, a wide range of pre-college level courses exists for those students who, for whatever reason, are not prepared for college-level work.

Students enrolled in developmental education courses are a diverse group. They vary in formal education, age, socio-economic status, cultural background and academic skills. They may also be at a disadvantage because of unrealistic career goals, poor self-image and/or previous academic failures.

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

The Developmental Education Department is a part of the Academic Programs Division. The Developmental Education Department chairperson is responsible for all developmental courses as well as for all activities in the Student Success Center.

### Developmental Education Courses

The following constitute developmental courses at LSC-PA:

MATH 0311 Developmental Mathematics

MATH 0312 Fundamentals of Mathematics

MATH 0313 Introductory Algebra

MATH 0332 Intermediate Algebra  
 ENGL 0300 Developmental Reading Skills  
 ENGL 0301 Basic Reading Skills  
 ENGL 0302 College Reading Skills  
 ENGL 0309 Developmental Writing Skills  
 ENGL 0310 Developmental Writing I  
 ENGL 0317 Developmental Writing II  
 ENGL 0327 Integrated Reading/Writing (IRW)  
 SSC 101 Individualized Instruction (reading)  
 SSC 102 Individualized Instruction (mathematics)  
 SSC 103 Individualized Instruction (writing)

#### Developmental Education Completion 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 “C” or better. Students who earn a grade of “C” or better will advance to the next level. Students who earn a “D” or “F” 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 “F” will be issued for the course. See an advisor for details.

3. If a student earns a “D” or “F” 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 “D” or “F” in a developmental course the second time, he/she must be in remediation in the Student Success Center. See an advisor for details.

#### Advising of Students Subject to Developmental Education Requirements

A student who has not completed all requirements of the Texas Success Initiative must receive academic advising from the Advising Office, until all remediation requirements are met.

Students are advised of assessment, placement and advising requirements during recruitment, admissions and the enrollment process. Upon completion of the Texas Success Initiative requirements, a student no longer is required to participate in advising in the Advising Office.

#### Continuous Remediation Requirement and Temporary Exemption

A student is required to be in continuous remediation until passing an approved test for TSI purposes or an approved alternative test. This means a student must remain in at least one developmental course until the student has completed all requirements of the TSI.

#### Exiting Remediation

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 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).

#### Developmental Course Repetition

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 “D” or “F” 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 27 semester 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.

#### Attendance in Developmental Courses

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 “F” for failure to follow the attendance policy, failure to complete assigned work and/or failure to complete all required testing.

## Distance Education

Lamar State College-Port Arthur offers online and off-campus courses to make the pursuit of degrees and certificates more accessible for students who may find it difficult to attend regular on-campus classes.

Off-campus courses are available in the evening for the general public on area high school campuses, and co-enrollment courses for high school students are offered on some high school campuses.

Online courses offer the most convenience and flexibility by providing internet delivery of all course content, exams, assignments, activities, and communication with the instructor.

However, online courses usually are not self-paced, and deadlines for examinations and assignments will apply. Eight week courses will be more demanding as the same amount of material is covered in half the number of days of a regular semester.

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 these classes they need to be motivated to learn, responsible, and very well organized. If students are unsure or want to learn more about Distance Learning classes, they should contact the Distance Learning Coordinator.

## Online Credit Courses

- E-Learning (<http://www.lamarpa.edu/distanceedu/e-learn.html>) Homepage
- Online Nursing Program (<http://www.stateu.com/lamarpa/>)

If students are unsure or want to learn more about E-Learning courses, they should contact the Distance Learning Coordinator:

## Distance Learning Coordinator:

### **Darren McIntire**

Office: Madison Monroe 114  
 Email: [darrenm@lamarpa.edu](mailto:darrenm@lamarpa.edu)  
 Office: (409) 984-6141  
 Fax: (409) 984-6000

## For Technical Support please contact:

### **Help Desk/Technical Support – My Lamar, email & Distance Education**

Office: Gates Memorial Library Open Computer Lab  
 Email: [helpdesk@lamarpa.edu](mailto:helpdesk@lamarpa.edu)  
 Office: (409) 984-6150

## Blackboard Online Orientation

Click the following link <http://blackboard.lamarpa.edu/webapps/portal/frameset.jsp> to access the Student Orientation Course page. Once logged in, click the "Student Orientation Course" link located in the "My Courses" box to begin the orientation.

Before signing up for a Distance Education course, ask yourself if the following descriptions apply to you:

- Self-Starter — no one has to tell me when to do my schoolwork.
  - Motivated — I feel a strong desire to accomplish whatever I put my mind to.
  - Organized — I am a planner and can schedule things so most get done.
  - Goal-Oriented — I like to set goals for myself and follow through.
  - Computer-Friendly — I am very comfortable using a computer and have few problems.
  - Assertive — If I need help, I'm not afraid to seek out answers.
  - Good Writer — I can communicate well in writing.
  - Good Reader — I can read with understanding and assimilate large amounts of information.
- If most of these describe you, then you probably can succeed in and benefit from taking an on-line course.

## Advisement Services

Student advisement is an integral part of the Texas Success Initiative program.

Students are encouraged to discuss TSI policies and compliance with an admission advisor for proper testing referral prior to enrollment and to utilize academic advisement services on campus.

Lamar State College-Port Arthur offers a number of support services designed to assist students in understanding the TSI and meeting its requirements.

## Placement

As noted earlier in this catalog, students should not enroll in courses for which they are not academically prepared.

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. Students should consult an academic advisor for a list of courses which require as a prerequisite a passing score on an approved test for TSI purposes.

## Developmental Education & The Student Success Center

Lamar State College-Port Arthur offers developmental courses to assist students with basic skills in reading, writing, and mathematics.

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

## 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 very 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 15 semester 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 and 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.

## Change of Address or Name

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

Change of name due to marriage, or correction of name because of spelling errors, may be made by completing a name change card at the Admission and Records Office. All name changes must be accompanied by a copy of the legal document making the name change official.

## Graduates of Non-Accredited High Schools

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 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.

## Ability to Benefit

Students entering Lamar State College-Port Arthur without passing the General Educational Development Test (GED), 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 ASSET, COMPASS or other appropriate DOE-approved tests are administered by the Student Success Center to determine placement in classes and the ability to benefit from programs offered by the College.

Contact the Admission Advisors Office for more information on the ASSET test.

## 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. Louisiana students should inquire in the Admission and Records Office concerning the reciprocity agreement.

## Freshman Orientation and Registration

A series of freshman 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.

Similar programs are available to new students entering the spring semester.

## 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. The following sections detail criteria used for acceptance of transfer credit.

In order to graduate, a student must have a 2.0 grade point average on all work in the respective degree plan.

Grades from other institutions are recorded as received. No grade is changed.

## Credit for Military Experience

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. a certified original of the DD form 295, or
2. a copy of the DD form 214, or
3. course completion certificates.

## Academic "Fresh Start"

Applicants seeking transfer admission and who have academic credits or grades earned 10 or more years prior to the semester in which enrollment is sought may elect to seek entry under the terms of Academic "Fresh Start."

Under this policy the applicant may petition Lamar State College-Port Arthur to not consider, in the admission process, course credits or grades earned 10 years or prior. Applicants seeking entry under this section will not receive any credit for courses taken 10 or more years prior to enrollment.

Applicants applying under Academic "Fresh Start" are subject to all standard admission and testing criteria applicable to persons seeking admission.

## Transfer Dispute Resolution Guidelines

The following guidelines and definitions are established to clarify and enhance paragraph (6) of Chapter 5, Subchapter S, Section 5.4 of the Texas Higher Education Coordinating Board rule pertaining to Transfer Curricula and Resolution of Transfer

Disputes for Lower-Division Courses

### – General Provisions

All lower division academic courses shall be fully transferable to public institutions and must count toward the same degree at any public college or university in Texas.

### – Requirements and Limitations

(a) Each institution of higher education shall identify in its undergraduate catalog each lower division course that is substantially equivalent to an academic course listed in the current edition of the "Community College General Academic Course Guide Manual."

(b) Each university must identify at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the "Community College General Academic Course Guide Manual" including those that fulfill the lower-division portion of the institution's Core Curriculum.

(c) All public colleges and universities must accept transfer of credit for successfully completed courses identified in subsections (a) and (b) of this section as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that major.

(d) Each institution must accept in transfer into a baccalaureate degree the number of lower division credit hours in a major which are allowed for non-transfer students in that major; however,

1. No institution is required to accept in transfer more credit hours in a major than the number set out in the applicable Coordinating Board-approved Transfer Curriculum for that major, as prescribed by the current issue of the Coordinating Board's guide to transfer curricula and transfer of credit, Transfer of Credit Policies and Curricula.

2. In any major for which there is no Coordinating Board approved Transfer Curriculum, no institution is required to accept in transfer more lower division course credit in the major applicable to a baccalaureate degree than the institution allows their non-transfer students in that major.

3. A university may deny the transfer of credit in courses with a grade of "D" as applicable to a student's field of study courses, core curriculum courses, or major.

(e) All senior institutions of higher education in Texas must provide support services for transfer students equivalent to those provided to non-transfer students regularly enrolled at the institutions, including an orientation program for transfer students equivalent to that provided for entering freshman enrollees.

(f) No university is required to accept in transfer or toward a degree, more than 66 semester credit hours of academic credits earned by community college student. Universities, however, may choose to accept additional credit hours.

## Penalty for Noncompliance with Transfer Rules

If the Coordinating Board determines that an institution inappropriately or unnecessarily required a student to retake a course that is substantially equivalent to a course already taken at another institution, in violation of the provisions of Section 5.391 of the Texas Higher Education Coordinating Board Rules and Regulations (relating to Requirements and Limitations), formula funding for credit hours in the repeated course will be deducted from the institution's appropriations.

## Resolution of Transfer Disputes for Lower-Division Courses

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

(1) If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

(2) A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.

(3) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.

(4) If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

(b) The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

(c) Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.

(d) The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.

(e) If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

## “Disputes vs. Problems”

Problems that occur during the transfer process will not always be categorized as disputes, and will not follow dispute procedures and guidelines. Problems are clearly within the jurisdiction of the receiving institution.

Problems may include, but are not limited to these situations:

- A student may lose credit hours or have to take additional, lower-level credit hours when he or she changes majors.
- Students may not decide which upper-level/senior institution they will attend to complete their degree until after they have completed significant lower-level coursework. Courses taken may not apply or transfer to the institution selected.
- A student may take more than 66 lower-level credit hours.
- A student may have received unsatisfactory grades in lower-level courses.
- The student may take vocational, technical, developmental or remedial courses that are not defined as general academic courses.
- Compliance with external accrediting agencies, newly enacted legislation, and changes in Texas Education Agency or Coordinating Board regulations may invalidate courses students have already completed.
- Students may take more credit hours in a course category than will transfer. Examples include activity hours in physical education, choir, band, etc.
- Institutions may not accept work that is considered too old.
- The student may repeat courses to raise grade point averages. Duplicate credit would not be accepted.

## Credit by Examination

Lamar State College-Port Arthur awards college credit for successful performance in these examination programs: College Board Advanced Placement (AP) Program, College Level Examination Program (CLEP), ACT, and SAT I tests. Credit through any of the examinations listed in this section is awarded when the student has completed an enrollment term at Lamar State College-Port Arthur and has earned an amount of resident credit equal to the hours earned by examination. By law, students may receive only three semester hours of credit in U.S. history and three semester hours credit in government through credit by examination. 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 arrangements are made by high school counselors. Subject matter areas and the basis for granting credits for Advanced Placement courses are as follows:

<u>Subject Area</u>	<u>Required Score</u>	<u>Credit Granted</u>
Biology .....	3 .....	BIOL 1406 & 1407
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 1411
Chemistry .....	4 .....	CHEM 1405 & 1407
Chemistry .....	5 .....	CHEM 1411 & 1412
Economics - Macro .....	3 .....	ECON 2301
Economics - Micro .....	3 .....	ECON 2302
English .....	3 .....	ENGL 1301
English .....	4 .....	ENGL 1301 & 1302
Foreign Language .....	3 .....	6 hours of foreign language
Foreign Literature .....	4 .....	12 hours of foreign language
Government.....	3 .....	GOVT 2301 or 2302
History (U.S.).....	3 .....	HIST 1301 or 1302
Music Theory .....	3 .....	MUSI 1301

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

<u>ACT Standard</u>	<u>Score</u>	<u>LSC-PA Course</u>	<u>Semester Hours</u>
English .....	28 .....	ENGL 1301.....	3
Usage/Mech.....	14 .....		
Rhet. Skills .....	14 .....		
English .....	30.....	ENGL 1301 & 1302 .....	6
Usage/Mech.....	15 .....		
Rhet. Skills.....	15 .....		
Mathematics .....	26.....	MATH 1332.....	3
Pre-algebra .....	14 .....		
Alg/Geom .....	13 .....		
Geom/Trig .....	13 .....		



Mathematics .....	28 .....	MATH 1332 & 1314 .....	6
Pre-algebra .....	15 or		
Alg/Geom .....	14 .....	MATH 1332 & 1324	
Geom/Trig .....	14		
Reading .....	28-29 .....	HIST 1301 or 1302 .....	3
Soc. Studies.....	15		
Reading .....	30 .....	HIST 1301 or 1302 and.....	6
Soc. Studies.....	16 .....	GOVT 2301 or 2302	
Reading .....	30 .....	ENGL 2326 or 2331	
Arts/Literature.....	16		
Reading .....	32 .....	HIST 1301 or 1302 and.....	9
Soc. Science .....	16 .....	GOVT 2301 or 2302 and	
Arts/Literature.....	16 .....	ENGL 2326 or 2331	

Credit earned through the ACT 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 scores are valid for credit-by-exam for five years.

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

<u>SAT Scores</u>	<u>LSCPA Course</u>	<u>Semester Hours</u>
Critical Reading: 590 .....	ENGL 1301.....	3
Critical Reading: 640 .....	ENGL 1301 & 1302 .....	6
Math: 600.....	MATH 1332.....	3
Math: 630.....	MATH 1332 & 1314.....	6
or.....	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 LSC-PA. The student must petition the Registrar for SAT credit. SAT scores are valid for credit-by-exam for 5 years.

## Office Administration

A maximum of 18 semester credit hours may be awarded to students pursuing an Associate of Applied Science Degree in Administrative Assistant who passed all parts of the Certified Professional Secretary (CPS) examination. A student wishing to receive credit must submit an application to the Dean of Technical Programs after completing 18 semester hours of college-level work at Lamar State College-Port Arthur that applies to the AAS Degree in Administrative Assistant.

If granted, credit will be awarded for ACNT 1303, POFT 2312, POFT 1313, POFT 2301, POFT 1309 and IFSW 1301. The student must be in good standing and TSI-compliant at the time the credit is posted to the transcript. Credit for coursework awarded through this program will not replace the grades earned in these same courses if they were taken previously at Lamar State College-Port Arthur.

## Cosmetology

A maximum of 12 semester hours may be awarded to a student pursuing an Associate of Applied Science Degree in Cosmetology Instructor if the student is a licensed cosmetology instructor in good standing in the State of Texas. Students also must have a minimum of two years teaching experience in the field in an institution accredited by the Southern Association of College and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501). A student wishing to receive credit must submit an application to the Dean of Technical Programs after completing 12 semester hours of college-level work at Lamar State College-Port Arthur that applies to the A.A.S. degree in Cosmetology Instructor. If granted, credit must be awarded for CSME 1535, CSME 2337, and CSME 2445. Credit for coursework awarded through this program will not replace the grades earned in these courses if they were taken previously at the College.

## Surgical Technology

Students seeking Associate Degree in Surgical Technology who are certified through the National Board of Surgical Technologists 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 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 1505, SRGT 1509 and SRGT 1360. The student must be in good standing and TSI-compliant at the time the credit is posted to the transcript.

## 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.

Since the presence of international students also entails responsibility for the College in meeting certain distinctive needs, it is imperative that adequate provision be made for doing so. 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.



Softball fans can follow the team each spring online at <http://athletics.lamarpa.edu>. The Seahawks play their home games at the newly-renovated Martin Field on Lakeshore Drive.

# Fees & Expenses

Tuition is based on the number of hours for 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 current tuition rate for a Texas resident student is \$50 per semester credit hour. The rate for a non-resident student is \$412 per semester credit hour. A designated tuition fee of \$69.92 per semester credit hour is also charged for both resident and non-resident students. Students are responsible for registering under the proper residency classification. Questions concerning determination of residency should be directed to the Vice President for Student Services.

A student is not registered until tuition and fees are paid in full. Payment may be made by check, electronic check, money order, currency or credit/debit card (MasterCard, Visa and American Express).

Checks and money orders, not in excess of total fees, should be made payable to Lamar State College-Port Arthur and will be accepted subject to final payment unless the student chooses the installment agreement payment plan for the fall and spring semesters or for summer semester students enrolled in 12 hours for the single 12-week summer semester.

## Fees and Expenses

### Summary of Registration 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 residents taking a 15 semester hour course load:

Tuition .....	\$1,798.80
Student Services Fee .....	250.00
Student Center Fee .....	27.00
Administrative Computer Use Fee.....	308.55
Endowed Scholarship Fee.....	15.00
Recreation Sport Fee .....	24.00
Student ID .....	5.00
Library Fee .....	60.00
Athletic Fee.....	158.70
Transcript Fee.....	5.00
* Parking Fee (if desired).....	40.00
Books and Incidentals (estimated).....	600.00
<b>TOTAL: .....</b>	<b>\$3,292.05 + lab fees + proctored exam fees</b>

#### Part-time Student (six semester hours):

Tuition .....	\$719.52
Student Services Fee .....	168.00
Student Center Fee .....	27.00
Administrative Computer Use Fee.....	123.42
Endowed Scholarship Fee.....	6.00
Recreation Sport Fee .....	24.00
Student ID .....	5.00
Library Fee .....	24.00
Athletic Fee.....	63.48
Transcript Fee.....	5.00
* Parking Fee (if desired).....	40.00
Books and Incidentals (estimated).....	250.00
<b>TOTAL: .....</b>	<b>\$1,455.42 + lab fees + proctored exam fees</b>

Tuition and general use fees vary with the semester hours carried so the total may differ from this estimate.

\* Parking fees may be less than \$40. See the details under "Summary of Fees" in this section.

## Tuition Exemptions for 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.

Details may be obtained from the Admission Advising Office.

## Tuition Exemptions for Veterans

Persons who were citizens of Texas when they entered the U.S. Armed Forces, and who no longer are eligible for educational benefits provided for veterans of the United States, are exempt from tuition and laboratory fees. This applies to those who served in World War II, the Korean Conflict or the Vietnam War and were honorably discharged.

To obtain this exemption, necessary papers must be presented prior to registration and approval obtained from the Office of Veterans' Affairs. The above exemption also extends to wives, children and dependents of members of the Armed Forces who were killed in action or died while in the service during World War II, the Korean Conflict or the Vietnam War.

Students who expect to attend Lamar State College-Port Arthur under some veterans benefit plan should contact the office of Veterans' Affairs 60 to 90 days prior to registration.

The Office of Student Financial Aid advises veterans on program and training opportunities, academic assistance and counseling. Veterans interested in further information should visit this office in the Student Center.

## Tuition Exemptions for Louisiana Residents

In accordance with H.B. 1836 enacted in 1995 by the Texas Legislature, the Texas non-resident tuition fee will not apply to any resident of Louisiana who registers at Lamar State College-Port Arthur. A Louisiana resident enrolling at the College shall pay tuition and fees equivalent to the amount charged a Texas resident. In no case will the Louisiana resident pay less than the Texas resident tuition and fees. Proof of residency must be provided and approved to be eligible for this exemption.

## My.Lamarpa.edu Account

**NOTE TO ALL STUDENTS:** Lamar State College-Port Arthur will utilize your My.Lamarpa.edu email account as a primary point of contact as a service to you. It is imperative that you secure or get assistance with your password as soon as possible as the College will utilize this as its primary point of contact for important announcements and other communications. Your My.Lamarpa.edu account can be checked on any computer in the world and we also have computers available around campus for your use. You are strongly encouraged to log into your My.Lamarpa.edu account **DAILY**. If you need assistance with your account, contact the My.Lamarpa.edu, Help Desk Coordinator – 409-984-6150.



HAVE YOU CHECKED YOUR  
**My.Lamarpa.edu**  
 ACCOUNT TODAY?

## Summary of Fees

LSC-PA 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 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

This fee primarily supports both the administrative mainframe computer and the academic mainframe computer. The current rate is \$20.57 per semester credit hour.

### - Athletics Fee

This fee supports the College's intercollegiate athletic programs' administration, staffing and activities related to participation in NJCAA (National Junior College Athletic Association) competition. The College currently competes in Division I men's basketball, women's softball and women's volleyball.

The current rate is \$10.58 per credit hour in fall and spring semesters and \$5.29 per credit hour during summer terms.

### - Distance Education (E-Learning) Notifications of Charges Associated with Verification of Identity

Currently, the only Lamar State College-Port Arthur students required to pay an additional charge for verifying identity are enrolled in the online A.A.S. nursing program. These students register for proctored final examinations in five courses at a cost of \$25 per exam. If the college determines that proctored examinations should be required in other courses the cost to students will also be approximately \$25 per exam. (<http://www.lamarpa.edu/distanceedu/e-learn.html>)

### - Endowed Scholarship Fee

This fee will establish a Student Endowment Scholarship Fund. The current rate is \$1 per semester credit hour.

### - Laboratory Fees

A \$2 fee is charged each semester for courses with a combined lecture and laboratory credit from one to three semester hours. The laboratory fee is \$4 per semester for courses that have four or more credit hours credit.

### - Late Registration Fee

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

### - Library Fee

This \$4 per credit hour fee is used to support a portion of the operations of the Gates Memorial Library.

### - 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.

### - Parking Fees

Charges for parking on campus are made at registration. Automobile registration fees are: Fall Semester, \$40; Spring Semester, \$35; Summer Session I, \$30; Summer Session II, \$25. Parking fees paid allow the use of designated parking facilities on the Lamar State College-Port Arthur campus only.

### - Recreational Sports Fee

This fee supports the operations of the Carl A. Parker Multipurpose Center. The current rate is \$24 for each long semester and \$12 for each short semester.

### - 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.

A \$50 fee also will be charged for classes dropped for non-payment. This fee will be applied only to students who re-enroll for that same term.

### - Student Center Fee

This fee supports the programs, administration, staffing and services related to the Student Center and its programs. The current rate is \$27 per long semester and \$13 per summer session.

### - Student Photo Identification

All students must buy a student photo identification card. The Student ID fee is \$5 and is good for two years. Students must carry their ID cards at all times while on campus. If the Student ID is lost or stolen, a replacement card may be purchased. Student IDs are required for use of college facilities and to attend college functions.

### - Student Returned Check Fees

A student is automatically suspended from the College if a check is returned unpaid. The student may re-enter upon redemption of the check plus payment of the returned check fee of \$25 and any late fees associated with the payment.

### - Student Service Fee

This fee supports student activities such as student organizations, extracurricular activities and other administrative student support services. The current rate is \$28 per credit hour.

### - Transcript Fee

A \$5 Transcript Fee is charged at the beginning of each semester a student attends the College. Upon official request, students will receive copies of their transcript in the future at no charge. Students previously paid \$5 for each transcript.

## Student 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. A brochure 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 intramural/recreational sports programs.

## Miscellaneous Fees

Associate Degree Diploma .....	\$27.98 + tax
Certificate of Completion.....	\$27.98 + tax
Cap and Gown Fee (keep both).....	\$37.98 + tax
Advanced Standing Examination (per course).....	\$.25
Lost Photo I.D.....	\$.50
Distance Learning Fee.....	\$.50

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

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

## Installment Agreement

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 1/2
- Payable: by 6th class week 1/4
- Payable: by 11th class week 1/4
- Service Charge \$20
- Penalty for each delinquent payment \$15

House Bill 1212 allows students the option to pay in installments for a 12-week Summer term. Payment options are:

- Payable upon registration 1/2
- Payable by 5th class week 1/4
- Payable by 9th class week 1/4

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

## Withdrawal and Student Financial Responsibility

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. Withdrawing from the College must be done with an advisor in order for the student to receive any refund.

## Dropping Courses

All students who drop courses during the first 12 class days of the Fall or Spring semester, or within the first four days of a Summer Session, and remain enrolled, will receive a tuition and fees refund for that particular course or courses. The Finance Office will begin processing refunds two weeks after the 12th class day.

## Refund of Tuition & Fees

Refund percentages are based on the amount of total fees, not on the amount paid. Any student officially withdrawing will receive a refund on tuition, student service, laboratory, building and general use and private lesson fees paid and/or obligated. The refund process will begin on Tuesday night following the first class day for 100 percent withdrawals and Tuesday night of the second week following the 20th (Spring/Fall) and 6th (Summer) class days down to 25 percent withdrawals.

Percentages are according to the following schedule:

### Semester Length – 9 to 16 or more weeks

1. Prior to the first class day, 100 percent. (less \$20 matriculation fee).
2. During the five class days, 80 percent of total fees.
3. During the second five class days, 70 percent of total fees.
4. During the third five class days, 50 percent of total fees.
5. During the fourth five class days, 25 percent of total fees.
6. No refunds after the fourth five class days.

### Semester Length – 5 to 8 weeks

1. Prior to the first class day, 100 percent (less \$20 matriculation fee).
2. During the first, second or third class day, 80 percent of total fees.
3. During the fourth, fifth or sixth class day, 50 percent of total fees.
4. Seventh class day and after, none.

**Semester Length – 4 weeks**

1. Prior to the first class day, 100 percent (less \$20 matriculation fee).
2. During the first and second class days, 80 percent.
3. During the third and fourth class days, 50 percent.
4. Fifth class day and after, none.

**Semester Length – 2-3 weeks**

1. Prior to the first class day, 100 percent (less \$20 matriculation fee).
2. On the first class day, 80 percent.
3. On the second class day, 50 percent.
4. Third class day and after, none.

**Refunds for Students Receiving Federal Financial Aid**

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

Recipients who withdraw before the 60 percent point in the semester will have returns calculated according to the Return of Federal Title IV Guidelines.

**During the 2014-15 academic year, 60 percent of the session is complete on:**

**Fall 2014 – October 28**

**Spring 2015 – March 30**

**Summer I 2015 – July 2**

**Summer II 2015 – July 30**

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.



## Fall 2014 Tuition and Fees

Semester Hours	Tuition Texas	Tuition Non-Texas	Student Service Fee	Student Center Fee	Recreation Sports Fee	Transcript Fee	Endowed Scholarship Fee	Library Fee	Athletic Fee	Administrative Computer Use Fee	Total Charge Texas	Total Charge Non-Texas
1	\$ 119.92	\$ 481.92	\$ 28.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 1.00	\$ 4.00	\$ 10.58	\$ 20.57	\$ 240.07	\$ 602.07
2	\$ 239.84	\$ 963.84	\$ 56.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 2.00	\$ 8.00	\$ 21.16	\$ 41.14	\$ 424.14	\$ 1,148.14
3	\$ 359.76	\$ 1,445.76	\$ 84.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 3.00	\$ 12.00	\$ 31.74	\$ 61.71	\$ 608.21	\$ 1,694.21
4	\$ 479.68	\$ 1,927.38	\$ 112.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 4.00	\$ 16.00	\$ 42.32	\$ 82.28	\$ 792.28	\$ 2,239.98
5	\$ 599.60	\$ 2,409.60	\$ 140.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 5.00	\$ 20.00	\$ 52.90	\$ 102.85	\$ 976.35	\$ 2,786.35
6	\$ 719.52	\$ 2,891.52	\$ 168.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 6.00	\$ 24.00	\$ 63.48	\$ 123.42	\$ 1,160.42	\$ 3,332.42
7	\$ 839.44	\$ 3,373.44	\$ 196.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 7.00	\$ 28.00	\$ 74.06	\$ 143.99	\$ 1,344.49	\$ 3,878.49
8	\$ 959.36	\$ 3,855.36	\$ 224.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 8.00	\$ 32.00	\$ 84.64	\$ 164.56	\$ 1,528.56	\$ 4,424.56
9	\$ 1,079.28	\$ 4,337.28	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 9.00	\$ 36.00	\$ 95.22	\$ 185.13	\$ 1,710.63	\$ 4,968.63
10	\$ 1,199.20	\$ 4,819.20	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 10.00	\$ 40.00	\$ 105.80	\$ 205.70	\$ 1,866.70	\$ 5,486.70
11	\$ 1,319.12	\$ 5,301.12	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 11.00	\$ 44.00	\$ 116.38	\$ 226.27	\$ 2,022.77	\$ 6,004.77
12	\$ 1,439.04	\$ 5,783.04	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 12.00	\$ 48.00	\$ 126.96	\$ 246.84	\$ 2,178.84	\$ 6,522.84
13	\$ 1,558.96	\$ 6,264.96	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 13.00	\$ 52.00	\$ 137.54	\$ 267.41	\$ 2,334.91	\$ 7,040.91
14	\$ 1,678.88	\$ 6,746.88	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 14.00	\$ 56.00	\$ 148.12	\$ 287.98	\$ 2,490.98	\$ 7,558.98
15	\$ 1,798.80	\$ 7,228.80	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 15.00	\$ 60.00	\$ 158.70	\$ 308.55	\$ 2,647.05	\$ 8,077.05
16	\$ 1,918.72	\$ 7,710.72	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 16.00	\$ 64.00	\$ 169.28	\$ 329.12	\$ 2,803.12	\$ 8,595.12
17	\$ 2,038.64	\$ 8,192.64	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 17.00	\$ 68.00	\$ 179.86	\$ 349.69	\$ 2,959.19	\$ 9,113.19
18	\$ 2,158.56	\$ 8,674.56	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 18.00	\$ 72.00	\$ 190.44	\$ 370.26	\$ 3,115.26	\$ 9,631.26
19	\$ 2,278.48	\$ 9,156.48	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 19.00	\$ 76.00	\$ 201.02	\$ 390.83	\$ 3,271.33	\$ 10,149.33
20	\$ 2,398.40	\$ 9,638.40	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 20.00	\$ 80.00	\$ 211.60	\$ 411.40	\$ 3,427.40	\$ 10,667.40

## Spring 2015 Tuition and Fees

Semester Hours	Tuition Texas	Tuition Non-Texas	Student Service Fee	Student Center Fee	Recreation Sports Fee	Transcript Fee	Endowed Scholarship Fee	Library Fee	Athletic Fee	Administrative Computer Use Fee	Total Charge Texas	Total Charge Non-Texas
1	\$ 119.92	\$ 481.92	\$ 28.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 1.00	\$ 4.00	\$ 10.58	\$ 20.57	\$ 240.07	\$ 602.07
2	\$ 239.84	\$ 963.84	\$ 56.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 2.00	\$ 8.00	\$ 21.16	\$ 41.14	\$ 424.14	\$ 1,148.14
3	\$ 359.76	\$ 1,445.76	\$ 84.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 3.00	\$ 12.00	\$ 31.74	\$ 61.71	\$ 608.21	\$ 1,694.21
4	\$ 479.68	\$ 1,927.68	\$ 112.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 4.00	\$ 16.00	\$ 42.32	\$ 82.28	\$ 792.28	\$ 2,240.28
5	\$ 599.60	\$ 2,409.60	\$ 140.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 5.00	\$ 20.00	\$ 52.90	\$ 102.85	\$ 976.35	\$ 2,786.35
6	\$ 719.52	\$ 2,891.52	\$ 168.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 6.00	\$ 24.00	\$ 63.48	\$ 123.42	\$ 1,160.42	\$ 3,332.42
7	\$ 839.44	\$ 3,373.44	\$ 196.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 7.00	\$ 28.00	\$ 74.06	\$ 143.99	\$ 1,344.49	\$ 3,878.49
8	\$ 959.36	\$ 3,855.36	\$ 224.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 8.00	\$ 32.00	\$ 84.64	\$ 164.56	\$ 1,528.56	\$ 4,424.56
9	\$ 1,079.28	\$ 4,337.28	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 9.00	\$ 36.00	\$ 95.22	\$ 185.13	\$ 1,710.63	\$ 4,968.63
10	\$ 1,199.20	\$ 4,819.20	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 10.00	\$ 40.00	\$ 105.80	\$ 205.70	\$ 1,866.70	\$ 5,486.70
11	\$ 1,319.12	\$ 5,301.12	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 11.00	\$ 44.00	\$ 116.38	\$ 226.27	\$ 2,022.77	\$ 6,004.77
12	\$ 1,439.04	\$ 5,783.04	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 12.00	\$ 48.00	\$ 126.96	\$ 246.84	\$ 2,178.84	\$ 6,522.84
13	\$ 1,558.96	\$ 6,264.96	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 13.00	\$ 52.00	\$ 137.54	\$ 267.41	\$ 2,334.91	\$ 7,040.91
14	\$ 1,678.88	\$ 6,746.88	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 14.00	\$ 56.00	\$ 148.12	\$ 287.98	\$ 2,490.98	\$ 7,558.98
15	\$ 1,798.80	\$ 7,228.80	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 15.00	\$ 60.00	\$ 158.70	\$ 308.55	\$ 2,647.05	\$ 8,077.05
16	\$ 1,918.72	\$ 7,710.72	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 16.00	\$ 64.00	\$ 169.28	\$ 329.12	\$ 2,803.12	\$ 8,595.12
17	\$ 2,038.64	\$ 8,192.64	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 17.00	\$ 68.00	\$ 179.86	\$ 349.69	\$ 2,959.19	\$ 9,113.19
18	\$ 2,158.56	\$ 8,674.56	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 18.00	\$ 72.00	\$ 190.44	\$ 370.26	\$ 3,115.26	\$ 9,631.26
19	\$ 2,278.48	\$ 9,156.48	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 19.00	\$ 76.00	\$ 201.02	\$ 390.83	\$ 3,271.33	\$ 10,149.33
20	\$ 2,398.40	\$ 9,638.40	\$ 250.00	\$ 27.00	\$ 24.00	\$ 5.00	\$ 20.00	\$ 80.00	\$ 211.60	\$ 411.40	\$ 3,427.40	\$ 10,667.40

## Summer 2015 Tuition and Fees

Semester Hours	Tuition Texas	Tuition Non-Texas	Student Service Fee	Student Center Fee	Recreation Sports Fee	Transcript Fee	Endowed Scholarship Fee	Library Fee	Athletic Fee	Administrative Computer Use Fee	Total Charge Texas	Total Charge Non-Texas
1	119.92	\$481.92	\$28.00	\$13.50	\$12.00	\$5.00	\$1.00	\$4.00	\$5.29	\$20.57	\$ 209.28	\$ 571.28
2	239.84	\$963.84	\$56.00	\$13.50	\$12.00	\$5.00	\$2.00	\$8.00	\$10.58	\$37.40	\$ 384.32	\$ 1,108.32
3	359.76	\$1,445.76	\$84.00	\$13.50	\$12.00	\$5.00	\$3.00	\$12.00	\$15.87	\$56.10	\$ 561.23	\$ 1,647.23
4	479.68	\$1,927.68	\$112.00	\$13.50	\$12.00	\$5.00	\$4.00	\$16.00	\$21.16	\$74.80	\$ 738.14	\$ 2,186.14
5	599.60	\$2,409.60	\$125.00	\$13.50	\$12.00	\$5.00	\$5.00	\$20.00	\$26.45	\$93.50	\$ 900.05	\$ 2,710.05
6	719.52	\$2,891.52	\$125.00	\$13.50	\$12.00	\$5.00	\$6.00	\$24.00	\$31.74	\$112.20	\$ 1,048.96	\$ 3,220.96
7	839.44	\$3,373.44	\$125.00	\$13.50	\$12.00	\$5.00	\$7.00	\$28.00	\$37.03	\$130.90	\$ 1,197.87	\$ 3,731.87
8	959.36	\$3,855.36	\$125.00	\$13.50	\$12.00	\$5.00	\$8.00	\$32.00	\$42.32	\$149.60	\$ 1,346.78	\$ 4,242.78
9	1,079.28	\$4,337.28	\$125.00	\$13.50	\$12.00	\$5.00	\$9.00	\$36.00	\$47.61	\$168.30	\$ 1,495.69	\$ 4,753.69
10	1,199.20	\$4,819.20	\$125.00	\$13.50	\$12.00	\$5.00	\$10.00	\$40.00	\$52.90	\$187.00	\$ 1,644.60	\$ 5,264.60
11	1,319.12	\$5,301.12	\$125.00	\$13.50	\$12.00	\$5.00	\$11.00	\$44.00	\$58.19	\$205.70	\$ 1,793.51	\$ 5,775.51
12	1,439.04	\$5,783.04	\$125.00	\$13.50	\$12.00	\$5.00	\$12.00	\$48.00	\$63.48	\$224.40	\$ 1,942.42	\$ 6,286.42
13	1,558.96	\$6,264.96	\$125.00	\$13.50	\$12.00	\$5.00	\$13.00	\$52.00	\$68.77	\$243.10	\$ 2,091.33	\$ 6,797.33



## Refund Priority

1. Federal Pell Grant
2. SEOG
3. Federal Student loans, other Title IV programs
4. LEAP5. TPEG short-term loans
5. TPEG short-term loans
6. TPEG
7. Other State FA programs
8. Departmental budgeted funds
9. Restricted scholarship funds

## 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 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:

- The student must have enrolled for the first time in a higher education institution in the fall 1997 semester or later.
- The student must request a rebate for work related to a first baccalaureate degree received from a Texas public university.
- 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.
- 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 hours 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 account 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.



# Financial Aid/Scholarships

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Financial assistance in the form of scholarships, grants, loans and employment is available to a number of qualified students. Information about available scholarships and eligibility requirements can be obtained from the Admission Advising Office.

Eligibility criteria and information about grants, loans and the college work-study program can be obtained from the Financial Aid Office.

Both offices are on the third floor of the Student Center, 1600 Procter St.

Individual student financial aid information is available online at the college's website: [My.LamarPA.edu](http://My.LamarPA.edu).

## When and How to Apply

Lamar State College-Port Arthur requires all students applying for grants, loans or college work-study employment to file the Free Application for Federal Student Aid and the LSC-PA Financial Aid Supplement to determine the degree of need.

Both applications are available in the Financial Aid Office. Processing requires four to six weeks, so students planning to meet the April 1 deadline should file applications by mid-February.

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 1 deadline.

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

## Minimum Qualifications

Scholarship awards to entering freshmen are determined by the applicant's high school class rank and/or financial need. 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.

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

Freshmen may be able to obtain required forms from their high school counselors or directly from the Financial Aid Office, 1600 Procter St.

Students currently enrolled at Lamar State College-Port Arthur may obtain the forms from the Admission Advisors Office in the Student Center. Students must re-apply each year for consideration for continued assistance.

## Grants

The Federal Pell Grant is the foundation source for all other aid programs. Applicants must submit the Student Aid Report for all grants. 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), Texas Public Education Grant (TPEG) and Leveraging Educational Assistance Program (LEAP). Students with exceptional need as determined by the Free Application for Federal Student Aid may be awarded one of these grants.

## TEXAS Grant Program

The TEXAS (Toward Excellence, Access & Success) Grant Program provides grants to help academically-prepared, eligible students attend higher education institutions in Texas. To compete for a grant, a student must be a Texas resident; a graduate of a public or accredited private high school in Texas since fall 1998; enroll in college and receive his/her TEXAS Grant within 16 months of high school graduation; have completed the recommended or advanced high school curriculum or its equivalent; have financial need; have applied for any available financial aid or assistance; be enrolling full-time as of September 2005 in an undergraduate degree or certificate program; and not have been convicted of a felony or a crime involving a controlled substance.

Students may apply for the TEXAS Grant Program through the LSC-PA Financial Aid Office. The award amount is based on a minimum of 12 semester hours taken by the student and the type of institution the student attends. In general, it is an amount equal to the student's tuition and required fees.

Students who continue in college and meet the program's academic standards can receive awards for up to 150 semester credit hours or for six years, whichever occurs first. In the first year of college, the academic standards are set by the institution. In subsequent years, the requirements are completion of at least 75 percent of the hours taken in the prior semester plus an overall grade point average in college of at least 2.5 on a 4.0 scale.

## Texas Educational Opportunity Grant

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 \$2,000; 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 an 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.

## Top 10 Percent Scholarship Program

The 80th Texas legislature created the Top 10 Percent Scholarship Program to encourage students who graduate in the top 10 percent of their high school class to attend a Texas public institution of higher education.

### **Initial eligibility requirements:**

1. Must be a Texas resident.
2. Demonstrate financial need (determined by college or university financial aid office).
3. Complete a FAFSA or TASFA (if applicable) and file by deadline date.
4. Complete Recommended or distinguished Achievement HS curriculum.
5. Rank in the Top 10 percent (as of his/her 7th semester or 6th if the college uses that semester for admissions).
6. Graduate from an accredited Texas high school.
7. Enroll fulltime in a Texas public two-year or four-year college or university.

### **Renewal Requirements (contingent upon available funding):**

1. Complete 30 semester credit hours (SCH) in the previous year.
2. Maintain cumulative 3.25 GPA.
3. Complete at least 75 percent of hours attempted.
4. Meet all eligibility and ranking criteria.
5. Complete a FAFSA or TASFA (if applicable) and file by the deadline date.

Students will be notified by the college or university to which they apply regarding their financial aid award.

## Lamar State College-Port Arthur 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 donation. 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 every year. Among these are scholarships made available by the following individuals and organizations:

### Endowed Scholarships

SSgt. Lucian Adams Scholarship  
 Ahlbom Family Memorial Scholarship  
 H.S. & Bernice B. Anderson Scholarship  
 Ella Atwell Memorial Scholarship  
 G.W. Bailey Scholarship  
 Sue Bates Scholarship  
 Better Business Bureau Scholarship  
 Gail Bienvenu Memorial Scholarship  
 Beulah Bosarge Scholarship  
 Donald T. Boumans Memorial Scholarship  
 Miss Marie Bright Scholarship  
 W.A. "Dub" Brown Scholarship  
 Dr. Ronald Buchanan Scholarship  
 John B. & Estelle M. Caldwell Scholarship  
 Carabelle Family Scholarship  
 Centennial Scholarship  
 Bobby Terrell Cowart Scholarship for Legal Assistants  
 Fred S. Davis, Jr. Scholarship  
 Del Papa Distributing Company College Endowment  
 Department Club of Port Arthur  
 Jennie Mae Duhon Estate Scholarship  
 Manton L. Dunham & Delwin D. Dunham Memorial Scholarship  
 Gabby Eldridge Scholarship  
 Endowed Nursing Scholarship  
 Dr. Jim Garcia Scholarship  
 Jane Goins-Flanagan Scholarship  
 Sydalise Fredeman Award  
 John W. Gates Scholarship  
 Golden Triangle Cajun Association  
 Betty Guarnere Scholarship  
 Joe & Lloyd Hayes Memorial Scholarship  
 Mary Evelyn Dunn Hayes Scholarship  
 Wilbur & Josephine Hebert Scholarship  
 Norman Helms Scholarship  
 LCdr. Peter D. Herlin Memorial Scholarship  
 Dr. Mark Honea Scholarship  
 John C. Huval Memorial Award  
 Norma Provost Irwin Scholarship Fund  
 Joe James Memorial Scholarship  
 O'Dell James Memorial Scholarship Fund  
 Judice Family Scholarship  
 Kiwanis Club of Port Arthur – Sam Aquilina Scholarship  
 Kiwanis Club of Port Arthur – Leland Lacy Memorial Scholarship  
 Kiwanis Club of Port Arthur – Pat Wood Memorial Scholarship  
 Logan Family Memorial Scholarship by John & Shirley Logan Riedmueller  
 Dr. Charles Lance Lyday Scholarship  
 John Robert Mansinger Scholarship  
 Ann & Floyd Marceaux Scholarship  
 Herman & Carol Mazur Scholarship Fund

W. K. Milner Scholarship  
 Dr. Madison & Mrs. Thelma Monroe Memorial Scholarship  
 Dr. Sam Monroe Scholarship Fund  
 Everette Ford Montgomery Memorial Scholarship  
 Charles E. Neumann Scholarship  
 North Port Arthur Rotary Club Memorial Scholarship  
 Parker Family Scholarship Fund  
 Marlene & Roosevelt Petry Jr. Scholarship  
 Phi Theta Kappa  
 Pilot Club of Port Arthur  
 Volney & Florence Pinder Scholarship  
 Mildred & William. J. Pitts Memorial Scholarship  
 Mary Kay Place Scholarship  
 Mack A. Pond Scholarship by Rotary Club of Port Arthur  
 Port Arthur Founder's Lions Club -  
     Thomas S. Balac/James A. DeLee Scholarship  
 Port Arthur Improvement Association  
 Port Arthur Men's & Women's Bowling Association  
 Port Arthur Symphony Club Scholarship  
 David A. Provost Memorial Scholarship  
 Bodie Pryor Scholarship  
 Robert Rauschenberg Scholarship Fund  
 Retail Merchants Association Scholarship Fund  
 Prof. W.E. Sampson Scholarship  
 Capt. Wm. Sanders Chapter of DAR  
 Mary Skeff Schlesinger & A. W. Schlesinger Scholarship Fund  
 South Jefferson County Medical Society Alliance Scholarship  
 Mac Timmerman Jr. Scholarship  
 TOTAL Petrochemicals & Refining USA, Inc. Scholarship  
 Jack & Beverly Verret Scholarship  
 Carl & Stella White/DAR Scholarship  
 Elsie & William White Memorial Scholarship  
 Wommack Family Scholarship  
General Scholarships  
 Alumni Association of Lamar State College-Port Arthur  
 American Legion Dorie E. Miller Post #817  
 Antioch Missionary Baptist Church  
 Paul Beard  
 Beaver Bottom Berms, LLC  
 Mr. & Mrs. John Benoit  
 Joan Brown/LSCPA Alumni Association  
 Casey Industrial  
 Chapter CP of PEO Sisterhood  
 Chevron Phillips Chemical Company  
 Chickasaw Nation Education Services  
 Choctaw Nation of Oklahoma  
 Mr. & Mrs. William R. Coons  
 Eber W. Ephlin Scholarship Fund  
 Extension Education Assoc. of Jefferson County  
 Fred & Leila Mae Erwin/LSCPA Alumni Association  
 First Baptist Church, Groves  
 First Baptist Church, Nederland  
 First Financial Bank  
 First United Methodist Church, Groves  
 First United Methodist Church, Port Neches  
 Flint Hills, LLC  
 Julia D. Fredeman  
 Juliette George/LSCPA Alumni Association  
 Golden Triangle Trail Riders Association  
 Brooks Goodhue  
 Gene Graham Safety Foundation

Avery Anne Guerra Memorial Foundation  
 Mr. & Mrs. Robert Harlow  
 Norman & Betty Helms  
 Patricia Holmes  
 James & Betsy Triplett Hurt  
 Dr. Barbara Huval  
 Jones Memorial United Methodist Church  
 Junior Achievement of SE Texas  
 Knights of Columbus Council #12809  
 Knights of Columbus Port Neches Council #2461  
 Koch Companies Public Sector, LLC  
 Dennis Lanclos Scholarship by Robert & Pat Harlow  
 Little Cypress Mauriceville Young Farmers Chapter  
 Charles Martin/LSC-PA Alumni Association  
 Mr. & Mrs. William McCoy  
 Burk McGreevy  
 Medical Center of Southeast Texas Hospital Auxiliary  
 Mexican Heritage Society  
 Port Arthur ISD  
Port Arthur Industrial Group (PAIG)  
     Air Products  
     BASF TOTAL Petrochemicals LLC  
     Chevron Phillips Chemical Co.  
     Flint Hills Resources  
     Motiva Enterprises  
     Oxbow Calcining, LLC  
     Port Arthur Steam Entergy  
     Praxair  
     Shell Pipeline Company  
     TOTAL Petrochemicals & Refining USA, Inc.  
     Valero-Port Arthur Refinery  
     Veolia ES Technical Solutions  
 Port Neches-Groves High School  
 Prime Choice Rentals, LLC  
 Renella Primeaux  
 Lois Reich  
 Rotary Club of Port Arthur  
 Louis Saldana  
 Julian C. Salter  
 SCCW Industrial Services, LLC  
 Mark S. Schlesinger & A.W. Schlesinger Scholarship by LU Foundation, Inc.  
 Scholarship America  
 Signature Industrial Services, LLC  
 Gayle Sims Memorial Scholarship  
 St. Charles Church  
 Nelda C. & H. J. Luther Stark Foundation  
 Starks Lions Club  
 Starks VFW Post #4759  
 Sweet Double S Ranch, Inc.  
 T. J. Class of 1958  
 TOTAL Petrochemicals & Refining USA, Inc.  
 Vidor High Pirate Booster Club  
 Vidor ISD  
 Vidor Schools Foundation, Inc.  
 Dana R. Wasser  
 Wildwood Men's Golf Association

Some scholarships are based on a student's financial need. Others are based on academic excellence. The scholarship application deadline for graduating high school seniors is April 1. The deadline for current LSC-PA students and other prospective students is June 15. Students are encouraged to apply before the application deadline. For more information or to apply, contact an admissions advisor.

## 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

Nearly all students, regardless of their credit rating, can 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 of 4.66 percent for subsidized loans and 4.66 percent for unsubsidized loans for the 2014-15 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 LSC-PA students as part of the financial assistance program. (See the Human Resources Office)

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.

## 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 Admission and Records 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.

## Students with Disabilities (Vocational Rehabilitation)

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

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

## My.Lamarpa.edu Account

**NOTE TO ALL STUDENTS:** Lamar State College-Port Arthur will utilize your My.Lamarpa.edu email account as a primary point of contact as a service to you. It is imperative that you secure or get assistance with your password as soon as possible as the College will utilize this as its primary point of contact for important announcements and other communications. Your My.Lamarpa.edu account can be checked on any computer in the world and we also have computers available around campus for your use. You are strongly encouraged to log into your My.Lamarpa.edu account **DAILY**. If you need assistance with your account, contact the My.Lamarpa.edu, Help Desk Coordinator – 409-984-6150.



# Instructional Policies/Procedures

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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](http://www.lamarpa.edu)).

## Semester Hour

The unit of measure for credit purposes is the semester hour. One hour of classroom lecture each week usually 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.

## Academic Courses: Course Numbering

The unit of instruction for credit purposes is the course. Most courses meet three hours each week and have a credit value of three semester hours for one semester or six hours for two semesters.

Each course has an individual alpha-numeric code (such as ENGL 1301). The alpha part indicates the subject area. Each number contains three or more figures; the first digit indicates the rank of the course: 0 denotes a developmental course; 1 means that it is freshman level, and 2 is sophomore level.

The second figure indicates the number of semester credit hours. The third figure (or figures) indicates the order in which the course normally is taken.

## 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.

Questions about courses transferability should be referred to the appropriate department at the institution to which a student wants to transfer. (See section on Transfer Dispute Resolution Guidelines).

## Technical Courses:

### Workforce Education Course Manual (WECM) Courses

The rubrics assigned to WECM courses provide a common set of unique course designations. A common four-letter rubric (e.g., DFTG) identifies a cluster of skills and knowledge to be used in determining both course equivalence and degree applicability for transfer credit on a statewide basis. This common rubric also will help students link their portfolios of skill attainment more directly to the occupational needs of business and industry.

Following the rubric is a four-digit number representing the course level, the SCH value (if applicable), and the course sequence. For example, in AUMT 1309, the first digit identifies the course level. For both number of semester credit hours (SCH) and continuing education courses, the “1” denotes Introductory level; a “2” is Intermediate or Advanced level.

The second digit defines the SCH value. A “3” indicates a 3 SCH, and a “4” indicates a 4 SCH course. A “O” instead of the “3” or “4” would denote a continuing education course that is offered for no SCH.

The third and fourth digits establish the type of course and the course sequence.

## Core Curriculum

In accordance with the Texas Education Code, Lamar State College-Port Arthur designed a core curriculum of academic courses encompassing communication, mathematics life and physical sciences, language, philosophy, and culture, creative arts, American history, government/political science, social/behavioral sciences and a component area option. A student successfully completing the entire core curriculum at Lamar State College-Port Arthur may transfer that block of courses to any other state-supported institution in Texas. The 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.

Some LSC-PA students plan to transfer to another institution before completing the core curriculum. These students should follow the catalog and degree plan requirements of their receiving institutions carefully when scheduling courses.

Most universities have requirements or policies regarding certain courses and the core curriculum that are unique to that institution. Students who do not complete the core curriculum at Lamar State College-Port Arthur must satisfy the course requirements at their receiving institutions in order to receive degrees. Those requirements may vary



significantly from those of the College. Students are urged to complete the core curriculum before transferring to eliminate the possibility of being required to take additional core curriculum courses at the receiving institution.

## 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.

## Registration for Classes

Students can attend class only when the instructor has received evidence of proper registration. Registration dates and deadlines are listed in the official calendar.

Students may add courses, make section changes or drop courses only within the period specified in the calendar. A schedule of classes is prepared by the Office of Admission and Records well in advance of a given semester.

## Maximum Course Loads

The normal course load in a regular semester is 15-18 semester hours; for a six-week summer term, 6-8 semester hours. Overloads must be approved by the student's instructional Dean.

## Minimum Class Enrollment

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

## Course Auditing by Senior Citizens

Senior citizens, 65 years of age or older, may audit courses on a space available basis without the payment of fees.

## Class Attendance

Regular and punctual class attendance is important to the attainment of the educational objectives of the College. Instructors formulate course attendance policies with departmental policies, but design the policies to suit the needs of particular courses. Each instructor's policy is explained in detail 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 the course.

## Extended Class Absence

A student may submit a request to the Vice President for Student Services to notify faculty members 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.

## Class Meetings Canceled Due to Inclement Weather

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.

## LSCPA Seahawk Emergency Notification System - eLERTS

Lamar State College-Port Arthur complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as mandated by the Department of Education.

The College uses the LSC-PA Seahawk Emergency Communications System (eLERTS) to notify students, faculty and staff about any significant emergency or dangerous situation involving 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 via emails, phones and text. Available phone numbers and email addresses in the College system are automatically enrolled in the eLERTS system. When activated, the LSCPA Seahawk Emergency Notification System will send email, text messages and automated phone calls. If you desire to add additional contact points you may do so through your My.Lamarpa.edu account.

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

You can opt out of these notifications or select how you receive these messages by changing the setting in your My.Lamarpa.edu account.

## Absence for “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 his designee. The student and instructor shall abide by the decision of the President or his designee.

For more information, contact the Office of the Vice President for Student Services.

## Makeup of 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 makeup 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.

## Overloads

A Dean must approve all overloads. In general, a student must demonstrate that he/she is capable of maintaining a high performance level in all classes.

## Changing Schedules

All 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 Admission Advising Office. Usually, a course may not be added after the first week of the semester or first two days of a Summer session.

## Dropping Courses

Senate Bill 1231 passed by the 80th Texas Legislature provides that, except for specific instances of good cause, undergraduate students enrolling as first-time freshmen at a public institution of higher education in Fall 2007 or later, are limited to a total of six (6) dropped courses during their entire undergraduate career. This affects all students enrolled in Texas public colleges and universities.

After consultation with their advisor and/or Department Chair, 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.

For drops after this penalty-free period, grades are recorded as “Q”, “Q6” or “F” showing the student was passing or failing at the time of the drop. A grade of “Q” or “Q6” may not be assigned unless an official drop form has been processed through the Office of Admission and Records. Refer to the academic calendar in this catalog for dates affecting drops.

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.

## Reinstatement to Class

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.

## Instructor Initiated Drop

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 Admission Office will be notified in writing that the student should be dropped for excessive unexcused absences.

## Withdrawals

Students wishing to withdraw during a regular semester or summer term must fill out a Withdrawal Petition in triplicate in the Admission Advising Office. Students must clear all financial obligations and return all uniforms, books, laboratory equipment and other materials to the point of original issue. Three copies of the withdrawal form signed by the Finance Office, Library Services and Student Services must be presented to the Office of Admission and Records, as well as the student ID card, to be final.

The withdrawal process is considered to begin when the completed form is turned into the Office of Admission and Records.

The Finance Office, on application before the end of a regular semester or summer term, will return such fees as are returnable according to the schedule in the "Fees" section of the current college catalog. 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.

Financial aid students who withdraw before completing 60 percent of a semester must reimburse unused aid to the Federal government and the College.

Recipients who withdraw before the 60 percent point in the semester will have returns calculated according to the Return of Federal Title IV Guidelines.

Refer to the academic calendar in this catalog for dates affecting withdrawals. A student who leaves without withdrawing officially will receive a grade of "F" in all courses and forfeit all returnable fees. (See Withdrawal & Student Financial Responsibility)

A student who leaves without officially withdrawing will receive a grade of "F" in all courses and forfeit all returnable fees. Dropping courses via the college's online registration system does not constitute an official withdrawal from the College.

## Forced Withdrawal Due to Illness

The Vice President 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).

## Change of Major(s)

Students wishing to change their major(s) must complete a "Change of Major" form, which is available in the Admission Advising Office. The completed form must be submitted to the Admission and Records Office.

## Transfer Credit for Correspondence Courses

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

No correspondence course may be carried while a student is in residence 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 LSC-PA; 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 14 days before graduation.

## Classification of Students

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

- Freshman: met all entrance requirements but completed fewer than 30 semester hours
- Sophomore: completed a minimum of 30 semester hours with 60 grade points
- Junior: completed a minimum of 60 semester hours with 120 grade points
- Senior: completed a minimum of 90 semester hours with 180 grade points
- Post-baccalaureate: holds a bachelor's degree, but not pursuing a degree program

## Grading System

<b>A</b> – Excellent	<b>F</b> – Failure	<b>Q</b> – Course dropped
<b>B</b> – Good	<b>I</b> – Incomplete	<b>Q6</b> – Course dropped, 6 drop rule
<b>C</b> – Satisfactory	<b>W</b> – Withdrawn	<b>S</b> – Credit
<b>D</b> – Passing	<b>NG</b> – No grade	<b>U</b> – 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 only when the deadline for dropping the course has passed, the student is passing the course, and course requirements, including the final examination, cannot be completed because of 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 then must be repeated if credit is desired.

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

An “I” grade also automatically becomes an “F” if the student reregisters for the course prior to removing the deficiencies and receiving a grade change.

An instructor may record the grade of “F” for a student who is absent from the final examination and is not passing the course.

Semester grades are filed with the Office of Admission and Records. A grade may not be recorded for a student not officially enrolled in a course during the semester covered.

In most circumstances grades remain as recorded. When warranted, a grade change will be made using the official “Grade Change Form” available in the Registrar’s Office. If the instructor is no longer employed by the College, the Department Chair and Dean have the authority to change grades.

A student desiring to register for a course to receive a grade of “NG” must have the written approval on official form of the major Department Chair, instructor and instructor’s Department Chair and Records Office verification. Student semester hours attempted will be reduced by appropriate number of hours.

## Grade Point Average (GPA) Computation

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.

To compute these averages, grade points are assigned to letter grades as follows: to the grade A, 4 points; to B, 3 points; to C, 2 points; to D, 1 point and to F, I, S, U, NG and W, 0 points.

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

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

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

Beginning with the fall 1994 semester, all four Lamar-named schools modified their procedure for grade point average computation. Each school now maintains an independent grade point average which reflects only the course work attempted on that campus. The old procedure of combining all course work into one comprehensive grade point average will continue to be used for any courses taken prior to Fall 1994. For more information, contact the Registrar’s Office on the respective campuses.

## Course Repetition

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 – although the first grade remains on the student’s official transcript. Repetition of a LSC-PA course at another institution will not replace the grade earned at the College in calculating a student’s cumulative grade point average, nor will a grade earned in a LSC-PA course replace a transcripted grade earned in the same course at another institution. Any grade earned by further repetition of a course (third and subsequent grades earned in the same course) will be included in the calculation of a student’s cumulative GPA. The College may charge additional fees to students who take a course multiple times.

Students receiving various forms of financial aid or VA benefits and who repeat a course may have complications regarding their financial aid awards. These students must consult the Financial Aid Office prior to repeating a course under the provisions of the program. Honors will be determined on the basis of a cumulative grade point average earned at Lamar State College-Port Arthur.

## Final Grade Report

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

## Deans' List

At the end of each Fall and Spring semester the Office of Admission and Records prepares a list of all full-time (those who complete 12 or more non-remedial semester credit hours at Lamar State College-Port Arthur) freshman and sophomore students who earned for that semester a grade point average of 3.60 or above. This list is the Deans' List and is announced by the instructional Dean of each program.

## President's List

At the end of each Fall and Spring semester the Office of Admission and Records prepares a list of all full-time students (those who complete 12 or more non-remedial semester credit hours at LSC-PA) who earned a grade point average of 4.0 that semester.

These students then are listed on the President's List which is published after each long semester.

## Scholastic Probation and Suspension

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

All 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.

### **Academic Probation:**

Students in these categories at the end of the fall or spring semesters are considered to be on "Academic Probation":

- 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.

### **Academic Suspension:**

Students in these categories at the end of the Fall or Spring semesters are considered to be on "Academic Suspension":

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

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 appropriate Dean.

Students enrolling for either a Fall or Spring semester, who passed fewer than 60 semesters 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.

Students suspended under this provision may register in another program if they meet the prescribed standards and are accepted through a change of major.

## 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 Special Populations 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 LSC-PA course includes that instructor’s policy regarding the use of electronic devices during class.

## Academic Records and Transcripts

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.

A \$5 Transcript Fee is charged to every student at the beginning of each semester he or she attends the College. Upon official request, students will receive copies of their Lamar State College-Port Arthur transcript in the future at no charge.

Students who owe debts to the College will have their official transcripts withheld until the debt is paid.

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.”

## Grade Point Appeal Procedure

After an enrollment lapse of four or more years from Lamar State College-Port Arthur, and after completing successfully (2.2 GPA) 24 semester hours of work at the College, a student may petition to disregard a maximum of two entire successive semesters of work taken previously at the College. The petition must be filed with the Department Chair and follow regular channels to the appropriate Dean for a final decision.

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

When approved by the registrar, disregarded work shall not count in determining the student’s grade point average for academic progress or for graduation; however, it shall remain on the transcript with an appropriate notation, and it 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.

## Educational Records and Students Rights

The following information concerning student records maintained by Lamar State College-Port Arthur is published in compliance with the Family Education Rights and Privacy Act of 1974 PL 93-380, which affords students certain rights regarding to their education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the registrar, Dean, head of the academic department, or other appropriate official, who will make arrangements for access and notify the student of the time and place where the records may be inspected.

If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the College amend a record that they believe is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by a student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information about procedures will be provided to the student with the notification of the right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agency); 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 legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202-8520**

**or call 202-260-3887 to obtain a complaint form.**

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

The types, locations and names of custodians of educational records maintained by the College are available from the Vice President for Student Services.

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

Information released to the public without the consent of the student is limited to the categories of information designated by the College as directory information and are routinely released. The student may request that any or all of this information be withheld from the public by making written request to the Admission and Records Office. The request must be made by the last official day to register for a given semester and shall remain in effect until rescinded in writing to the Registrar's Office.

Directory information not generally considered harmful or an invasion of privacy if disclosed includes, but is not limited to: name; current and permanent address; telephone listing; date and place of birth; field of study; semester hour load; classification; eligibility for and participation in officially recognized activities and sports; weight and height of members of athletic teams; photographs; video; dates of attendance; degrees and awards received, with dates; and name of most recent education agency or institution attended.

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 procedure to be followed in a formal hearing is available in the Admission and Records Office.

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

# Graduation & General Degree Requirements

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## Level One Certificate

1. Satisfy all admission requirements to the college.
2. Satisfy all admission requirements specific to the program (if applicable).
3. Complete assessment and remediation if required.
4. Complete an approved certificate plan.
5. Complete a minimum of 12 semester hours at Lamar State College-Port Arthur.
6. Attain at least an overall 2.0 grade point average on all work applied to the respective certificate plan.
7. Make final application for graduation and pay all fees by the deadline date as stated in the current catalog.

A Level One certificate can be completed by a student in one calendar year or less. It consists of at least 15 and no more than 42 semester credit hours.

## Level Two Certificate

1. Satisfy all admission requirements to the College.
2. Satisfy all admission requirements specific to the program (if applicable).
3. Complete assessment and remediation if required.
4. Successfully complete all required developmental courses.
5. Attain at least a 2.0 grade point average on all work applied to the respective certificate plan.
6. Complete at least 15 semester hours of major course work at LSC-PA.
7. Make final application for graduation and pay all fees by the deadline date as stated in the current catalog.

A Level Two certificate program consists of at least 43 and not more than 59 semester credit hours.

## Associate of Arts Degree

1. Satisfy all admission conditions.
2. Successfully complete all required developmental courses.
3. Meet the following minimum requirements:
  - a. At least 25 percent of the credit hours required for graduation must be earned at Lamar State College-Port Arthur.
  - b. 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 as outlined in this catalog.
6. No more than a total of 15 semester hours of correspondence credit, and/or credit by examination combined may be applied toward an associate degree. No more than 9 hours may be correspondence courses.
7. Make final application for graduation with an Associate of Arts degree and pay all designated fees by the deadline as stated in the current catalog.
8. Attend the official commencement exercise or receive prior approval from the Vice President for Student Services to be absent.

## Associate of Arts Degree in Teaching

1. Satisfy all admission conditions.
2. Successfully complete all required developmental courses.
3. Meet the following minimum requirements:
  - a. At least 25 percent of the credit hours required for graduation must be earned at Lamar State College-Port Arthur.
  - b. 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 15 semester 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.

7. Make final application for graduation with an Associate of Arts in Teaching degree and pay all designated fees by the deadline as stated in the current catalog.

8. Attend the official commencement exercise or receive prior approval from the Vice President for Student Services to be absent.

## Associate of Applied Science Degree

Students generally are eligible for graduation when they have completed an approved program of study. Specifically, a student must:

1. Satisfy all admission requirements.
2. Complete an approved degree plan.
3. Successfully complete all required developmental courses.
4. Have at least an overall 2.0 grade point average on all work applied to the respective degree plan.
5. At least 25 percent of the credit hours required for graduation must be earned at Lamar State College-Port Arthur.
6. Make final application for graduation and pay all fees by the deadline date as stated in the current catalog.
7. Attend the official graduation exercise or receive prior approval from the Vice President for Student Services to be absent.

### **Degree Requirement Notes (A.A. and A.A.T.):**

1. Texas law requires six hours in government, which includes consideration of U.S. Constitution and the Texas Constitution. This normally is satisfied by completing Government GOVT 2305 and 2306 or other appropriate government courses approved by the Dean of Academic Programs. Three semester hours may be satisfied by an advanced standing examination.

2. Texas law requires six hours in American history. This normally is satisfied by completing History 1301 and 1302 or other appropriate history courses approved by the Dean of Academic Programs. Three semester hours may be satisfied by a course in Texas history or an advanced standing examination.

## 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 hours above the number required for the degree having the greater semester hours requirement must be completed.

## Transfer Programs of Study

(Degree Plans Designed to Transfer to Four-Year Institutions)

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 and include accounting, anthropology, art, biology, business, computer science, chemistry, criminal justice, drama, economics, education, English, geography, geology, government, health, history, home economics, mathematics, music, physical education, physics, psychology, speech, sociology, and Spanish. The College uses the State's Common Course Numbering System, which has been developed to help receiving institutions easily identify work eligible for transfer and has greatly improved the transfer of course work by students from two-year colleges to universities.

A student can complete two full years of course work and satisfy the majority of the general education requirements for a bachelor's degree. In most majors, a student can complete virtually all of his or her freshman and sophomore course work in Port Arthur and be fully prepared to move into junior- and senior-level course work at a senior institution.

### **ASSOCIATE OF ARTS DEGREES:**

#### ASSOCIATE OF ARTS

EMPHASIS IN ACADEMIC STUDIES

EMPHASIS IN BUSINESS ADMINISTRATION

EMPHASIS IN CRIMINAL JUSTICE

EMPHASIS IN DRAMA

EMPHASIS IN KINESIOLOGY

EMPHASIS IN STUDIO ART  
 ASSOCIATE OF ARTS TEACHING  
 EMPHASIS IN TEACHING (EC-12 ART)  
 EMPHASIS IN TEACHING (EC-12 THEATER ARTS)  
 EMPHASIS IN TEACHING (EC-12 MUSIC)  
 EMPHASIS IN TEACHING (EC-12 PHYSICAL EDUCATION)

## Technical Education Programs

(not designed for transfer to typical Four-Year programs)

The Technical Programs Division offers a variety of programs in vocational and technical education leading to an Associate of Applied Science (A.A.S.) degree or to certificates of varying length. These programs are not designed to transfer to typical four-year programs and have as their focus providing students with the expertise necessary for employment in today's complex economy. Qualified instructors, using the latest technology, introduce students to the knowledge and skills that business and industry currently seek in potential employees.

Each A.A.S. degree program also contains a general education component that emphasizes humanities, communication, mathematics skills, and social awareness. These general education courses within the A.A.S. meet transfer-level standards and will, in fact, transfer to four-year institutions.

### **ASSOCIATE OF APPLIED SCIENCE DEGREE:**

ASSOCIATE OF APPLIED SCIENCE ACCOUNTING  
 ASSOCIATE OF APPLIED SCIENCE ADMINISTRATIVE ASSISTANT  
 ASSOCIATE OF APPLIED SCIENCE AUDIOVISUAL PRODUCTION  
 ASSOCIATE OF APPLIED SCIENCE COSMETOLOGY INSTRUCTOR  
 ASSOCIATE OF APPLIED SCIENCE COSMETOLOGY OPERATOR  
 ASSOCIATE OF APPLIED SCIENCE COMMERCIAL MUSIC-PERFORMANCE  
 ASSOCIATE OF APPLIED SCIENCE COMMERCIAL MUSIC-SOUND ENGINEER  
 ASSOCIATE OF APPLIED SCIENCE GRAPHIC DESIGN  
 ASSOCIATE OF APPLIED SCIENCE INSTRUMENTATION TECHNOLOGY  
 ASSOCIATE OF APPLIED SCIENCE MEDICAL CODING SPECIALIST  
 ASSOCIATE OF APPLIED SCIENCE MEDICAL OFFICE ADMIN  
 ASSOCIATE OF APPLIED SCIENCE PARALEGAL  
 ASSOCIATE OF APPLIED SCIENCE PROCESS TECHNOLOGY  
 ASSOCIATE OF APPLIED SCIENCE SOFTWARE DEVELOPER  
 ASSOCIATE OF APPLIED SCIENCE SURGICAL TECHNOLOGY  
 ASSOCIATE OF APPLIED SCIENCE UPWARD MOBILITY NURSING

Students interested only in gaining basic training in vocational areas can take advantage of several certificate programs offered by the Technical Programs Division. The programs normally can be completed in one calendar year. Students successfully finishing one of these programs should possess the basic skills required for entry-level employment in that particular occupational field.

### **TECHNICAL CERTIFICATES:**

ACCOUNTING ASSISTANT CERTIFICATE  
 ADMINISTRATIVE ASSISTANT CERTIFICATE  
 AUTOMOTIVE SERVICE TECHNICIAN CERTIFICATE  
 AUTOMOTIVE TECHNOLOGY CERTIFICATE  
 COMMERCIAL MUSIC-PERFORMANCE CERTIFICATE  
 COMPUTER PROGRAMMER CERTIFICATE  
 COSMETOLOGY INSTRUCTOR CERTIFICATE  
 COSMETOLOGY OPERATOR CERTIFICATE  
 ENTERTAINMENT BUSINESS CERTIFICATE  
 ESTHETICS CERTIFICATE  
 GRAPHIC DESIGN CERTIFICATE  
 INSTRUMENTATION TECHNOLOGY CERTIFICATE  
 LIVE SOUND DESIGN & TECHNOLOGY CERTIFICATE

MEDICAL CODING CERTIFICATE  
 MEDICAL OFFICE ASSISTANT CERTIFICATE  
 MULTI-MEDIA & DESIGN CERTIFICATE (55+ Program)  
 NURSE AIDE CERTIFICATE  
 PROCESS TECHNOLOGY CERTIFICATE  
 RECEPTIONIST CERTIFICATE  
 SURGICAL TECHNOLOGY CERTIFICATE  
 VOCATIONAL NURSING CERTIFICATE

## Application for Graduation

Applications for graduation must be filed with the Admission and Records Office. The current catalog calendar contains exact dates for application deadlines.

Before applications are approved, these additional materials must be submitted:

1. Statements showing reasonable expectation of completion of degree requirements by graduation time.
2. Transcripts showing grade point average of at least 2.0 on all courses taken and applied to meet degree requirements. 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.

The application of a student lacking a grade point average of 2.0 on either overall or in the student's 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 may apply for a statement of that completion and appear for the next regularly scheduled graduation date.

The student is responsible for making the graduation application, for securing official advisement about study plans for the final two semesters, and for checking compliance with all degree requirements with the Office of Admission and Records.

## Graduation Under a Particular Bulletin

A student normally can graduate under the degree provisions of the catalog in effect at the time of the first completed semester of enrollment with these exceptions:

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.

## Graduation Honors

To be designated as honor graduates, members of the graduating class must have:

1. Completed at least 30 semester hours in a degree program or 15 semester hours in a certificate program at Lamar State College-Port Arthur;

2. A grade point average of at least 3.5 for all course work attempted at Lamar State College-Port Arthur.

A GPA of 3.5 to 3.64 qualifies for Cum Laude, 3.65 to 3.79 for Magna Cum Laude, and 3.8 to 4.0 for Summa Cum Laude.

Grades made the semester of graduation are included in the calculation of grade point averages for honors. Honor graduates are recognized during commencement. Both diplomas and permanent records will indicate graduation honors.

## Awards at Graduation

The Sydlise 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 in an Allied Health program.

The award includes \$200 cash and includes a commemorative certificate.

The H.S. Anderson Award, which was inaugurated in 1982, is presented to the Allied Health graduate with the highest grade point average. The award includes \$100 cash and is presented with a commemorative certificate.

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

1. Must graduate with an associate degree from the Academic Programs;
2. Must have the highest grade point average from among the eligible students;
3. Must have a minimum overall grade point average of 3.8;
4. Must be graduating Summa Cum Laude.

In the event of a tie, the award will be divided equally among eligible graduates. The award includes \$100 cash and a commemorative certificate.

If no graduate meets the requirements, the award will not be given.

The North Port Arthur Rotary Club Memorial Award is a cash award honoring Capt. Glen Tronstad, who served in the U.S. Merchant Marines and later taught at the College. It is presented each year in memory of one of the club's deceased members.



# Student Services

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Student Services are administered by the Vice President for Student Services who, as the college's chief student personnel administrator, reports to the President. The primary responsibilities are to provide 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 Vice President for Student Services provides primary leadership in formulating and administering policies and procedures regarding student life and to the rights and responsibilities that accompany student citizenship in the college community.

Among the services administered by the Office of the Vice President for Student Services are Admission Advisement, Admission and Records, Financial Aid, Public Information, Recruitment, Registration, Security and Student Activities/Organizations.

## Advising Services – General & Scholarships

The Admission Advising Office is on the third floor of the Student Center. Advisors assist students in their admission to the College and in questions of residency and registration for a Texas Success Initiative approved test. Advisors also counsel students concerning dropping courses and withdrawing from school. They also help with the selection of courses, completion of schedules and registering for class.

Scholarship information is coordinated by the advisors. Students interested in applying for scholarships should contact the advising office for application forms for local and institutional scholarships. The College reserves the right to require tests of any student if it appears that scores would be helpful in making the admission decision or would be beneficial for advising purposes.

In addition to services provided through the centralized Advising Office, for additional program and course level assistance, students should contact their individual Department Chairs for the appropriate faculty mentor in their major field of study.

## Bookstore

For the convenience of faculty and students, Barnes & Noble operates a bookstore where supplies and books, new and used, may be purchased or 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.

## Campus Security

Community Service officers help protect students and visitors and their property as well as the college's. They also provide escort service to vehicles upon request and maintain parking lot surveillance. Further, as notification, the College utilizes video and other forms of surveillance to aid in a more secure and safe operation. The campus also relies on the Port Arthur Police Department when in need.

All on-campus emergencies should be reported to the Security Office by dialing 0. During evening hours contact the campus operator by dialing 0.

Security is coordinated through the Vice President for Student Services office.

## 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 will address 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 Vice President for Student Services and or the Human Resources Department on campus.

## 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 LSC-PA 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 Special Populations 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 LSC-PA Student Handbook, the Faculty Handbook, the college catalog and/or website.

**Student Relations Representative:** Dr. Gary Stretcher, 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. E-mail: [Gary.Stretcher@lamarpa.edu](mailto:Gary.Stretcher@lamarpa.edu). Additional contacts for student relations include the President, the Vice President for Finance and the Vice President for Student Services.

## Texas Administrative Code: Student Complaint Procedure

### Texas Higher Education Coordinating Board

#### Definitions

The following words and terms, when used in this subchapter, shall have the following meaning, unless the context clearly indicates otherwise:

- (1) Agency - Texas Higher Education Coordinating Board.
- (2) Commissioner - The Commissioner of Higher Education.
- (3) Complainant or student - A current, former, or prospective student of an institution who submits a complaint to the Agency regarding that institution.
- (4) Educational association - Independent Colleges and Universities of Texas, Inc. (ICUT).
- (5) Institution - A public or private (non-profit, not-for-profit, or for-profit) institution of higher education that the Legislature or the Agency has authorized to operate in Texas.
- (6) Student complaint form - A standard form, available in downloadable format on the Agency's website or in hard copy form from the Agency, which is required to be used in filing any student complaint with the Agency.

*Source Note: The provisions of this §1.110 adopted to be effective November 28, 2012, 37 TexReg 9353*

### Scope and Purpose

(a) This subchapter shall govern all instances in which complainants file written complaints with the Agency regarding institutions.

(b) This subchapter implements Texas Education Code, §61.031, concerning Public Interest Information and Complaints, and 34 C.F.R. §600.9(a)(1) of the United States Department of Education's Program Integrity regulations, which requires each state to establish "a process to review and appropriately act on complaints concerning an institution of higher education including enforcing applicable State laws."

(c) The purpose of this subchapter is:

(1) to encourage the early resolution of student complaints through use of the institutions' grievance procedures or informal processes in appropriate cases; and

(2) to establish procedures for the administration of all student complaints filed with the Agency.

*Source Note: The provisions of this §1.111 adopted to be effective November 28, 2012, 37 TexReg 9353*

### Complaints Not Reviewed by the Agency

The following is a non-exhaustive list of student complaints that are not reviewed by the Agency:

(1) The Agency does not handle, investigate, or attempt to resolve anonymous complaints.

(2) The Agency does not intervene in matters solely concerning an individual's grades or examination results, as these are within the sole purview of the institution and its faculty.

(3) The Agency does not intervene in matters solely related to student life such as student housing, dining facilities, food service, violations of the student code of conduct, or student activities and organizations, as these issues are within the sole purview of the institution.

(4) The Agency does not handle, investigate, or attempt to resolve complaints in matters that are or have been in litigation.

(5) The Agency does not handle, investigate, or attempt to resolve complaints about religious institutions relating solely to their religious (as opposed to secular) standards and religious programs of study.

(6) The Agency does not handle, investigate, or attempt to resolve student complaints against institutions not authorized by the Agency to operate in Texas. Institutions authorized by the Agency to operate in Texas are listed on the following websites: <http://www.txhighereddata.org> and <http://www.thecb.state.tx.us>.

(7) The Agency does not handle, investigate, or attempt to resolve complaints regarding tribal institutions.

(8) The Agency does not handle, investigate, or attempt to resolve complaints about criminal matters, and instead encourages students to contact local law enforcement authorities regarding these complaints.

*Source Note: The provisions of this §1.113 adopted to be effective November 28, 2012, 37 TexReg 9353*

### Filing a Complaint

(a) The student complaint form is available on the Agency's website. All complaints must be submitted to the Agency on the student complaint form.

(b) Complainants shall send student complaint forms by electronic mail to [StudentComplaints@thecb.state.tx.us](mailto:StudentComplaints@thecb.state.tx.us) or by mail to the Texas Higher Education Coordinating Board, Office of the General Counsel, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile transmissions of the student complaint form are not accepted.

(c) All submitted complaints must include a student complaint form and a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, which is at the bottom of the student complaint form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form, which is at the bottom of the student complaint form.

(d) The Agency does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

(e) Former students shall file a student complaint form with the Agency no later than one year after the student's last date of attendance at the institution, or within six months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

*Source Note: The provisions of this §1.114 adopted to be effective November 28, 2012, 37 TexReg 9353*

### Attempt to Facilitate an Informal Resolution to the Complaint

During the investigation of a student complaint, Agency staff shall, in appropriate cases, attempt to facilitate an informal resolution to the complaint that is mutually satisfactory to the complainant and institution.

*Source Note: The provisions of this §1.117 adopted to be effective November 28, 2012, 37 TexReg 9353*

### Recommendation for Resolution Made to the Commissioner

In cases in which an informal resolution between the complainant and institution is not feasible, Agency staff shall evaluate the results of the investigation of the student complaint and recommend a course of action to the Commissioner. If Agency staff finds the complaint to be without merit following the investigation, Agency staff shall recommend that the complaint be dismissed. If Agency staff finds the complaint has merit following the investigation, Agency staff may recommend that the Commissioner require the institution to take specific action(s) to remedy the complaint.

*Source Note: The provisions of this §1.118 adopted to be effective November 28, 2012, 37 TexReg 9353*

### Written Determination of the Commissioner

After receiving the Agency staff's recommendation, the Commissioner shall consider the recommendation regarding the complaint and render a written determination. If the Commissioner finds the complaint is without merit, the Commissioner shall dismiss the complaint. If the Commissioner finds the complaint has merit, the Commissioner may require the institution to take specific action(s) to remedy the complaint. In the Commissioner's sole discretion, complaints regarding institutional integrity may be forwarded to the Board for its consideration and determination. The Agency shall send a copy of the Commissioner's or the Board's written determination to the complainant and the institution. The Agency may take all appropriate actions to enforce its determination.

*Source Note: The provisions of this §1.119 adopted to be effective November 28, 2012, 37 TexReg 9353*

### Authority of the Commissioner to Issue Written Determinations Regarding Student Complaints

With regard to student complaints to the Board about a public or private (non-profit, not-for-profit, or for-profit) institution of higher education that the legislature or the Agency has authorized to operate in Texas, the Board authorizes the Commissioner to issue written determinations dismissing complaints or requiring institutions to take specific action(s) to remedy complaints. In the Commissioner's sole discretion, complaints regarding institutional integrity may be forwarded to the Board for its consideration and determination. The student complaint procedure is set out in this subchapter.

*Source Note: The provisions of this §1.120 adopted to be effective November 28, 2012, 37 TexReg 9353*

## Health Insurance

All full-time students are eligible to purchase health and accident insurance.

A brochure explaining the coverage, cost and benefits is available in the offices of the Vice President for Student Services and the Director of Student Activities.

Proof of health and accident insurance is required of all foreign students and all participants in intramural/recreational or intercollegiate sports programs.

## Job Placement and Career Guidance

A list of currently available positions with community employers is maintained in the Department of Business and Technology office (MMED 147). The list also 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 provides assistance to students seeking part-time positions on campus.

## Personal Counseling Services Program

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 realistically can eliminate all personal problems, efforts to provide timely assessment and effective counseling are steps that can be taken to address such concerns. In an effort to provide support in this area, Student Services offers assistance to students in the form of personal counseling to help students confront and cope with today's problems.

Counseling services referral can be arranged for students by contacting the Vice President for Student Services.

## Special Populations/Disabilities Coordinator

The Special Populations/Disabilities Coordinator 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) is the official voice through which student opinion may be expressed as students participate in the overall policy and decision-making process of the college community. The governing structure consists of three branches: executive, legislative and judicial.

The SGA President, Vice President, Secretary/Treasurer and five Representatives are elected by the student body. Each student organization officially recognized by the College is allowed to send one senator 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 Conduct Code, as well as other important information pertaining to student life, is included in the Student Handbook. It is the student's responsibility to be knowledgeable of established college policies and procedures that are contained in the Student Handbook and to comply with them. Copies of the 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](http://www.lamarpa.edu)).

## Student Organizations

Students are encouraged to participate in extracurricular activities programs because taking part in well-developed and organized activities will enhance their educational experience.

The College intends that the out-of-class activities program lends itself to the total educational program of the institution. In keeping with this philosophy, members of the faculty, staff and administration serve as advisors and sponsors.

The purposes and philosophies of student organizations are expected to enhance the purpose and philosophy of the College. Students interested in joining one of the existing groups or in forming a new student organization should seek procedural information from the Director of Student Activities on second floor of the Student Center.

## Student Professional, Honors and Social Organizations

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

- A Class Act – for students interested in enhancing performing arts and expression through theater productions
- Allied Health Sciences Society – for students interested in health care fields
- Alpha Beta Gamma – the international honor society for business students
- AES – Audio Engineering Society – for Commercial Music majors with an interest in sound engineering
- Baptist Student Ministry – a religious/social organization
- Chi Alpha – a social/service organization dedicated to the needs of the non-traditional student
- Criminal Justice Association – for Criminal Justice majors
- Diversity Club – an organization that fosters student appreciation of cultural and social diversity
- Gamma Phi Gamma – a women's social/service sorority
- Gaming Design Club
- International Society of Automation – an organization for Instrumentation Technology and Electronics Technology majors
- LSC-PA History Club – a student chapter of the Port Arthur Historical Society

- LSC-PA Speech and Debate Club – for students interested in poetry, prose, public speaking and debate for competition
- Phi Theta Kappa Academic Honor Society (Alpha Lambda Rho Chapter) – the international honor society for two-year accredited colleges
- Professional Cosmetologist Association – for students interested in Cosmetology
- Sigma Kappa Delta – a national honor organization for English majors and minors and students interested in English

## Student Publications

“Expressions” is an annual student publication which encourages and promotes the literary, artistic and photographic expression of LSC-PA students.

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.

## Students with Disabilities

Students with disabilities who need special accommodations must notify the Special Populations/Disabilities Coordinator at least two weeks before classes begin for the semester in which they will be enrolled. Students who need special assistance related to their program or registration should contact the College at the earliest time. Inquiries regarding special arrangements may be facilitated through the Special Populations and Disabilities coordinator, the Vice President for Student Services and respective Deans.

## Student Center

The four-story Student Center is the focal 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, a classroom, a reading/listening area, a TV lounge, a game room and the offices of Student Activities and Student Government.

The third floor houses Admission Advising, Financial Aid, Records, Registrar and the Vice President for Student Services. The top floor has 15 faculty offices, a faculty/staff workroom and a reception area with a panoramic view of Pleasure Island, the Sabine-Neches Waterway and Sabine Lake.

## QEP Seahawks SOAR Student Book Clubs

In January 2013, Lamar State College-Port Arthur (LSC-PA) 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.

# General Policies

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Lamar State College-Port Arthur policies and procedures are periodically reviewed and updated. They may change during the course of the academic year.

For further policy information and updates, see the Student Handbook or go to the college website ([www.lamarpa.edu](http://www.lamarpa.edu)).

## Parking Regulations

Each student who pays the necessary fee is issued a hanging tag that permits parking on campus. This tag is numbered and is to be displayed as instructed in official parking and traffic regulations, which are issued when automobiles are registered. It is an important document and should be read thoroughly.

Strict observance of traffic and parking regulations is necessary for the safe, orderly flow of vehicles in the campus area. Designated handicapped parking spaces are available. For information, contact the Vice President for Student Services.

## Student Photo Identification Card

All students must purchase a photo identification card.

Current students must have their ID cards validated each semester. All students are required to carry their ID cards with them at all times while on campus.

This card is the student's pass to all college-sponsored events, including athletics, artist series, plays, recitals, musicals, readings and lectures. It also serves as a library card and a pass to work in the computer labs.

College officials have the authority to ask the student to present his or her ID card at any time. It is the student's responsibility to present it upon request.

## Non-Smoking 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.

This commitment derives from two concerns. First, a mounting body of evidence indicates that "second-hand" tobacco smoke can be harmful to non-smokers. Both administrative and judicial decisions hold that an employer's obligation to provide a workplace that is free of known health hazards includes limiting the exposure of non-smokers to tobacco smoke. Second, as an educational institution, Lamar State College-Port Arthur believes it has a responsibility to promote values and practices that contribute to good health. Given the convincing medical evidence of the harmful effects of tobacco use, the College cannot, in good conscience, condone or encourage the use of those products.

I. All campus buildings are designated "smoke free," including all instructional facilities; faculty, staff and administrative offices; and student services areas.

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

III. The sale of tobacco products on campus is prohibited.

IV. Smoking is prohibited in campus-owned vehicles available for general use.

V. As used in this policy, the term "smoking" shall include all of the following:

A. Carrying or holding a lighted pipe, cigar, cigarette or any other lighted smoking equipment or device;

B. Lighting a pipe, cigar, cigarette or any other smoking equipment or device;

C. Emitting or exhaling the smoke of a pipe, cigar, cigarette or any other smoking equipment or device.

VI. The terms of this policy will be distributed to all current employees and made available to all prospective employees prior to hiring. The terms of this policy will be distributed to all current students and published in all future editions of the catalog.

## Drug-Free Workplace Policy

### **1. Purpose**

1.1 Based on its commitment 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.

1.2 This policy is based on the following objectives:

- (1) To maintain a safe and healthy environment for students and employees;
- (2) To maintain the good reputation of the College and its employees;
- (3) To minimize accidental injuries to a person or property;
- (4) To keep absenteeism and tardiness at a minimum and to improve the effective performance of job duties and productivity of all employees and the educational performance of all students;
- (5) In appropriate circumstances, to assist students and employees in securing substance abuse rehabilitation;
- (6) To comply with the federal Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and other applicable legislation;
- (7) To adopt and implement a program to prevent use of illicit drugs and abuse of alcohol by students and employees.

1.3 This policy shall be in addition to any drug abuse policy or policies relating to participation in intercollegiate athletics.

## **2. Definitions**

As used in this policy, the following definitions apply:

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

2.11 A “prescribed drug” is any substance prescribed for individual consumption by a licensed medical practitioner. It includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

2.12 An “illicit drug” or chemical substance is: (a) any drug or chemical substance, the use, sale or possession of which is illegal under any state or federal law, or (b) one which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.

2.13 “Controlled substance” means a controlled substance in Schedules I–V of Section 202 of the Controlled Substance Act (21 U.S.C.S. 812) or which possession, sale or delivery results in criminal sanctions under the Texas Controlled Substances Act (Art. 4476-15, TCS). In general, this includes all prescription drugs, as well as those substances for which there is no generally accepted medicinal use (e.g., heroin, LSD, marijuana, etc.), and substances which possess a chemical structure similar to that of the controlled substance (e.g., “Designer Drugs”). The term does not include alcohol.

2.2 “Alcohol” refers to any beverage that is “alcohol, or any beverage containing more than one-half of one percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted.”

2.3 “Alcohol abuse” means the excessive use of alcohol in a manner that interferes with (1) physical or psychological functioning, (2) social adaptation, (3) educational performance or (4) occupational functioning.

2.4 “Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes. (See 9.5 for time limitations on reporting such convictions.)

2.5 “Cause for reasonable suspicion” is established by (1) observation, (2) action and/or behaviors of the individual, (3) witness by supervisor or other reliable individual of possession or use or (4) any other legal measure used for alcohol or drug detection. 2.6 “Criminal drug statute” means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

2.7 “Sanctions” may include completion of an appropriate rehabilitation or assistance program, probation, expulsion, termination or referral to authorities for prosecution. If an employee has been convicted of a criminal drug statute, sanctions must be imposed within 30 days.

## **3. Policy**

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

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

## **Computer Services Department 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 at: [www.lamarpa.edu/gen/ir\\_use\\_policy.html](http://www.lamarpa.edu/gen/ir_use_policy.html).

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.

#### **Computing Facilities Use Policies:**

The college's computing facilities are provided for the support of college programs. All users are responsible for seeing that these facilities are used only for transaction of college business. Computing 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 computing 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 evidencing any such 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 computing facilities in an effective, ethical and lawful manner.
- \* Use of college computing 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 computing 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 set 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.

Software applications shall not be used to create, modify, access, view, display or activate files, information or materials that are offensive, indecent or illegal.

Manuals, and other copyrighted materials, shall not be copied without specific, written permission of the publisher.

#### **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 LSC-PA 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:**

Lamar State College-Port Arthur telephone facilities are intended to support the academic mission and the administrative functions of the College. The policy states the principles regarding the use of the telephone system.

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.

## Information Resources Policy

### **I. Overview**

#### **A. Purpose and Scope**

The purpose of this Policy is to define Information Resource Operating Policies for the management and security of Lamar State College-Port Arthur information resources.

#### **B. Authority**

The contents of the Policies listed below ensure the college's compliance with [Texas Administrative Code \(TAC\) 202](#) and the [Texas State University System Rules and Regulations](#).

### **II. Security Violations and Sanctions**

Information resources are valuable assets strategically provided to further the instructional, research, public service, and administrative functions of the College. Individuals using information resources owned or managed by the College are expected to know and comply with all College policies, procedures, as well as local, state and federal laws. Individuals are responsible for the security of any computer account issued to them and will be held accountable for any activity that takes place in their account.

#### **A. Detecting and Reporting**

Users of College information resources are expected to report any known or observed attempted security violation. Additionally, they must not conceal or help to conceal violations by any party. Any actual or suspected security violation should be reported immediately to the Director of Information Technology Services at 409-984-6484 or to the Assistant Director of Systems, Networking, and Telecom at 409-984-6141.

#### **B. Disciplinary Actions**

Violation of this policy may result in disciplinary action which may include termination for employees and temporaries, a termination of employment relations in the case of contractors or consultants, dismissal for interns and

volunteers, or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of College information resources access privileges, civil, and criminal prosecution, 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.

### III. Information Resources Policies

#### Responsibilities – Authority – TAC 202.70; 202.71; 202.72; 202.75

1. The IRM shall produce annually for review and approval by the president of the College a document identifying College information resource ownership and associated responsibilities for all information resource assets. (TAC 202.71.a)
2. The IRM shall produce annually for review and approval by College information resource owners a document identifying information resource custodians and approved users. (TAC 202.71.c)
3. The president of the College shall appoint an Information Security Officer (ISO) who shall report to executive management of the College. (TAC 202.71.d)
4. The Information Security Officer shall document and maintain an up-to-date information security program. At a minimum the security program will be defined as the aggregate of policies compliant with TSUS rules and regulations Chapter III Paragraph 19 and TAC Chapter 202, Subchapter C, Rule 202.70 through Rule 202.78. The information security program shall be approved by the president of the College. (TAC 202.70.2, 202.71.d.2)
5. The Information Security Officer shall report annually to the president of the College the status and effectiveness of information resource security controls. (TAC 202.71.d.4, 202.72.c)
6. The Information Security Officer, in cooperation with information owners and custodians, shall develop and recommend policies, procedures, and practices necessary to ensure the security of information resources against unauthorized or accidental modification, destruction, or disclosure. (TAC 202.71.d.1&5)
7. The IRM and Information Security Officer shall establish a network perimeter protection strategy which includes some or all of the following components: DMZ, firewall, intrusion detection or prevention system, or router. (TAC 202.75.8)
8. The IRM shall ensure that an independent, third party, biennial review of the information security program is performed. (TAC 202.71.e)

#### 5.16.2 Data Classification and Risk Assessment – Authority-TAC 202.70; 202.71; 202.72; 202.74; 202.76

All data owners or designated custodians shall be responsible for classifying data processed by systems under their purview based on data sensitivity so that the appropriate security controls can be applied and the information resource can be appropriately managed. (TAC 202.71.c.1.D)

The Data Classification document produced annually by the ISO shall be used to identify data types and their need for confidentiality, integrity, and availability. (TAC 202.71.b, 202.76.a.3)

A data classification of Category-I shall be based on compliance with applicable federal or state law, a contract, or on the demonstrated need to: (TAC 202.71.b, 202.76.a.3)

- Document the integrity of that digital data (that is, confirm that data was not altered intentionally or accidentally),
- Restrict and document individuals with access to that digital data, and
- Ensure appropriate backup and retention of that digital data.

Certain digital data not defined as Category-I digital data can be so classified if warranted by a department's demonstrated need. With suitable justification, the college may convert its classification of these digital data from Category-I digital data to a lesser classification upon request by the data owner, with IRM review and approval. (TAC 202.71.c.1.I, 202.72.c)

Under the guidance of the Information Security Officer, the college shall annually conduct and document an information security risk assessment. (TAC 202.72.a, 202.73.b, 202.74.a.2)

The confidentiality, integrity, and availability of information resources shall be managed and protected based on sensitivity and risk. (TAC 202.70.1)

The IRM produce and maintain a procedure manual consisting of IRM reviewed and approved procedures for the management and operation of information resource assets.

#### 5.16.1 Physical and Environmental Security Policy – Authority-TAC 202.73; 202.75

1. All physical security and environmental control systems must comply with all applicable regulations such as, but not limited to, building codes and fire prevention codes.
2. All information resource facilities must be protected against loss from both physical and environmental threats in proportion to the category of data or systems housed within the facility. (TAC 202.73.a)
3. Physical access to all restricted information resource facilities must be documented and managed. (TAC 202.73.a)
4. The process for granting card and/or key access to information resource facilities must include the approval of the person responsible for the facility. (TAC 202.75.7.P)

5. Requests for access must be approved by the department head and authorized by the IRM. (TAC 202.75.7.P)
6. Card and/or key access to information resource facilities must be granted only to college support personnel, and contractors, whose job responsibilities require routine access to that facility. (TAC 202.75.7.P)
7. Each individual that is granted access rights to an information resource facility must receive emergency procedures training for the facility and must sign the appropriate access and non-disclosure agreements. (TAC 202.75.7.P)
8. Access cards, codes, and/or keys must be changed on a periodic basis based on the criticality or importance of the facility. (TAC 202.75.7.P)
9. Access cards, codes, and/or keys must not be shared, reallocated, or loaned to others.
10. Access cards and/or keys that are no longer required must be returned to the person responsible for the information resource facility. (TAC 202.75.7.P)
11. Lost, stolen, or compromised access cards, codes, and/or keys must be reported to the person responsible for the information resource facility. (TAC 202.75.7.P)
12. A service charge may be assessed for access cards and/or keys that are lost, stolen or are not returned. (TAC 202.75.7.P)
13. Cards and/or keys must not have identifying information other than a return mail address. (TAC 202.75.7.P)
14. All information resource facilities that allow access to visitors will track visitor access with a sign in/out log. (TAC 202.75.7.P)
15. Visitors must be escorted in authorized access controlled areas of information resource facilities. (TAC 202.75.7.P)
16. Access records and visitor logs must be kept for review. (TAC 202.75.7.P)
17. The card and/or key access rights of individuals that change roles within the college or are separated from their relationship with the college shall be removed. (TAC 202.75.7.P)
18. Access records and visitor logs for an information resource facility shall be reviewed on a periodic basis and any unusual access investigated. (TAC 202.75.7.P)
19. Signage for restricted access rooms and locations must be practical, yet minimal discernible evidence of the importance of the location should be displayed. (TAC 202.75.7.P)

#### **5.16.2 Backup and Business Continuity – Authority-TAC 202.70; 202.74; 202.75**

1. The IRM is responsible for developing and maintaining a Disaster Recovery Plan designed to address the operational restoration of the college's critical computer processing capability. The plan will integrate into and meet the objectives of the larger Business Continuity Plan for the college and be reviewed on the same schedule. (TAC 202.70.6, 202.74.a)
2. The frequency and extent of backups must be in accordance with the importance of the information and the acceptable risk as determined by the data owner. (TAC 202.74.b)
3. The vendor(s) providing offsite backup storage, if any, for the college must be cleared to handle the highest level of information stored. (TAC 202.75.7.E)
4. Physical access controls implemented at offsite backup storage locations, if any, must meet or exceed the physical access controls of the source systems. Additionally backup media must be protected in accordance with the college's highest sensitivity level of information stored. (TAC 202.75.7.E)
5. The backup and recovery process for each system must be documented and periodically reviewed. (TAC 202.75.7.E)
6. A process must be implemented to verify the success of the college electronic information backup. (TAC 202.75.7.E)
7. Backups must be periodically tested to ensure that they are recoverable. (TAC 202.75.7.E)
8. Procedures between the college and the offsite backup storage vendor(s), if any, must be reviewed and approved periodically by the IRM. (TAC 202.75.7.E)

#### **5.16.5 Portable Computing and Encryption – Authority-TAC 202.75**

1. Only portable computing devices approved by the IRM may be used to access college information resources. (TAC 202.75.7.Q)
2. College owned portable computing devices must be password protected. (TAC 202.75.7.Q)
3. College data should not be stored on portable computing devices or portable storage devices/media. Specific, written permission shall be obtained from the data owner before a user may store Category-I college data on a portable computing or storage device/media. (TAC 202.75.7.Q)
4. Category-I/II college data shall not be copied to or stored on portable computing devices, portable storage device/media or non-college owned portable computing device in a non-encrypted state. (TAC 202.75.4, 202.75.7.H)
5. Category-I/II college data must not be transmitted on a public network or via wireless network unless approved encryption techniques and/or approved wireless transmission protocols are utilized. (TAC 202.75.4, 202.75.7.H, 202.75.7.Z.ii)
6. The ISO is responsible for determining the approved encryption methods for storing and transmitting college data. (TAC 202.75.4, 202.75.7.H, 202.75.7.Z.ii)



7. Unattended portable computing devices must be physically secure. This means they must be locked in an office, locked in a desk drawer or filing cabinet, or locked in a secure, out-of-sight area of a vehicle. (TAC 202.75.7.Q)

#### **5.16.6 System Development and Auditing – Authority-TAC 202.71; 202.75**

1. The Information Technology Services Department is responsible for developing, maintaining, and participating in a System Development Life Cycle (SDLC) for college system development projects. All software developed in-house which runs on production systems must be developed according to the SDLC. At a minimum, this plan should address the areas of preliminary analysis or feasibility study; security implications; risk identification and mitigation; systems analysis; general design; detail design; development; quality assurance and acceptance testing; implementation; and post-implementation maintenance and review. This methodology ensures that the software will be adequately documented and tested before it is used for critical college information. (TAC 202.75.6.B, 202.75.7.D, 202.75.7.U, 202.75.7.W)
2. All production systems must have designated owners and custodians. (TAC 202.71.c)
3. All production systems must have an access control system suited to the classification of data stored on the system as determined by the risk analysis process. (TAC 202.75.3.C)
4. Where resources permit, there shall be a separation between the production, development, and test environments. All development and testing environments must utilize sanitized data or maintain the same security access as the production system. (TAC 202.75.6.A)
5. All application-program-based access paths other than the formal user access paths must be deleted or disabled before software is moved into production. (TAC 202.75.7.D)
6. Information resources systems shall provide the means whereby authorized personnel have the ability to audit and establish individual accountability for any action that can potentially cause access to, generation of, modification of, or affect the release of Category-I data. (TAC 202.75.5.A)
7. Appropriate audit trails shall be maintained to provide accountability for updates to Category-I data and related hardware and software, and for all changes to automated security or access rules. (TAC 202.75.5.B)
8. Based on the risk assessment completed by the ISO, a sufficiently complete history of transactions shall be maintained to permit an audit of the information resources system by logging and tracing the activities of individuals through the system. (TAC 202.75.5.C)
9. Where possible a logon banner/warning should be presented when a user logs on to a system. The ISO shall approve the content of the banner/warning. (TAC 202.75.9)

#### **5.16.7 Acceptable Use – Authority – TAC 202.70; 202.75**

1. Lamar State College – Port Arthur information resources are finite by nature. All users must recognize that certain uses of college owned information technology resources may be limited or regulated as required to fulfill the college's primary teaching, research and public service missions.
2. Users must report any weaknesses in computer security, any incidents of possible misuse or violation of this agreement to the Information Security Officer. (TAC 202.75.7.A)
3. Users must not attempt to access any data or programs contained on college systems for which they do not have authorization or explicit consent to do so. (TAC 202.75.7.A)
4. Users must not share their college account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes. (TAC 202.75.7.A)
6. Users are responsible for all actions that take place with their account. (TAC 202.70.3)
7. Users must distinguish between ideas, comments, and opinions of the individual user versus those that represent the official positions, programs, and activities of the college.
8. The college is not responsible for the content of documents, exchanges or messages, including links to other information locations on the internet or world wide web, that reflect only the personal ideas, comments and opinions of individual members of the college community, even where they are published or otherwise circulated to the public at large by means of college information technology resources.
9. Students, faculty and staff using information technology resources for purposes of exchanging, publishing or circulating official institutional documents must follow LSC-PA requirements concerning appropriate content, style and use of logos, seals, or other official insignia.
10. Users of college information resources must not use any software not provided by the college without Information Technology Services Department approval. (TAC 202.75.7.V)
11. Users must not purposely engage in activity that may: harass, threaten or abuse others; degrade the performance of college information resources; deprive an authorized Lamar State College - Port Arthur user access to a college resource; obtain extra resources beyond those allocated; circumvent any computer security measures. (TAC 202.75.7.A)
12. Users must not download, install or run security programs or utilities that reveal or exploit weaknesses in the security of a system. For example, users must not run password cracking programs, packet sniffers, or port scanners or any other non-approved programs on college information resources. (TAC 202.75.7.V)
13. Lamar State College - Port Arthur information resources must not be used for personal benefit, political lobbying or campaigning. (TAC 202.75.7.A)

14. Users must not intentionally create, access, store, view or transmit material which the college may deem to be offensive, indecent or obscene (other than in the course of academic research where this aspect of the research has the explicit approval of the college's official processes for dealing with academic ethical issues). (TAC 202.75.7.L)
15. Illegal material may not be used to perform any legitimate job or academic function and therefore may not be created, accessed, stored, viewed, or transmitted on college information resources. (TAC 202.75.7.L)
16. A Lamar State College - Port Arthur owned, home based, computer must adhere to all the same policies that apply to use from within Lamar State College - Port Arthur facilities. Employees must not allow family members or other non-employees access to college computer systems. (TAC 202.75.7.A)
17. Users must not otherwise engage in acts against the aims and purposes of Lamar State College - Port Arthur as specified in its governing documents or in rules, regulations and procedures adopted from time to time. (TAC 202.75.7.A)
18. All user activity on college information resources assets is subject to logging, monitoring, and review. (TAC 202.75.7.A)
19. Privately owned information resources are subject to the Acceptable Use Policy when used or operated on campus. (TAC 202.75.7.A)
20. As a convenience to the Lamar State College - Port Arthur user community, some incidental use of information resources is permitted. The following restrictions apply: (TAC 202.75.7.A, 202.75.7.G, 202.75.7.L)
  - a. Incidental personal use of electronic mail, internet access, fax machines, printers, copiers, telephones, and so on, is restricted to college approved users; it does not extend to family members or other acquaintances.
  - b. Incidental use must not result in direct costs to the college.
  - c. Incidental use must not interfere with the normal performance of an employee's work duties.
  - d. No files or documents may be sent or received that may cause legal action against, or embarrassment to, the college.
  - e. Storage of personal email messages, voice messages, files and documents within the college's information resources must be nominal.
  - f. All messages, files and documents – including personal messages, files and documents – located on college information resources are owned by the college, may be subject to open records requests, and may be accessed in accordance with this policy.
  - g. Non-business related purchases made over the internet are prohibited.

#### **5.16.8 Account Management – Authority-TAC 202.71; 202.75; 202.77**

1. All access requests for Category I/II information resources shall follow an account creation process that includes appropriate approvals. (TAC 202.75.1, 202.75.2.A)
2. Users must sign the appropriate Lamar State College - Port Arthur Information Resources Security Acknowledgement and Nondisclosure Agreement before access is given to a Category-I/II information resources. (TAC 202.77.a, 202.77.c)
3. All accounts must be uniquely identifiable using a centrally assigned user name from the Information Technology Services Department. (TAC 202.75.3.A)
4. All accounts have a password construction and expiration that complies with the college Password Security Guidelines issued by the ISO. (TAC 202.75.3.D, 202.75.7.K)
5. Accounts of individuals, who have had their status, roles, or affiliations with the college change or who have become separated from the university, shall be updated or revoked to reflect their current status. (TAC 202.75.3.B)
6. Accounts of individuals on extended leave (more than 90 days) may be disabled at the discretion of the IRM. (TAC 202.75.3.B)
7. Accounts should be reviewed periodically by system administrators and data owners to ensure their status is correct. (TAC 202.71.c.1.G)
8. All vendor, consultant, and contractor accounts shall follow this policy. (TAC 202.75.2.B, 202.75.7.X, 202.77.c)

#### **5.16.9 Administrator/Special Access – Authority-TAC 202.75**

1. All users of system administrator or other special access accounts must be authorized by the IRM, ISO, and data owners. (TAC 202.75.7.C)
2. Users must sign the appropriate Lamar State College - Port Arthur Information Resources Security Acknowledgement and Nondisclosure Agreement before access is given to an administrator or other special access account. (TAC 202.75.7.C)
3. All users of system administrator or other special access accounts must have account management instructions, documentation, training, and follow guidelines developed by the ISO. (TAC 202.75.7.C)
4. The password for a shared administrator/special access account must change when an individual with the password leaves the department or college, or upon a change in the third party vendor personnel assigned to a college contract. (TAC 202.75.7.C)
5. When special access accounts are needed for internal or external Audit, software development, software installation, or other defined need, they: (TAC 202.75.7.C)

- ❖ must be authorized by the system or data owner
- ❖ must be created with a specific expiration date
- ❖ must be removed when work is complete

#### 5.16.10 Change Management Policy – Authority-TAC 202.70; 202.75

1. Every change to a college information resources resource, such as: operating systems, computing hardware, networks, and applications is subject to the Change Management Policy, and must follow the Change Management Procedures in the Information Technology Operations Manual. (TAC 202.70.5, 202.75.7.F)
2. A Change Management Committee for system containing or managing Category-I data, appointed by the IRM, will meet regularly to review change requests, and to ensure that change reviews and communications are being satisfactorily performed. (TAC 202.70.5, 202.75.7.F)
3. Changes to systems containing or managing Category-I data must be well documented and receive written approval from the data owners for that system prior to implementation. (TAC 202.70.5, 202.75.6.C)

#### 5.16.11 Incident Management – Authority-TAC 202.75; 202.76

1. Whenever a security incident is suspected or confirmed, the appropriate incident management procedures as defined by the ISO must be followed. (TAC 202.75.7.J)
2. All unauthorized or inappropriate disclosures of Category-I data shall be reported promptly to the Information Security Officer. (TAC 202.76.a)
3. The college shall disclose, in accordance with applicable federal or state law, incidents involving computer security that compromise the security, confidentiality, and/or integrity of personally identifying information it maintains to data owners and any resident of Texas whose personally identifying information was, or is reasonably believed to have been, acquired without authorization. (TAC 202.76.a.3)
4. The ISO is responsible for reporting the incident to the:
  - ❖ Department of Information Resources as outlined in TAC 202.(TAC 202.76.a)
  - ❖ Local, state or federal law officials as required by applicable statutes and/or regulations (TAC 202.76.b)
5. The ISO is responsible for coordinating communications with outside organizations and law enforcement and act as the liaison between law enforcement and the college. (TAC 202.76.a, 202.76.c)
6. The ISO shall make monthly summary incident reports to the Department of Information Resources in the manner the department determines. (TAC 202.76.d)

#### 5.16.12 Password Security Policy – Authority- TAC 202.75

1. All passwords, including initial passwords, must be constructed and implemented according to the Information Technology Services Department requirements for password characteristics such as length, complexity, age, and reuse. (TAC 202.75.7.K)
2. Stored passwords must be encrypted. (TAC 202.75.7.K)
3. User account passwords must not be divulged to anyone. (TAC 202.75.7.K)
4. Security tokens (i.e. Smartcard) must be returned on demand or upon termination of the relationship with the college. (TAC 202.75.7.K)
5. If the security of a password is in doubt, the password must be changed immediately. (TAC 202.75.7.K)
6. Administrators must not circumvent the Password Security Policy for the sake of ease of use. (TAC 202.75.7.K)
7. Users must not circumvent password entry with auto logon, application remembering, embedded scripts or hard-coded passwords in client software. Exceptions may be made for specific applications (like automated backup) with the approval of the college ISO. In order for an exception to be approved there must be a procedure to change the passwords. (TAC 202.75.7.K)
8. Computing devices must not be left unattended without enabling a password protected screensaver or logging off of the device. (TAC 202.75.7.K)
9. Information Technology Services Department Helpdesk password change procedures must include the following: (TAC 202.75.7.K)
  - ❖ verify the identity of the user before changing password
  - ❖ change to a password that meets Information Technology Services Department guidelines for password characteristics.

#### 5.16.13 Intrusion Detection – Authority-TAC 202.75

1. The ISO will develop a schedule for frequent, routine reviews of log files of systems containing Category-I data as identified through risk assessments. (TAC 202.75.7.M)
2. The ISO will develop a schedule for frequent, routine review of log files of any firewalls, Intrusion Detection, and other network perimeter devices. (TAC 202.75.7.M)
3. The ISO will develop a schedule for routine system integrity checks of the firewalls and other network perimeter access control systems. (TAC 202.75.7.M, 202.75.7.AA)
4. All trouble reports should be reviewed for symptoms that might indicate intrusive activity. (TAC 202.75.7.M)
5. All suspected and/or confirmed instances of successful intrusions must be immediately reported according to the Incident Management Policy. (TAC 202.75.7.M)

6. Users shall be trained to report any anomalies in system performance and signs of wrongdoing to the ISO. (TAC 202.75.7.M)

**5.16.14 Network Access – Authority-TAC: 202.75; 202.77**

1. Use of the college network constitutes acknowledgement of and agreement to abide by all policies set forth in the Acceptable Use Policy. (TAC 202.77.a, 202.77.b)
2. Use of the college network must be consistent with and in support of college initiatives.
3. Users are permitted to use only those network addresses issued to them by the Information Technology Services Department. (TAC 202.75.7.N)
4. All remote access to the college internal network must be authorized by Information Technology Services Department. (TAC 202.75.7.N)
5. Authorized remote users may connect to college information resources only through an approved ISP and using protocols approved by the college. (TAC 202.7.7.N)
6. Users may not be simultaneously connected to the college internal network and any external network. (TAC 202.75.7.N)
7. Users must not extend or re-transmit network services in any way. (TAC 202.75.7.N)
8. Users must not install or alter network hardware or software in any way. (TAC 202.75.7.N)
9. Non college owned computer systems that require network connectivity must conform to LSCPA Information Technology Services Department requirements.
10. Network devices that pose an immediate threat to network operations, performance, or other network-connected devices must be disconnected or quarantined to minimize risk until the threat is removed (TAC 202.75.7.N)

**5.16.15 Network Management and Configuration – Authority- TAC 202.75**

1. The Information Technology Services Department owns and is solely responsible for the management or administration of the college data and telephony network infrastructure including, but not limited to, the following: (TAC 202.75.7.O)
  - ❖ Installation, configuration and operation of all switches, routers, wireless devices, and firewalls (TAC 202.75.7.I, 202.75.7.Z.i)
  - ❖ Installation, configuration and operation of active network management devices
  - ❖ Establishment and management of all protocols used on the college network (TAC 202.75.7.I)
  - ❖ Network address allocation and distribution
  - ❖ All connections to external third party data and telephony networks
  - ❖ All communications cabling installation or modification
  - ❖ Extension or re-transmission of network services in any way
  - ❖ Configuration and broadcast of all wireless signals providing access to the college network (TAC 202.75.7.Z.i, 202.75.7.Z.iii)
  - ❖ Installation and configuration of all telephony devices
  - ❖ Creation and maintenance of all college network infrastructure standards and guidelines (TAC 202.75.7.I)
  - ❖ Creation and maintenance of a directory of network devices
1. Any device connected to the college network is subject to Information Technology Services Department management and monitoring standards. (TAC 202.75.7.O)

**5.16.16 Information Resources Privacy Policy – Authority-TAC 202.75**

1. Electronic files and data created, sent, received, stored, or transmitted across computers or other information resources owned, leased, administered, or otherwise under the custody and control of the college are not private unless expressly stated in federal or state law and may be accessed at any time by the college administration, following a defined approval process, without knowledge of the information resource user or owner. Applicable open records requests shall follow the college standard formal request process. (TAC 202.75.7.R)
2. The college may log, review, capture, and otherwise utilize information stored on or passing through its information resources as needed for the purpose of system administration and maintenance, for resolution of technical problems, for compliance with Texas Public Information Act, for compliance with federal or state subpoenas, court orders, or other written authorities, allow institutional officials to fulfill their responsibilities when acting in their assigned capacity, and to perform audits. No notification is required to view this information; however, users with privileged access are expected to maintain the privacy of the individual. (TAC 202.75.7.R)
3. Identifying information shall be removed before sharing collected information to prevent loss of individual privacy where possible. (TAC 202.75.7.R)
4. Employees, contractors, vendors, and affiliates of the college shall safeguard the privacy and security of any information owned by or entrusted to the college. (TAC 202.75.7.R)
5. Disclosure of personally identifiable information to unauthorized persons or entities is expressly forbidden. (TAC 202.75.7.R)

6. Efforts shall be made to reduce the collection and use of personally identifiable information. If the information is required to be collected by state or federal law, the individuals shall be informed of the requirement on the form or at the time of collection. (TAC 202.75.7.R)
7. Access to personally identifiable information shall be granted through an appropriate approval process and be revalidated on a regular basis. (TAC 202.75.7.R)
8. Paper and electronic documents containing personally identifiable information shall be secured during use and when not in use. (TAC 202.75.7.R)
9. Electronic documents containing personally identifiable information shall only be stored on authorized systems. (TAC 202.75.7.R)

**5.16.17 Security Monitoring – Authority-TAC 202.71; 202.75**

1. To ensure compliance with these policies, state laws and regulations related to the use and security of information resources, the college's Information Security Officer has the authority and responsibility to monitor information resources to confirm that security practices and controls are adhered to and are effective. (TAC 202.71.d.3)
2. Routine monitoring and analysis of operating system, application, and network device logs are required on a schedule consistent with the ISO risk assessment. (TAC 202.75.7.S)
3. Backup strategies for security logs should be consistent with the ISO risk assessment. (TAC 202.75.7.S)
4. Logging of all administrator and root access should be consistent with the ISO risk assessment. (TAC 202.75.7.S)
5. Any security issues discovered will be reported to the ISO for follow-up investigation. (TAC 202.75.7.S)

**5.16.18 Security Awareness and Training – Authority-TAC 202.75; 202.77**

1. All new users must attend an approved Security Awareness training session prior to, or at least within 30 days of, being granted access to any college information resources. (TAC 202.75.7.T, 202.77.e)
2. All users must sign an acknowledgement stating they agree to the college's requirements regarding computer security policies and procedures. (TAC 202.75.7.T)
3. Information Technology Services shall deliver security awareness training on a periodic basis. (TAC 202.75.7.T, 202.77.d)
4. All employees must participate in a periodic computer security awareness presentation. (TAC 202.75.7.T, 202.77.d)

**5.16.19 Server Management and Hardening – Authority-TAC 202.75**

1. The IRM will create and maintain a server registration that will include the designated server owner and server administrator(s) and other information necessary to indicate the purpose and function of the server supports and is consistent with college initiatives.
2. A server owner shall be designated by the IRM for each server. The server owner shall be responsible for establishing server usage policies, specifying server access controls (both physical and electronic), and assuring compliance with state and college server management standards. Data owners may be server owners.
3. A server administrator shall be designated by the server owner for each server. The server administrator shall be responsible for enforcing the owner's usage policies, implementing the owner-specified access controls, and configuring the server according to the required standards. Data custodians may be server administrators.
4. The IRM shall produce and maintain a server management guide that includes server management standards and best practices for college owned servers. All servers must be maintained to the standard set forth in the guide unless an exception has been made based on a documented risk management decision.
5. A server must not be connected to the college network until it is in an Information Technology Services Department accredited secure state and the network connection is approved by Information Technology Services Department. (TAC 202.75.7.U)
6. The degree of hardening for operating systems and applications shall be in accordance with the importance of the information on the system and the acceptable risk as determined by the data owner. (TAC 202.75.7.U)
7. Information Technology Services Department will monitor security issues, both internal to the college and externally, and will manage the release of security patches on behalf of the college. (TAC 202.75.7.U)
8. Information Technology Services Department may make hardware resources available for testing security patches in the case of special applications. (TAC 202.75.7.U)
9. Security patches must be implemented within the specified timeframe of notification from the Information Technology Services Department. (TAC 202.75.7.U)
10. Servers that pose an immediate threat to network operations, performance, or other network-connected devices must be disconnected or quarantined to minimize risk until the threat is removed.

**5.16.20 Software Licensing – Authority-TAC 202.75**

1. Copies of software licensed by the college shall not be made without verifying that a copy is permitted via the license agreement. (TAC 202.75.7.V)
2. Software used on college-owned systems shall be properly licensed for their method of use (concurrent licensing, site licensing, or per system licensing). (TAC 202.75.7.V)

3. The college has the right to remove inappropriately licensed software from college computers if the user is not able to show proof of license. (TAC 202.75.7.V)
4. Software license management shall be achieved through central purchasing oversight.

#### **5.16.21 Computer Related Purchasing and Support – Authority-TAC 202.70: 202.75**

1. The IRM must approve all information technology related software and hardware purchases regardless of source of funds, including any device capable of storing, transmitting or processing electronic college owned data. This applies to information resources acquired as part of a larger or non-IT purchase or contract. (TAC 202.70.7, 202.75.7.W)
2. The Information Technology Services Department will conduct all quotes for bids and prices.
3. Each division, department, and office should consult with the Information Technology Services Department when preparing its annual budget for assistance in developing its requests for funds for hardware and software acquisitions. (TAC 202.75.7.W)
4. All college owned information resources, hardware and software, will be managed, facilitated, or provided by the Information Technology Services department.

#### **5.16.22 Vendor Access – Authority-TAC 202.75**

1. Vendors must comply with all applicable college policies, practice standards and agreements. (TAC 202.75.2.B, 202.75.7.X)
2. Vendor agreements and contracts must specify: (TAC 202.75.2.B, 202.75.7.X)
  - ❖ The college information resources to which the vendor should have access
  - ❖ How the college information is to be protected by the vendor
  - ❖ Acceptable methods for the return, destruction or disposal of the college's information in the vendor's possession at the end of the contract
  - ❖ The vendor must only use the college's data and information resources for the purpose of the business agreement
  - ❖ Any other college data acquired by the vendor in the course of the contract cannot be used for the vendor's own purposes or divulged to others
  - ❖ Upon termination of contract or at the request of college, the vendor will return or destroy all college data and provide written certification of that return or destruction within 24 hours.
3. Each vendor employee with access to college data must be approved by the data owner to handle data of that classification. (TAC 202.75.2.B, 202.75.7.X)
4. Vendor personnel must report all security incidents directly to the appropriate Lamar State College - Port Arthur personnel. (TAC 202.75.2.B, 202.75.7.X)
5. If the vendor is involved in college security incident management the responsibilities of the vendor must be specified in the contract. (TAC 202.75.2.B, 202.75.7.X)
6. Regular work hours and duties will be defined in the contract. Work outside of defined parameters must be approved in writing by appropriate college personnel. (TAC 202.75.2.B, 202.75.7.X)
7. Vendors are required to comply with all federal, state and Lamar State College - Port Arthur auditing requirements, including the auditing of the vendor's work. (TAC 202.75.2.B, 202.75.7.X)

#### **5.16.23 Malicious Code – Authority-TAC 202.75**

1. All workstations and servers, whether connected to the college network, or standalone, must use the Information Technology Services Department approved virus and malware protection software and configuration. (TAC 202.75.7.Y)
2. The virus and malware protection software must not be disabled or bypassed. (TAC 202.75.7.Y)
3. The settings for the virus protection software must not be altered in a manner that will reduce the effectiveness of the software. (TAC 202.75.7.Y)
4. The automatic update frequency of the virus protection software must not be altered to reduce the frequency of updates. (TAC 202.75.7.Y)
5. Any system identified as a security risk due to a lack of anti-malware software may be disconnected from the network, or the respective network account may be disabled, until adequate protection is in place. (TAC 202.75.7.Y)
6. Every virus that is not automatically cleaned or quarantined by the virus protection software must be reported to the Information Technology Services Department Help Desk. (TAC 202.75.7.Y)

#### **5.16.24 Data Disposal and Destruction – Authority-TAC 202.78**

1. Prior to the sale, transfer, or other disposal of information resources, the Information Technology Services Department will assess whether to remove data from any associated storage device. (TAC 202.78.b.1)
2. Electronic state records shall be destroyed in accordance with §441.185, Government Code. If the record retention period applicable for an electronic state record has not expired at the time the record is removed from data process equipment, the college shall retain a hard copy or other electronic copy of the record for the required retention period. (TAC 202.78.b.2)

3. If it is possible that Category-I/II information resources are contained on the storage device, the storage device should be sanitized or the storage device should be removed and destroyed. (TAC 202.78.b.3)
  4. The college shall keep a record/form (electronic or hard copy) documenting the removal and completion of the process with the following information: (TAC 202.78.b.4)
    - ❖ date
    - ❖ description of the item(s) and serial number(s)
    - ❖ inventory number(s)
    - ❖ the process and sanitization tools used to remove the data or method of destruction
    - ❖ the name and address of the organization the equipment was transferred to.
- 5.16.25 Peer-to-Peer (P2P) – Authority-TAC 202.75; [Executive Order \(RP58\)](#)**
1. Users of state computers or networks shall not download/install or use any P2P software on state computers, networks, or mobile computing device (PDA) without specific authorization in writing from the IRM. (TAC 202.75.7.V)
  2. Any permitted use of P2P software is subject to all information resource policies including the Acceptable Use policy. (TAC 202.75.7.V)

## Student Travel Policies

### **Student Travel Authorization and Supervision:**

Each college-related activity that requires student travel must be authorized by the sponsoring department's Dean or Department Chair. The authorizing Dean or Department Chair must designate a faculty/staff member or members to be responsible for the safety and conduct of the trip. (Exception): Student employees of the College, in the course of their employment, may be drivers on and in the vicinity of campus.

### **Use of Students as Drivers:**

Only persons meeting the college's policies defining "Employee" and who hold an "Approved Driver Certificate" from Lamar State College-Port Arthur are eligible to drive. Students, except student employees driving as part of their employment with the College, are expressly excluded from operating college vehicles.

### **Insurance Requirements for Transporting Students:**

Passengers Involved in College-Related Activities – The trip sponsor is responsible for each student who is to be a passenger in a vehicle driven on a college-related activity. All student travel must be noted to the Director of Student Activities and Vice President for Student Services prior to the trip for special event insurance that is available.

If students are to be transported in rental vehicles, the college, through the State of Texas, has several rental sources that offer special rate and inclusive insurance for this type of travel at no or little additional cost. To use this the sponsor must use their State Travel Card with our agency code located on it to rent transportation. Without the State Travel Card a sponsor must contact the Travel Coordinator in the Business Office to make such reservations and rental for the trip. If students are to be transported in rental vehicles on the sponsor's personal payment, personal injury and personal effects insurance should be purchased as part of the vehicle rental agreement. This is particularly important where vans or buses are rented to transport a large number of students in a single vehicle.

Each student who travels by motor vehicle or any other form of transportation to participate in a college-related activity, including but not limited to academically related field trips or courses, competitions or contest; or non-academic activities such as those sponsored by Student Services or team sports, must execute a copy of the Release and Indemnification Agreement and Authorization for Emergency Medical Treatment. Copies of these documents are available from the Student Activities Director.

If students use their own vehicles to drive themselves or transport other students as passengers to college-related activities, they should be informed in advance that their personal insurance will be responsible for any liability arising from the trip.

All College travel guidelines are presented in the college's Vehicle Fleet Management Plan and all should familiarize themselves with these and other critical travel policies and procedures. It can be located on the College website under the Physical Plant Department.

### **Guidelines for Transporting Students Involved in College-Related Activities:**

Loading of the vehicle shall be done in accordance with the vehicle manufacturer's recommendations. Particular attention should be paid in loading the large (3/4 ton) vans. No more than eleven (11) passengers should be transported and even with a reduced load the driver must remain cautious when maneuvering or making quick turns in order to avoid a rollover.

All occupants must remain seated with their seat belts fastened while the vehicle is in motion. The number of occupants must never exceed the number of working seat belts in the vehicle.

The use of tobacco products is not allowed in any vehicles owned by the College.

The Trip Manifest, Itinerary and Authorization for Student Travel documents must be verified by the LSC-PA sponsor of the trip and the driver.

Each vehicle transporting students involved in college-related activities shall be equipped with the following items: a first aid kit, a fire extinguisher, a flashlight, water, a Texas state map, a cellular telephone and a Voyager Fleet credit card.

Student trips will be planned in accordance with the following restrictions:

- \* The driver may not drive more than eight hours in any calendar day.
- \* The driver may not drive more than 48 hours in a week.
- \* Every driver must take a rest period of at least 12 hours between driving periods.
- \* The maximum number of hours any passenger car or van may be driven during any calendar day is 12 hours.

## 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 might require 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.

## Disciplinary Action

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

## 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.

## 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.

## Fines and Breakage Loss Charges

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.

The College can make a special assessment against any student guilty of inexcusable breakage, loss of instructional equipment or other college property.

## Student Debts

The College is not responsible for debts contracted by individual students or student organizations. The College will not act as a collection agency for any organization, firm or individual 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 obligation the Vice President for Student Services will take appropriate action.

Penalty for failure to clear up these obligations may be: a) no readmission; b) withholding of grades and transcripts; c) withholding of degree.

Failure to pay all college fees by the specified date will result in suspension through the 12th week in the long semester and the fourth week of each Summer term. After the 12th week in the long semester and the fourth week of each 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; c) withholding of degree.

## 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 serious 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.

## Acquired Immune Deficiency Syndrome (AIDS)

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

Lamar State College-Port Arthur acknowledges the seriousness of this problem.

In health-related matters such as this, the College follows the guidelines of recognized authorities including The National Center for Disease Control, the U.S. Public Health Service, the Texas Department of Health and the American College Health Association.

The College conforms its actions to the Texas Communicable Disease Prevention and Control Act and other law.

There is no current evidence that individuals infected with Human Immunodeficiency (HIV), the "AIDS virus," can infect other individuals through casual contact. Therefore, there is no reason to exclude individuals with AIDS, AIDS-Related Complex (ARC) or a positive test for antibody to HIV from campus academic, social, or cultural activities.

On the basis of current knowledge of the disease, individuals sharing common living space, work or study areas, libraries, classrooms, recreation facilities and theaters do not represent a problem or public threat to the campus community.

Students and employees of the College who may become infected with the AIDS virus will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or of other members of the college community.

When circumstances require a review, the President will seek the advice of the Port Arthur Health Department, the attending physician, and any other relevant parties. An opportunity will be provided for any person involved to discuss his or her circumstances.

In the event of public inquiry concerning college policy, programs, problems or statistics related to AIDS on campus, the President is the official spokesperson for the College. All inquiries from the press, elected public officials or the public in general will be referred to the Office of the President. The medical records of individuals shall remain confidential, but public information shall be disclosed on request in accordance with the Texas Open Records Act, the Family Education Rights and Privacy Act and the Texas Communicable Disease Prevention and Control Act. General information and national statistics considered public knowledge are not subject to restriction.

In the event an individual is identified with AIDS, ARC or a positive test for HIV antibody, appropriate existing college resources for emotional, educational, social and medical support will be made available to all concerned individuals.

Persons who know or have reasonable basis for believing that they are infected with the AIDS virus are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the college community.

The College carefully observes safety guidelines established by the U.S. Public Health Service for the handling of blood and other body fluids and secretions, both in all health care facilities maintained on the campus and in other institutional contexts in which such fluids or secretions may be encountered (e.g., teaching and experimental laboratories). More information is available on campus.

## Bacterial Meningitis

**Effective January 1, 2012, Updated October 2013**

Beginning on January 1, 2012, all entering students are required to show evidence of an initial bacterial meningitis vaccine or a booster dose during the five-year period preceding and at least 10 days prior to the first day of the first semester in which the student initially enrolls at an institution. An entering student includes a first-time student of an institution of higher education or private or independent institution of higher education and includes a transfer student, or a student who previously attended an institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

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.

### Exceptions to Bacterial Meningitis Vaccination Requirement

- A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria: The student is 22 years of age or older by the first day of the start of the semester (effective 1/1/2014); or
- the student is enrolled only in online or other distance education courses; or
- the student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- 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
- the student is incarcerated in a Texas prison.

**A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student submits to the institution 10 days prior to the first day of the semester enrolled or re-enrolled:**

- 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
- 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
- Confirmation that the student has completed the Internet-based Department of State Health Services form to claim an exemption for reasons of conscience (for entering students at public junior colleges ONLY).

For information about requesting a conscientious objection exemption form from DSHS click here: <http://collegevaccinerequirements.com/>. The DSHS exemption form may be ordered electronically; however it will be mailed to the address provided by the student. Please allow up to two weeks to receive the form. The form must be completed, notarized, and submitted to the designated school official at the institution the student will be attending.

For Public Junior College Students only: to access the DSHS secure on-line exemption form click here: <https://webds.dshs.state.tx.us/immcojc/> A copy of the form must be submitted to the designated school official at the institution the student will be attending.

DSHS has certain requirements about the expiration of the conscientious objection form, and photocopying the form, as designated in the questions and answers below:

#### 1. How long are the DSHS affidavit exemption forms valid?

These documents are valid for 2 years after the signature date of the notary. For the initial filing, the form must be turned into the school within 90 days of being notarized or it is no longer valid.

#### 2. Can the DSHS affidavit exemption forms be transferred from one university to another (as part of their student record)?

For students transferring colleges/universities, it **is** possible to transfer the affidavit exemption form as long as it is still valid.

The Texas Health & Safety Code does not address the confidentiality of exemption forms/affidavits after they leave the DSHS office. Institutions of higher education will need to speak to their own legal counsels about any concerns they have about legal requirements specifically related to the transfer of student records between institutions.

It should be noted that it is not always possible to re-use an immunization exemption form at a second institution once it has been used at the first school.

### 3. Can the new DSHS public junior college exemption forms be transferred?

The new public junior college forms are **not** transferrable as they are specific to the public junior college. Students will need to get new exemption forms in this instance.

### 4. Can the DSHS exemption forms be photocopied?

No forms can be reproduced whatsoever, it's a violation of law.

The Admission and Records Office has been designated to receive this student evidence of receipt of the vaccination certificate for verification and reporting to LSCPA. As prescribed by the Law, with this notification Lamar State College-Port Arthur is providing to you now, and with your registration materials the following: written or electronic notice of the right of the student or of a parent or guardian of a student, to claim an exemption from the vaccination requirement, as specified in Section 21.614; and written or electronic notice of the importance of consulting a physician about the need for the immunization against bacterial meningitis to prevent the disease.

There is a treatment for bacterial meningitis, but those who survive may develop severe health problems or disabilities. The symptoms of bacterial meningitis are:

- |                     |                                |
|---------------------|--------------------------------|
| * High fever        | * Confusion and sleepiness     |
| * Stiff neck        | * Rash or purple patch on skin |
| * Lethargy          | * Nausea                       |
| * Light sensitivity | * Severe headache              |
| * Seizures          | * Vomiting                     |

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 that appear, the higher the risk is that the cause is bacterial meningitis. When these symptoms appear, the person should seek immediate medical attention.

Diagnosis of the disease is made by a medical provider and usually is 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.

The disease is transmitted when people exchange saliva (such as kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.). It also is spread by contact with respiratory or throat secretions. The risk of infection also is increased by living in close conditions, such as sharing a room/suite in a dormitory or group home.

The possible consequences of the disease are:

- \* 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) requires amputation
- \* Gangrene
- \* Coma
- \* Convulsions

Persons who contract bacterial meningitis can be treated successfully with antibiotics if the disease is diagnosed early.

Vaccinations also are available and should be considered for those who are living in close quarters and for college students age 25 or younger. Vaccinations are effective against four of the five most common bacteria types that cause 70 percent of the disease in the United States.

However, vaccinations do not protect against all types of meningitis.

The vaccinations take 7-10 days to become effective and offer protection for three to five years. The cost of the vaccine varies, so check with your health care provider.

For information about bacterial meningitis, contact your health care provider or call the Port Arthur Health Department at 983-8800. Information also is available from the regional office of the Texas Department of Health (713-767-3000) or on the Internet at one of these websites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo), [www.acha.org](http://www.acha.org). A copy of this information is located on the college website ([www.lamarpa.edu](http://www.lamarpa.edu)).



## **Stephanie Nguyen ~ Academic Studies Major**

### **Port Arthur Sophomore**

**“I decided to attend LSC-PA because of the cozy environment. I appreciate that the teachers know my name and I feel like I matter to them. All of my professors have been very encouraging and I always feel comfortable talking to them.**

# Academic Programs

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Charles Gongre, Dean, Madison Monroe Building, Room 121

The Academic Programs Division offers an Associate of Arts degree and an Associate of Arts in Teaching for students who do not wish to pursue a baccalaureate degree, or as an interim goal for students who intend to transfer to a four-year school. These degree plans are designed to parallel the first two years of most baccalaureate degree plans at senior institutions and to facilitate the student's transition to those institutions.

## Core Curriculum

State law requires each state-supported college and university in Texas to adopt a core curriculum of 42 semester hours. This makes the transfer of courses between institutions more efficient and eliminates unnecessary course duplication.

Lamar State College-Port Arthur has a core curriculum of 42 semester hours.

A student who completes the entire Core Curriculum and then transfers usually will not be required to take courses in the core curriculum of the institution to which the student transfers (receiving institution).

The exception will be if an individual department at the receiving institution has a departmental requirement it expects students to meet by taking certain courses as part of its institutional core curriculum. Therefore, a student should become familiar with the departmental requirements of the receiving institution, and should consult with an advisor prior to each registration.

In accordance with Texas Education Code, Chapter 61, 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 42 semester credit hours. Each Core Curriculum must be consistent with the Texas Common Course Numbering System, and must be consistent with the framework identified in the chart on Page 73. The chart specifies the minimum number of semester credit hours required in each of the component areas that, by law, a Core Curriculum must include.

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.

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 before transferring.

A student concurrently enrolled at more than one institution of higher education must follow the Core Curriculum requirements in effect for the institution at which the student is classified as a degree-seeking student.

Completion of the Core Curriculum is a requirement for earning an Associate of Arts or an Associate of Arts in Teaching degree at Lamar State College-Port Arthur.

The regulations pertaining to it apply to students preparing for those degrees and/or a bachelor's degree. Students pursuing an Associate of Applied Science degree are exempt from the Core Curriculum requirements explained in this section.

## Lamar State College-Port Arthur Core Curriculum

Core Component Area	SCH	LSC-PA Core Courses	Core Code
Communication	6	ENGL 1301 and 1302	10
Mathematics	3	MATH 1332 or 1314	20
Life & Physical Sciences	6	BIOL 1406, 1407, 2401, 2402 CHEM 1405, 1406, 1407, 1408, 1411, 1412 GEOL 1403, 1404 PHYS 1401, 1402, 1405, 1407, 1415, 1417	30
Language, Philosophy, & Culture	3	ENGL 2321, 2326, 2331, or 2341 ARTS 1303 or 1304 DRAM 2361 PHIL 1301	40
Creative Arts	3	ARTS 1301 DRAM 1310 MUSI 1306 or 1310	50
American History	6	HIST 1301 and 1302	60
Government/Political Science	6	GOVT 2305 and 2306	70
Social/Behavioral Sciences	3	ECON 2301 or 2302 GEOG 1302 HIST 2301, 2321, or 2322 SOVI 1301, 1306, or 2301 PSYC 2301, 2314, or 2317	80
Component Area Option	6	SPCH 1315, 1318, or 2335 (one course) Labs for life and physical sciences (2 SCH) EDUC 1100 or PSYC 1100 (one course)	90
<b>Total</b>	42	14	



An overflow crowd welcomed longtime journalist Dan Rather, the keynote speaker at the Fall 2013 Distinguished Lecture Series.

# Academic Programs Division

## Degree Plans

### Associate of Arts Degree

Students at Lamar State College-Port Arthur who wish to take courses in an academic transfer field of study may choose to pursue an Associate of Arts Degree. This degree provides a Core Curriculum that will transfer to four-year institutions and parallels the first two years of most baccalaureate degree plans. Upon completion of the Core Curriculum, students may choose from several areas of emphasis to fulfill the remaining degree requirements. These areas of emphasis include Academic Studies, Business Administration, Criminal Justice, Drama, Kinesiology and Studio Art.

#### Emphasis in Academic Studies

This 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.

#### Recommended Plan:

Core Curriculum Courses .....	42 semester hours
COSC 1301 or BCIS 1305 .....	3 semester hours
Electives* .....	15 semester hours
<b>Total Hours:</b> .....	<b>60 semester hours</b>

\* Students should consult with an advisor to determine the appropriate electives. Electives must be academic transfer courses.

#### Emphasis in Business Administration

This 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 Plan:

Core Curriculum Courses* .....	42 semester hours
ACCT 2301, 2302 .....	6 semester hours
BUSI 1301 .....	3 semester hours
ECON 2301 .....	3 semester hours
BCIS 1305 .....	3 semester hours
MATH 1325 .....	3 semester hours
<b>Total Hours:</b> .....	<b>60 semester hours</b>

\* To fulfill Core Curriculum requirements, students should take MATH 1314 to satisfy the mathematics component, and ECON 2302 to satisfy the Social/Behavioral Science component.

#### Emphasis in Criminal Justice

This 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 Plan:

Core Curriculum Courses .....	42 semester hours
COSC 1301 or BCIS 1305 .....	3 semester hours
CRIJ 1301, 1306, 1310, 2313, 2328 .....	15 semester hours
<b>Total Hours:</b> .....	<b>60 semester hours</b>

## Emphasis in Drama

This 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 education requirements for almost any baccalaureate degree. The electives beyond the Core Curriculum allow students to explore various aspects of the performing arts.

### Recommended Plan:

Core Curriculum Courses .....	42 semester hours
COSC 1301 or BCIS 1305 .....	3 semester hours
DRAM Courses .....	15 semester hours

**Total Hours:** ..... **60 semester hours**

*\*To fulfill the Core Curriculum requirement, students should take DRAM 1310 as part of the Creative Arts component.*

## Emphasis in Kinesiology

This curriculum parallels the first two years of study of baccalaureate programs at state colleges and universities in Texas.

### Recommended Plan:

Core Curriculum Courses* .....	42 semester hours
COSC 1301 or BCIS 1305 .....	3 semester hours
KINE Courses .....	15 semester hours

**Total Hours:** ..... **60 semester hours**

*\* Students are advised to take BIOL 2401 and BIOL 2402, Human Anatomy and Physiology I and II, to meet the science requirements of the Core Curriculum.*

## Emphasis in Studio Art

The 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 Plan:

Core Curriculum Courses* .....	42 semester hours
COSC 1301 or BCIS 1305 .....	3 semester hours
ARTS Courses .....	15 semester hours

**Total Hours:** ..... **60 semester hours**

*\* 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.*

## Associate of Arts Degree in Teaching

Upon completion of the Core Curriculum, Students interested in teaching as a career may choose to complete the Associate of Arts Degree in Teaching by selecting a teaching area of emphasis, such as EC-12 Art, EC-12 Theater Arts, EC-12 Music or EC-12 Physical Education.

## Emphasis in EC-12 Art

This curriculum is designed for students who plan to pursue a baccalaureate degree in education to be certified to teach art classes at some level from early childhood/kindergarten through grade 12.

### Recommended Plan:

Core Curriculum Courses* .....	42 semester hours
COSC 1301 or BCIS 1305 .....	3 semester hours
EDUC 1301 and 2301 .....	6 semester hours
ARTS Courses .....	9 semester hours

**Total Hours:** ..... **60 semester hours**

*\* 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.*



## Emphasis in EC-12 Theater Arts

This 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 Plan:

Core Curriculum Courses*	42 semester hours
COSC 1301 or BCIS 1305	3 semester hours
EDUC 1301 and 2301	6 semester hours
DRAM Courses	9 semester hours
<b>Total Hours:</b>	<b>60 semester hours</b>

*\*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.*

## Emphasis in EC-12 Music

This 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 Plan:

Core Curriculum Courses*	42 semester hours
COSC 1301 or BCIS 1305	3 semester hours
EDUC 1301 and 2301	6 semester hours
MUSI Courses	9 semester hours
<b>Total Hours:</b>	<b>60 semester hours</b>

*\*To fulfill the Core Curriculum requirement, students should take MUSI 1306 or MUSI 1310 as part of the Creative Arts component.*

## Emphasis in EC-12 Physical Education

This curriculum 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 Plan:

Core Curriculum Courses*	42 semester hours
COSC 1301 or BCIS 1305	3 semester hours
EDUC 1301 and 2301	6 semester hours
KINE Courses	9 semester hours
<b>Total Hours:</b>	<b>60 semester hours</b>

*\*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.*

# Department of Liberal Arts

Dr. Barbara Huval, Department Chair, Performing Arts Center, Rm. 144

The Department of Liberal Arts provides instruction in a variety of art, English, drama, foreign language, government, history, humanities, music, philosophy and speech courses leading to Associate of Arts degrees. Courses are designed to meet the requirements of the Core Curriculum and to provide students with the background necessary to enable them to succeed after transferring to a baccalaureate program.

## Liberal Arts Course Descriptions

### Art courses (ARTS):

	<b>Credit:Lec:Lab</b>
<b>1301 Art Appreciation</b> .....	<b>3:3:0</b>
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.	
<b>1303 Art History I (Prehistoric to 14<sup>th</sup> Century)</b> .....	<b>3:3:0</b>
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Primarily an examination of Western painting, sculpture, architecture and related visual arts from prehistoric times to the end of the Gothic Period in the late Middle Ages. May be taken in either year of this curriculum.	
<b>1304 Art History II (14<sup>th</sup> Century to the Present)</b> .....	<b>3:3:0</b>
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Primarily an examination of Western painting, sculpture, architecture and related visual arts from the early Renaissance to the present. May be taken in either year of this curriculum.	
<b>1311 Design I (2-Dimensional)</b> .....	<b>3:3:0</b>
An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design creating a visual interpretation of cultural expression.	
<b>1312 Design II (3-Dimensional)</b> .....	<b>3:3:0</b>
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design in creating a visual interpretation of cultural expression.	
<b>1316 Drawing I</b> .....	<b>3:2:4</b>
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.	
<b>1317 Drawing II</b> .....	<b>3:2:4</b>
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.	
<i>Prerequisite: ARTS 1316.</i>	
<b>2311 Design III (2-D, 3-D, color, or combination)</b> .....	<b>3:3:0</b>
Elements and principles of arts using two- and three-dimensional concepts	
<i>Prerequisite: ARTS 1311 or ARTS 1312</i>	
<b>2313 Design Communications I</b> .....	<b>3:3:0</b>
Communication of ideas through processes and techniques of graphic design and illustration, creating a visual interpretation of cultural expression.	
<b>2314 Design Communications II</b> .....	<b>3:3:0</b>
Further communication of ideas through processes and techniques of graphic design and illustration, creating a visual interpretation of cultural expression.	
<i>Prerequisite: ARTS 2313</i>	
<b>2316 Painting I</b> .....	<b>3:2:4</b>
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.	

<b>2317 Painting II</b> .....	<b>3:2:4</b>
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. <i>Prerequisite: ARTS 2316</i>	
<b>2323 Life Drawing I</b> .....	<b>3:2:4</b>
Basic study of the human form <i>Prerequisite: ARTS 1317.</i>	
<b>2348 Digital Art I</b> .....	<b>3:3:0</b>
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.	
<b>2349 Digital Art II</b> .....	<b>3:3:0</b>
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	

## Drama courses (DRAM):

	<b>Credit:Lec:Lab</b>
<b>1161 Introduction to Musical Theater</b> .....	<b>1:0:4</b>
Study and performances of works from the musical theater repertoire. (Cross-listed as MUSI 1159) An introductory study and performance of works from the musical theater repertoire, with practical experience in participating in a full theater production. Open by audition or consent of the instructor to students from all departments who are interested in musical theater production.	
<b>1162 Musical Theater II</b> .....	<b>1:0:4</b>
Study and performance of works from the musical theater repertoire.	
<b>1310 Introduction to Theater</b> .....	<b>3:3:0</b>
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 theatre production including its history, dramatic works, stage techniques, production procedures and its relation to the fine arts. <i>Prerequisite: Basic skills competency in reading and writing required.</i>	
<b>1320 Theater Practicum I</b> .....	<b>3:2:3</b>
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. <i>A student <u>may not</u> take more than nine hours of theater practicum.</i>	
<b>1321 Theater Practicum II</b> .....	<b>3:2:3</b>
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. <i>A student <u>may not</u> take more than nine hours of theater practicum.</i>	
<b>1330 Stagecraft I</b> .....	<b>3:2:3</b>
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. <i>Prerequisite: Basic skills competency in reading required.</i>	
<b>1342 Introduction to Costume</b> .....	<b>3:2:3</b>
Principles and techniques of costume design and construction for theatrical productions.	
<b>1351 Acting I</b> .....	<b>3:2:3</b>
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. <i>Prerequisite: Basic skills competency in reading required.</i>	
<b>1352 Acting II</b> .....	<b>3:2:3</b>
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. <i>Prerequisite: Basic skills competency in reading required.</i>	

<b>2120 Theater Practicum III</b> .....	<b>1:0:4</b>
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 hours. <i>A student <u>may not</u> take more than nine hours of theater practicum.</i>	
<b>2121 Theater Practicum IV</b> .....	<b>1:0:4</b>
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 hours. <i>A student <u>may not</u> take more than nine hours of theater practicum.</i>	
<b>2336 Voice for the Theater</b> .....	<b>3:3:0</b>
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.	
<b>2351 Acting III</b> .....	<b>3:3:0</b>
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. <i>Prerequisite: Basic skills competency in reading required.</i>	
<b>2352 Acting IV</b> .....	<b>3:3:0</b>
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 the study of the principles and practices of acting. <i>Prerequisite: Basic skills competency in reading required.</i>	
<b>2361 History of the Theater I</b> .....	<b>3:3:0</b>
Study of the history of the theater from primitive times through the Renaissance.	

## English courses (ENGL):

	<b>Credit:Lec:Lab</b>
<b>1301 Composition I</b> .....	<b>3:3:0</b>
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. <i>Prerequisite: basic skills competency in reading and writing required.</i>	
<b>1302 Composition II</b> .....	<b>3:3:0</b>
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. <i>Prerequisite: ENGL 1301 or its equivalent</i> <i>Note: Students whose degree plan requires both English 1301 and 1302 must take these courses in sequence.</i>	
<b>2307 Creative Writing I</b> .....	<b>3:3:0</b>
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. <i>Prerequisite: Basic skills competency in reading and writing required.</i>	
<b>2311 Technical Writing</b> .....	<b>3:3:0</b>
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. <i>Prerequisite: ENGL 1301 (Composition I)</i>	
<b>2321 British Literature (single-semester course)</b> .....	<b>3:3:0</b>
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. <i>Prerequisite: ENGL 1301</i>	

- 2326 American Literature (single-semester course)** ..... 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: ENGL 1301*
- 2331 World Literature (single-semester course)** ..... 3:3:0  
 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.
- 2341 Forms of Literature (single-semester course)** ..... 3:3:0  
 The study of one or more literary genres including, but not limited to, poetry, fiction, drama and film.  
*Prerequisite: ENGL 1301*

Government (Political Science) courses (GOVT):

- Credit:Lec:Lab**
- 2305 Federal Government (Federal constitution & topics)** ..... 3:3:0  
 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: Basic skills competency in reading and writing required.*
- 2306 Texas Government (Texas constitution & topics)** ..... 3:3:0  
 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: Basic skills competency in reading and writing required.*

History courses (HIST):

- Credit:Lec:Lab**
- 1301 United States History I** ..... 3:3:0  
 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: Basic skills competency in reading and writing required.*
- 1302 United States History II** ..... 3:3:0  
 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: Basic skills competency in reading and writing required.*
- 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: Basic skills competency in reading and writing required.*
- 2321 World Civilizations I** ..... 3:3:0  
 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: Basic skills competency in reading and writing required.*
- 2322 World Civilizations II** ..... 3:3:0  
 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: Basic skills competency in reading and writing required.*

## Philosophy courses (PHIL):

	<b>Credit:Lec:Lab</b>
<b>1301 Introduction to Philosophy</b> .....	<b>3:3:0</b>
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. <i>Prerequisite: Basic skills competency in reading and writing required.</i>	
<b>1304 Introduction to World Religions</b> .....	<b>3:3:0</b>
A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.	
<b>1316 History of Religions I</b> .....	<b>3:3:0</b>
A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam; with an emphasis on the Old Testament.	
<b>1317 History of Religions II</b> .....	<b>3:3:0</b>
A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam; with an emphasis on the New Testament.	
<b>2303 Introduction to Formal Logic</b> .....	<b>3:3:0</b>
The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules.	

## Sign Language courses (SGNL):

	<b>Credit:Lec:Lab</b>
<b>1301 Sign Language I</b> .....	<b>3:3:0</b>
Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. <i>Prerequisite: Basic skills competency in reading required.</i>	

## Spanish courses (SPAN):

	<b>Credit:Lec:Lab</b>
<b>1311 Beginning Spanish I</b> .....	<b>3:3:0</b>
Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. <i>Prerequisite: Basic skills in reading and writing required.</i>	
<b>1312 Beginning Spanish II</b> .....	<b>3:3:0</b>
Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. <i>Prerequisite: SPAN 1311 or equivalent determined by examination.</i>	

## Speech courses (SPCH):

	<b>Credit:Lec:Lab</b>
<b>1315 Public Speaking</b> .....	<b>3:3:0</b>
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. <i>Prerequisite: Basic skills competency in reading and writing required.</i>	
<b>1318 Interpersonal Communications</b> .....	<b>3:3:0</b>
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. <i>Prerequisite: Basic skills competency in reading and writing required.</i>	
<b>2335 Argumentation &amp; Debate</b> .....	<b>3:3:0</b>
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. <i>Prerequisite: Basic skills competency in reading and writing required.</i>	



**Breanna Paul ~ Academic Studies Major**  
**Port Arthur Sophomore**

**“I chose to get a quality education for a low price by attending Lamar State College-Port Arthur. The faculty and staff are friendly and are there to help you succeed. It isn’t like other universities where you are just a “number” to the professors. I was able to stay close to friends and family by attending Lamar State-Port Arthur. My major is nursing but I decided to get all of my prerequisites done for that program while I’m here. Attending Lamar State College-Port Arthur was the best decision I have ever made.”**

# Department of Mathematics and Science

Dr. Percy Jordan, Department Chair, Instrumentation Bldg., Rm. 133

The Department of Mathematics and Science provides instruction in a variety of business, mathematics, social science and laboratory science courses leading to Associate of Arts and Associate of Arts in Teaching. Courses are designed to meet the requirements of the college's Core Curriculum and to provide students with the background necessary to enable them to succeed in a baccalaureate program.

## Department of Mathematics and Science Course Descriptions

### Accounting Courses (ACCT):

	<b>Credit:Lec:Lab</b>
<b>2301 Principles of Financial Accounting I</b> .....	<b>3:3:0</b>
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).	
<i>Prerequisite: Meet TSI college-readiness standard for Mathematics, Reading, and Writing; or equivalent</i>	
<b>2302 Principles of Managerial Accounting II</b> .....	<b>3:3:0</b>
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.	
<i>Prerequisite: ACCT 2301 with grade of C.</i>	

### Anthropology Courses (ANTH):

	<b>Credit:Lec:Lab</b>
<b>2346 General Anthropology</b> .....	<b>3:3:0</b>
The study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications, and ethics in the discipline.	
<i>Prerequisite: Basic skills competency in reading.</i>	
<b>2351 Cultural Anthropology</b> .....	<b>3:3:0</b>
The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.	
<i>Prerequisite: Basic skills competency in reading.</i>	

### Biology Courses (BIOL):

	<b>Credit:Lec:Lab</b>
<b>1322 Nutrition &amp; Diet Therapy</b> .....	<b>3:3:0</b>
Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. (Cross-listed as HECO 1322)	
<i>Prerequisite: Basic skills competency in reading and math required.</i>	
<b>1406 Biology for Science Majors I (lecture + lab)</b> .....	<b>4:3:2</b>
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.

*Prerequisite: Basic skills competency in reading, writing, and math.*

*Recommended prerequisite: Math 1314.*

**1407 Biology for Science Majors II (lecture + lab)..... 4:3:2**

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. 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.

*Prerequisite: BIOL 1406, Basic skills competency in reading, writing, and math.*

*Recommended prerequisite: Math 1314.*

**2401 Anatomy and Physiology I (lecture + lab)..... 4:3:2**

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems.

*Prerequisite: Basic skills competency in reading, writing and math.*

**2402 Anatomy and Physiology II (lecture + lab)..... 4:3:2**

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems.

*Prerequisite: BIOL 2401 with a grade of C or better.*

**2420 Microbiology for Non-Science Majors (lecture + lab)..... 4:3:2**

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology.

*Prerequisites: BIOL 2401 and BIOL 2402.*

**Business Computer Information Systems Courses (BCIS):**

**Credit:Lec:Lab**

**1305 Business Computer Applications..... 3:2:4**

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.

*Prerequisite: Basic skills competency in reading, writing and math.*

**Business Courses (BUSI):**

**Credit:Lec:Lab**

**1301 Business Principles..... 3:3:0**

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

*Prerequisite: Basic skills competency in reading.*

**Chemistry Courses (CHEM):**

**Credit:Lec:Lab**

**1405 Introductory Chemistry I (lecture + lab)..... 4:3:2**

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.

*Prerequisite: Basic skills competency in reading, writing and math.*

**1407 Introductory Chemistry II (lecture + lab)..... 4:3:2**

For non-science majors. Continuation of CHEM 1405. Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry.

*Prerequisite: CHEM 1411 or 1405.*

**1406 Introductory Chemistry I (lecture + lab, allied health emphasis)..... 4:3:2**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health majors.

*Prerequisite: Basic skill competency in reading, writing and math.*

- 1408 Introductory Chemistry II (lecture + lab, allied health emphasis)..... 4:3:2**  
 Survey course introducing chemistry as a continuation of CHEM 1406. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health majors. *Prerequisite: CHEM 1406.*
- 1411 General Chemistry I (lecture + lab)..... 4:3:3**  
 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.  
*Prerequisite: MATH 1314 College Algebra or equivalent academic preparation. High school chemistry is strongly recommended*
- 1412 General Chemistry II (lecture + lab)..... 4:3:3**  
 A continuation of CHEM 1411. 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.  
*Prerequisite: CHEM 1411.*
- 2423 Organic Chemistry I (lecture + lab)..... 4:3:4**  
 Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined.  
*Prerequisite: CHEM 1412.*
- 2425 Organic Chemistry II (lecture + lab)..... 4:3:4**  
 A continuation of CHEM 2423. Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Laboratory activities reinforce advanced principles of organic chemistry, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules.  
*Prerequisite: CHEM 2423.*

#### Computer Science Courses (COSC):

- Credit:Lec:Lab**
- 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 is not intended to count toward a student's major field of study in business or computer science.  
*Prerequisite: Basic skills competency in reading.*

#### Criminal Justice Courses (CRIJ):

- Credit:Lec:Lab**
- 1301 Introduction to Criminal Justice..... 3:3:0**  
 This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.  
*Prerequisite: Basic skills competency in reading.*

<b>1306 Courts Systems and Practices</b> .....	<b>3:3:0</b>
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.	
<i>Prerequisite: Basic skills competency in reading.</i>	
<b>1307 Crime in America</b> .....	<b>3:3:0</b>
American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime.	
<i>Prerequisite: Basic skills competency in reading.</i>	
<b>1310 Fundamentals of Criminal Law</b> .....	<b>3:3:0</b>
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.	
<i>Prerequisite: Basic skills competency in reading.</i>	
<b>1313 Juvenile Justice System</b> .....	<b>3:3:0</b>
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies and theories concerning delinquency.	
<i>Prerequisite: Basic skills competency in reading.</i>	
<b>2301 Community Resources in Corrections</b> .....	<b>3:3:0</b>
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.	
<i>Prerequisite: Basic skills competency in reading.</i>	
<b>2313 Correctional Systems and Practices</b> .....	<b>3:3:0</b>
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.	
<i>Prerequisite: Basic skills competency in reading.</i>	
<b>2314 Criminal Investigation</b> .....	<b>3:3:0</b>
Investigation theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.	
<i>Prerequisite: Basic skills competency in reading.</i>	
<b>2323 Legal Aspects of Law Enforcement</b> .....	<b>3:3:0</b>
Police authority; responsibilities; constitutional constraints; laws of arrest, search and seizure; police liability.	
<i>Prerequisite: Basic skills competency in reading.</i>	
<b>2328 Police Systems and Practices</b> .....	<b>3:3:0</b>
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.	
<i>Prerequisite: Basic skills competency in reading.</i>	

## Economics Courses (ECON):

	<b>Credit:Lec:Lab</b>
<b>2301 Principles of Macroeconomics</b> .....	<b>3:3:0</b>
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.	
<i>Prerequisite: Basic skills competency in reading, writing, and math.</i>	
<b>2302 Principles of Microeconomics</b> .....	<b>3:3:0</b>
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.	
<i>Prerequisite: Basic skills competency in reading, writing, and math.</i>	

## Education Courses (EDUC):

	<b>Credit:Lec:Lab</b>
<b>1100 Learning Framework</b> .....	<b>1:1:0</b>
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. **This course is in the Core Curriculum and is required of all students pursuing an academic transfer curriculum. This course is also required of all students pursuing a technical degree if they are enrolled in developmental courses and have not completed 15 hours of college-level work.** *It is highly recommended that students take this course in their first semester of college.* (Cross-listed as PSYC 1100)

**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. All students who have passed fewer than 60 semester hours and finished the immediate two long semesters on scholastic probation are required to enroll in and pass the course. Recommended for all students desiring to improve their opportunities for success in college. A passing grade must be earned to meet the institutional requirement. May count for elective credit in selected degree and certificate programs. Students who fail a developmental course must take either EDUC 1300 or PSYC 1300.

**1301 Introduction to the Teaching Profession..... 3:3:1**

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. Course content is aligned as applicable with State Board for 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 who do not provide this documentation during the first week of class will be dropped.

*Prerequisite: Basic skills competency in reading, writing, and math.*

**2301 Introduction to Special Populations..... 3:3:1**

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: EDUC 1301 and basic skills competency in reading, writing, and math.*

Geography Courses (GEOG):

**Credit:Lec:Lab**

**1302 Cultural Geography..... 3:3:0**

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. The first semester emphasizes physical geography and the second semester emphasizes cultural geography.

Geology Courses (GEOL):

**Credit:Lec:Lab**

**1403 Physical Geology (lecture and lab)..... 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.

**1404 Historical Geology (lecture and lab)..... 4:3:2**

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils.

*Prerequisite: GEOL 1403 or consent of instructor.*

## Home Economics Courses (HECO):

Credit:Lec:Lab

- 1322 Nutrition & Diet Therapy** ..... 3:3:0  
 Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. (Cross-listed as BIOL 1322)  
*Prerequisite: Basic skills competency in reading and math required.*

## Mathematics Courses (MATH):

Prerequisites for any college-level mathematics course are as follows:

MATH 1332

- Successful completion of MATH 0332, 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 MATH 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

- Successful completion of MATH 1314

MATH 1350 or 1351

- Successful completion of MATH 1314

- MATH 2413

- Successful completion of MATH 2312

- MATH 2414

- Successful completion of MATH 2413

Credit:Lec:Lab

- 1314 College Algebra** ..... 3:3:0  
 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.

*Prerequisite: MATH 0332 or satisfactory score on approved test.*

- 1316 Plane Trigonometry** ..... 3:3:0

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

*Prerequisite: MATH 1314*

- 1325 Calculus for Business & Social Sciences** ..... 3:3:0

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.

*Prerequisite: MATH 1314 or equivalent.*

- 1332 Contemporary Mathematics I (Math for Liberal Arts Majors I)** ..... 3:3:0

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included.

*Prerequisite: MATH 0332 or a passing score on an approved placement test.*

- 1333 Contemporary Mathematics II (Math for Liberal Arts Majors II)** ..... 3:3:0

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included.

*Prerequisite: MATH 1332 or MATH 1314.*

- 1342 Elementary Statistical Methods (freshman level)** ..... 3:3:0

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: MATH 1314 or its equivalent.*

- 1350 Fundamentals of Mathematics I** ..... 3:3:0

Concepts of sets, functions, numeration systems, number theory and properties of the natural numbers, integers, rational and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. Course also may be appropriate for early childhood education majors.

*Prerequisite: MATH 1314 or its equivalent.*

- 1351 Fundamentals of Mathematics II** ..... 3:3:0

Concepts of geometry, probability and statistics as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. The course is designed for

students who seek middle grade (4-8) teacher certification and is a required part of the approved field of study curriculum for middle grades certification. The course also may be appropriate for early childhood education majors.

*Prerequisite: MATH 1314, MATH 1350 or the equivalent.*

**2305 Discrete Mathematics..... 3:3:0**

A course designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques.

*Prerequisite: MATH 2413 - Calculus I*

**2312 Pre-Calculus Math..... 3:3:0**

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.

*Prerequisite: MATH 1314 or departmental approval.*

**2413 Calculus I..... 4:4:0**

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: MATH 2312 or its equivalent.*

**2414 Calculus II..... 4:4:0**

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

*Prerequisite: MATH 2413 or its equivalent.*

Physics Courses (PHYS):

**Credit:Lec:Lab**

**1401 College Physics I (lecture + lab)..... 4:3:3**

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

*Prerequisites: MATH 1314 – College Algebra AND MATH 1316 – Plane Trigonometry or MATH 2312 Pre-Calculus*

**1402 College Physics II (lecture + lab)..... 4:3:3**

A continuation of PHYS 1401. Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving.

*Prerequisite: PHYS 1401.*

**1405 Elementary Physics I (lecture + lab)..... 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.

**1407 Elementary Physics I (lecture + lab)..... 4:3:3**

Conceptual level survey of topics in physics intended for non-science majors continuation of PHYS 1405.

**1415 Physical Science I (lecture + lab)..... 4:3:3**

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology.

**1417 Physical Science II (lecture + lab)..... 4:3:3**

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology.

**2425 University Physics I (lecture + lab)..... 4:3:4**

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles

presented in lecture involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.

*Prerequisite: MATH 2413—Calculus I*

**2426 University Physics II (lecture + lab) ..... 4:3:4**

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles presented in lecture involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports.

*Prerequisites: PHYS 2425 and MATH 2414 Calculus II.*

Psychology Courses (PSYC):

**Credit:Lec:Lab**

**1100 Learning Framework ..... 1:1:0**

A study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. 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.

**This course is in the Core Curriculum and is required of all students pursuing an academic transfer curriculum. This course is also required of all students pursuing a technical degree if they are enrolled in developmental courses and have not completed 15 hours of college-level work.** *It is highly recommended that students take this course in their first semester of college.* (Cross-listed as EDUC 1100)

**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. All students who have passed fewer than 60 semester hours and finished the immediate two long semesters on scholastic probation are required to enroll in and pass the course. Recommended for all students desiring to improve their opportunities for success in college. A passing grade must be earned to meet the institutional requirement. May count for elective credit in selected degree and certificate programs. Students who fail a developmental course must take either EDUC 1300 or PSYC 1300.

**2301 General Psychology ..... 3:3:0**

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

*Prerequisite: Basic skills competency in reading required.*

**2314 Lifespan Growth and Development ..... 3:3:0**

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: Basic skills competency in reading required.*

**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: MATH 1314.*

## Sociology Courses (SOCI):

Credit:Lec:Lab

**1301 Introduction to Sociology..... 3:3:0**

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: Basic skills competency in reading required.*

**1306 Social Problems..... 3:3:0**

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: Basic skills competency in reading required.*

**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: Basic skills competency in reading required.*





# Department of Health, Fitness and Sports

Scott Street, Department Chair, Carl Parker Center, Rm. 102

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 Emphasis in Physical Education) or an Associate of Arts Degree with an emphasis in Kinesiology, which also satisfy Core Curriculum requirements at all state colleges and universities in Texas. These associate degrees will transfer to schools that offer four-year baccalaureate degrees requirements.

The department also offers a wide variety of physical activity classes which fulfill Core Curriculum.

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.

The College also has three Division I intercollegiate sports programs –men’s basketball, women’s softball and women’s volleyball. All three compete in Region XIV, a Division I conference of the National Junior College Athletic Association.

## Associate of Arts Degree with an Emphasis in Kinesiology

This curriculum parallels the first two years of study of Kinesiology baccalaureate programs at state colleges and universities in Texas. The associate degree requires 48 semester credit hours of courses from the Core Curriculum at Lamar State College-Port Arthur, plus 15 semester credit hours of Kinesiology.

Recommended Plan:

Core Curriculum Courses*	42 semester hours
COSC 1301 or BCIS 1305	3 semester hours
KINE	15 semester hours
<b>Total Hours:</b>	<b>60 semester hours</b>

\* Students are advised to take BIOL 2401 and BIOL 2402, Human Anatomy and Physiology I and II, to meet the science requirements of the Core Curriculum.

## Associate of Arts Degree in Teaching EC-12 Emphasis in Physical Education

This curriculum 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 Plan:

Core Curriculum Courses*	42 semester hours
COSC 1301 or BCIS 1305	3 semester hours
EDUC 1301 and 2301	6 semester hours
KINE	9 semester hours
<b>Total Hours:</b>	<b>60 semester hours</b>

\* 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.

Kinesiology courses (KINE):

	<b>Credit:Lec:Lab</b>
<b>1238 Introduction to Physical Fitness &amp; Sport</b>	<b>2:1:2</b>
Orientation to the field of physical fitness and sports. Includes the study and practice of activities and principles that promote physical fitness, including team sports.	

<b>1301 Introduction to Physical Fitness &amp; Sports</b> .....	<b>3:3:0</b>
Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness.	
<b>1304 Personal/Community Health I</b> .....	<b>3:3:0</b>
An investigation of the principles and practices of personal and community health. The course includes laboratories and practical activities that help students improve their quality of life and achieve well-being.	
<b>1306 First Aid</b> .....	<b>3:3:0</b>
Instruction and practice of first aid techniques with certifications in the American Heart Association First Aid, Personal Safety and CPR curricula.	
<b>1321 Coaching/Sports/Athletics I</b> .....	<b>3:2:2</b>
Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.	
<b>1322 Coaching/Sports/Athletics II</b> .....	<b>3:2:2</b>
Study of the history, theories, philosophies, rules and terminology of competitive sports. Includes coaching techniques.	
<b>1336 Introduction to Recreation</b> .....	<b>3:3:0</b>
Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership.	
<b>1337 Introduction to Recreation</b> .....	<b>3:3:0</b>
Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership.	
<b>1338 Concepts of Physical Fitness</b> .....	<b>3:2:2</b>
Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs.	
<b>2156 Taping &amp; Bandaging</b> .....	<b>1:1:0</b>
Fundamental taping and bandaging techniques used in the prevention and care of athletic injuries	
<b>2356 Care and Prevention of Athletic Injuries</b> .....	<b>3:3:0</b>
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.	

#### Physical Education General Activity courses (PHED):

These 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.

#### Credit:Lec:Lab

<b>PHED 1100 Weight Training and Conditioning</b> .....	<b>1:0:3</b>
<b>PHED 1101 Fitness for Life</b> .....	<b>1:0:3</b>
<b>PHED 1102 Karate</b> .....	<b>1:0:3</b>
<b>PHED 1103 Volleyball</b> .....	<b>1:0:3</b>
<b>PHED 1104 Adaptive Physical Education</b> .....	<b>1:0:3</b>
<b>PHED 1106 Tennis</b> .....	<b>1:0:3</b>
<b>PHED 1107 Golf</b> .....	<b>1:0:3</b>
<b>PHED 1108 Bowling</b> .....	<b>1:0:3</b>
<b>PHED 1109 Basketball</b> .....	<b>1:0:3</b>
<b>PHED 1110 Cardiovascular Training</b> .....	<b>1:0:3</b>
<b>PHED 1112 Softball</b> .....	<b>1:0:3</b>
<b>PHED 1113 Pilates</b> .....	<b>1:0:3</b>
<b>PHED 1114 Recreational Dance</b> .....	<b>1:0:3</b>
<b>PHED 1120 Basketball II</b> .....	<b>1:0:3</b>
<b>PHED 1121 Basketball III</b> .....	<b>1:0:3</b>
<b>PHED 1122 Basketball IV</b> .....	<b>1:0:3</b>
<b>PHED 1123 Softball II</b> .....	<b>1:0:3</b>
<b>PHED 1124 Softball III</b> .....	<b>1:0:3</b>
<b>PHED 1125 Softball IV</b> .....	<b>1:0:3</b>
<b>PHED 1126 Dance II</b> .....	<b>1:0:3</b>
<b>PHED 1127 Dance III</b> .....	<b>1:0:3</b>
<b>PHED 1128 Dance IV</b> .....	<b>1:0:3</b>
<b>PHED 1131 Volleyball II</b> .....	<b>1:0:3</b>
<b>PHED 1132 Volleyball III</b> .....	<b>1:0:3</b>
<b>PHED 1133 Volleyball IV</b> .....	<b>1:0:3</b>



The Parker Center is home to the Seahawks Men's Basketball Team. The Seahawks have won the Region XIV Tournament Championship (2011), the Region XIV Conference Season Championship (2012), the Region XIV South Zone championship (2014) and advanced to the NJCAA National Tournament in 2011.

Read about Seahawks Athletics online at  
[athletics.lamarpa.edu](http://athletics.lamarpa.edu)

# Department of Developmental Education

Sherry Steele, Department Chair, Student Success Center

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.

Student Success Center courses (SSC):

	Credit:Lec:Lab
<b>101, 102, 103 Individualized Instruction</b> .....	<b>0:0:1</b>
Self-paced tutorial lab instruction for students needing individualized remediation. The SSC requirement pertains to students in ENGL 0302, ENGL 0317, MATH 0313 and MATH 0332. <b>NOTE:</b> The lab or SSC requirement for any developmental course must be completed concurrently with that course, or a grade of "FD" will be issued for the course.	
<i>101 is reading remediation, 102 is math remediation, 103 is writing remediation.</i>	

English courses (ENGL) - Developmental:

	Credit:Lec:Lab
<b>0300 Developmental Reading Skills</b> .....	<b>0:3:0</b>
A course designed to help students practice the skills necessary for understanding and retention of college-level material.	
<b>0301 Basic Reading Skills</b> .....	<b>0:3:1</b>
A course designed to help students practice the skills necessary for understanding and retention of college level material. Course includes a co-requisite lab. <i>Prerequisite: placement examination.</i>	
<b>0302 College Reading Skills</b> .....	<b>0:3:0</b>
A course that stresses the analytical and critical thinking skills associated with successful college level reading. <i>Prerequisite: ENGL 0301 or placement examination.</i>	
<b>0309 Developmental Writing Skills</b> .....	<b>0:3:0</b>
A course covering the fundamentals of grammar, usage, syntax, punctuation and giving students practice in writing well-constructed paragraphs.	
<b>0310 Developmental Writing I</b> .....	<b>0:3:1</b>
A course covering the fundamentals of grammar, usage, syntax and punctuation to give students practice in writing well-constructed paragraphs. Course includes a co-requisite lab. <i>Prerequisite: placement examination.</i>	
<b>0317 Developmental Writing II</b> .....	<b>0:3:0</b>
A course designed for the application of language skills. Emphasis on individual instruction in grammar and writing. <i>Prerequisite: ENGL 0310 or placement examination.</i>	
<b>0327 Integrated Reading/Writing (IRW)</b> .....	<b>0:3:0</b>
Integration of critical reading and academic writing skills. Development of reading and higher order thinking skills necessary for college readiness. Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English. The intervention fulfills TSI requirements for reading and/or writing.	
<b>NOTE: ENGL 0301 (Reading I) / ENGL 0310 (Writing I) and ENGL 0302 (Reading II) / ENGL 0317 (Writing II)_ may be offered in combination. Check the class schedule.</b>	

Mathematics courses (MATH) – Developmental:

	<b>Credit:Lec:Lab</b>
<b>0311 Developmental Mathematics</b> .....	<b>0:3:0</b>
Study of basic concepts and operations involved in computations, ratios, proportions, percents, charts and graphs, simple geometry, rational numbers, exponents and scientific notation.	
<b>0312 Pre-Algebra</b> .....	<b>0:3:1</b>
Basic concepts and operations involved with whole numbers, integers, fractions, decimals, ratio and proportion, percent, exponents, and polynomials. Included is an introduction to solving equations and problem solving. Course includes a co-requisite lab.	
<i>Prerequisite: placement examination.</i>	
<b>0313 Introductory Algebra</b> .....	<b>0:3:0</b>
Concepts of basic algebra. Operations on real numbers and polynomials, solving equations, inequalities and systems, graphing, factoring polynomials and problem solving are included.	
<i>Prerequisite: MATH 0312 or placement examination.</i>	
<b>0332 Intermediate Algebra</b> .....	<b>0:3:0</b>
Basic concepts necessary for the study of algebra: solving linear, rational, absolute value, radical, and quadratic equations and linear, compound and absolute value inequalities. Factoring polynomials, problem solving and operations on rational and radical expressions are included.	
<i>Prerequisite: MATH 0313 or placement examination.</i>	
<b>NOTE: The purchase of a student access code is required in all developmental classes for on-line assignments and/or testing.</b>	



# Technical Programs Division

Dr. Ben Stafford, Dean, Madison Monroe Bldg. Rm. 119

The Technical Programs Division offers a variety of programs in vocational and technical education leading to Associate of Applied Science degrees. The focus of the programs is to provide students with the expertise necessary for employment in today's complex economy. Qualified instructors, using the latest technology, introduce students to the knowledge and skills business and industry currently seek in potential employees. Each associate degree program also contains a general education component that emphasizes written and oral communication, mathematics skills and social awareness. Students interested only in gaining basic training in vocational areas can take advantage of several certificate programs offered by the Technical Programs Division. The programs normally can be completed in one calendar year.

Students successfully finishing one of these programs should possess the basic skills required for entry-level employment in that particular occupational field.

## Additional Educational Opportunities

Lamar State College-Port Arthur is a Microsoft IT Academy and a Cisco Networking Academy. Courses within the Associate of Applied Science degree program in Computer Information Systems prepare students to obtain Microsoft, Cisco, and CompTIA (A+ and Network+) certifications. Additional information about these certifications is available from the Office of Technical Programs.

Most students perceive a technical education as an end in itself because it satisfies their immediate career objectives. Later, however, many of these same individuals become interested in additional education.

## Guarantee of Job Competency

The College makes certain guarantees to its students who earn an Associate of Applied Science Degree or Certificates of Completion 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 hours of additional skill training by the College.

Certain conditions apply. Inquiries should be directed to:

**Dr. Ben Stafford, Dean of Technical Programs**  
**Lamar State College-Port Arthur**  
**P.O. Box 310, Port Arthur, Texas 77641**  
**(409) 984-6390**

## Courses that meet General Education Requirements for Associate of Applied Science Degrees

All A.A.S. degree plans include at least five general education courses.

Each plan must contain a minimum of one course selected from each of three categories: humanities/fine arts, natural sciences/mathematics and social/behavioral sciences. Most plans specify that students must complete certain general education courses for the degree. However, some plans allow students to select electives from one or more general education category. The courses listed below meet the general education requirements in A.A.S. degree plans for the three categories shown.

### Humanities/Fine Arts

ARTS 1301, 1303, 1304, 1311, 1312, 1316, 2313, 2316, 2348 and 2349  
 DRAM 1310, 1320, 1321, 1351, 1352 and 2336  
 MUSI 1306 and 1310  
 PHIL 1301, 1316 and 1317  
 ENGL 2321, 2326, 2331 and 2341

### Natural Sciences/Mathematics

BIOL 1406 and 2401  
 HECO 1322  
 CHEM 1405 and 1411  
 MATH 1314 and 1342  
 GEOL 1403 and 1404  
 PHYS 1401, 1407, 1415 and 1417

### Social/Behavioral Sciences

HIST 1301, 1302 and 2301  
 ECON 2301 and 2302  
 PSYC 2301 and 2314  
 GEOG 1302  
 GOVT 2305 and 2306  
 EDUC 1300/PSYC 1300  
 SOCI 1301, 1306 and 2301

### Communication

ENGL 1301  
 SPCH 1315  
 SPCH 1318  
 SPCH 2335

### Technical Programs Division Degrees

Lamar State College-Port Arthur offers courses of study that lead to a two-year Associate of Applied Science degree. The degree track programs are:

Accounting  
 Administrative Assistant  
 Audiovisual Production  
 Commercial Music – Sound Engineer  
 Commercial Music – Performance  
 Cosmetology Operator  
 Cosmetology Instructor  
 Graphic Design  
 Instrumentation Technology  
 Medical Coding Specialist  
 Medical Office Administration  
 Paralegal  
 Process Technology  
 Registered Nursing – Upward Mobility (LVN to RN)  
 Software Developer  
 Surgical Technology

### Technical Programs Division Certificates

Lamar State College-Port Arthur offers one-year courses of study that lead to a Certificate-of-Completion in:

Accounting Assistant  
 Administrative Office Assistant  
 Automotive Service Technician  
 Automotive Technology  
 Computer Programmer  
 Cosmetology Instructor  
 Cosmetology Operator  
 Commercial Music (Performance)  
 Entertainment Business  
 Esthetician  
 Graphic Design  
 Instrumentation Technology  
 Live Sound Design and Technology  
 Medical Coding  
 Medical Office Assistant  
 Multimedia & Design (\*Senior 55+ Program)  
 Nurse Aide  
 Process Technology  
 Receptionist  
 Surgical Technology  
 Vocational Nursing



## **Syntenyal Noel ~ Surgical Tech Major**

**Westlake, La. Sophomore**

**“I chose Lamar State College-Port Arthur because it was the only school with the program I was interested in. LSC-PA has a flexible class schedule and the school is close to where I live now in Port Arthur.**

**The faculty here is amazing and the instructors are brilliant. Together they made sure I had all the right courses to complete my program as quickly and efficiently as possible.”**



# Department of Allied Health

## Allied Health Bldg., Rm. 102

The Allied Health Department offers courses that lead to one-year certificates in Vocational Nursing and Surgical Technology or two-year Associate of Applied Science (AAS) degrees in Surgical Technology and Upward Mobility Nursing (LVN to RN).

## Surgical Technology

The Surgical Technology Program provides instruction to prepare graduates for entry-level positions. Courses allow students to acquire the skills and demeanor 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, for assisting surgeons during operative procedures by passing instruments, for ensuring that equipment functions properly and that the operative procedure is conducted under conditions that maximize patient safety.

The program provides students with the option of earning a one-year certificate or a two-year 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). Successful completion of this program allows graduates to sit for the National Surgical Technologist Certification Exam.

## Admission Requirements

In addition to applying for admission to Lamar State College-Port Arthur, students must apply for admission to the Surgical Technology Program. Information on requirements and application forms are available from the Allied Health Department.

## A.A.S. Surgical Technology

	<u>First Year</u>					
		Lec	Lab	Ext	Contact	Credit
<b><u>Prerequisites:</u></b>						
*NURA 1301 Nurse Aide for Health Care .....	2	4	0	96		3
*NURA 1160 Clinical-Nursing Assistant/Aide .....	0	0	3	48		1
+BIOL 2401 Human Anatomy & Physiology I.....	3	2	0	80		4
+BIOL 2402 Human Anatomy & Physiology II.....	3	2	0	80		4
+BIOL 2420 Microbiology for Non-Science Majors .....	3	2	0	80		4
*HITT 1305 Medical Terminology I.....	3	0	0	48		3
+SPCH 1315 Public Speaking.....	3	0	0	48		3
<b>Total Hours:</b> .....	<b>17</b>	<b>10</b>	<b>3</b>	<b>480</b>		<b>22</b>
<b><u>Fall Semester:</u></b>						
*SRGT 1505 Introduction to Surgical Technology .....	4	4	0	128		5
*SRGT 1509 Fund. of Perioperative Concepts/Techniques .....	4	4	0	128		5
*SRGT 1360 Clinical-Surgical Technology .....	0	0	16	256		3
+Social/Behavioral Science elective.....	3	0	0	48		3
<b>Total Hours:</b> .....	<b>11</b>	<b>8</b>	<b>16</b>	<b>560</b>		<b>16</b>
<b><u>Second Year</u></b>						
<b><u>Spring Semester:</u></b>						
*SRGT 1541 Surgical Procedures I .....	4	3	0	112		5
*SRGT 1461 Clinical-Surgical Technology .....	0	0	24	384		4
+ENGL 1301 English Composition.....	3	0	0	48		3
+BCIS 1305 Business Computer Applications OR						
**ITSC 1401 Introduction to Computers .....	3	2	0	80		3-4
+Fine Arts or Humanities elective.....	3	0	0	48		3
<b>Total Hours:</b> .....	<b>13</b>	<b>5</b>	<b>24</b>	<b>672</b>		<b>18-19</b>
<b><u>Summer I &amp; Summer II combined:</u></b>						
*SRGT 1542 Surgical Procedures II.....	5	0	0	80		5
*SRGT 2130 Professional Readiness.....	1	0	0	16		1
*SRGT 1462 Clinical-Surgical Technology .....	0	0	24	384		4
<b>Total Hours:</b> .....	<b>6</b>	<b>0</b>	<b>24</b>	<b>480</b>		<b>10</b>
<b>Grand Total:</b> .....	<b>2,192</b>	<b>Contact,</b>	<b>66-67</b>	<b>Semester Hours</b>		

\* WECM courses + General education courses \*\* Course must have been completed within the last 5 years

## Certificate in Surgical Technology

First Year

	Lec	Lab	Ext.	Contact	Credit
<b>Prerequisites</b>					
*NURA 1301 Nurse Aide for Health Care .....	2	4	0	96	3
*NURA 1160 Clinical-Nursing Assistant/Aide.....	0	0	3	48	1
+BIOL 2401 Human Anatomy & Physiology I.....	3	2	0	80	4
+BIOL 2402 Human Anatomy & Physiology II.....	3	2	0	80	4
+BIOL 2420 Microbiology for Non-Science Majors .....	3	2	0	80	4
*HITT 1305 Medical Terminology I.....	3	0	0	48	3
<b>Total Hours:</b> .....	<b>14</b>	<b>10</b>	<b>3</b>	<b>432</b>	<b>19</b>
<b>Fall Semester:</b>					
*SRGT 1505 Introduction to Surgical Technology .....	4	4	0	128	5
*SRGT 1509 Fund. of Perioperative Concepts/Techniques .....	4	4	0	128	5
*SRGT 1360 Clinical-Surgical Technology .....	0	0	16	256	3
<b>Total Hours:</b> .....	<b>8</b>	<b>8</b>	<b>16</b>	<b>512</b>	<b>13</b>

Second YearSpring Semester

*SRGT 1541 Surgical Procedures I .....	4	3	0	112	5
*SRGT 1461 Clinical-Surgical Technology .....	0	0	24	384	4
+ENGL 1301 English Composition.....	3	0	0	48	3
+BCIS 1305 Business Computer Applications OR					
**ITSC 1401 Introduction to Computers .....	3	2	0	80	3-4
<b>Total Hours:</b> .....	<b>10</b>	<b>5</b>	<b>24</b>	<b>624</b>	<b>15-16</b>

Summer I & Summer II combined

*SRGT 1542 Surgical Procedures II .....	5	0	0	80	5
*SRGT 2130 Professional Readiness.....	1	0	0	16	1
*SRGT 1462 Clinical-Surgical Technology .....	0	0	24	384	4
<b>Total Hours:</b> .....	<b>6</b>	<b>0</b>	<b>24</b>	<b>480</b>	<b>10</b>
<b>Grand Total:</b> .....	<b>2,048 Contact, 57-58 Semester Hours</b>				

\* WECM courses + General education courses \*\* Course must have been complete within the last 5 years

## Surgical Technology courses (SRGT):

	Credit	Lec	Lab	Contact
<b>1360 Clinical – Surgical Technology</b> .....	<b>3</b>	<b>0</b>	<b>16</b>	<b>256</b>
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. <i>Mandatory Co-requisite: SRGT 1505 and SRGT 1509</i>				
<b>1461 Clinical – Surgical Technology</b> .....	<b>4</b>	<b>0</b>	<b>24</b>	<b>384</b>
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. <i>Prerequisites: SRGT 1505, SRGT 1509 and SRGT 1360</i> <i>Mandatory Co-requisite: SRGT 1541</i>				
<b>1462 Clinical – Surgical Technology</b> .....	<b>4</b>	<b>0</b>	<b>24</b>	<b>384</b>
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. <i>Mandatory Co-requisite: SRGT 1542</i> <i>Prerequisites: SRGT 1505, SRGT 1509, SRGT 1360, SRGT 1541 and SRGT 1461</i>				
<b>1505 Introduction to Surgical Technology</b> .....	<b>5</b>	<b>4</b>	<b>4</b>	<b>128</b>
Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences and patient care concepts. <i>Prerequisites: BIOL 2401, BIOL 2402, BIOL 2420, NURA 1301, NURA 1160 and HITT 1305</i> <i>Mandatory Co-requisites: SRGT 1360 and SRGT 1509</i>				
<b>1509 Fundamentals of Perioperative Concepts and Techniques</b> .....	<b>5</b>	<b>4</b>	<b>4</b>	<b>128</b>
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. <i>Mandatory Corequisites: SRGT 1505 and SRGT 1360</i>				

<b>1541 Surgical Procedures I</b> .....	<b>5:4:3:112</b>
Introduction to surgical procedures and related pathologies. Emphasis is on surgical procedures related to general, obstetrics/gynecology, genitourinary, otorhinolaryngology and orthopedic surgical specialties incorporating instruments, equipment and supplies required for perioperative patient care.	
<i>Prerequisites: SRGT 1505, SRGT 1509 and SRGT 1360</i>	
<i>Mandatory Co-requisite: SRGT 1461</i>	
<b>1542 Surgical Procedures II</b> .....	<b>5:5:0:80</b>
Introduction to surgical procedures and related pathologies. Emphasis is on surgical procedures related to thoracic, peripheral vascular, plastic/reconstructive, ophthalmology, cardiac and neurological surgical specialties incorporating instruments, equipment and supplies required for perioperative patient care.	
<i>Prerequisites: SRGT 1505, SRGT 1509 and SRGT 1541</i>	
<i>Mandatory Corequisites: SRGT 1462 and SRGT 2130</i>	
<b>2130 Professional Readiness</b> .....	<b>1:1:0:16</b>
Transition into the professional role of the surgical technologist. Includes professional readiness for employment, attaining certification and maintaining certification status. A capstone experience may be included.	
<i>Prerequisites: SRGT 1505, SRGT 1509 and SRGT 1541</i>	
<i>Mandatory Corequisites: SRGT 1542 and SRGT 1462</i>	

## Upward Mobility Nursing Program

The Upward Mobility Nursing Program leads to the Associate of Applied Science degree and prepares graduates for the National Council Licensure Examination (NCLEX-RN) to become a Registered Nurse (RN).

The program provides an opportunity for the LVN to advance to the RN level with minimal duplication of basic education and skills courses.

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

### Admission Requirements

In addition to applying for admission to Lamar State College-Port Arthur, students must apply for admission to the Upward Mobility Nursing Program. Applicants must have a valid, unencumbered, LVN license and be working as an LVN in the State of Texas.

The Upward Mobility Nursing Standards Committee selects the best qualified applicants. Applicants are ranked according to their score on the Admission Criteria Rating Form including, but not limited to, the following criteria: grades in prerequisite courses, age of and grades in science courses specifically, length of LVN experience, history of repeated classes, and total GPA. Students needing accommodation or who desire to present a special consideration are encouraged to do so in writing as a part of their application package.

In any given admission period, those applicants having the highest scores on the Admission Criteria Rating form are the ones admitted to the program. Lamar State College-Port Arthur is an open access institution. All available slots are filled with the applicants ranking the highest on the Admission Criteria Rating Form in any given admission period.

### Eligibility for Licensure

The Texas Board of Nursing 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.state.tx.us](http://www.bon.state.tx.us).

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:

- been convicted of a misdemeanor?
- been convicted of a felony?
- pled “nolo contendere,” no contest or guilty?
- received deferred adjudication?
- been placed on community supervision or court-ordered probation, whether or not you were judged guilty?
- been sentenced to serve jail or prison time or court-ordered confinement?
- been granted pre-trial diversion?
- been arrested or have any pending criminal charges?
- been cited or charged with any violation of the law?

– 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 fined, censured, reprimanded or otherwise disciplined you?

5. Within the past five years, have you been addicted to and/or treated the use of alcohol or any other drug?

6. Within the past five years, have you been diagnosed with, treated for or hospitalized for schizophrenia and/or psychotic disorder, bi-polar disorder, paranoid personality disorder, anti-social personality disorder or borderline personality disorder.

## LVN to RN Program

	Lec	Lab	Ext.	Contact	Credit
<b>Prerequisites:</b>					
RNSG 1300 Health Assessment Across the Lifespan.....	2	2	0	64	3
RNSG 1311 Nursing Pathophysiology .....	3	0	0	48	3
BIOL 2401 Human Anatomy and Physiology I .....	3	2	0	80	4
BIOL 2402 Human Anatomy and Physiology II.....	3	2	0	80	4
BIOL 2420 Microbiology for Non-Science Majors.....	3	2	0	80	4
+HECO 1322 Principles of Nutrition .....	3	0	0	48	3
+SPCH 1315 Public Speaking.....	3	0	0	48	3
+ENGL 1301 English Composition.....	3	0	0	48	3
+PSYC 2301 General Psychology.....	3	0	0	48	3
+PSYC 2314 Lifespan Growth & Development .....	3	0	0	48	3
+Humanities/Fine Arts elective.....	3	0	0	48	3
<b>Nursing Curriculum:</b>					
**RNSG 1423 Introduction to Professional Nursing for Integrated Programs.....	3	3	0	96	4
**RNSG 1260 Clinical (RN Nursing) .....	0	0	6	96	2
**RNSG 2514 Care of the Client with Complex Health Care Needs.....	4	4	0	128	5
**RNSG 2535 Integrated Patient Care Management.....	4	4	0	128	5
**RNSG 2361 Clinical (RN Nursing) .....	0	0	9	144	3
**RNSG 2362 Clinical (RN Training) .....	0	0	9	144	3
**RNSG 1207 Nursing Jurisprudence .....	2	0	0	32	2
**RNSG 2230 Professional Nursing Review/Licensure Preparation .....	2	0	0	32	2
<b>Grand Total:</b> .....	<b>1,440</b>	<b>Contact</b>	<b>62</b>	<b>Semester</b>	<b>Hours</b>

\*Course must have been completed within the last 5 years

\*\*WECM courses - 6 hours of nursing credit for basic nursing skills related to medical-surgical conditions, care of childbearing families and care of children is granted after passing RNSG 1423 and RNSG 1260.

+ General education courses

## Upward Mobility Nursing courses (RNSG):

	Credit	Lec	Lab	Contact
<b>1207 Nursing Jurisprudence</b> .....	<b>2</b>	<b>2</b>	<b>0</b>	<b>32</b>
A course in nursing jurisprudence and ethics with an emphasis on personal and professional responsibility. Study of laws and regulations related to the provision of safe and effective professional nursing care.				
<b>1260 Clinical – Registered Nursing/Registered Nurse</b> .....	<b>2</b>	<b>0</b>	<b>6</b>	<b>96</b>
A health-related, work-based learning experience that enables the student to apply specialized occupation theory, skills and concepts. Direct supervision is provided by the clinical professional.				
<i>Prerequisite: Admission to Upward Mobility Nursing Program</i>				
<i>Co-requisite: RNSG 1423</i>				
<b>1300 Health Assessment Across the Lifespan</b> .....	<b>3</b>	<b>2</b>	<b>2</b>	<b>64</b>
Development of skills and techniques required for comprehensive nursing health assessment of clients across the lifespan: pediatric, adult and geriatric. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework.				

- 1311 Nursing Pathophysiology**..... **3:3:0:48**  
 Basic principles of pathophysiology emphasizing nursing applications. Topics include principles of homeostasis related to body systems. Factors that contribute to altered physiological functioning of each body system and interrelationships among selected pathophysiological processes are explored. Implications for nursing practice of common physiological alterations and pathophysiological processes through the lifespan are examined.  
*Prerequisites: BIOL 2401, BIOL 2402*
- 1423 Introduction to Professional Nursing for Integrated Programs** ..... **4:3:3:96**  
 Introduction to the profession of nursing including the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to diverse patients across the life span; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework.  
 The course is designed for licensed vocational/practical nurses who seek an Associate of Applied Science degree in nursing in the first semester of the Upward Mobility Nursing Program. The course presents major concepts basic to the curriculum and organizing framework to assure orientation to nursing as a professional endeavor. The attitudes, knowledge and skills of a registered nurse are emphasized, thereby facilitating the transition from LVN/LPN to Registered Nurse. Using an integrated approach and building on the foundation of fundamental knowledge and skills the LVN/LPN already has, the concepts of stress adaptation, human needs, therapeutic communication, growth and development through the life cycle, safety and wellness/illness are explored for people of all age groups. Theoretical content is implemented in a clinical environment.  
*Co-requisite: RNSG 1260*
- 2230 Professional Nursing Review & Licensure Preparation**..... **2:2:0:32**  
 Review of concepts required for licensure examination and entry into the practice of professional nursing. Includes application of National Council Licensure Examination for Registered Nurses (NCLEX–RN) test plan, assessment of knowledge deficits and remediation. This course lends itself to either a blocked or integrated approach.  
*Failure in this course will prevent a student from graduating.*
- 2361 Clinical – Registered Nursing/Registered Nurse**..... **3:0:9:144**  
 A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by a clinical professional.  
*Prerequisites: RNSG 1423 and RNSG 1260 and RNSG 2514 and RNSG 2535*
- 2362 Clinical – Registered Nursing/Registered Nurse** ..... **3:0:9:144**  
 A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by a clinical professional.  
*Prerequisites: RNSG 2361*
- 2514 Integrated Care of the Client with Complex Health Care Needs** ..... **5:4:4:128**  
 Application of a systematic problem-solving process and critical-thinking skills to provide comprehensive nursing care to diverse clients/families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, maintenance/restoration and collaboration with members of the interdisciplinary health team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills and professional values within a legal/ethical framework. The course requires recognition and response to all aspects of clients' needs in the face of crises. Continuing with the integrated approach, the concepts of growth and development, therapeutic communication, stress-adaptation, safety and wellness/illness are further explored for individuals of all age groups.  
*Prerequisites: RNSG 1423 and RNSG 1260*
- 2535 Integrated Patient Care Management** ..... **5:4:4:128**  
 Application of independent nursing interventions to care for diverse patients and families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework of growth and development through the life cycle, safety, therapeutic communication, stress adaptation, wellness/illness and professionalism are further elaborated.  
*Prerequisites: RNSG 1423, RNSG 1260 and RNSG 2514.*

## Vocational Nursing Program

The Vocational Nursing Program provides instruction in courses which prepare graduates for the National Council Licensure Examination (NCLEX-PN/VN) to become a Licensed Vocational Nurse (LVN). Program courses give students the opportunity to acquire the skills and demeanor necessary to provide nursing care to clients in structured health care settings.

The vocational nurse functions under the supervision of a registered nurse and/or licensed physician. The program provides students with the background necessary to enable them to succeed in the workforce or to seek additional nursing education.

### Admission Requirements

In addition to applying for admission to Lamar State College-Port Arthur, students must apply for admission to the Vocational Nursing Program, which begins twice each year — in the fall and spring semesters. Complete information on requirements and application forms are available from the Allied Health Department.

The number of students admitted to any class is governed by the requirements of the Board of Nursing. The Admission Criteria Rating Form was developed to aid in the objective selection of the class.

Successful completion of academic prerequisites does not guarantee admission to the program. Successful completion of the LSC-PA Vocational Nursing Program does NOT guarantee that a graduate may take the NCLEX-PN/VN.

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 ones admitted to the program. Lamar State College-Port Arthur is an open-access institution. All available slots are filled with the most qualified applicants.

Nurse Aide. The required courses (Prerequisites) for entering this program can earn students a Certificate of Completion for Nurse Aide.

To enroll in the NURA classes (NURA 1301/1160) on the Lamar State College-Port Arthur campus, a student must first complete the criminal background check process with the agency chosen by LSC-PA.

### Eligibility for Licensure

The Board of Nursing has 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 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 of Lamar State College-Port Arthur is requiring students to first complete the criminal background check process through the Board of Nursing (BON) prior to 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.

Complete information is available from the Texas Board of Nursing website: [www.bon.state.tx.us](http://www.bon.state.tx.us).

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:

- been convicted of a misdemeanor?
- been convicted of a felony?
- pled “nolo contendere” (no contest) or guilty?
- received deferred adjudication?
- been placed on community supervision or court-ordered probation, whether or not you were judged guilty?
- been sentenced to serve jail or prison time or court-ordered confinement?
- been granted pre-trial diversion?
- been arrested or have any pending criminal charges?
- been cited or charged with any violation of the law
- 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.

## Nurse Aide Certificate:

	Lec:	Lab:	Ext.:	Contact:	Credit
<b><u>First Semester</u></b>					
*NURA 1301 Nurse Aide for Healthcare .....	2	4	0	96	3
*NURA 1160 Clinical Nursing Assistant/Aide.....	0	0	3	48	1
BIOL 2401 Human Anatomy and Physiology I.....	3	2	0	80	4
BIOL 2402 Human Anatomy and Physiology II.....	3	2	0	80	4
+HECO 1322 Principles of Nutrition .....	3	0	0	48	3
<b>Total Hours:</b> .....	<b>11</b>	<b>8</b>	<b>3</b>	<b>352</b>	<b>15</b>

## Certificate in Vocational Nursing (LVN/LPN):

	Lec:	Lab:	Ext.:	Contact:	Credit
<b><u>Prerequisites:</u></b>					
*NURA 1301 Nurse Aide for Healthcare .....	2	4	0	96	3
*NURA 1160 Clinical Nursing Assistant/Aide.....	0	0	3	48	1
BIOL 2401 Human Anatomy and Physiology I.....	3	2	0	80	4
BIOL 2402 Human Anatomy and Physiology II.....	3	2	0	80	4
+HECO 1322 Principles of Nutrition .....	3	0	0	48	3
<b>Total Hours:</b> .....	<b>11</b>	<b>8</b>	<b>3</b>	<b>352</b>	<b>15</b>

**First Year**

<b><u>First Semester</u></b>					
*VNSG 1500 Nursing in Health & Illness I.....	3	5	0	128	5
*VNSG 1227 Essentials of Medication Administration .....	2	0	0	32	2
*VNSG 1331 Pharmacology.....	3	0	0	48	3
*VNSG 1304 Foundations of Nursing.....	3	0	0	48	3
*VNSG 1261 Clinical LPN/LVN Training .....	0	0	12	192	2
<b>Total Hours:</b> .....	<b>11</b>	<b>5</b>	<b>12</b>	<b>448</b>	<b>15</b>
<b><u>Second Semester</u></b>					
*VNSG 1509 Nursing in Health & Illness II.....	4	3	0	112	5
*VNSG 1334 Pediatrics.....	3	0	0	48	3
*VNSG 1462 Clinical LPN/LVN Training .....	0	0	24	384	4
BCIS 1305 Business Computer Applications OR **ITSC 1401 Introduction to Computers .....	3	2	0	80	3-4
<b>Total Hours:</b> .....	<b>10</b>	<b>5</b>	<b>24</b>	<b>624</b>	<b>15-16</b>

**Second Year**

<b><u>Third Semester</u></b>					
*VNSG 1510 Nursing in Health & Illness III.....	4	5	0	144	5
*VNSG 1330 Maternal-Neonatal Nursing.....	3	0	0	48	3
*VNSG 1463 Clinical LPN/LVN Training .....	0	0	24	384	4
<b>Total Hours:</b> .....	<b>7</b>	<b>5</b>	<b>24</b>	<b>576</b>	<b>12</b>
<b>Grand Total:</b> .....	<b>57-58 Semester Hours</b>				

\* WECM courses

\*\* COSC 1301 or ITSC 1401 must have been complete within the last 5 years

+ General education courses

## Nurse Aide courses (NURA):

	Credit:	Lec:	Lab:	Contact:
<b>1160 Clinical Nursing Assistant/Aide and Patient Assistant/Aide.....</b>	<b>1:0:3:48</b>			
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. <i>Co-requisite: NURA 1301</i>				
<b>1301 Nurse Aide for Health Care .....</b>	<b>3:2:4:96</b>			
Preparation for entry level nursing assistants to achieve a level of 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.

*Co-requisite: NURA 1160*

Vocational Nursing courses (VNSG):

	<b>Credit:Lecture:Lab:Contact</b>
<b>1227 Essentials of Medication Administration</b> .....	<b>2:2:0:32</b>
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.	
<b>1261 Clinical-Licensed Practical/Vocational Nurse Training</b> .....	<b>2:0:12:192</b>
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.	
<i>Prerequisite: Admission to the Vocational Nursing Program. Mandatory Co-requisite: VNSG 1500</i>	
<b>1304 Foundations of Nursing</b> .....	<b>3:3:0:48</b>
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.	
<i>Prerequisites: NURA 1160, NURA 1301, admission to the Vocational Nursing Program</i>	
<b>1330 Maternal-Neonatal Nursing</b> .....	<b>3:3:0:48</b>
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	
<i>Prerequisites: VNSG 1261, VNSG 1304, VNSG 1334, VNSG 1509, VNSG 1462 and VNSG 1500</i>	
<i>Co-requisite: VNSG 1463</i>	
<b>1331 Pharmacology</b> .....	<b>3:3:0:48</b>
Fundamentals of medications and their diagnostic, therapeutic and curative effects. Includes nursing interventions utilizing the nursing process.	
<b>1334 Pediatrics</b> .....	<b>3:3:0:48</b>
Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process	
<i>Prerequisites: VNSG 1261, VNSG 1304 and VNSG 1500</i>	
<i>Co-requisite: VNSG 1462</i>	
<b>1462 Clinical Licensed Practical/Vocational Nurse Training</b> .....	<b>4:0:24:384</b>
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.	
<i>Prerequisites: VNSG 1261, VNSG 1304 and VNSG 1500</i>	
<i>Co-requisites: VNSG 1334 and VNSG 1509</i>	
<b>1463 Clinical Licensed Practical/Vocational Nurse Training</b> .....	<b>4:0:24:384</b>
A health-related, work-based learning experience that enables students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.	
<i>Prerequisites: VNSG 1261, VNSG 1304, VNSG 1334, VNSG 1509, VNSG 1462 and VNSG 1500</i>	
<i>Co-requisites: VNSG 1510 and VNSG 1330</i>	
<b>1500 Nursing in Health and Illness I</b> .....	<b>5:3:6:144</b>
Introduction to general principles of growth and development, primary health care needs of the client across the life span and therapeutic nursing interventions.	
<i>Co-requisite: VNSG 1261</i>	
<b>1509 Nursing in Health and Illness II</b> .....	<b>5:4:3:112</b>
Introduction to common health problems requiring medical and surgical interventions.	
<i>Prerequisites: VNSG 1261, VNSG 1304 and VNSG 1500 Co-requisite: VNSG 1462</i>	
<b>1510 Nursing in Health and Illness III</b> .....	<b>5:4:5:144</b>
Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client. Includes concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.	
<i>Prerequisites: VNSG 1261, VNSG 1304, VNSG 1334, VNSG 1462, VNSG 1500 and VNSG 1509.</i>	
<i>Co-requisite: VNSG 1463</i>	



## Drug and Alcohol Abuse Counseling Program

The Drug and Alcohol 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 Certification Board of Addiction Professional (TCBAP)

Graduates of the Associate of Applied Science Degree track or the Advanced Technical Certificate track are eligible to sit for the state examinations which lead to licensure as a Chemical Dependency Counselor after the completion of all other requirements mandated by TCBAP.

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

## A.A.S. in Drug and Alcohol Abuse Counseling

		<u>First Year</u>				
<u>First Semester:</u>		<u>Lec:Lab:Ext.:Contact:Credit</u>				
+ENGL 1301 English Composition.....	3	0	0	48	3	
DAAC 1304 Pharmacology of Addiction .....	3	0	0	48	3	
DAAC 2307 Addicted Family Intervention.....	3	0	0	48	3	
DAAC 1317 Basic Counseling Skills.....	3	0	0	48	3	
+SPCH 1315 Public Speaking .....	3	0	0	48	3	
<b>Total Hours:</b> .....	<b>15</b>	<b>0</b>	<b>0</b>	<b>240</b>	<b>15</b>	
<u>Second Semester:</u>						
+Humanities/Fine Arts Elective.....	3	0	0	48	3	
DAAC 1311 Counseling Theories .....	3	0	0	48	3	
DAAC 2454 Dynamics of Group Counseling .....	3	2	0	80	4	
DAAC 1309 Assessment Skill of Alcohol and Other Drug Addictions .....	3	0	0	48	3	
+College level math course .....	3	0	0	48	3	
<b>Total Hours:</b> .....	<b>15</b>	<b>2</b>	<b>0</b>	<b>272</b>	<b>16</b>	
		<u>Second Year</u>				
<u>First Semester:</u>						
DAAC 2441 Counseling Alcohol and Other Drug Addictions.....	3	2	0	80	3	
DAAC 2343 Current Issues .....	3	0	0	48	3	
DAAC 1305 Co-Occurring Disorders .....	3	0	0	48	3	
ITSC 1401 Intro to Computers OR .....	3	2	0	80	4	
BCIS 1305 Business Computer Applications.....	2	4	0	96	3	
+Social/Behavioral Science elective .....	3	0	0	48	3	
<b>Total Hours:</b> .....	<b>14-15</b>	<b>2-4</b>	<b>0</b>	<b>272-</b>	<b>16-</b>	
				<b>288</b>	<b>17</b>	
<u>Second Semester:</u>						
DAAC 1319 Introduction to Alcohol and Other Drug Addictions.....	3	0	0	48	3	
DAAC 1164 Practicum.....	0	10	0	160	1	
DAAC 1165 Practicum.....	0	10	0	160	1	
BUSG 2307 Legal/Social Environment of Business .....	3	0	0	48	3	
BUSG 2309 Small Business Management.....	3	0	0	48	3	
Humanities/Fine Arts/Social Behavioral Science/Natural Science elective .....	3	0	0	48	3	
<b>Total Hours:</b> .....	<b>12</b>	<b>20</b>	<b>0</b>	<b>512</b>	<b>14</b>	

## Certificate in Drug and Alcohol Abuse Counseling (ATC)

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

<u>First Year</u>		<u>Lec:Lab:Ext.:Contact:Credit</u>			
<u>First Semester:</u>					
DAAC 1164 Practicum.....	0	10	0	160	1
DAAC 1165 Practicum.....	0	10	0	160	1
DAAC 1304 Pharmacology of Addiction OR .....	3	0	0	48	3
DAAC 1311 Counseling Theories .....	3	0	0	48	3
DAAC 2307 Addicted Family Intervention OR .....	3	0	0	48	3
DAAC 1317 Basic Counseling Skills .....	3	0	0	48	3
DAAC 2454 Dynamics of Group Counseling .....	3	2	0	80	4
DAAC 1319 Introduction to Alcohol and Other Drug Addictions.....	3	0	0	48	3
DAAC 2343 Current Issues .....	3	0	0	48	3
<b>Total Hours:</b> .....	<b>21</b>	<b>22</b>	<b>0</b>	<b>592</b>	<b>18</b>

Drug and Alcohol Abuse Counseling courses (DAAC):

	<u>Credit:Lecture:Lab:Contact</u>
<b>DAAC 1164 Practicum (Field Experience)</b> .....	<b>1:0:10:160</b>
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.	
<b>DAAC 1165 Practicum (Field Experience)</b> .....	<b>1:0:10:160</b>
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.	
<b>DAAC 1304 Pharmacology of Addiction</b> .....	<b>3:3:0:48</b>
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.	
<b>DAAC 1305 Co-Occurring Disorders</b> .....	<b>3:3:0:48</b>
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.	
<b>DAAC 1309 Assessment Skill of Alcohol and other Drug Addictions</b> .....	<b>3:3:0:48</b>
Exploration of procedures and tools used to identify and assess a client's problems, strengths, deficits, and needs. Prepares the student to appropriately explain assessment results and individual rights to clients.	
<b>DAAC 1311 Counseling Theories</b> .....	<b>3:3:0:48</b>
Examination of major theories and current treatment modalities used in the field of counseling.	
<b>DAAC 1317 Basic Counseling Skills</b> .....	<b>3:3:0:48</b>
An overview of the basic counseling skills. The course is designed to facilitate development of basic counseling skills necessary to develop an effective helping relationship with clients. Includes the use of special skills to assist in achieving objectives through exploration of problems, examination of attitudes and feelings, consideration of alternative solutions and decision making.	
<b>DAAC 1319 Introduction to Alcohol and Other Drug Addictions</b> .....	<b>3:3:0:48</b>
Causes and consequences of addiction as they relate to the individual, family, community and society. Overview of alternatives regarding prevention, intervention, and treatment. Includes explanation of competencies and requirements for licensure in Texas. Also covers addiction issues related to diverse populations. With case management as the focus, this course prepares the student to make the transition to active practice as a substance abuse counselor.	
<b>DAAC 2307 Addicted Family Intervention</b> .....	<b>3:3:0:48</b>
The family as a dynamic system focusing on the effects of addiction on family roles, rules, and behavior patterns. Includes the effects of mood altering substances, behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.	
<b>DAAC 2441 Counseling Alcohol &amp; Other Drug Addictions</b> .....	<b>4:3:2:80</b>
Advanced examination of skills, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, and recovery of substance use disorders.	
<b>DAAC 2343 Current Issues</b> .....	<b>3:3:0:48</b>
Examination of current issues in addiction counseling. Includes special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling.	

<b>DAAC 2454 Dynamics of Group Counseling</b> .....	<b>4:3:2:80</b>
Exploration of group counseling skills, techniques, stages of group development, and confidentiality and ethics.	

### Allied Health Course Number Changes

Most Allied Health courses have new numbers. Below is a table of former courses and their new numbers. Several courses have more than one counterpart reflecting the classroom and clinical portions of the former course's content. New courses not listed below were added to the Allied Health Department.

<b>Old Number</b>	<b>Course Title</b>	<b>New Number</b>
NURS 2310	Physical Assessment	RNSG 1215
NURS 2340	Pathophysiology	RNSG 1311
NURS 2620	RN Role Development	RNSG 1327
		RNSG 2160
NURS 2730	Care of Clients with Critical Health Deviations	RNSG 2514
		RNSG 2261
NURS 2750	Complex Health and Nursing Problems	RNSG 2535
		RNSG 2262
SAC 111	Seminar in Ethics	DAAC 1343
SAC 112	Seminar in Cultural Awareness	DAAC 1343
SAC 113	Seminar in Sexual Abuse/Dysfunction	DAAC 1343
SAC 114	Seminar in HIV/AIDS & Compulsive Gambling	DAAC 1343
SAC 131	Introduction to Substance Abuse	DAAC 1304
SAC 132	The Addictive Personality	DAAC 1307
SAC 133	Counseling Methods	DAAC 1317
SAC 231	Treatment Modalities	DAAC 1311
SAC 232	Group Process & Practice	DAAC 1414
SAC 233	Recovery Dynamics	DAAC 1309
SAC 234	Case Management	DAAC 1441
SAC 235	Therapeutic Communities	DAAC 1391
SAC 250	Chemical Dependency Counseling Practicum	DAAC 2246
		DAAC 1319
SURT 1312	Basic Surgical Techniques	SRGT 1409
		SRGT 1260
SURT 1320	Clinical Practice I	SRGT 1361
SURT 1411	Introduction to Surgical Technology	SRGT 1405
SURT 1630	Surgical Procedure I	SRGT 1441
SURT 2420	Clinical Practice II	SRGT 1362
SURT 2430	Surgical Procedure II	SRGT 1442
VN 1102	Introduction to Vocational Nursing	VNSG 1500
		VNSG 1227
		VNSG 1331
		VNSG 1261
		VNSG 1304
VN 121	Personal/Vocational Adjustments (Integrated into new program)	
VN 133	Pharmacology	VNSG 1331
VN 1410	Basic Nursing	NURA 1301
VN 1410	Basic Nursing – Clinical	NURA 1160
VN 145	Maternal Child Nursing I	VNSG 1334
VN 147	Maternal Child Nursing II	VNSG 1330
VN 166	Medical Surgical II	VNSG 1510
		VNSG 1463
VN 174	Medical Surgical I	VNSG 1409
		VNSG 1462



## **Chelsea Phillips ~ Audio Engineering/Performance Major Bridge City Sophomore**

**“I chose Lamar State College-Port Arthur because I wanted to be able to start learning the skills for my future career without being far from home. I chose audio engineering because music has always been my main interest in life. As an audio engineer I can help my band and also other bands to achieve their goals. I am also taking Performance to help my audio skills. It never hurts to know what it’s like behind the scenes and on stage. Coming to LSC-PA was definitely the right choice for me.”**

# Department of Commercial Music

Daniel Walzer, Department Chair, Performing Arts Center, Rm. 138

The Department of Commercial Music offers Associate of Applied Science Degrees in Performance, Audiovisual Production, and Sound Engineering. The Department of Commercial Music also offers certificates in Entertainment Business 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 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.

Students desiring to be Performance majors are required to audition. Students with an interest in Sound Engineering and Audiovisual Production are required to interview. Non-Performance majors may enroll in applied lessons and ensembles but should prepare an audition for scholarship consideration.

## Associate of Applied Science Degree in Commercial Music – Performance

This curriculum is designed to prepare students for jobs as musicians in the entertainment industry. Employment opportunities include session musician, live venue musician, music arranger/orchestrator 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.

### Required Plan:

MUSI 1301 .....	3 semester hours
MUSI 1181, 1182 .....	2 semester hours
MUSC 1211, 2211 .....	4 semester hours
MUSC 1213, 2213 .....	4 semester hours
MUSC 1321, 1325, 1331 .....	9 semester hours
MUSC 2320 or 2319 .....	3 semester hours
MUSP 2103 (two semesters) .....	2 semester hours
MUSP 2214 or MUSB 2286 or MUSC 1405 .....	2-4 semester hours
MUSC 1235 .....	2 semester hours
*Applied Commercial Music Lessons (MUSP) (four semesters) .....	6-8 semester hours
*Commercial Music Ensembles (MUSP) (four semesters) .....	6-8 semester hours
**General Education Core .....	15 semester hours
<b>Total Hours:</b> .....	<b>58-64 semester hours</b>

*\*Applied Music Lesson may be repeated four times. Any course from Commercial Ensemble (MUSP or MUSC) may be repeated four times.*

*Performance majors may choose to take MUSC 1405 or MUSC 2214 in lieu of Applied Music Lesson and/or Ensemble requirements with Department Chair Approval*

*\*\*MATH 1314 or MATH 1332; PHYS 1415; MUSI 1310; SPCH 1315; Behavioral/Social Science elective*

## Associate of Applied Science Degree in Commercial Music – Sound Engineer

This curriculum prepares students for audio production jobs in the music industry. Employment opportunities include recording engineer, audio producer, sound designer and MIDI 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.

### Required Plan:

MUSI 1301 .....	3 semester hours
MUSI 1181, 1182 .....	2 semester hours
MUSC 1211, 1213 .....	4 semester hours
MUSC 2211, 2213.....	4 semester hours
MUSC 1331 .....	3 semester hours
MUSC 1427, 2427, 2447, 2448.....	16 semester hours
MUSB 1305.....	3 semester hours
MUSP 1296.....	2 semester hours
MUSC 1325 .....	3 semester hours
MUSC 1405 or MUSC 1323.....	4 semester hours
MUSC 2403 or MUSB 2286.....	2-4 semester hours
MUSC 2319, 2330, 1423, 1321 or 1235 .....	5-7 semester hours
**General Education Core .....	16 semester hours
<b>Total Hours:</b> .....	<b>67-71 semester hours</b>

*\*\*MATH 1314; or Math 1332, PHYS 1405 or 1415; MUSI 1310; SPCH 1315; Behavioral/Social Science elective.*

## A.A.S. in Commercial Music – Performance

### First Year

<u>First Semester:</u>	<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
+MATH 1314 College Algebra OR .....	48	3	0	3
MATH 1332 Contemporary Mathematics I .....				
MUSI 1181 Piano Class Instruction I.....	48	0	3	1
MUSI 1301 Fundamentals of Music.....	48	3	0	3
+MUSI 1310 American Popular Music.....	48	3	0	3
MUSP 12XX Applied Commercial Music course .....	64	1	3	2
MUSP 1242 Small Commercial Music Ensemble .....	80	1	4	2
+SPCH 1315 Public Speaking.....	48	3	0	3
<b>Total Hours</b> .....	<b>384</b>	<b>14</b>	<b>10</b>	<b>17</b>

### Second Semester:

+ENGL 1301 Composition.....	48	3	0	3
MUSC 1211 Commercial Music Sight Singing/Ear Training I .....	48	2	1	2
MUSC 1213 Commercial Music Theory I.....	48	2	1	2
MUSC 1331 MIDI I .....	64	3	1	3
MUSI 1182 Piano Class Instruction II .....	48	0	3	1
MUSP 12XX Applied Commercial Music course .....	64	1	3	2
MUSP 1242 Small Commercial Music Ensemble .....	80	1	4	2
<b>Total Hours</b> .....	<b>400</b>	<b>12</b>	<b>13</b>	<b>15</b>

### Summer Semester:

+Social/Behavioral Science Elective .....	48	3	0	3
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### Second Year

<u>Third Semester:</u>	<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
MUSB 1305 Survey of the Music Business.....	48	3	0	3
MUSC 1235 Commercial Music Software.....	48	2	1	2
MUSC 1321 Songwriting .....	48	3	0	3
MUSC 2211 Commercial Music Sight Singing/Ear training II.....	48	2	1	2
MUSC 2213 Commercial Music Theory II.....	48	2	1	2

MUSP 12XX Applied Commercial Music course .....	64	1	3	2
MUSP 1242 Small Commercial Music Ensemble .....	80	1	4	2
MUSP 2103 Commercial Class Piano .....	48	0	3	1
<b>Total Hours</b> .....	<b>432</b>	<b>14</b>	<b>13</b>	<b>17</b>
<b><u>Fourth Semester:</u></b>				
Approved Elective .....	48	3	0	3
MUSC 1405 Live Sound OR .....	96	3	3	4
MUSP 12XX Applied Commercial Music course .....	64	1	3	2
MUSC 2330 Commercial Arranging & Composition.....	64	3	1	3
MUSP 1242 Small Commercial Music Ensemble .....	80	1	4	2
MUSP 2103 Commercial Class Piano .....	48	0	3	1
<b>Total Hours</b> .....	<b>400</b>	<b>8-</b>	<b>11-</b>	<b>13-</b>
.....		<b>11</b>	<b>14</b>	<b>15</b>
<b>Grand Total</b> .....	<b>1568</b>	<b>50-</b>	<b>50-</b>	<b>63-</b>
.....		<b>53</b>	<b>53</b>	<b>65</b>

+ Denotes general education core

## Commercial Music – Performance Level 1 Certificate

### First Year

<u>First Semester:</u>		Contact:	Lec:	Lab:	Credit
MUSC 1211 Commercial Music Sight Singing/Ear Training I.....	48	2	1	2	
MUSC 1213 Commercial Music Theory I.....	48	2	1	2	
MUSC 1331 MIDI I .....	64	3	1	3	
MUSC 2330 Commercial Arranging & Composition.....	64	3	1	3	
MUSI 1181 Piano Class Instruction I.....	48	0	3	1	
+MUSI 1310 American Popular Music.....	48	3	0	3	
<b>Total Hours</b> .....	<b>320</b>	<b>13</b>	<b>7</b>	<b>14</b>	
<b><u>Second Semester:</u></b>					
MUSB 1305 Survey of the Music Business.....	48	3	0	3	
MUSC 1321 Songwriting .....	48	3	0	3	
MUSC 1235 Commercial Music Software.....	48	2	1	2	
MUSC 2211 Commercial Music Theory II.....	48	2	1	2	
MUSC 2213 Commercial Music Sight Singing/Ear training II.....	48	2	1	2	
MUSI 1182 Piano Class Instruction II .....	48	0	3	1	
<b>Total Hours</b> .....	<b>288</b>	<b>12</b>	<b>6</b>	<b>13</b>	
<b>Grand Total</b> .....	<b>608</b>	<b>25</b>	<b>13</b>	<b>27</b>	

## A.A.S. in Commercial Music – Sound Engineer

### First Year

<u>First Semester:</u>		Contact:	Lec:	Lab:	Credit
MUSC 1427 Audio Engineering I.....	96	3	3	4	
MUSI 1181 Piano Class Instruction I.....	48	0	3	1	
MUSI 1301 Fundamentals of Music I.....	48	3	0	3	
+MUSI 1310 American Popular Music.....	48	3	0	3	
+SPCH 1315 Public Speaking.....	48	3	0	3	
<b>Total Hours</b> .....	<b>288</b>	<b>12</b>	<b>6</b>	<b>14</b>	
<b><u>Second Semester:</u></b>					
+MATH 1314 College Algebra or .....	48	3	0	3	
MATH 1332 Contemporary Mathematics I					
MUSC 1211 Commercial Music Sight Singing/Ear Training I.....	48	2	1	2	
MUSC 1213 Commercial Music Theory I.....	48	2	1	2	
MUSC 1331 MIDI I .....	64	3	1	3	
MUSC 2427 Audio Engineering II.....	96	3	3	4	
MUSI 1182 Piano Class Instruction II .....	48	0	3	1	
<b>Total Hours</b> .....	<b>352</b>	<b>13</b>	<b>9</b>	<b>15</b>	
<b><u>Summer Semester:</u></b>					
+PHYS 1405 Elementary Physics I OR .....	96	3	3	4	
PHYS 1415 Physical Science I					

**Second Year**

<b>Third Semester:</b>	<b>Contact:</b>	<b>Lec:</b>	<b>Lab:</b>	<b>Credit</b>
MUSC 1325 Acoustics.....	48	3	0	3
MUSC 1405 Live Sound .....	96	3	3	4
MUSC 2447 Audio Engineering III .....	96	3	3	4
+Social/Behavioral Science Elective .....	48	3	0	3
<b>Total Hours.....</b>	<b>288</b>	<b>12</b>	<b>6</b>	<b>14</b>
<b>Fourth Semester:</b>				
MUSB 1305 Survey of the Music Business.....	48	3	0	3
MUSC 1196 Special Topics in Recording Arts Technology .....	48	0	3	1
MUSC 1423 Audio Electronics .....	96	3	3	4
MUSC 2403 Live Sound II.....	96	3	3	4
MUSC 2448 Audio Engineering IV .....	96	3	3	4
<b>Total Hours.....</b>	<b>384</b>	<b>12</b>	<b>12</b>	<b>16</b>
<b>Grand Total.....</b>	<b>1200</b>	<b>59</b>	<b>8</b>	<b>63</b>

+ Denotes general education core

## Audiovisual Production

The Audiovisual Production program at Lamar State College-Port Arthur 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's aims 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 as audio and video editors, production assistants, sound designers, radio board operators, multimedia composers and audiovisual technicians.

Required Plan for Audiovisual Production Majors:

MUSI 1301.....	3 semester hours
MUSI 1181.....	3 semester hours
COMM 2304 .....	6 semester hours
MUSC 1196.....	3 semester hours
MUSI 1310.....	3 semester hours
MUSI 1390, MUSI 1391.....	6 semester hours
FLMC 2330 .....	3 semester hours
MUSB 1305.....	3 semester hours
RTVB 1347, RTVB 2330, RTVB 2331.....	9 semester hours
MUSC 2351 .....	3 semester hours
RTVB 2340 .....	3 semester hours
MUSC, MUSB, RTVB Electives .....	6 semester hours
**General Education Core .....	16 semester hours
<b>Total Hours:.....</b>	<b>67 semester hours</b>

\*\*MATH 1314; or Math 1332, PHYS 1405 or 1415; BUSI 1301; ENGL 1301; Behavioral/Social Science elective.

## A.A.S. in Audiovisual Production

**First Year**

<b>First Semester:</b>	<b>Contact:</b>	<b>Lec:</b>	<b>Lab:</b>	<b>Credit</b>
+ENGL 1301 Composition I .....	48	3	0	3
MUSC 1427 Audio Engineering I.....	96	3	3	4
MUSI 1181 Piano Class Instruction I.....	48	0	3	1
MUSI 1301 Fundamentals of Music I.....	48	3	0	3
+MUSI 1310 American Popular Music.....	48	3	0	3
<b>Total Hours.....</b>	<b>288</b>	<b>12</b>	<b>6</b>	<b>14</b>
<b>Second Semester:</b>				
COMM 2304 Introduction to Cinematic Production.....	48	3	0	3
FLMC 2330 Audio Post Production.....	64	3	1	3
MUSC 1196 Special Topics in Recording Arts Technology .....	64	3	1	3
MUSI 1390 Electronic Music I.....	48	3	0	3
+SPCH 1315 Public Speaking.....	48	3	0	3
<b>Total Hours.....</b>	<b>272</b>	<b>15</b>	<b>2</b>	<b>15</b>



**Summer Semester:**

+PHYS 1415 Physical Science I.....	96	3	3	4
+SOC1 1301 Introduction to Sociology.....	48	3	0	3
<b>Total Hours.....</b>	<b>144</b>	<b>6</b>	<b>3</b>	<b>7</b>

**Second Year****Third Semester:**

	Contact:	Lec:	Lab:	Credit
Approved Elective.....	48-96	2-3	1-3	2-4
MUSB 1305 Survey of the Music Business.....	48	3	0	3
MUSC 2427 Audio Engineering II.....	96	3	3	4
MUSI 1391 Electronic Music II.....	48	3	0	3
RTVB 2330 Film and Video Editing.....	64	3	1	3
<b>Total Hours.....</b>	<b>304-352</b>	<b>14-15</b>	<b>5-7</b>	<b>15-17</b>

**Fourth Semester:**

+MATH 1314 College Algebra or.....	48	3	0	3
MATH 1332 Contemporary Mathematics I				
Approved Elective.....	48-96	2-3	1-3	2-4
MUSC 2351 Audio for Video.....	64	3	1	3
MUSC 2447 Audio Engineering III.....	96	3	3	4
RTVB 2340 Portfolio Development (Capstone).....	64	3	1	3
<b>Total Hours.....</b>	<b>320-368</b>	<b>14-15</b>	<b>6-8</b>	<b>15-17</b>
<b>Grand Total.....</b>	<b>1328-1424</b>	<b>61-63</b>	<b>22-26</b>	<b>6-70</b>

+ Denotes general education core

## Level One Certificate in Live Sound Design and Technology

The Live Sound and Electronics 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 one credits are focused in the area of live sound, maintenance, and installation of audiovisual systems. The other nine credits focus specifically on the fundamentals of electricity, circuits, and digital fundamentals.

**First Year****First Semester:**

	Contact:	Lec:	Lab:	Credit
CETT 1303 DC Circuits.....	64	2	2	2
MUSC 1405 Live Sound I.....	96	3	3	4
MUSC 1423 Audio Electronics.....	96	3	3	4
<b>Total Hours.....</b>	<b>256</b>	<b>8</b>	<b>8</b>	<b>10</b>

**Second Semester:**

CETT 1305 AC Circuits.....	64	2	2	3
CETT 1325 Digital Fundamentals.....	64	2	0	3
MUSC 1325 Acoustics.....	48	3	0	3
MUSC 2403 Live Sound II.....	96	3	3	4
<b>Total Hours.....</b>	<b>272</b>	<b>10</b>	<b>5</b>	<b>13</b>
<b>Grand Total.....</b>	<b>528</b>	<b>18</b>	<b>13</b>	<b>23</b>

\*Audiovisual majors may enroll in any MUSB, MUSP or MUSC with Department Chair approval.

## Commercial Music Course Descriptions

Communication courses (COMM):

*Note: Courses do not satisfy general education requirements for non-Commercial Music major students.*

	Credit:	Lec:	Lab:	Contact
<b>2304 Introduction to Cinematic Production.....</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>48</b>

Basic single camera production concepts and techniques.

Film/Cinema Studies (FLMC):

<b>2330 Audio Post Production.....</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>64</b>
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Skill development utilizing the technology, creative application and requirements for producing audio soundtracks for film and video.

**2344 Advanced Film and Video Editing**..... 3:3:1:64  
 Exploration of the creative possibilities of non-linear film and video editing. Includes editing aesthetics, titles, graphic design, compositing, and special effects.  
*Prerequisite: RTVB 2330*

Commercial Music Business courses (MUSB):

*Note: Courses do not satisfy general education requirements for non-Commercial Music major students*

Credit:Lec:Lab:Contact

**1305 Survey of Music Business**..... 3:3:0:48  
 An introductory overview of the music industry including songwriting, live performance, the record industry, music merchandising, contracts, licenses and career opportunities.

Commercial Music courses (MUSC):

*Note: Courses do not satisfy general education requirements for non-Commercial Music major students.*

Credit:Lec:Lab:Contact

**1196 Special Topics in Recording Arts Technology**..... 1:0:3:48  
 Selected topics in audio engineering addressing recently identified events, skills, knowledge and attitudes relevant to the professional development of the student.

**1211 Commercial Music Sight Singing/Ear Training I**..... 2:2:1:48  
 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: MUSI 1301*

*Concurrent enrollment in MUSI 1213 is required.*

**1213 Commercial Music Theory I**..... 2:2:1:48  
 Learn to apply chord progressions, song forms, and harmonic techniques used in commercial music. Topics include modern chord notation and chord voicing.

*Prerequisite: MUSI 1301 or consent of instructor. Concurrent enrollment in MUSI 1211 is required.*

**1235 Commercial Music Software** ..... 2:2:1:48  
 Specialized training in commercial music software applications.

**1321 Songwriting I**..... 3:3:0:48  
 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: completion of or concurrent enrollment in MUSC 1213, 1211 and MUSP 2103, or consent of instructor.*

**1325 Acoustics**..... 3:3:0:48  
 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.

**1331 MIDI**..... 3:3:1:64  
 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: MUSI 1181; completion of or concurrent enrollment in MUSC 1213 and MUSC 1211*

**1405 Live Sound I**..... 4:3:3:96  
 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: MUSC 1427*

**1423 Audio Electronics**..... 4:3:3:96  
 Basic concepts in electricity, Ohm's Law, circuit analysis and troubleshooting. Includes soldering techniques and equipment maintenance.

**1427 Audio Engineering I**..... 4:3:3:96  
 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.

**2211 Commercial Music Sight Singing/Ear Training II**..... 2:2:1:48  
 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: MUSC 1213 and MUSC 1211.*

*Co-requisite: MUSC 2213 or consent of instructor.*

<b>2213 Commercial Music Theory II</b> .....	<b>2:2:1:48</b>
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. <i>Prerequisite: MUSC 1213 and MUSC 1211.</i> <i>Co-requisite: MUSC 2211</i>	
<b>2330 Commercial Music Arranging &amp; Composition</b> .....	<b>3:3:1:64</b>
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. <i>Prerequisite: Completion of or concurrent enrollment in MUSC 1321.</i>	
<b>2351 Audio for Video</b> .....	<b>3:3:1:64</b>
Advanced audio techniques for video production. Includes synchronization, automated mix down, audio post production for video, and editing techniques. <i>Prerequisites: RTVB 1347, RTVB 2330</i>	
<b>2403 Live Sound II</b> .....	<b>4:3:3:96</b>
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. <i>Prerequisite: MUSC 1405</i>	
<b>2427 Audio Engineering II</b> .....	<b>4:3:3:96</b>
Implementation of the recording process, microphones, audio console, multi-track recorder, and signal processing devices. <i>Prerequisite: MUSC 1427</i>	
<b>2447 Audio Engineering III</b> .....	<b>4:3:3:96</b>
Advanced practice of procedures and techniques in recording and manipulating audio. Includes digital audio editing, advanced recording techniques and advanced engineering projects. <i>Prerequisite: MUSC 2427</i>	
<b>2448 Audio Engineering IV</b> .....	<b>4:3:3:96</b>
Advanced recording, mixing, arranging, and editing. Includes the role of the producer in session planning, communication, budgeting, business aspects, technical considerations and music markets. Capstone course for Commercial Music – Sound Engineering AAS degree. <i>Prerequisite: MUSC 2447</i>	

Music courses (MUSI):

**Note: ONLY MUSI 1310 and MUSI 1306 fulfill general education requirements for non-Commercial Music majors.**

**Credit:Lec:Lab**

<b>1159 Musical Theater I</b> .....	<b>1:0:4</b>
Study and performance of works from the musical theater repertoire.	
<b>1181 Piano Class Instruction I</b> .....	<b>1:0:3</b>
Class instruction in the fundamentals of keyboard technique for beginning piano students.	
<b>1182 Piano Class Instruction II</b> .....	<b>1:0:3</b>
<i>Further class instruction in the fundamentals of keyboard technique for beginning piano students.</i> <i>Prerequisite: MUSI 1181</i>	
<b>1183 Voice Class Instruction I</b> .....	<b>1:0:3</b>
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.	
<b>1184 Voice Class Instruction II</b> .....	<b>1:0:3</b>
Class instruction in a group setting in the singing fundamentals including breathing, tone production, and diction. Designed for students with little or no previous voice training. Open to non-music majors.	
<b>1390 Electronic Music I</b> .....	<b>3:3:0</b>
Introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music. <i>Prerequisite: MUSI 1301</i>	

- 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.)
- 1306 Music Appreciation**..... 3:3:0  
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.)  
*Fulfills general education requirement for non-Commercial Music Majors.*
- 1310 American Music** ..... 3:3:0  
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.  
*Fulfills general education requirement for non-Commercial Music Majors.*
- 1391 Electronic Music II**..... 3:3:0  
Introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music. *Prerequisite: MUSI 1390*

Commercial Music Ensemble, Piano courses, Individual Instruction (MUSP):

*Note: Courses do not satisfy general education requirements for non-Commercial Music major students.*

Credit:Lec:Lab:Contact

- 1148 Small Commercial Music Ensemble – Improvisation**..... 1:0:3:48  
Participation in a small ensemble concentrating on improvisation of commercial music performance styles.
- 1204 Applied Commercial Music: Bass Guitar** ..... 2:1:3:64  
Private instruction in bass guitar with goals related to commercial music
- 1205 Applied Commercial Music: Commercial Guitar**..... 2:1:3:64  
Private instruction in commercial guitar with goals related to commercial music.
- 1210 Applied Commercial Music: Piano**..... 2:1:3:64  
Private instruction in piano with goals related to commercial music.
- 1217 Applied Commercial Music: Percussion**..... 2:1:3:64  
Private instruction in percussion with goals related to commercial music
- 1227 Applied Commercial Music: Voice** ..... 2:1:3:64  
Private instruction in voice with goals related to commercial music
- 1242 Small Commercial Music Ensemble**..... 2:1:4:80  
Participation in a small commercial ensemble concentrating performance styles in a recording studio environment.
- 2103 Commercial Music Piano** ..... 1:0:3:48  
Introduces keyboard skills for commercial music majors including blues progressions and scales, mode, harmony, and extensive use of the ii-V7-I progression with appropriate keyboard voicing. May be repeated twice for credit.  
*Prerequisite: MUSI 1181 & MUSI 1182.*
- 2106 Commercial Vocal Ensemble – General**..... 1:0:3:48  
Participation in a vocal ensemble concentrating on commercial vocal music performance styles.
- \* All MUSP courses, except MUSP 2103, may be repeated four times for credit*

Radio and Television Broadcasting (RTVB):

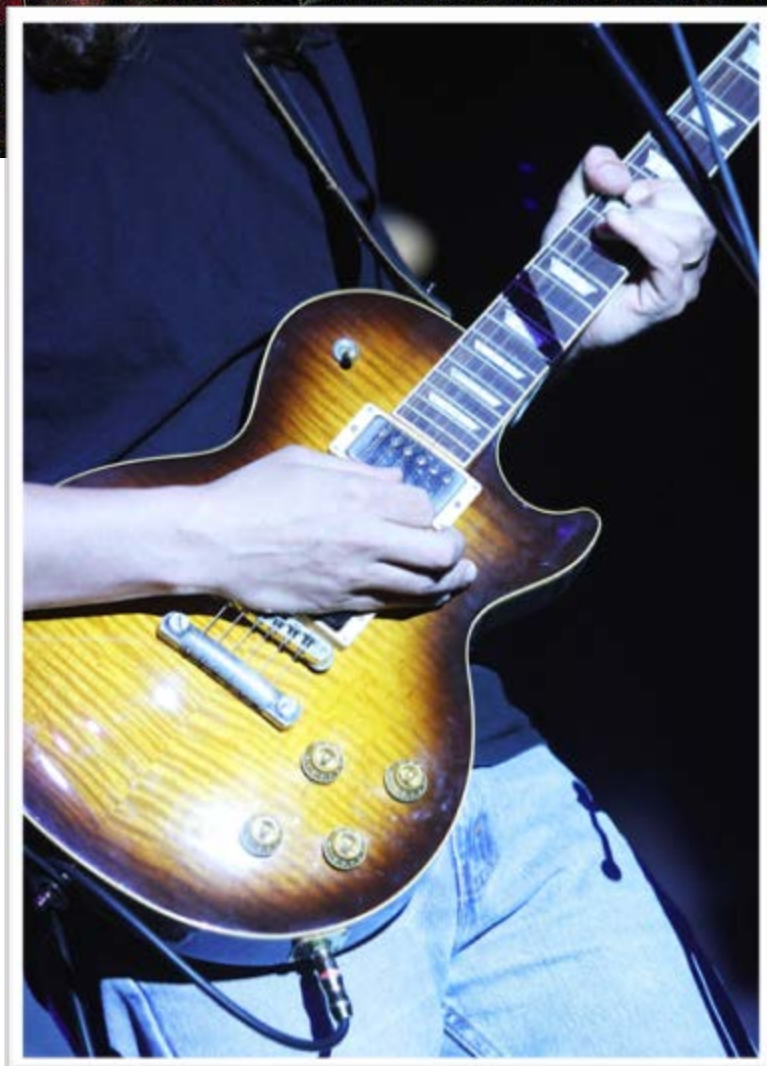
*Note: Courses do not satisfy general education requirements for non-Commercial Music major students.*

Credit:Lec:Lab:Contact

- 2330 Film and Video Editing**..... 3:3:1:64  
Film and broadcast editing for the preparation and completion of shorts, trailers, documentaries, and features.  
*Prerequisite: COMM 2304*
- 2340 Portfolio Development**..... 3:3:1:64  
Preparation and presentation of a portfolio suitable for employment in the media industry. This course is intended to be taken in the last semester.



The Commercial Music Program performs concerts through each long semester, culminating in a finale' concert featuring both students and faculty.





**Logan Hebert ~ Process Tech major & Navy veteran  
Nederland Sophomore**

**“I chose Lamar State College-Port Arthur because the faculty treats you like family. They really take a special interest in your success and invest in your future. The hands-on training is great and the smaller classes offer more one-on-one interaction with the equipment and your instructors. The Financial Aid department has a person who specializes in dealing with military veterans, which helps you take full advantage of your G.I. Bill.”**

# Department of Business and Technology

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Sheila Guillot, Department Chair, Madison Monroe Bldg., Rm. 147

The Department of Business and Technology provides high-quality vocational and technical training in a variety of career fields. Each program is a carefully-sequenced set of courses designed to prepare associate degree and certificate students who have, in addition to technical skills, the ability to work effectively with others, solve problems, make decisions and adapt to change.

The humanities educational component develops the skills and attitudes necessary for students to succeed in a complex and dynamic work environment and the ability to make judgments reflective of human values.

Department student organizations encourage civic pride and responsible citizenship through community service to produce a well-rounded individual who appreciates the value of diverse cultures. The student organizations include Gaming Design Club, Alpha Beta Gamma, Instrumentation Society of America and Cosmetology Club. The department maintains a highly qualified faculty committed to teaching excellence and professional development; faculty who continually update and strengthen programs with advisory committee involvement to develop programs that are responsive to the employment needs of business, industry, public agencies and entrepreneurship.

The department participates in the Texas Career Readiness Initiative. This WorkKeys-based employee job skill credentialing system provides assessment and instructional support to assure that students possess workplace skill levels required for employment. All students pursuing Level 1 certificates in the Technical Programs Division must successfully complete HRPO 1191 (Special Topics in Human Resources Management). Students must validate skill levels in applied mathematics, writing, listening, locating information, reading for information and teamwork.

The Department of Business and Technology offers the following Programs.

- A.A.S. Accounting
- Accounting Level 1 Certificate
- A.A.S. Administrative Assistant
- Administrative Assistant Level 1 Certificate
- Receptionist Level 1 Certificate
- Automotive Service Technician Level 1 Certificate
- Automotive Technology Level 1 Certificate
- A.A.S. Cosmetology Instructor
- Cosmetology Instructor Level 1 Certificate
- A.A.S. Cosmetology Operator
- Cosmetology Operator Level 1 Certificate
- Esthetics Level 1 Certificate
- A.A.S. Graphic Design
- Graphic Design Certificate
- A.A.S. Instrumentation Technology
- Instrumentation Level 1 Certificate
- A.A.S. Medical Coding Specialist
- Medical Coding Certificate
- A.A.S. Medical Office Administration
- Medical Office Assistant Level 1 Certificate
- A.A.S. Paralegal
- A.A.S. Process Technology
- Process Technology Level 1 Certificate
- A.A.S. Software Developer
- Multimedia & Design Level 1 Certificate (55+ program)
- Computer Programmer Level 1 Certificate

## American Bar Association

The Paralegal program was granted re-approval by the House of Delegates of the American Bar Association on Feb. 14, 2007, after an extensive self-study and a site visit. The Paralegal course of study is the only ABA approved program in the local area.

## Second Associate Degree

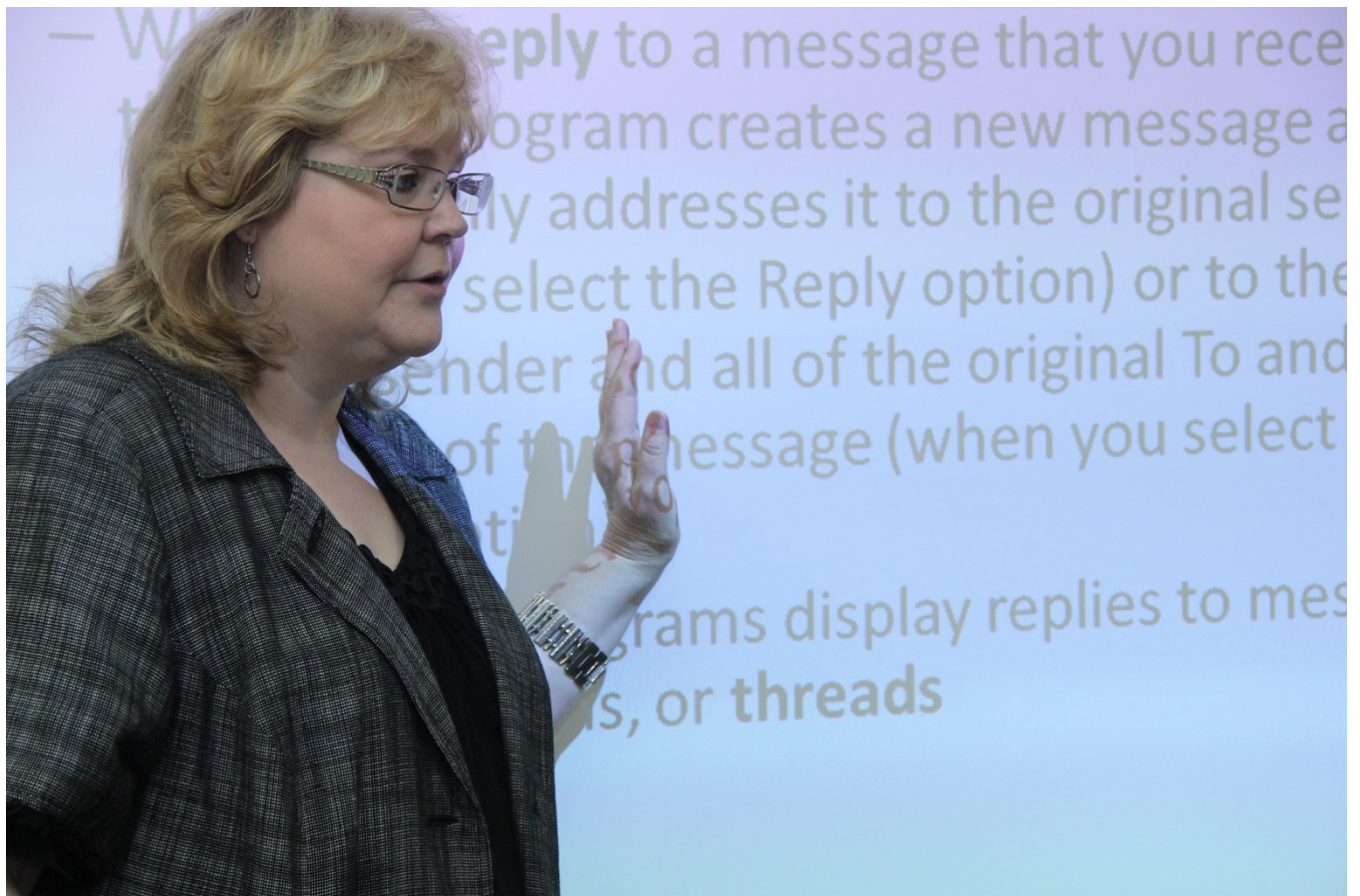
When another associate degree is taken simultaneously or has been taken previously the second associate degree may be granted upon the completion of all required work for the second degree. In addition, the student must complete sufficient approved courses to total 15 semester hours above the number required for the degree having the greater semester hours requirement. In most cases, the hour requirement will be fulfilled by meeting the second degree requirements.

## Computer Information Systems

The CIS program prepares students to enter the field of information technology. Students completing degrees offered in this program 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.

## Accounting

The accounting degree will allow 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. This degree introduces students to courses such as computerized accounting, managerial accounting, and forensic accounting.





## A.A.S. Degree in Accounting

		<u>First Year</u>			
<u>First Semester:</u>		Contact:	Lec:	Lab:	Credit
ACCT 2301 Principles of Financial Accounting.....	48	3	0	3	
ACNT 1331 Federal Income Tax: Individual .....	48	3	0	3	
BUSI 1301 Business Principles.....	48	3	0	3	
POFT 1309 Administrative Office Procedures I.....	48	3	0	3	
POFT 1313 Professional Workforce Preparation .....	48	3	0	3	
POFT 1127 Introduction to Keyboarding.....	32	1	1	1	
<b>Total Hours</b> .....	<b>272</b>	<b>16</b>	<b>1</b>	<b>16</b>	
<u>Second Semester:</u>					
ACCT 2302 Principles of Managerial Accounting.....	48	3	0	3	
ACNT 1311 Introduction to Computerized Accounting.....	48	3	0	3	
POFI 1349 Spreadsheets.....	64	3	1	3	
POFT 1321 Business Math.....	48	3	0	3	
POFT 2312 Business Communication and Correspondence.....	48	3	0	3	
<b>Total Hours</b> .....	<b>256</b>	<b>15</b>	<b>1</b>	<b>15</b>	
		<u>Second Year</u>			
<u>Third Semester:</u>		Contact:	Lec:	Lab:	Credit
+ECON 2301 Principles of Economics (Micro) or .....	48	3	0	3	
ECON 2302 Principles of Economics (Macro)					
+MATH 1314 College Algebra or .....	48	3	0	3	
MATH 1332 Contemporary Mathematics I					
+SPCH 1315 Public Speaking.....	48	3	0	3	
ACNT 1205 Forensic Accounting .....	32	2	0	2	
ITSW 1301 Introduction to Word Processing.....	64	3	1	3	
<b>Total Hours</b> .....	<b>240</b>	<b>14</b>	<b>1</b>	<b>14</b>	
<u>Fourth Semester:</u>					
+ENGL 1301 Composition.....	48	3	0	3	
+Humanities Elective .....	48	3	0	3	
ACNT 1347 Federal Income Tax for Partnerships and Corporations .....	48	3	0	3	
ACNT 2386 Internship-Accounting or .....	160	0	0	3	
HRPO 1311 Human Relations.....	48	3	0	3	
POFI 2350 Database.....	64	3	1	3	
<b>Total Hours</b> .....	<b>256</b>	<b>12</b>	<b>1</b>	<b>15</b>	
		<b>368</b>	<b>15</b>		
<b>Grand Total</b> .....	<b>1024</b>	<b>57</b>	<b>4</b>	<b>60</b>	
		<b>1136</b>	<b>60</b>		

## Accounting Assistant Level 1 Certificate

		<u>First Year</u>			
<u>First Semester:</u>		Contact:	Lec:	Lab:	Credit
ACCT 2301 Principles of Financial Accounting.....	48	3	0	3	
ACNT 1331 Federal Income Tax: Individual .....	48	3	0	3	
HRPO 1191 Special Topics Human Resources Management.....	32	1	1	1	
POFT 1309 Administrative Office Procedures I.....	48	3	0	3	
POFT 1313 Professional Workforce Preparation .....	48	3	0	3	
POFT 1127 Introduction to Keyboarding.....	32	1	1	1	
<b>Total Hours</b> .....	<b>256</b>	<b>14</b>	<b>2</b>	<b>14</b>	
<u>Second Semester:</u>					
ACCT 2302 Principles of Managerial Accounting.....	48	3	0	3	
ACNT 1311 Introduction to Computerized Accounting.....	48	3	0	3	
POFI 1349 Spreadsheets.....	64	3	1	3	
POFT 1321 Business Math.....	48	3	0	3	
POFT 2312 Business Communication and Correspondence.....	48	3	0	3	
<b>Total Hours</b> .....	<b>256</b>	<b>15</b>	<b>1</b>	<b>15</b>	
<b>Grand Total</b> .....	<b>512</b>	<b>29</b>	<b>3</b>	<b>29</b>	

## Automotive Technology

For students who require basic entry-level employment in the automotive service industry, the Level 1 Technology Certificate is a two-semester program with a capstone course. There also is a Level 1 Technician Certificate that can be completed in a single semester.

### Automotive Technology Level 1 Certificate

<b><u>First Year</u></b>		<b>Contact:Lec:Lab:Credit</b>			
<b><u>First Semester:</u></b>					
AUMT 1305 Introduction to Automotive Technology.....	64	3	1	3	
AUMT 1307 Automotive Electrical Systems.....	96	2	4	3	
AUMT 1310 Automotive Brake Systems.....	96	2	4	3	
AUMT 1316 Automotive Suspension & Steering Systems.....	96	2	4	3	
HRPO 1191 Special Topics - Human Resources Management .....	32	1	1	1	
<b>Total Hours.....</b>	<b>384</b>	<b>10</b>	<b>14</b>	<b>13</b>	
<b><u>Second Semester:</u></b>					
AUMT 1319 Engine Repair.....	80	2	3	3	
AUMT 1345 Automotive Climate Control Systems.....	96	2	4	3	
AUMT 2317 Automotive Engine Performance Analysis I.....	80	2	3	3	
AUMT 2328 Automotive Service (Capstone).....	80	0	5	3	
ITSC 1401 Introduction to Computers .....	80	3	2	4	
<b>Total Hours.....</b>	<b>416</b>	<b>9</b>	<b>17</b>	<b>16</b>	
<b>Grand Total.....</b>	<b>800</b>	<b>19</b>	<b>31</b>	<b>29</b>	

### Automotive Service Technician Level 1 Certificate

<b><u>First Year</u></b>		<b>Contact:Lec:Lab:Credit</b>			
<b><u>First Semester:</u></b>					
AUMT 1305 Introduction to Automotive Technology.....	64	3	1	3	
AUMT 1307 Automotive Electrical Systems.....	96	2	4	3	
AUMT 1310 Automotive Brake Systems.....	96	2	4	3	
AUMT 1316 Automotive Suspension and Steering Systems.....	96	2	4	3	
HRPO 1191 Special Topics - Human Resources Management .....	32	1	1	1	
ITSC 1401 Introduction to Computers .....	80	3	2	4	
<b>Grand Total.....</b>	<b>464</b>	<b>13</b>	<b>16</b>	<b>17</b>	

## Computer Information Systems Courses of Study

The CIS program offers the following degree and certificate options:

AAS in Software Developer  
 AAS in Graphic Design  
 Graphic Design Certificate  
 Computer Programmer Certificate  
 Multimedia & Design Certificate (55+ Program)

### A.A.S. in Software Developer

The Associate of Applied Science degree in Software Developer 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.

		<u>First Year</u>			
<u>First Semester:</u>		Contact:	Lec:	Lab:	Credit
+MATH 1314 College Algebra .....	48	3	0	3	
MATH 1332 Contemporary Mathematics I					
GAME 1303 Introduction to Game Design .....	64	3	1	3	
IMED 1316 Web Design I .....	64	3	1	3	
ITSC 1401 Introduction to Computers .....	80	3	2	4	
ITSE 1359 Introduction to Scripting Languages .....	64	3	1	3	
<b>Total Hours</b> .....	<b>320</b>	<b>15</b>	<b>5</b>	<b>16</b>	
<u>Second Semester:</u>					
+ENGL 1301 Composition .....	48	3	0	3	
+Humanities/Fine Arts Elective .....	48	3	0	3	
GAME 1336 Introduction to 3D Game Modeling .....	48	3	0	3	
ITSC 1305 Introduction to PC Operating Systems .....	48	3	0	3	
ITSE 2321 Object-Oriented Programming .....	64	3	1	3	
ITSW 1307 Introduction to Database .....	64	3	1	3	
<b>Total Hours</b> .....	<b>320</b>	<b>18</b>	<b>2</b>	<b>18</b>	
		<u>Second Year</u>			
<u>Third Semester:</u>		Contact:	Lec:	Lab:	Credit
+Social/Behavioral Science Elective .....	48	3	0	3	
Approved Elective .....	48	3	0	3	
IMED 1301 Introduction to Digital Media .....	64	3	1	3	
ITSE 2357 Advanced Object-Oriented Programming .....	64	3	1	3	
ITSW 2337 Advanced Database .....	64	3	1	3	
<b>Total Hours</b> .....	<b>288</b>	<b>15</b>	<b>3</b>	<b>15</b>	
<u>Fourth Semester:</u>					
+SPCH 1315 Public Speaking .....	48	3	0	3	
Approved Elective .....	48	3	0	3	
GAME 1304 Level Design .....	64	3	1	3	
ITSE 2359 Advanced Computer Programming (Capstone) .....	80	2	3	3	
POFT 1313 Professional Workforce Preparation .....	48	3	0	3	
<b>Total Hours</b> .....	<b>288</b>	<b>14</b>	<b>4</b>	<b>15</b>	
<b>Grand Total</b> .....	<b>1216</b>	<b>62</b>	<b>14</b>	<b>64</b>	

+ Denotes general education core

## Computer Programmer Level 1 Certificate

Students who are primarily interested in application programming should pursue 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.

### First Year

<u>First Semester:</u>	<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
GAME 1303 Introduction to Game Design and Development .....	64	3	1	3
IMED 1316 Web Design I .....	64	3	1	3
ITSC 1401 Introduction to Computers .....	80	3	2	4
ITSE 1359 Introduction to Scripting Languages.....	64	3	1	3
POFT 1313 Professional Workforce Preparation .....	48	3	0	3
<b>Total Hours.....</b>	<b>320</b>	<b>15</b>	<b>5</b>	<b>16</b>
<b><u>Second Semester:</u></b>				
GAME 1336 Introduction to 3D Game Modeling .....	48	3	0	3
HRPO 1191 Special Topics Human Resources Management.....	32	1	1	1
IMED 1301 Introduction to Digital Media.....	64	3	1	3
ITSC 1305 Introduction to PC Operating Systems.....	48	3	0	3
ITSE 2321 Object-Oriented Programming.....	64	3	1	3
ITSW 1307 Introduction to Database.....	64	3	1	3
<b>Total Hours.....</b>	<b>320</b>	<b>16</b>	<b>4</b>	<b>16</b>
<b>Grand Total.....</b>	<b>640</b>	<b>31</b>	<b>9</b>	<b>32</b>

## A.A.S. in Graphic Design

The Graphic Design program will best service students who want to be ready 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.

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.

### First Year

<u>First Semester:</u>	<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
+ARTS 1301 Art Appreciation.....	48	3	0	3
ARTS 1311 Design I.....	48	3	0	3
ARTS 1316 Drawing I.....	96	2	4	3
IMED 1316 Web Design I .....	64	3	1	3
ITSC 1401 Introduction to Computers .....	80	3	2	4
<b>Total Hours.....</b>	<b>336</b>	<b>14</b>	<b>7</b>	<b>16</b>
<b><u>Second Semester:</u></b>				
+ENGL 1301 Composition.....	48	3	0	3
+MATH 1314 College Algebra or .....	48	3	0	3
MATH 1332 Contemporary Mathematics I				
+PSYC 2301 General Psychology or .....	48	3	0	3
SOCI 1301 Introduction to Sociology				
ARTC 1313 Digital Publishing I.....	48	3	0	3
ARTS 1303 Art History I.....	48	3	0	3
IMED 1301 Introduction to Digital Media.....	64	3	1	3
<b>Total Hours.....</b>	<b>304</b>	<b>18</b>	<b>1</b>	<b>18</b>

### Second Year

<u>Third Semester:</u>	<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
Approved Elective .....	48	3	0	3
ARTS 1304 Art History II.....	48	3	0	3
ARTS 2348 Digital Art I.....	48	3	0	3
PHTC 1311 Fundamentals of Photography.....	48	3	0	3
POFT 1313 Professional Workforce Preparation .....	48	3	0	3
<b>Total Hours.....</b>	<b>240</b>	<b>15</b>	<b>0</b>	<b>15</b>

**Fourth Semester:**

+SPCH 1315 Public Speaking.....	48	3	0	3
Approved Elective .....	48	3	0	3
ARTC 2288 Internship – Commercial and Advertising Art.....	128	0	0	2
ARTC 2335 Portfolio Development for Graphic Design (Capstone).....	48	3	0	3
COMM 2304 Introduction to Cinematic Production.....	48	3	0	3
<b>Total Hours</b> .....	<b>320</b>	<b>12</b>	<b>0</b>	<b>14</b>
<b>Grand Total</b> .....	<b>1200</b>	<b>59</b>	<b>8</b>	<b>63</b>

+ Denotes general education core

## Graphic Design, Level 1 Certificate

**First Year****First Semester:**

Contact:Lec:Lab:Credit

+ARTS 1301 Art Appreciation.....	48	3	0	3
ARTS 1311 Design I.....	48	3	0	3
ARTS 1316 Drawing I.....	96	2	4	3
IMED 1316 Web Design I.....	64	3	1	3
ITSC 1401 Introduction to Computers .....	80	3	2	4
<b>Total Hours</b> .....	<b>336</b>	<b>14</b>	<b>7</b>	<b>16</b>

**Second Semester:**

Approved Elective .....	48	3	0	3
ARTC 1313 Digital Publishing I.....	48	3	0	3
ARTS 1303 Art History I.....	48	3	0	3
ARTS 1317 Drawing II.....	96	2	4	3
HRPO 1191 Special Topics Human Resources Management.....	32	1	1	1
IMED 1301 Introduction to Digital Media.....	64	3	1	3
<b>Total Hours</b> .....	<b>336</b>	<b>15</b>	<b>6</b>	<b>16</b>
<b>Grand Total</b> .....	<b>672</b>	<b>29</b>	<b>13</b>	<b>32</b>

## Multimedia

The multimedia program develops skills in both print and digital media, giving students aged 55 and over a chance to decide if they would prefer to work with Graphic Design for printing (such as magazine ads, newspapers, and brochures) or for digital use (such as web pages, digital video, multimedia, and animation).

## Multimedia &amp; Design Level 1 Certificate (55+ Program)

**First Year****First Semester:**

Contact:Lec:Lab:Credit

Approved Senior 55+ Elective.....	48	3	0	3
ARTC 1302 Digital Imaging I.....	48	3	0	3
ARTC 1313 Digital Publishing I.....	48	3	0	3
IMED 1301 Introduction to Digital Media.....	64	3	1	3
ITSC 1309 Integrated Software Applications I.....	64	3	1	3
<b>Total Hours</b> .....	<b>272</b>	<b>15</b>	<b>2</b>	<b>15</b>

**Second Semester:**

Approved Senior 55+ Elective.....	48	3	0	3
ARTC 2305 Digital Imaging II.....	48	3	0	3
ARTC 2313 Digital Publishing II.....	48	3	0	3
ITSC 2321 Integrated Software Applications II.....	48	3	0	3
HRPO 1191 Special Topics Human Resources Management.....	32	1	1	1
<b>Total Hours</b> .....	<b>224</b>	<b>13</b>	<b>1</b>	<b>13</b>
<b>Grand Total</b> .....	<b>496</b>	<b>28</b>	<b>3</b>	<b>28</b>

## Cosmetology

The Cosmetology Program prepares students for a career as 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 (69 semester hours with 1,536 cosmetology clock hours in classroom/lab)
- Associate of Applied Science in Cosmetology Instructor (60 semester hours with 864 cosmetology clock hours in classroom/lab)
- Level 1 Certificate– Cosmetology Operator (42 semester hours with 1,536 cosmetology clock hours in classroom/lab)
- Level 1 Certificate in Cosmetology Instructor (21 semester hours with 512 cosmetology clock hours in the classroom/lab)
- Level 1 Certificate– Esthetics (20 semester hours, 800 esthetician clock hours in classroom and lab)

Students who lack a high school diploma or GED must demonstrate necessary skills in reading, writing and math to enroll in any beginning Cosmetology course. The designated implement for demonstrating such skills is the Compass 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 ENGL 0301, ENGL 0310 or MATH 0312 prior to enrolling in any cosmetology course.

On 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 who complete the Esthetics programs will gain the skills and accumulate sufficient hours of training to be qualified to take and pass applicable examinations administered by the Texas Department of Licensing and Regulations.

## A.A.S. in Cosmetology Operator

### First Year

<u>First Semester:</u>	<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
CSME 1410 Introduction to Hair Cutting & Related Theory.....	160	2	8	4
CSME 1501 Orientation to Cosmetology.....	176	3	8	5
CSME 1553 Chemical Reformation and Related Theory.....	176	3	8	5
CSME 2202 Introduction to Application of Hair Color.....	96	0	6	2
<b>Total Hours.....</b>	<b>608</b>	<b>8</b>	<b>30</b>	<b>16</b>
<u>Second Semester:</u>				
CSME 1547 Principles of Skin Care/Facials & Related Theory.....	176	3	8	5
CSME 2343 Salon Development.....	96	2	4	3
CSME 2410 Advanced Hair Cutting & Related Theory.....	160	2	8	4
CSME 2501 Principles of Hair Color & Related Theory.....	176	3	8	5
<b>Total Hours.....</b>	<b>608</b>	<b>10</b>	<b>28</b>	<b>17</b>
<u>Summer term:</u>				
CSME 1451 Artistry of Hair, Theory & Practice.....	160	2	8	4
CSME 2441 Preparation for Texas Cosmetology.....	160	2	8	4
Commission Exam				
<b>Total Hours.....</b>	<b>320</b>	<b>4</b>	<b>16</b>	<b>8</b>

### Second Year

<u>Third Semester:</u>	<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
+ENGL 1301 Composition.....	48	3	0	3
HRPO 1311 Human Relations.....	48	3	0	3
+Social Science Elective.....	48	3	0	3
ACNT 1303 Introduction to Accounting I.....	48	3	0	3
<b>Total Hours.....</b>	<b>192</b>	<b>12</b>	<b>0</b>	<b>12</b>
<u>Fourth Semester:</u>				
+Humanities/Fine Arts Elective.....	48	3	0	3
+MATH College-level mathematics course.....	48	3	0	3
ACNT 1311 Introduction to Computerized Accounting.....	48	3	0	3
ITSC 1401 Introduction to Computers.....	80	3	2	4
+SPCH 1315 Public Speaking.....	48	3	0	3
<b>Total Hours.....</b>	<b>272</b>	<b>15</b>	<b>2</b>	<b>16</b>
<b>Grand Total.....</b>	<b>2000</b>	<b>49</b>	<b>76</b>	<b>69</b>

+Denotes general education core

## Cosmetology Operator Level 1 Certificate

<u>First Semester:</u>	<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
CSME 1410 Introduction to Hair Cutting & Related Theory.....	160	2	8	4
CSME 1501 Orientation to Cosmetology.....	176	3	8	5
CSME 1553 Chemical Reformation and Related Theory.....	176	3	8	5
CSME 2202 Introduction to Application of Hair Color.....	96	0	6	2
HRPO 1191 Special Topics - Human Resources Management .....	32	1	1	1
<b>Total Hours.....</b>	<b>640</b>	<b>9</b>	<b>31</b>	<b>17</b>
<u>Second Semester:</u>				
CSME 1547 Principles of Skin Care/Facials & Related Theory .....	176	3	8	5
CSME 2343 Salon Development.....	96	2	4	3
CSME 2410 Advanced Hair Cutting & Related Theory .....	160	2	8	4
CSME 2501 Principles of Hair Color & Related Theory.....	176	3	8	5
<b>Total Hours.....</b>	<b>608</b>	<b>10</b>	<b>28</b>	<b>17</b>
<u>Summer term:</u>				
CSME 1451 Artistry of Hair, Theory & Practice.....	160	2	8	4
CSME 2441 Preparation for Texas Cosmetology .....	160	2	8	4
Commission Exam				
<b>Total Hours.....</b>	<b>320</b>	<b>4</b>	<b>16</b>	<b>8</b>
<b>Grand Total.....</b>	<b>1568</b>	<b>23</b>	<b>75</b>	<b>42</b>

## A.A.S. in Cosmetology Instructor

<u>First Year</u>	<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
<u>First Semester:</u>				
CSME 1534 Cosmetology Instructor I.....	144	3	6	5
CSME 1535 Orientation to Instruction in Cosmetology.....	96	4	2	5
CSME 2514 Cosmetology Instructor II.....	128	3	5	5
<b>Total Hours:.....</b>	<b>368</b>	<b>10</b>	<b>13</b>	<b>15</b>
<u>Second Semester:</u>				
CSME 2337 Advanced Cosmetology Techniques.....	128	1	7	3
CSME 2445 Instruction Theory and Clinic Operation.....	128	2	6	4
CSME 2515 Cosmetology Instructor III.....	128	3	5	5
CSME 2544 Cosmetology Instructor IV .....	112	3	4	5
<b>Total Hours:.....</b>	<b>496</b>	<b>9</b>	<b>22</b>	<b>17</b>
<u>Second Year</u>				
<u>Third Semester:</u>	<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
+ENGL 1301 Composition.....	48	3	0	3
HRPO 1311 Human Relations.....	48	3	0	3
ITSC 1401 Introduction to Computers .....	80	3	2	4
ACNT 1303 Introduction to Accounting I.....	48	3	0	3
+SPCH 1315 Public Speaking.....	48	3	0	3
<b>Total Hours.....</b>	<b>272</b>	<b>15</b>	<b>2</b>	<b>16</b>
<u>Fourth Semester:</u>				
+MATH College-level mathematics course.....	48	3	0	3
+Humanities/Fine Arts Elective.....	48	3	0	3
+Social Science Elective .....	48	3	0	3
ACNT 1311 Introduction to Computerized Accountant.....	48	3	0	3
<b>Total Hours.....</b>	<b>192</b>	<b>12</b>	<b>0</b>	<b>12</b>
<b>Grand Total:.....</b>	<b>1328</b>	<b>46</b>	<b>37</b>	<b>60</b>

+Denotes general education core

## Cosmetology Instructor Level 1 Certificate

First Year

<u>First Semester:</u>	Contact:	Lec:	Lab:	Credit
CSME 1534 Cosmetology Instructor I .....	144	3	6	5
CSME 2514 Cosmetology Instructor II.....	128	3	5	5
CSME 2515 Cosmetology Instructor III.....	128	3	5	5
CSME 2544 Cosmetology Instructor IV .....	112	3	4	5
HRPO 1191 Special Topics - Human Resources Management .....	32	1	1	1
<b>Grand Total.....</b>	<b>544</b>	<b>13</b>	<b>21</b>	<b>21</b>

## Esthetics Level 1 Certificate

<u>First Semester:</u>	Contact:	Lec:	Lab:	Credit
CSME 1248 Principles of Skin Care.....	96	0	6	2
CSME 1421 Principles of Facial and Skin Care Technology I .....	160	2	8	4
CSME 1445 Principles of Facial and Skin Care Technology II.....	160	2	8	4
HRPO 1191 Special Topics - Human Resources Management .....	32	1	1	1
<b>Total Hours.....</b>	<b>448</b>	<b>5</b>	<b>23</b>	<b>11</b>
<u>Second Semester:</u>				
CSME 2245 Preparation for TCC Examination .....	128	0	8	2
CSME 2343 Salon Development.....	96	2	4	3
CSME 2431 Principles of Facial and Skin Care Technology III.....	160	2	8	4
<b>Total Hours.....</b>	<b>384</b>	<b>4</b>	<b>20</b>	<b>9</b>
<b>Grand Total.....</b>	<b>832</b>	<b>9</b>	<b>43</b>	<b>20</b>

## Instrumentation Technology

The Texas Higher Education Coordinating Board authorizes Lamar State College-Port Arthur to award the Associate of Applied Science Degree in Instrumentation Technology.

Students who pursue this degree complete a program that begins with basic courses in Electronics and proceeds to a series of specialty courses in Instrumentation Technology. The degree is designed to prepare students who seek careers as instrument technicians in refineries, chemical and manufacturing plants, utility plants, etc.

## A.A.S. Instrumentation Technology

First Year

<u>First Semester:</u>	Contact:	Lec:	Lab:	Credit
CETT 1303 DC Circuits .....	64	2	2	3
CETT 1325 Digital Fundamentals.....	64	2	2	3
INTC 1401 Principles of Industrial Measurements.....	96	3	3	4
ITSC 1401 Introduction to Computers .....	80	3	2	4
+ENGL 1301 Composition.....	48	3	0	3
<b>Total Hours.....</b>	<b>352</b>	<b>13</b>	<b>9</b>	<b>17</b>
<u>Second Semester:</u>				
CETT 1305 AC Circuits.....	64	2	2	3
CETT 1349 Digital Systems.....	80	2	3	3
INTC 1341 Principles of Automatic Control.....	80	2	3	3
INTC 1455 Unit Operations.....	80	3	2	4
+MATH 1314 College Algebra <b>or</b> .....	48	3	0	3
MATH 1332 Contemporary Mathematics I .....				
<b>Total Hours.....</b>	<b>352</b>	<b>12</b>	<b>10</b>	<b>16</b>

Second Year

<u>Third Semester:</u>	Contact:	Lec:	Lab:	Credit
+Social/Behavioral Science Elective .....	48	3	0	3
INTC 1343 Applications of Industrial Automatic Control .....	80	2	3	3
INTC 1348 Analytical Instrumentation.....	80	2	3	3
INTC 1356 Instrumentation Calibration.....	80	2	3	3
+SPCH 1315 Public Speaking.....	48	3	0	3
HRPO 1311 Human Relations.....	48	3	0	3
<b>Total Hours.....</b>	<b>384</b>	<b>15</b>	<b>9</b>	<b>18</b>



**Fourth Semester:**

INTC 2336 Distributed Control & Programmable Logic.....	80	2	3	3
+Humanities/Fine Arts Elective.....	48	3	0	3
PHYS 1405 Conceptual Physics.....	96	3	3	4
ELMT 2433 Industrial Electronics .....	96	3	3	4
<b>Total Hours</b> .....	<b>320</b>	<b>11</b>	<b>9</b>	<b>14</b>
<b>Grand Total</b> .....	<b>1408</b>	<b>51</b>	<b>37</b>	<b>65</b>

## Instrumentation Level One Certificate

**First Year****First Semester:**

		Contact:	Lec:	Lab:	Credit
CETT 1303 DC Circuits .....	64	2	2	2	3
CETT 1325 Digital Fundamentals.....	64	2	2	2	3
HRPO 1191 Special Topics-Human Resources Management.....	32	1	1	1	1
INTC 1401 Principles of Industrial Measurements.....	96	3	3	3	4
ITSC 1401 Introduction to Computers .....	80	3	2	2	4
<b>Total Hours</b> .....	<b>336</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>15</b>

**Second Semester:**

CETT 1305 AC Circuits.....	64	2	2	2	3
CETT 1349 Digital Systems.....	80	2	3	3	3
INTC 1341 Principles of Automatic Control.....	80	2	3	3	3
INTC 1455 Unit Operations.....	80	3	2	2	4
PHYS 1405 Conceptual Physics .....	96	3	3	3	4
<b>Total Hours</b> .....	<b>400</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>17</b>
<b>Grand Total</b> .....	<b>736</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>32</b>

## Office Administration

The Office Administration Program incorporates the knowledge, skills and attitudes necessary to succeed in the business world. Topics cover 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 Office Administration program offers Associate of Applied Science degrees in Medical Office Administration and Administrative Assistant. Students also may earn a Certificate of Completion in Administrative Assistant, Medical Office Assistant and/or Receptionist. A wide variety of jobs are available to graduates, including human resource assistant, administrative assistant, information technology assistant, office coordinator and executive assistant. Specialties include medical office specialist. These jobs have been listed for the last several years as high-demand occupations for Southeast Texas. The general education core will transfer to a variety of colleges and universities.

## Administrative Assistant

The administrative assistant associate degree 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.

## A.A.S. in Administrative Assistant

**First Year****First Semester:**

		Contact:	Lec:	Lab:	Credit
ACNT 1303 Introduction to Accounting I .....	48	3	0	0	3
POFI 1349 Spreadsheets.....	64	3	1	1	3
POFT 1127 Introduction to Keyboarding.....	32	1	1	1	1
POFT 1309 Administrative Office Procedures I.....	48	3	0	0	3
POFT 1313 Professional Workforce Preparation .....	48	3	0	0	3
<b>Total Hours</b> .....	<b>240</b>	<b>13</b>	<b>2</b>	<b>2</b>	<b>13</b>

**Second Semester:**

ITSW 1301 Introduction to Word Processing .....	64	3	1	1	3
MDCA 1205 Medical Law & Ethics .....	32	2	0	0	2
POFI 2350 Databases .....	64	3	1	1	3
POFT 1321 Business Math.....	48	3	0	0	3
POFT 2301 Intermediate Keyboarding .....	64	3	1	1	3
POFT 2312 Business Correspondence & Communication.....	48	3	0	0	3
<b>Total Hours</b> .....	<b>320</b>	<b>17</b>	<b>3</b>	<b>3</b>	<b>17</b>

**Second Year**

<b>Third Semester:</b>	<b>Contact:</b>	<b>Lec:</b>	<b>Lab:</b>	<b>Credit</b>
+ENGL 1301 Composition.....	48	3	0	3
+MATH 1314 College Algebra or .....	48	3	0	3
MATH 1332 Contemporary Mathematics I				
+SPCH 1315 Public Speaking.....	48	3	0	3
ACNT 1311 Introduction to Computerized Accounting .....	48	3	0	3
LGLA 1307 Introduction to the Legal Professions.....	48	3	0	3
<b>Total Hours.....</b>	<b>240</b>	<b>15</b>	<b>0</b>	<b>15</b>
<b>Fourth Semester:</b>				
+BUSI 1301 Business Principles.....	48	3	0	3
+Humanities/Fine Arts Elective.....	48	3	0	3
POFT 2331 Administrative Systems.....	64	3	1	3
POFT 2386 Internship-Administrative Assistant or.....	160	0	0	3
HRPO 1311 Human Relations.....	48	3	0	3
+Social/Behavioral Science Elective .....	48	3	0	3
<b>Total Hours.....</b>	<b>256</b>	<b>12</b>	<b>1</b>	<b>15</b>
	<b>368</b>	<b>15</b>		
<b>Grand Total.....</b>	<b>1056</b>	<b>57</b>	<b>6</b>	<b>60</b>
	<b>1168</b>	<b>60</b>		

## Administrative Assistant Level 1 Certificate

**First Year**

<b>First Semester:</b>	<b>Contact:</b>	<b>Lec:</b>	<b>Lab:</b>	<b>Credit</b>
ACNT 1303 Introduction to Accounting I.....	48	3	0	3
HRPO 1191 Special Topics Human Resources Management.....	32	1	1	1
POFI 1349 Spreadsheets.....	64	3	1	3
POFT 1127 Introduction to Keyboarding.....	32	1	1	1
POFT 1309 Administrative Office Procedures I.....	48	3	0	3
POFT 1313 Professional Workforce Preparation .....	48	3	0	3
<b>Total Hours.....</b>	<b>272</b>	<b>14</b>	<b>3</b>	<b>14</b>
<b>Second Semester:</b>				
ITSW 1301 Introduction to Word Processing.....	64	3	1	3
MDCA 1205 Medical Law and Ethics .....	32	2	0	2
POFI 2350 Databases .....	64	3	1	3
POFT 1321 Business Math.....	48	3	0	3
POFT 2301 Intermediate Keyboarding .....	64	3	1	3
POFT 2312 Business Correspondence & Communication.....	48	3	0	3
<b>Total Hours.....</b>	<b>320</b>	<b>17</b>	<b>3</b>	<b>17</b>
<b>Grand Total.....</b>	<b>592</b>	<b>31</b>	<b>6</b>	<b>31</b>

## Receptionist Level 1 Certificate

**First Year**

<b>First Semester:</b>	<b>Contact:</b>	<b>Lec:</b>	<b>Lab:</b>	<b>Credit</b>
ACNT 1303 Introduction to Accounting .....	48	3	0	3
HRPO 1191 Special Topics Human Resources Management.....	32	1	1	1
MDCA 1205 Medical Law & Ethics .....	32	2	0	2
POFI 1349 Spreadsheets.....	64	3	1	3
POFT 1309 Administrative Office Procedures I.....	48	3	0	3
POFT 1313 Professional Workforce Preparation .....	48	3	0	3
POFT 1127 Introduction to Keyboarding.....	32	1	1	1
<b>Grand Total.....</b>	<b>304</b>	<b>16</b>	<b>3</b>	<b>16</b>

## Medical Office Administration

The Medical Office Administration program provides instruction in the use of electronic health records and practice management software as they relate 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.

### A.A.S. in Medical Office Administration

		<u>First Year</u>			
<u>First Semester:</u>		<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
ACNT 1303 Introduction to Accounting I .....	48	3	0	3	
HITT 1305 Medical Terminology I.....	48	3	0	3	
POFI 1349 Spreadsheets.....	64	3	1	3	
POFM 1302 Medical Software Applications.....	80	2	3	3	
POFT 1127 Introduction to Keyboarding.....	32	1	1	1	
POFT 1313 Professional Workforce Preparation .....	48	3	0	3	
<b>Total Hours</b> .....	<b>320</b>	<b>15</b>	<b>5</b>	<b>16</b>	
<u>Second Semester:</u>		<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
ITSW 1301 Introduction to Word Processing .....	64	3	1	3	
MDCA 1205 Medical Law and Ethics .....	32	2	0	2	
POFI 2350 Databases .....	64	3	1	3	
POFT 2301 Intermediate Keyboarding .....	64	3	1	3	
POFT 2312 Business Correspondence & Communication .....	48	3	0	3	
<b>Total Hours</b> .....	<b>272</b>	<b>14</b>	<b>3</b>	<b>14</b>	
		<u>Second Year</u>			
<u>Third Semester:</u>		<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
+ENGL 1301 Composition.....	48	3	0	3	
POFM 1300 Basic Medical Coding .....	48	3	0	3	
+MATH 1314 College Algebra or .....	48	3	0	3	
MATH 1332 Contemporary Mathematics I .....					
MDCA 1343 Medical Insurance.....	48	3	0	3	
+SPCH 1315 Public Speaking.....	48	3	0	3	
<b>Total Hours</b> .....	<b>240</b>	<b>15</b>	<b>0</b>	<b>15</b>	
<u>Fourth Semester:</u>		<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
+Humanities/Fine Arts Elective.....	48	3	0	3	
POFM 2333 Medical Document Production .....	64	3	1	3	
POFM 2386 Internship-Medical Administrative Assistant or.....	160	0	0	3	
HRPO 1311 Human Relations.....	48	3	0	3	
POFT 1321 Business Math.....	48	3	0	3	
+Social/Behavioral Science Elective .....	48	3	0	3	
<b>Total Hours</b> .....	<b>256</b>	<b>12</b>	<b>1</b>	<b>15</b>	
		<b>368</b>	<b>15</b>		
<b>Grand Total</b> .....	<b>1088</b>	<b>56</b>	<b>9</b>	<b>60</b>	
		<b>1200</b>	<b>59</b>		

## Medical Office Assistant Level 1 Certificate

		<u>First Year</u>			
<u>First Semester:</u>		<u>Contact:</u>	<u>Lec:</u>	<u>Lab:</u>	<u>Credit</u>
ACNT 1303 Introduction to Accounting I .....	48	3	0	3	
HITT 1305 Medical Terminology I.....	48	3	0	3	
HRPO 1191 Special Topics Human Resources Management.....	32	1	1	1	
POFI 1349 Spreadsheets.....	64	3	1	3	
POFM 1302 Medical Software Applications.....	80	2	3	3	
POFT 1313 Professional Workforce Preparation .....	48	3	0	3	
POFT 1127 Introduction to Keyboarding.....	32	1	1	1	
<b>Total Hours</b> .....	<b>352</b>	<b>16</b>	<b>6</b>	<b>17</b>	

**Second Semester:**

ITSW 1301 Introduction to Word Processing .....	64	3	1	3
MDCA 1205 Medical Law and Ethics .....	32	2	0	2
POFI 2350 Databases .....	64	3	1	3
POFT 2301 Intermediate Keyboarding .....	64	3	1	3
POFT 2312 Business Correspondence & Communication .....	48	3	0	3
<b>Total Hours</b> .....	<b>272</b>	<b>14</b>	<b>3</b>	<b>14</b>
<b>Grand Total</b> .....	<b>624</b>	<b>30</b>	<b>9</b>	<b>31</b>

## Medical Coding

The medical coding degree 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.

### A.A.S. in Medical Coding Specialist

**First Year****First Semester:**

		Contact:	Lec:	Lab:	Credit
+Social/Behavioral Science Elective .....	48	3	0	3	
HITT 1305 Medical Terminology I.....	48	3	0	3	
MDCA 1343 Medical Insurance.....	48	3	0	3	
POFM 1300 Basic Medical Coding .....	48	3	0	3	
POFM 1302 Medical Software Applications.....	80	2	3	3	
POFT 1127 Introduction to Keyboarding.....	32	1	1	1	
<b>Total Hours</b> .....	<b>304</b>	<b>15</b>	<b>4</b>	<b>16</b>	

**Second Semester:**

HITT 1301 Health Data Content and Structure .....	64	3	1	3
HITT 1303 Medical Terminology II.....	48	3	0	3
HITT 1313 Insurance Coding .....	64	3	1	3
MDCA 1205 Medical Law and Ethics .....	32	2	0	2
POFM 2310 Intermediate Medical Coding.....	48	3	0	3
<b>Total Hours</b> .....	<b>256</b>	<b>14</b>	<b>2</b>	<b>14</b>

**Second Year****Third Semester:**

		Contact:	Lec:	Lab:	Credit
+Humanities/Fine Arts Elective.....	48	3	0	3	
+MATH 1314 College Algebra or .....	48	3	0	3	
MATH 1332 Contemporary Mathematics I					
HITT 2435 Coding & Reimbursement Methodologies .....	80	3	2	4	
HITT 2346 Advance Medical Coding.....	64	3	1	3	
POFT 1313 Professional Workforce Preparation .....	48	3	0	3	
<b>Total Hours</b> .....	<b>288</b>	<b>15</b>	<b>3</b>	<b>16</b>	

**Fourth Semester:**

+ENGL 1301 Composition .....	48	3	0	3
+SPCH 1315 Public Speaking.....	48	3	0	3
HITT 2245 Coding Certification Exam Review .....	32	2	0	2
POFI 2350 Databases .....	64	3	1	3
POFM 2333 Medical Document Production .....	64	3	1	3
<b>Total Hours</b> .....	<b>256</b>	<b>14</b>	<b>2</b>	<b>14</b>
<b>Grand Total</b> .....	<b>1104</b>	<b>58</b>	<b>11</b>	<b>60</b>

### Medical Coding Specialist Level 1 Certificate

**First Year****First Semester:**

		Contact:	Lec:	Lab:	Credit
HITT 1305 Medical Terminology I.....	48	3	0	3	
MDCA 1343 Medical Insurance.....	48	3	0	3	
POFM 1300 Basic Medical Coding .....	48	3	0	3	
POFM 1302 Medical Software Applications.....	80	2	3	3	
POFT 1127 Introduction to Keyboarding .....	32	1	1	1	
POFT 1313 Professional Workforce Preparation .....	48	3	0	3	
<b>Total Hours</b> .....	<b>304</b>	<b>15</b>	<b>4</b>	<b>16</b>	

**Second Semester:**

HITT 1301 Health Data Content and Structure .....	64	3	1	3
HITT 1303 Medical Terminology II .....	48	3	0	3
HITT 1313 Insurance Coding .....	64	3	1	3
HRPO 1191 Special Topics – Human Resources Management.....	32	1	1	1
MDCA 1205 Medical Law and Ethics .....	32	2	0	2
POFM 2310 Intermediate Medical Coding.....	48	3	0	3
<b>Total Hours</b> .....	<b>288</b>	<b>15</b>	<b>3</b>	<b>15</b>
<b>Grand Total</b> .....	<b>592</b>	<b>30</b>	<b>7</b>	<b>31</b>

## Paralegal

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.

## A.A.S. in Paralegal

**First Year****First Semester:**

		Contact:	Lec:	Lab:	Credit
+ENGL 1301 Composition .....	48	3	0	3	3
+MATH 1314 College Algebra or .....	48	3	0	3	3
MATH 1332 Contemporary Mathematics					
BUSG 2305 Business Law/Contracts.....	48	3	0	3	3
HRPO 1311 Human Relations .....	48	3	0	3	3
ITSC 1401 Introduction to Computers .....	80	3	2	4	4
LGLA 1307 Introduction to Law and the Legal Professions .....	48	3	0	3	3
<b>Total Hours</b> .....	<b>320</b>	<b>18</b>	<b>2</b>	<b>19</b>	<b>19</b>

**Second Semester:**

+Humanities Elective .....	48	3	0	3	3
ITSW 1301 Introduction to Word Processing .....	64	3	1	3	3
LGLA 1345 Civil Litigation.....	48	3	0	3	3
LGLA 1355 Family Law .....	48	3	0	3	3
POFT 2312 Business Correspondence & Communication.....	48	3	0	3	3
<b>Total Hours</b> .....	<b>256</b>	<b>15</b>	<b>1</b>	<b>15</b>	<b>15</b>

**Second Year****Third Semester:**

		Contact:	Lec:	Lab:	Credit
ACCT 2301 Principles of Accounting I.....	48	3	0	3	3
LGLA 1401 Legal Research and Writing .....	80	3	2	4	4
LGLA 2303 Torts and Personal Injury Law .....	48	3	0	3	3
LGLA 2313 Criminal Law and Procedure .....	48	3	0	3	3
+Academic Elective (excluding Accounting, Art, Drama, Music, and Physical Education).....	48	3	0	3	3
<b>Total Hours</b> .....	<b>272</b>	<b>15</b>	<b>2</b>	<b>16</b>	<b>16</b>

**Fourth Semester:**

+Social/Behavioral Science Elective .....	48	3	0	3	3
+SPCH 1315 Public Speaking.....	48	3	0	3	3
LGLA 2305 Interviewing and Investigating.....	48	3	0	3	3
LGLA 2388 Paralegal/Legal Assistant Internship .....	160	0	0	3	3
LGLA 2433 Advanced Legal Document Preparation .....	80	3	2	4	4
<b>Total Hours</b> .....	<b>384</b>	<b>12</b>	<b>2</b>	<b>16</b>	<b>16</b>
<b>Grand Total</b> .....	<b>1232</b>	<b>60</b>	<b>7</b>	<b>66</b>	<b>66</b>

## Process Technology

The Process Technology degree program offers core courses related to Process Operations that will prepare students to become process technicians 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.

### A.A.S in Process Technology

		<u>First Year</u>			
<u>First Semester:</u>		Contact:	Lec:	Lab:	Credit
+MATH 1314 College Algebra or .....	48	3	0	3	
MATH 1332 Contemporary Mathematics I					
PTAC 1302 Introduction to Process Technology.....	64	2	2	3	
PTAC 1408 Safety, Health, & Environment I.....	64	4	0	4	
PTAC 1432 Process Instrumentation I.....	80	3	2	4	
<b>Total Hours</b> .....	<b>256</b>	<b>12</b>	<b>4</b>	<b>14</b>	
<u>Second Semester:</u>					
PTAC 1410 Process Technology I-Equipment.....	80	3	2	4	
PHYS 1405 Elementary Physics I or.....	96	3	3	4	
SCIT 1418 Applied Physics					
+ENGL 1301 English Composition.....	48	3	0	3	
ITSC 1401 Introduction to Computers .....	80	3	2	4	
<b>Total Hours</b> .....	<b>304</b>	<b>12</b>	<b>7</b>	<b>15</b>	
		<u>Second Year</u>			
<u>Third Semester:</u>		Contact:	Lec:	Lab:	Credit
+CHEM 1405 Introductory Chemistry I or.....	80	3	2	4	
SCIT 1414 Applied General Chemistry I.....	96	3	3	4	
+Humanities/Fine Arts Elective.....	48	3	0	3	
PTAC 2314 Principles of Quality .....	48	3	0	3	
PTAC 2420 Process Technology II – Systems.....	80	3	2	4	
+Social/Behavioral Elective.....	48	3	0	3	
<b>Total Hours</b> .....	<b>304-320</b>	<b>15</b>	<b>4-5</b>	<b>17</b>	
<u>Fourth Semester:</u>					
HRPO 1311 Human Relations.....	48	3	0	3	
+Speech Elective .....	48	3	0	3	
PTAC 2438 Process Technology III – Operations.....	80	3	2	4	
PTAC 2446 Process Troubleshooting.....	80	3	2	4	
<b>Total Hours</b> .....	<b>256</b>	<b>12</b>	<b>4</b>	<b>14</b>	
<b>Grand Total</b> .....	<b>1120-</b>	<b>51</b>	<b>19-</b>	<b>60</b>	
		<b>1136</b>	<b>20</b>		

### Process Technology Level 1 Certificate

		<u>First Year</u>			
<u>First Semester:</u>		Contact:	Lec:	Lab:	Credit
+MATH 1314 College Algebra or .....	48	3	0	3	
MATH 1332 Contemporary Mathematics I					
PTAC 1302 Introduction to Process Technology.....	64	2	2	3	
PTAC 1408 Safety, Health, & Environment I.....	64	4	0	4	
PTAC 1432 Process Instrumentation I.....	80	3	2	4	
<b>Total Hours</b> .....	<b>256</b>	<b>12</b>	<b>4</b>	<b>14</b>	
<u>Second Semester:</u>					
PTAC 1410 Process Technology I-Equipment.....	80	3	2	4	
PHYS 1405 Elementary Physics I or.....	96	3	3	4	
SCIT 1418 Applied Physics					
ITSC 1401 Introduction to Computers .....	80	3	2	4	
+ENGL 1301 Composition.....	48	3	0	3	
<b>Total Hours</b> .....	<b>304</b>	<b>12</b>	<b>7</b>	<b>15</b>	
<u>Summer Semester:</u>					
+SPCH 1315 Public Speaking.....	48	3	0	3	

+Humanities/Fine Arts Elective.....	48	3	0	3
+Social/Behavioral Science Elective .....	48	3	0	3
<b>Total Hours</b> .....	<b>144</b>	<b>9</b>	<b>0</b>	<b>9</b>
<b>Grand Total</b> .....	<b>704</b>	<b>33</b>	<b>11</b>	<b>38</b>

### Computer-Aided Drafting Level 1 Certificate

<b><u>First Semester:</u></b>	<b>Contact:Credit</b>
DFTG 1409 Basic Computer-Aided Drafting .....	128 4
<b><u>Second Semester:</u></b>	<b>Contact:Credit</b>
DFTG 2419 Intermediate Computer-Aided Drafting.....	128 4
<b><u>Third Semester:</u></b>	<b>Contact:Credit</b>
DFTG 1417 Architectural Drafting—Residential.....	128 4
<b><u>Fourth Semester:</u></b>	<b>Contact:Credit</b>
DFTG 2423 Pipe Drafting.....	128 4
ARCE 1452 Structural Drafting.....	<u>128 4</u>
<b>Total Hours:</b> .....	<b>640 20</b>

### Welding Level 1 Certificate

<b><u>First Semester:</u></b>	<b>Contact:Credit</b>
WLDG 1421 Welding Fundamentals .....	128 4
<b><u>Second Semester:</u></b>	<b>Contact:Credit</b>
WLDG 1428 Introduction to Shielded Metal Arc Welding.....	128 4
<b><u>Third Semester:</u></b>	<b>Contact:Credit</b>
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW).....	128 4
<b><u>Fourth Semester:</u></b>	<b>Contact:Credit</b>
WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW) .....	128 4
WLDG 1435 Introduction to Pipe Welding .....	<u>128 4</u>
<b>Total Hours:</b> .....	<b>640 20</b>

## Business & Technical Courses

Many technology courses have new numbers and, in some cases, were reconfigured to match the Texas Workforce Education Course Manual (WECM) rubric designations.

To match old course numbers and names with the new designations, see the table at the end of this section. Courses not listed in the crosswalk generally are either new to the program or have not changed.

Accounting/Accounting Technology courses (ACNT):

	<b>Credit:Lec:Lab:Contact</b>
<b>1303 Introduction to Accounting I</b> .....	<b>3:3:0:48</b>
Study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the accounting cycle and preparing financial statements, bank reconciliations and payroll.	
<b>1205 Forensic Accounting</b> .....	<b>2:2:0:32</b>
Accounting fraud and examination designed to provide a basic understanding of the impact that fraud has on an organization.	
<b>1311 Introduction to Computerized Accounting</b> .....	<b>3:3:0:48</b>
Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.	
<b>1331 Federal Income Tax: Individual</b> .....	<b>3:3:0:48</b>
A study of the federal tax law for preparation of individual income tax returns.	
<b>1347 Federal Income Tax for Partnerships and Corporations</b> .....	<b>3:3:0:48</b>
A study of federal tax laws for preparation of partnership and corporate returns.	
<b>2386 Internship Accounting Technology/Technician and Bookkeeping</b> .....	<b>3:0:0:160</b>
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.	
<i>Prerequisites: Must have completed 45 hours toward the accounting degree and have an overall 2.0 GPA</i>	

Architectural Technology/Technician (ARCE):

	<b>Credit:Lec:Lab:Contact</b>
<b>1435 Structural Drafting</b> .....	<b>4:128</b>
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.	

Art: Commercial/Graphic Design (ARTC):

	<b>Credit:Lec:Lab:Contact</b>
<b>1302 Digital Imaging I</b> .....	<b>3:3:0:48</b>
Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.	
<i>Prerequisite: IMED 1301 with a grade of "C" or better, or consent of instructor.</i>	
<b>1313 Digital Publishing I</b> .....	<b>3:3:0:48</b>
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.	
<i>Prerequisite: ITSC 1401 with a grade of "C" or better, or consent of instructor.</i>	
<b>2288 Internship-Commercial and Advertising Art</b> .....	<b>2:0:0:128</b>
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.	
<i>Prerequisite: Must be taken in last semester.</i>	
<b>2305 Digital Imaging II</b> .....	<b>3:3:0:48</b>
Principles of digital image processing and digital painting. Emphasis on bitmapped or raster-based imaging and the creative aspects of electronic illustration for commercial or fine art applications.	
<i>Prerequisite: Digital Imaging I</i>	
<b>2311 History of Communication Graphics</b> .....	<b>3:3:0:48</b>
Survey of the evolution of graphic arts in relation to the history of art. Includes formal, stylistic, social, political, economic, and historical aspects. Emphasis on art movements, schools of thought, individuals, and technology as they interrelate with graphic arts.	



<b>2313 Digital Publishing II</b> .....	<b>3:3:0:48</b>
Includes layout procedures from thumbnails and roughs to final comprehensive and print output. Emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects.	
<i>Prerequisite: Digital Publishing I</i>	
<b>2317 Typographic Design</b> .....	<b>3:3:0:48</b>
Exploration of typographic design including computer generated letterforms as elements of design. Includes theory and techniques of traditional, contemporary, and experimental typography.	
<b>2335 Portfolio Development for Graphic Design</b> .....	<b>3:3:0:48</b>
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.	
<i>Prerequisite: Must be taken in last semester.</i>	

#### Automotive Technology courses (AUMT):

	<b>Credit:Lec:Lab:Contact</b>
<b>1305 Introduction to Automotive Technology</b> .....	<b>3:3:1:64</b>
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle sub-systems, service publications, fasteners, professional responsibilities and basic automotive maintenance. May be taught manufacturer-specific.	
<b>1307 Automotive Electrical Systems</b> .....	<b>3:2:4:96</b>
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. Maybe taught manufacturer-specific.	
<b>1310 Automotive Brake Systems</b> .....	<b>3:2:4:96</b>
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis and repair of power, manual, anti-lock brake systems and parking brakes. May be taught manufacturer-specific.	
<b>1316 Automotive Suspension &amp; Steering Systems</b> .....	<b>3:2:4:96</b>
Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures, and tire and wheel service. Maybe taught manufacturer-specific.	
<i>Prerequisite: AUMT 1305.</i>	
<b>1319 Automotive Engine Repair</b> .....	<b>3:2:3:80</b>
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair and reassembly of the engine. May be taught manufacturer-specific.	
<i>Prerequisite: AUMT 1305.</i>	
<b>1345 Automotive Climate Control Systems</b> .....	<b>3:2:4:96</b>
Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer-specific.	
<i>Prerequisites AUMT 1305, AUMT 1307 taken concurrently or prior to this course.</i>	
<b>2317 Automotive Engine Performance Analysis I</b> .....	<b>3:2:3:80</b>
Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer-specific.	
<i>Prerequisite: AUMT 1305 and AUMT 1307.</i>	
<b>2328 Automotive Service (Capstone)</b> .....	<b>3:0:5:80</b>
Mastery of automotive service including competencies covered in related courses. May be taught manufacturer specific.	

#### Business (general) courses (BUSG):

	<b>Credit:Lec:Lab:Contact</b>
<b>BUSG 2305 Business Law/Contracts</b> .....	<b>3:3:0:48</b>
Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.	
<i>Prerequisite: LGLA 1307 taken concurrently or prior to this course.</i>	

#### Electrical, Electronic & Communication Engineering Technology courses (CETT):

	<b>Credit:Lec:Lab:Contact</b>
<b>1303 DC Circuits</b> .....	<b>3:2:2:64</b>
A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques.	

<b>1305 AC Circuits</b> .....	<b>3:2:2:64</b>
A study of the fundamentals of alternating current, including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers and resonance.	
<i>Prerequisite: CETT 1303.</i>	
<b>1325 Digital Fundamentals</b> .....	<b>3:2:2:64</b>
An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.	
<b>1349 Digital Systems</b> .....	<b>3:2:3:80</b>
A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems.	
<i>Prerequisite: CETT 1303 and CETT 1325.</i>	
<i>Co-requisite: CETT 1305.</i>	

## Cosmetology courses (CSME):

	<b>Credit:Lec:Lab:Contact</b>
<b>1248 Principles of Skin Care</b> .....	<b>2:0:6:96</b>
An introduction to the theory and practice of skin care.	
<b>1310 Introduction to Hair Cutting and Related Theory</b> .....	<b>3:1:7:128</b>
Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques	
<b>1401 Orientation to Cosmetology</b> .....	<b>4:2:6:128</b>
An overview of the skills and knowledge necessary for the field of cosmetology.	
<b>1410 Introduction to Hair Cutting and Related Theory</b> .....	<b>4:2:8:160</b>
Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.	
<b>1421 Principles of Facial &amp; Skin Care Technology I</b> .....	<b>4:2:8:160</b>
An introduction to the principles of facial and esthetic technology. Topics include anatomy, physiology, theory and related skills of facial and esthetic technology.	
<b>1445 Principles of Facial &amp; Skin Care Technology II</b> .....	<b>4:2:8:160</b>
Advanced concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory and related skills of facial and esthetic technology.	
<b>1447 Principles of Skin Care/Facials and Related Theory</b> .....	<b>4:2:8:160</b>
In-depth coverage of the theory and practice of skin care, facials and cosmetics.	
<b>1451 Artistry of Hair, Theory and Practice</b> .....	<b>4:2:8:160</b>
Instruction in the artistry of hair design. Topics include theory, techniques and application of hair design.	
<b>1453 Chemical Reformation and Related Theory</b> .....	<b>4:2:8:160</b>
Presentation of the theory and practice of chemical reformation, Topics include terminology, application and workplace competencies related to chemical reformation.	
<b>1501 Orientation to Cosmetology</b> .....	<b>5:3:8:176</b>
An overview of the skills and knowledge necessary for the field of cosmetology.	
<b>1534 Cosmetology Instructor I</b> .....	<b>5:3:6:144</b>
The fundamentals of instruction of cosmetology students.	
<b>1535 Orientation to the Instruction of Cosmetology</b> .....	<b>5:4:2:96</b>
An overview of skills and knowledge necessary for instruction of cosmetology students.	
<b>1547 Principles of Skin Care/Facials and Related Theory</b> .....	<b>5:3:8:176</b>
In-depth coverage of the theory and practice of skin care, facials and cosmetics.	
<b>1553 Chemical Reformation and Related Theory</b> .....	<b>5:3:8:176</b>
Presentation of the theory and practice of chemical reformation, Topics include terminology, application and workplace competencies related to chemical reformation.	
<b>2202 Introduction to Application of Hair Color</b> .....	<b>2:0:6:96</b>
Introduction to basic hair color applications including safety and sanitation procedures.	
<b>2245 Preparation for the State Licensing Practical Examination</b> .....	<b>2:0:8:128</b>
An overview of the objectives required by the state examination.	
<b>2337 Advanced Cosmetology Techniques</b> .....	<b>3:1:7:128</b>
Mastery of advanced cosmetology techniques, including hair designs, professional cosmetology services, and workplace competencies.	
<b>2343 Salon Development</b> .....	<b>3:2:4:96</b>
Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation and record keeping.	

<b>2401 Principles of Hair Coloring and Related Theory</b> .....	<b>4:2:8:160</b>
Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application and workplace competencies related to hair color.	
<b>2410 Advanced Hair Cutting and Related Theory</b> .....	<b>4:2:8:160</b>
Advanced concepts and practice of haircutting. Topic include haircuts utilizing scissors, razors and/or clippers.	
<b>2431 Principles of Facials &amp; Skin Care Technology III</b> .....	<b>4:2:8:160</b>
Advanced concepts and principles of skin care and other related technologies.	
<b>2441 Preparation of State Licensing Examination</b> .....	<b>4:2:8:160</b>
A course designed to help students prepare to take the State of Texas examination required for licensure.	
<b>2445 Instructional Theory and Clinic Operation</b> .....	<b>4:2:6:128</b>
An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.	
<b>2501 Principles of Hair Coloring and Related Theory</b> .....	<b>5:3:8:176</b>
Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application and workplace competencies related to hair color.	
<b>2514 Cosmetology Instructor II</b> .....	<b>5:3:5:128</b>
Continuation of the fundamentals of instruction of cosmetology students.	
<b>2515 Cosmetology Instructor III</b> .....	<b>5:3:5:128</b>
Presentation of lesson plan assignments and evaluation techniques.	
<b>2544 Cosmetology Instructor IV</b> .....	<b>5:3:4:112</b>
Advanced concepts of cosmetology program instruction. Topics include demonstration and implementation of advanced evaluation and assessment techniques.	

## CAD/CADD Drafting (DFTG):

	<b>Credit:Lec:Lab:Contact</b>
<b>1409 Basic Computer-Aided Drafting</b> .....	<b>4:128</b>
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.	
<b>2419 Intermediate Computer-Aided Drafting</b> .....	<b>4:128</b>
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.	
<b>1417 Architectural Drafting-Residential</b> .....	<b>4:128</b>
Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods.	
<b>2423 Pipe Drafting</b> .....	<b>4:128</b>
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.	

## Electromechanical Technology courses (ELMT):

	<b>Credit:Lec:Lab:Contact</b>
<b>2433 Industrial Electronics (Capstone)</b> .....	<b>4:3:3:96</b>
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. Study of AC and DC motors: the devices, circuits and systems primarily used to stop, start, and change the speed of electric motors. Discusses the calculating of power requirements of these circuits. Includes the delivery of power to industrial sites and the transforming and distributing of this power within the industrial facility. Includes safety considerations with handling, testing and working with high voltage electrical power. <i>Prerequisite: CETT 1303, CETT 1305, CETT 1325, and CETT 1349</i>	

## Computer Game Design courses (GAME):

	<b>Credit:Lec:Lab:Contact</b>
<b>1303 Introduction to Game Design &amp; Development</b> .....	<b>3:3:1:64</b>
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.	

- 1304 Level Design I** ..... 3:3:1:64  
 Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles.  
*Prerequisite: GAME 1303, GAME 1336, ITSC 1401 with a grade of "C" or better, or consent of instructor.*
- 1336 Introduction to 3D Game Modeling** ..... 3:3:0:48  
 Architectural spaces and modeling in a real-time game editor. Includes techniques for building, texturing, and lighting a game level to function in realtime; and develop architectural objects.  
*Prerequisite: GAME 1303, ITSC 1401 with a grade of "C" or better, or consent of instructor*

Health Information/Medical Records courses (HITT):

- |  | <b>Credit:Lec:Lab:Contact</b> |
|--|-------------------------------|
| <b>1301 Health Data Content and Structure</b> .....  | <b>3:3:1:64</b>               |
| 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. |                               |
| <b>1303 Medical Terminology II</b> .....   | <b>3:3:0:48</b>               |
| A continuation of the study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.<br><i>Prerequisite: HITT 1305</i>  |                               |
| <b>1305 Medical Terminology I</b> .....  | <b>3:3:0:48</b>               |
| Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.<br><i>NOTE: Student must complete course with grade of "C" or better.</i>                                    |                               |
| <b>1313 Insurance Coding</b> .....   | <b>3:3:1:64</b>               |
| An overview of skills and knowledge in ICD and CPT coding of insurance forms for reimbursement of medical services.  |                               |
| <b>2245 Coding Certification Exam Review (Capstone)</b> .....  | <b>2:2:1:48</b>               |
| Review of coding competencies and skills in preparation for a coding certification exam.<br><i>Prerequisite: HITT 2346</i>   |                               |
| <b>2435 Coding and Reimbursement Methodologies</b> .....   | <b>4:3:2:80</b>               |
| Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.<br><i>Prerequisite: HITT 1313</i>  |                               |
| <b>2346 Advanced Medical Coding</b> .....  | <b>3:3:1:64</b>               |
| 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.<br><i>Prerequisite: POFM 1300 and POFM 2310</i>  |                               |

Human Resources Personnel courses (HRPO):

- |   | <b>Credit:Lec:Lab:Contact</b> |
|---|-------------------------------|
| <b>1191 Special Topics in Human Resource Management</b> .....   | <b>1:1:1:32</b>               |
| Addresses recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to students' professional development. Course can be repeated to improve student proficiency. |                               |
| <b>1311 Human Relations</b> .....   | <b>3:3:0:48</b>               |
| Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.  |                               |

Information Multimedia courses (IMED):

- |   | <b>Credit:Lec:Lab:Contact</b> |
|---|-------------------------------|
| <b>1301 Introduction to Digital Media</b> .....   | <b>3:3:1:64</b>               |
| A survey of the theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing digital media presentations. |                               |
| <b>1316 Web Design I</b> .....  | <b>3:3:1:64</b>               |
| Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.   |                               |

## Instrumentation Technology courses (INTC):

	<b>Credit:Lec:Lab:Contact</b>
<b>1341 Principles of Automatic Control</b> .....	<b>3:2:3:80</b>
Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations. <i>Prerequisite: INTC 1401.</i>	
<b>1343 Application of Industrial Automatic Control</b> .....	<b>3:2:3:80</b>
Automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument diagrams. Includes loop connection and troubleshooting. <i>Prerequisites: CETT 1303 taken concurrently or prior to this course.</i>	
<b>1348 Analytical Instrumentation</b> .....	<b>3:2:3:80</b>
Analytical instruments emphasizing utilization in process applications. Includes, but not limited to, chromatography, pH, conductivity, and spectrophotometric instruments. <i>Prerequisites: CETT 1303 taken concurrently or prior to this course</i>	
<b>1356 Instrumentation Calibration</b> .....	<b>3:2:3:80</b>
Techniques for configuring and calibrating transmitters, controllers, recorders, valves and valve positioners. <i>Prerequisites: CETT 1303 taken concurrently or prior to this course.</i>	
<b>1401 Principles of Industrial Measurements I</b> .....	<b>4:3:3:96</b>
Principles of measurement. Includes operation of devices used to measure process variables and basic control functions.	
<b>1455 Unit Operations</b> .....	<b>4:3:2:80</b>
Automatic control requirements of industrial processes. Includes control systems, control loop tuning and analysis.	
<b>2336 Distributed Control and Programmable Logic</b> .....	<b>3:2:3:80</b>
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. <i>Prerequisites: CETT 1303 and 1325; CETT 1305 and 1349 taken concurrently or prior to this course.</i>	

## Information Technology Network courses (ITNW):

	<b>Credit:Lec:Lab:Contact</b>
<b>1325 Fundamentals of Networking Technologies</b> .....	<b>3:3:1:64</b>
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.	
<b>1337 Introduction to the Internet</b> .....	<b>3:3:0:48</b>
Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer and publish information. Survey of emerging technologies on the Internet.	

## Computer &amp; Information Sciences, General Courses (ITSC):

	<b>Credit:Lec:Lab:Contact</b>
<b>1305 Introduction to PC Operating Systems</b> .....	<b>3:3:0:48</b>
Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. <i>Prerequisite: ITSC 1401 with a grade of "C" or better, or consent of instructor.</i>	
<b>1309 Integrated Software Applications I</b> .....	<b>3:3:1:64</b>
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.	
<b>1325 Personal Computer Hardware</b> .....	<b>3:3:0:48</b>
Current personal computer hardware including assembly, upgrading, setup, configuration and troubleshooting.	
<b>1401 Introduction to Computers</b> .....	<b>4:3:2:80</b>
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources.	
<b>2321 Integrated Software Applications II</b> .....	<b>3:3:0:48</b>
Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation software.	

## Information Technology Programming courses (ITSE):

	<b>Credit:Lec:Lab:Contact</b>
<b>1359 Introduction to Scripting Languages</b> .....	<b>3:3:1:64</b>
Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis.	
<b>2321 Objected-Oriented Programming</b> .....	<b>3:3:1:64</b>
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.	
<i>Prerequisite: ITSC 1401, ITSE 1359 with a grade of "C" or better, or consent of instructor.</i>	
<b>2357 Advanced Object-Oriented Programming</b> .....	<b>3:3:1:64</b>
Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, polymorphism, and exception handling.	
<i>Prerequisite: ITSE 2321 with a grade of "C" or better.</i>	
<b>2359 Advanced Computer Programing (Capstone)</b> .....	<b>3:2:3:80</b>
Advanced programming techniques including file access methods, data structures, modular programming, program testing and documentation.	
<i>Prerequisite: Must be taken in the last spring semester prior to graduation with instructor approval.</i>	

## Information Technology Systems courses (ITSW):

	<b>Credit:Lec:Lab:Contact</b>
<b>1301 Introduction to Word Processing</b> .....	<b>3:3:1:64</b>
An overview of the production of documents, tables and graphics.	
<i>Prerequisite: Keyboarding skills or consent of instructor</i>	
<b>1307 Introduction to Database</b> .....	<b>3:3:1:64</b>
Introduction to database theory and the practical applications of a database.	
<i>Prerequisite: ITSC 1401 with a grade of "C" or better, or consent of instructor.</i>	
<b>2337 Advanced Database</b> .....	<b>3:3:1:64</b>
Advanced concepts of database design and functionality.	
<i>Prerequisite: ITSE 1359, ITSW 1307 with a grade of "C" or better, or consent of instructor</i>	

## Paralegal courses (LGLA):

	<b>Credit:Lec:Lab:Contact</b>
<b>1307 Introduction to Law and the Legal Professions</b> .....	<b>3:3:0:48</b>
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.	
<b>1345 Civil Litigation</b> .....	<b>3:3:0:48</b>
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.	
<i>Prerequisite: LGLA 1307 taken concurrently or prior to this course.</i>	
<b>1355 Family Law</b> .....	<b>3:3:0:48</b>
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.	
<i>Prerequisite: LGLA 1307 taken concurrently or prior to this course.</i>	
<b>1401 Legal Research and Writing</b> .....	<b>4:3:2:80</b>
Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.	
<i>Prerequisites: LGLA 1307 taken concurrently or prior to this course.</i>	
<b>2303 Torts and Personal Injury Law</b> .....	<b>3:3:0:48</b>
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.	
<i>Prerequisite: LGLA 1307 taken concurrently or prior to this course.</i>	
<b>2305 Interviewing and Investigating</b> .....	<b>3:3:0:48</b>
A study of techniques used to locate, gather, document, and manage information with emphasis on developing interview and investigative skills and the paralegal's role in interviewing and investigating legal matters.	
<i>Prerequisite: LGLA 1307 taken concurrently or prior to this course.</i>	
<b>2313 Criminal Law and Procedure</b> .....	<b>3:3:0:48</b>
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.	
<i>Prerequisite: LGLA 1307 taken concurrently or prior to this course.</i>	

**2388 Paralegal Internship** ..... 3:0:0:160  
 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: Successful completion of 50 semester hours towards a Paralegal degree, including 18 hours of LGLA courses.*

**2433 Advanced Legal Document Preparation** ..... 4:3:2:80  
 Use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.  
*Prerequisite: ENGL 1301 and successful completion of 12 semester hours of LGLA courses.*

#### Medical Assistant courses (MDCA):

	Credit:Lec:Lab:Contact
<b>1205 Medical Law and Ethics</b> .....	2:2:0:32
Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings.	
<b>1343 Medical Insurance</b> .....	3:3:0:48
Emphasizes medical office coding procedures for payment and reimbursement by patient or third party payers for ambulatory care settings.	

#### Photography – Commercial (PHTC)

	Credit:Lec:Lab:Contact
<b>1311 Fundamentals of Photography</b> .....	3:3:0:48
An introduction to camera operation and image production, composition, flash usage, and use of exposure meters and filters. <i>Prerequisite: IMED 1301 with a grade of “C” or better, or consent of instructor.</i>	

#### Professional Office Information courses (POFI):

	Credit:Lec:Lab:Contact
<b>1349 Spreadsheets</b> .....	3:3:1:64
Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency. <i>Prerequisite: Keyboarding skills.</i>	
<b>2350 Databases</b> .....	3:3:1:64
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. <i>Prerequisite: Keyboarding skills.</i>	

#### Professional Office Medical courses (POFM):

	Credit:Lec:Lab:Contact
<b>1300 Basic Medical Coding</b> .....	3:3:0:48
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.	
<b>1302 Medical Software Applications</b> .....	3:2:3:80
Medical software applications for the management and operation of healthcare information systems.	
<b>2310 Intermediate Medical Coding</b> .....	3:3:0:48
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. <i>Prerequisite: BIOL 2401 Anatomy &amp; Physiology</i>	
<b>2333 Medical Document Production</b> .....	3:3:1:64
Create, format and produce publishable medical documents. <i>Prerequisites: POFM 1300, POFM 1302 and MDCA 1343.</i>	
<b>2386 Internship – Medical Administrative/Executive Assistant/ and Medical Secretary</b> .....	3:0:0:160
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. <i>Prerequisite: successful completion of 45 semester hours towards a Medical Office Administration degree and a minimum overall GPA of 2.0</i>	

## Professional Office Technology courses (POFT):

	Credit:Lec:Lab:Contact
<b>1127 Introduction to Keyboarding</b> .....	1:1:1:32
Skill development in keyboarding techniques. Emphasis on the development of speed and accuracy	
<b>1309 Administrative Office Procedures I</b> .....	3:3:0:48
Study of current office procedures, duties and responsibilities applicable in an office environment.	
<i>Prerequisite: Keyboarding skills.</i>	
<b>1313 Professional Workforce Preparation</b> .....	3:3:0:48
Preparation for career success including ethics, interpersonal relations, professional attire and advancement.	
<b>1321 Business Math</b> .....	3:3:0:48
Fundamentals of business mathematics including analytical and critical thinking skills.	
<b>2301 Intermediate Keyboarding</b> .....	3:3:1:64
A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents	
<i>Prerequisite: POFT 1127 with a grade of "C", or better or consent of instructor.</i>	
<b>2312 Business Correspondence &amp; Communication</b> .....	3:3:0:48
Development of writing and presentation skills to produce effective business communications.	
<b>2331 Administrative Systems</b> .....	3:3:1:64
Advanced concepts of project management and office procedures integrating software applications.	
<i>Prerequisites: POFT 2301, POFT 1309, POFI 2350 and POFI 1349</i>	
<b>2386 Internship Administrative Assistant/Secretarial Science, General</b> .....	3:0:0:160
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.	
<i>Prerequisites: successful completion of 45 semester hours toward an Office Administration degree and minimum overall GPA of 2.0</i>	

## Process Technology courses (PTAC):

	Credit:Lec:Lab:Contact
<b>1302 Introduction to Process Technology</b> .....	3:2:2:64
An introduction overview of the various processing industries.	
<b>1408 Safety, Health and Environment I</b> .....	4:4:0:64
An overview of safety, health, and environmental issues in the performance of all job tasks.	
<b>1410 Process Technology I - Equipment</b> .....	4:3:2:80
Introduction to the use of common processing equipment.	
<b>1432 Process Instrumentation I</b> .....	4:3:2:80
Study of the instruments and control systems used in the process industry, including terminology, process variables, symbology, control loops and basic troubleshooting.	
<i>Prerequisite: PTAC 1302 or concurrent enrollment.</i>	
<b>2314 Principles of Quality</b> .....	3:3:0:48
Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvement.	
<i>Prerequisite: PTAC 1302</i>	
<b>2420 Process Technology II – Systems</b> .....	4:3:2:80
A study of the various process systems, including related scientific principles.	
<i>Prerequisites: PTAC 1410 and PTAC 1432.</i>	
<b>2438 Process Technology III – Operations</b> .....	4:3:2:80
This course emphasizes activities associated with the hands-on operation of process equipment.	
<i>Prerequisite: PTAC 2420</i>	
<b>2446 Process Troubleshooting</b> .....	4:3:2:80
Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems.	
<i>Prerequisites: PTAC 2420; PTAC 2436 (or may be taken concurrently)</i>	



## Science courses (SCIT):

	<b>Credit:Lec:Lab:Contact</b>
<b>SCIT 1414 Applied General Chemistry I</b> .....	<b>4:3:3:96</b>
Applications of general chemistry emphasizing industry-related laboratory skills and competencies including laboratory safety and report writing. Addresses supporting chemical theories including atomic and molecular structure, nomenclature, chemical reactivity, gas laws, acids and bases, solutions, and an overview of organic chemistry.	

## Welding Technology/Welder courses (WLDG):

	<b>Credit:Contact</b>
<b>WLDG 1421 Welding Fundamentals</b> .....	<b>4:128</b>
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.	
<b>WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)</b> .....	<b>4:128</b>
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.	
<b>WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)</b> .....	<b>4:128</b>
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.	
<b>WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW)</b> .....	<b>4:128</b>
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.	
<b>WLDG 1435 Introduction to Pipe Welding</b> .....	<b>4:128</b>
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.	

Technical Course Number Changes

<u>Old Number</u>	<u>Course Title</u>	<u>New Number</u>
ACCT 130	Introduction to Accounting .....	ACNT 1303
ACCT 234	Tax Accounting II.....	ACNT 1347
ACCT 245	Computerized Accounting .....	ACNT 1313
AME 161	Basic Auto Mech & Shop Procedures.....	AUMT 1305
AME 162	Basic Auto Electric System Diagnosis.....	AUMT 1307
AME 164	Advanced Elect, Fuel & Emissions Cont (partial) .....	AUMT 2317
AME 241	Auto A/C Systems.....	AUMT 1345
AME 242	Auto Chassis & Alignm Repair (partial) .....	AUMT 1310
AME 242	Auto Chassis & Alignm Repair (partial) .....	AUMT 1316
AME 261	Auto Engine Overhaul.....	AUMT 1319
BUSA 132	Business Communications.....	POFT 2312
BUSA 231	Internship.....	LGLA 2388
BUSA 231	Internship.....	POFM 2386
BUSA 231	Internship.....	POFT 2386
BUSA 232	Ethics.....	POFT 1313
CIS 1320	Word Processing Applications.....	ITSW 1301
CIS 1321	Spreadsheet Applications.....	ITSW 1304
CIS 1322	Database Applications.....	ITSW 1307
CIS 1323	Introduction to Operating Systems.....	ITSC 1305
CIS 1324	Micro Hardware.....	ITSC 1325
CIS 1325	Communications Applications.....	POFI 1391
CIS 141	Introduction to Computers.....	COSC 1401
CIS 141	Introduction to Computers.....	ITSC 1401
CIS 1433	Introduction to Applications Development.....	ITSE 1431
CIS 2330	Advanced Word Processing.....	ITSW 2331
CIS 2331	Advanced Spreadsheets.....	ITSW 2334
CIS 2333	Essentials of Network Technology.....	ITNW 1325
CIS 2335	Multimedia .....	IMED 1301
CIS 2336	Internet.....	ITSE 2313
COS 141	Cosmetology I.....	CSME 1410
COS 141	Cosmetology I.....	CSME 1501

COS 141	Cosmetology I	CSME 1547
COS 142	Cosmetology II	CSME 1410
COS 142	Cosmetology II	CSME 1501
COS 143	Cosmetology III	CSME 1501
COS 144	Cosmetology IV	CSME 1553
COS 145	Cosmetology V	CSME 1451
COS 146	Cosmetology VI	CSME 2501
COS 147	Cosmetology VII	CSME 2501
COS 148	Cosmetology VIII	CSME 1451
COS 148	Cosmetology VIII	CSME 2310
COS 1409	Cosmetology IX	CSME 2343
COS 1410	Cosmetology X	CSME 2441
ET 141	DC Theory & Lab	CETT 1303
ET 142	AC Theory & Lab	CETT 1305
ET 155	Digital Systems (partial)	CETT 1325
ET 155	Digital Systems (partial)	CETT 1349
LA 131	Introduction to Legal Technology	LGLA 1307
LA 134	Family Law	LGLA 1355
LA 141	Legal Research Principles	LGLA 1401
LA 231	Constitutional & Criminal Law	LGLA 2313
LA 232	Civil Litigation I	LGLA 1345
LA 234	Tort & Insurance Law	LGLA 2303
LA 235	Civil Litigation II	LGLA 2305
LA 241	Legal Practice & Procedures	LGLA 2433
MM 2323	Diversity Management	HRPO 1311
OT 130	Keyboarding	POFT 1329
OT 131	Business Calculations	POFT 1321
OT 1319	Medical Legal Issues	POFM 1321
OT 134	Document Processing I	POFT 2301
OT 136	Introduction to Office Technology	POFT 1309
OT 139	Medical Technology	POFM 1313
OT 2325	Integrated Applications	ITSC 1309
OT 2329, OT 329	Medical Insurance & Coding	MDCA 1343
OT 2359	Medical Office Procedures	POFT 2331
OT 244	Document Processing II	POFT 2333
PCI 232	Process Management	INTC 2336
PCI 241	Instrumentation Controls	INTC 1443
PCI 243	Intro to Process Control	INTC 1401
PCI 244	Process Control with PLC's	INTC 1441

# Directory of Personnel

## Texas State University System Board of Regents

<b>Donna N. Williams, Chair</b> .....	<b>Arlington</b>
<b>Ron Mitchell, Vice Chair</b> .....	<b>Horseshoe Bay</b>
<b>Charlie Amato</b> .....	<b>San Antonio</b>
<b>Dr. Jaime Garza</b> .....	<b>San Antonio</b>
<b>Kevin J. Lilly</b> .....	<b>Houston</b>
<b>David Montagne</b> .....	<b>Beaumont</b>
<b>Vernon Reaser III</b> .....	<b>Bellaire</b>
<b>Rossanna Salazar</b> .....	<b>Austin</b>
<b>William F. Scott</b> .....	<b>Nederland</b>
<b>Anna Sandoval, Student Regent</b> .....	<b>Alpine</b>

## Texas State University System Administration

**Brian McCall**, Ph.D., Chancellor  
**Fernando C. Gomez**, J.D., Ph.D., Vice Chancellor and General Counsel  
**Perry Moore**, Ph.D., Vice Chancellor for Academic Affairs  
**Roland K. Smith**, Ph.D., Vice Chancellor for Finance  
**Daniel Harper**, M.B.A., Deputy Vice Chancellor for Finance  
**Claire Jackson**, C.P.A., Associate Vice Chancellor for Finance  
**Sean Cunningham**, J.D., Vice Chancellor for Governmental Relations  
**Peter E. Graves**, J.D., Vice Chancellor for Contract Administration  
**Diane Corley**, J.D., Associate General Counsel  
**Rob Roy Parnell**, AIA, RAS, Associate Vice Chancellor for Facilities  
**Mike Wintemute**, Associate Vice Chancellor for Governmental Relations & Director of Communications  
**Carole Fox**, C.P.A., Director of Audits and Analysis

## Lamar State College-Port Arthur Administration

**W. Sam Monroe**, L.L.D., President  
**Gary D. Stretcher**, Ed.D., Vice President for Academic Affairs  
**Mary Wickland**, C.P.A., Vice President for Finance  
**Tom Neal**, M.Ed., Vice President for Student Services  
**Charles Gongre**, Ph.D., Dean of Academic Programs and Continuing Education  
**Nancy Cammack**, Ed.D., Director of Institutional Effectiveness  
**Peter Kaatrude**, M.L.S., M.P.A., Dean of Library Services  
**Linda McGee**, B.A.A.S, PHR, Director of Human Resources  
**Samir Ghorayeb**, B.S., Director of Information Technology Services  
**Ben Stafford**, Dr.P.H., Dean of Technical Programs  
**David, Beard**, M.A., Director of The Museum of the Gulf Coast  
**Percy Jordan**, Ph.D., Mathematics & Science Department Chair  
**Sherry Steele**, M.Ed., Developmental Education Department Chair, Student Success Center Director  
**Barbara Huval**, Ph.D., Liberal Arts Department Chair, Director of Inmate Instruction Programs  
**Daniel Walzer**, B.M., M.M., M.F.A, Commercial Music Department Chair  
**Sheila Rhoden Guillot**, M.Ed. Business & Technology Department Chair  
**Scott Street**, M.B.A., M.S., Health, Fitness & Sports Department Chair; Director of Athletics  
**Stephen Arnold**, Physical Plant Director

## Professional Support Staff

**Lita Abate**, Payroll Clerk III, Business Office  
**Brooke Ancelet**, Dance Team Sponsor  
**Aron Arceneaux**, Financial Aid Advisor  
**Stephanie Bankett**, Admission Advisor, Student Services  
**Gloria Barragan**, Admission and Records Specialist  
**Willis Barrett**, Community Service Officer, Security Office  
**Lisa Baumer**, Financial Aid Advisor  
**Angelia Beamon**, Telecommunication Operator  
**David Beard**, Director, Museum of the Gulf Coast  
**Sarah Bellian**, Curator/Archivist, Museum of the Gulf Coast  
**Darren Bertin**, Director of Testing  
**Aubry Boone**, Coordinator of Admission Advising  
**Karole Borel**, Secretary II, Student Success Center  
**Jodi Broussard**, Fitness Coordinator; Department of Health, Fitness & Sport  
**Lawanda Brown**, Admission Advisor; Student Services  
**John Burgin**, System Administrator, Information Technology Services  
**Jessica Callahan**, Head Volleyball Coach, Health, Fitness & Sports  
**Mary Lou Camarena**, Senior Secretary, Office of the Vice President for Academic Affairs  
**Matthew Champagne**, Accountant I, Finance Office  
**Chad Clark**, Distance Education Librarian  
**David Collazo**, Community Service Officer, Security Office  
**John Cooley**, Community Service Officer, Security Office  
**Conrad Cooper**, Consultant Advisor, Small Business Development Center  
**Shelley Cowart**, Accountant I, Finance Office  
**Thomas Kash Cox**, Application and DBA, Information Technology Services  
**Diana Crutchfield**, Secretary II, Student Activities  
**Karen Cude**, Secretary III, Office of the President  
**Marla Decoux**, Secretary III, Museum of the Gulf Coast  
**Kristin Denby**, Secretary III, Office of the Dean of Academic Programs & Continuing Education  
**Gerry Dickert**, Coordinator for Public Information, Student Services  
**Susan Dillon**, Clerk III, Information Technology Services  
**Mark Ducote**, Network & System Administrator, Information Technology Services  
**Donna Dunigan**, Assistant Director of Information Technology Services  
**Karen Duvall**, Payroll Director, Business Office  
**Michael "Vance" Edwards**, Sports Coordinator, Head Softball Coach, Health, Fitness & Sports  
**Ariel Fontenot**, Administrative Assistant, Inmate Instruction Programs  
**NaSondra Fontnette**, EDI Coordinator/Archivist, Admission and Records Office  
**David Gillespie**, Theater Shop Assistant, Theater/Liberal Arts Department  
**Jimmet Giron-Lawrence**, Coordinator of Library Reference & Access Services  
**Anneliese Gonzales**, Purchasing Clerk III, Business Office  
**Elaine Gonzales**, Document Imaging Specialist, Admission & Records Office  
**Cassandra Goodman**, Assistant Women's Softball Coach, Health, Fitness & Sports  
**Schawanna Gray**, Clerk III, Financial Aid  
**Kenneth Guidry**, Technical Support Specialist II, Information Technology Services  
**Patricia Guidry**, Admission Facilitator for Online Nursing, Allied Health  
**Arika Hairford**, Inmate Education Specialist, Inmate Instruction Programs  
**Stephanie Harren**, Education Coordinator, Museum of the Gulf Coast  
**Bradd Henry**, Instruction Staff, Inmate Education Department  
**Robin Humphrey**, Assistant Registrar, Admission and Records Office  
**Dayna Hyatt**, Secretary I, Student Success Center  
**Karon Jackson**, Secretary I, Department of Business & Technology  
**Allison Jacobs**, Assistant Director Financial Aid  
**Evie Jones**, Accounts Payable Associate, Finance Office  
**Konsetta Kelly**, Technical Associate, Gates Memorial Library  
**Kathy Kuhn**, Document Imaging Specialist, Admission and Records  
**Jamie Larson**, Director of Accounting  
**Jimmet Lawrence**, Coordinator of Access Services, Library  
**Kenneth Lisby**, Help Desk Operator, Information Technology Services

**Sandra Louis**, Secretary I, Small Business Development Center  
**Sandra Ludwig**, Bursar, Finance Office  
**Christine Luquette**, Administrative Assistant, Business Office  
**Lance Madison**, Head Men's Basketball Coach, Health, Fitness & Sports  
**Raymond Mathers**, Property Manager, Business Office  
**Rose McBride**, Secretary III, Library  
**Darren McIntire**, Coordinator of Distance Learning  
**Amanda Metts**, Graduation Coordinator, Admission and Records  
**Helen Nelson**, Transcript Evaluator, Admission and Records Office  
**Khoa Nguyen**, Technical Support Specials, Information Technology Services  
**Connie Nicholas**, Registrar, Admission and Record Office  
**Erin Peltier**, Business Manager/Coordinator of Parker Center  
**Tom Peterson**, Technical Support Specialist III, Information Technology Services  
**Janet Polk**, Clerk II, Print Shop  
**Richard "Clark" Reed**, Production Assistant, Theater/Liberal Arts Department  
**Kathy Richard**, Office Manager, Physical Plant  
**Wendi Richard**, Systems Analyst III, Information Technology Services  
**Connie Riley**, Director of Financial Aid  
**Tammy Riley**, Human Resources Assistant  
**Brian Reynard**, Human Resources Associate  
**Terry Robins**, Accounting Clerk I, Business Office  
**Andrea Rodriguez**, Special Populations/Disabilities Coordinator  
**Dave Rogers**, Public Information Specialist, Student Services  
**Nicole Roman**, Accounting Associate, Business Office  
**Megan Rowe**, Assistant Women's Softball Coach, Department of Health, Fitness & Sport  
**Carla Santos**, Secretary II, Advising  
**Donna Schion**, Executive Assistant, Office of the President  
**Bridget Shahan**, Secretary III, Student Services, Office of the Vice President for Student Services  
**Anita "Nuni" Siddens**, Records Clerk III, Financial Aid  
**Melanie Smith**, Financial Aid Advisor  
**Shakenia Smith**, Assistive Technology Assistant, Special Populations/Disabilities Office  
**Rex Steele**, Advisor, Small Business Development Center  
**Cheryl Steward**, Records Specialist, Admission and Records  
**Sally Stump**, Secretary III, Office of the Dean of Technical Programs  
**Crystal Lee**, Secretary I, Allied Health Department  
**Linda Tait**, Director of the Small Business Development Center  
**Claire Thomason**, Director of Student Activities  
**DeBose Thompson**, Campus Security Coordinator  
**Myra Thompson**, Administrative Technician III, Gates Memorial Library  
**Petra Uzoruo**, Coordinator of Institutional Research & Reporting  
**Maureen Veltz**, Director of Finance, Business Office  
**Steve Webb**, Programmer Analyst I, Information Technology Services  
**Barry Wellington**, Resident Assistant, Health, Fitness & Sports  
**Mary Wickland**, Vice President for Finance, Finance Office  
**Donna Wolfe**, Secretary III, Allied Health Department  
**Allison Wright**, Purchasing Manager/Office Manager, Business Office

## Physical Plant Staff

**Veronica Allen**, Custodian I  
**Remigio Batuyong**, Groundskeeper  
**Eva Bellard**, Custodian I  
**Carl Brown**, Custodian I  
**Randy Champ**, Custodian  
**Joseph Cooley**, Custodian I  
**Eddie Davis**, Floor Technician  
**Bernell Dwyer**, Custodian I  
**Anthony Ford**, Groundskeeper  
**Danny Gillies**, Senior Equipment Operator  
**Derek Gray**, Custodian I

**Brandy Hammers**, Administrative Assistant  
**Brenda Hayes**, Custodian I  
**Gary Henderson**, Custodian I  
**Marvin Johnson**, Groundskeeper II  
**Donald Jones**, Electrician  
**Charles Lynch**, Painter II  
**Douglas Manning**, Painter III  
**Carolyn Mitchell**, Custodian I  
**Roosevelt Payne**, Custodian I  
**Darryl Prevost**, Grounds Leader  
**Perry Rubit**, Custodian I  
**Anthony "Tony" Thompson**, Maintenance Mechanic I  
**Harry Wiltz**, Environmental Services Manager

## Full-Time Faculty

This list reflects the status of Lamar State College-Port Arthur faculty as of May 2014. The date following each name indicates the first year of service at the College and does not necessarily imply continuous service since that time.

**Shalanda Allen**, 2007, Instructor I of Certified Nurse's Aide  
 Certificate, Lamar State College-Port Arthur; Licensed Vocational Nurse (LVN)

**William Andress**, 2003, Instructor of Instrumentation  
 A.S., Lamar State College-Orange; ISA Certified Control Systems Technician

**Michelle Askew**, 1982, Instructor III of Technical Mathematics  
 A.S., Gulf Coast Community College; B.S., M.S., Lamar University

**Carol Barbay**, 1990, Professor of Psychology  
 B.A., Lamar University; M.S., Ph.D., Oklahoma State University;  
 Licensed Psychologist, Texas

**Jeremy Chad Belyeu**, 2012, Instructor of Developmental English  
 B.S., M.A., Lamar University

**John Bozeman**, 2011, Inmate Instructor of Microcomputer  
 A.A.S., Lamar State College-Port Arthur

**Chandra Brooks**, 2012, Instructor of Developmental English  
 B.A., M.A., Lamar University

**Carolyn Brown**, 2005, Instructor of Vocational Nursing  
 A.A.S., Lamar State College-Port Arthur; Registered Nurse (RN)

**Jennifer Bryant**, 2011, Instructor of Economics, Business and Technology  
 B.S., Franklin University; M.S., Kaplan University

**Brandon Buckner**, 2000, Coordinator of the Surgical Technology Program  
 A.A.S., Lamar State College-Port Arthur; Certified Surgical Technologist (CST)

**Eugene Byrd**, 1996, Assistant Professor of Physics & Developmental Education  
 B.S., Lamar University; M.S., Rice University; D.E., Lamar University

**Rick Calvert**, 1994, Instructor II of Automotive Mechanics, Inmate Instruction  
 A.A.S., Indiana Vocational Technical College; ASE Master Certified Technician  
 CompTIA Certified-Network+; Microsoft Certified Systems Administrator (MCSA)

**James Cammack**, 1984, Instructor of Business Computer Information Systems  
 B.B.A., M.B.A., Lamar University

**Nancy Cammack**, 1993, Instructor of Computer Information Systems  
 B.B.A., M.B.A., Ed.D in Education Leadership, Lamar University

**Tina Capeles**, 2013, Instructor of Government  
 B.S., M.P.A., Lamar University

**Adriane Champagne**, 2012, Instructor of Business Technology  
 B.A.A.S., Lamar University

**Jamie Clark**, 2011, Instructor of Education  
 B.S.; M.A., Stephen F Austin University

**Keith Cockrell**, 1993, Professor of Speech & Drama, Theater Director  
 B.S., M.S., Lamar University; Ph.D, Louisiana State University

**Monteel Copple**, 2001, Instructor of History  
 B.S., M.Ed., Lamar University

- Kenneth Cowle**, 2013, Instructor of Criminal Justice  
B.A., Colombia College; B.S., State University of New York – Buffalo; M.Ed., Texas Wesleyan; M.A., Argosy University; M.S., University of North Texas.
- Eursual Davis**, 2006, Coordinator of Vocational Nursing Program  
B.S.N., Lamar University; Registered Nurse (RN)
- Mark Douglas**, 2009, Instructor of Upward Mobility Nursing; Skills Lab Coordinator  
A.A.S., B.S.N., Lamar University; M.S.N., University of Texas Medical Branch – Galveston; Registered Nurse (RN)
- John Freyermuth**, 2012, Instructor, Commercial Music  
B.A., Emerson College; M.F.A., Savannah College of Art and Design
- Damon Gengo**, 2006, Instructor of Speech & Drama; Theater Technical Director  
B.S., M.S. Lamar University
- Robert Gillam**, 2013, Assistant Professor, Commercial Music  
B.A. Azusa Pacific University; MM, California State University-Los Angeles
- Charles Gongre**, 1977, Professor of English,  
Dean of Academic Programs & Continuing Education  
B.A., Lamar University; M.A., Stephen F. Austin State University;  
Ph.D., University of North Texas
- Patricia Granger**, 2002, Instructor of Office  
B.B.A., M.B.A., Lamar University
- Sally Griffin-Byrd**, 1982, Instructor II of English  
B.A., Baylor University; M.A., Lamar University
- Electra Kathryn Guidry**, 2002, Instructor I of Vocational Nursing  
A.A.S., Lamar State College-Port Arthur; Registered Nurse (RN)
- Sheila Rhoden Guillot**, 1986, Instructor IV of Business Technology, Business & Technology Department Chair B.B.A.,  
M.Ed., Lamar University, Certified Professional Secretary (CPS), Certified Administrative Professional (CAP)
- Emma Kathleen Humphries**, 2006, Instructor I Vocational Nursing  
A.A.S., Lamar State College-Orange; Registered Nurse (RN)
- Barbara Huval**, 1983, Professor of English, Liberal Arts Dept. Chair, Director of Inmate Instruction Programs  
B.A., M.A., Lamar University; Ph.D., Rice University
- Kimberly Drake Jones**, 1995, Instructor of Developmental Education  
A.A.S., B.S., M.Ed., Lamar University
- Percy Jordan**, 1999, Associate Professor of Biology; Department Chair of Mathematics and Science  
B.S., Southern University and A&M College, Louisiana;  
M.S., University of Southwestern Louisiana;  
Ph.D., University of Louisiana-Lafayette
- Michelle Judice**, 2005, Instructor of English  
B.A., M.A., Lamar University
- J. Mark Knowles**, 1994, Instructor of Developmental Education  
B.S., M.Ed., Lamar University
- Toni LaGrone**, 2013, Instructor of Vocational Nursing,  
A.A.S., Lamar State College-Port Arthur; Registered Nurse (RN)
- Deborah Lawson**, 2013, Instructor of Vocational Nursing  
A.A.S. Nursing Lamar State College Port Arthur
- Sherry Lejeune**, 2001, Instructor I of Cosmetology  
A.A.S., Lamar State College-Port Arthur; Licensed Cosmetologist, Licensed Cosmetology Instructor
- Nancy Longlet**, 2004, Instructor of Biology  
B.S., Texas Lutheran University; M.S., Texas A&M University;  
Ph.D., University of North Texas
- Zebulon Lowe**, 2010, Instructor of English  
B.A., Texas A & M; M.A., Lamar University
- Shirley MacNeill**, 1998, Instructor of Upward Mobility Nursing  
A.A.S., Houston Community College; B.S., Texas Woman's University; M.S.N., University of Phoenix;  
Registered Nurse (RN)
- Grace Ruth Megnet**, 2005, Assistant Professor of Art  
B.F.A., University of Berne (Switzerland); M.A., Lamar University;  
M.F.A., Stephen F. Austin State University
- Zachary Mills**, 2013, Instructor of Business Technology,  
A.A.S., Lamar Institute of Technology

- Craig Netterville**, 1997, Instructor III of Appliance Repair, Inmate Instruction  
A.A.S., B.S. Lamar University
- Robert Peeler**, 1979, Instructor IV of Instrumentation  
B.S., M.Ed., M.P.A., Lamar University
- Amy Pickett**, 2013, Instructor of Upward Mobility Nursing  
L.V.N. Weatherford College, ADN Weatherford College, BSN Texas Tech University Health Science Center,  
M.S.N. Texas Tech University Health Science Center
- Richard Pollock**, 2011, Instructor of Biology  
B.S., Lamar University; M.S., Lamar University
- James “Jim” Powell**, 2006, Instructor of Process Technology
- Edward Quist**, 1993, Instructor II of Paralegal  
B.A., Brigham Young University; J.D., Oklahoma City University
- Elias F. Rangel**, 2013, Instructor of Upward Mobility Nursing  
B.S.N. University of Texas Health Science Center, MSN Grand Canyon University
- Carl Richardson**, 2011, Instructor of Commercial Music  
B.M., Lamar University
- Gerardo C. Rivera**, 2013, Instructor of Upward Mobility Nursing  
B.S.N. Our Lady of Fatima College Manila, MSN University of Texas Health Science Center,  
Advanced Nurse Practitioner University of Texas Health Science Center
- Amanda Smith**, 2002, Instructor I of Cosmetology  
A.A.S., Lamar State College-Port Arthur; Licensed Cosmetologist, Licensed Cosmetology Instructor
- Bethany Smith**, 2011, Instructor of Vocational Nursing; Clinical Contract Specialist  
B.S., McNeese State University, Registered Nurse (RN)
- Lisa Smith**, 2007, Instructor of Nursing  
Certificate, Lamar State College-Port Arthur; A.A.S., Lamar University  
Registered Nurse (RN)
- Kyung-Ae Son-Guidry**, 2013, Instructor of Chemistry  
B.S., M.S. Kyungpook National University; Ph.D., Texas A&M University.
- Laura Stafford**, 1981, Professor of Speech & Drama  
B.S., M.S., Lamar University; Ph.D., University of Texas
- Sherry Steele**, 1984, Instructor of Developmental Education,  
Developmental Education Department Chair, Student Success Center, Director  
B.S., M.Ed., Lamar University
- Gary D. Stretcher**, 1996, Professor of Educational Psychology, Vice President for Academic Affairs  
B.S., M.S., Ed.D., East Texas State University
- Scott Street**, 2010, Health-Fitness-Sport Department Chair; Athletic Director  
B.G.S., University of Iowa; M.S., Mankato State University;  
M.B.A., Wake Forest University
- Mavis Triebel**, 1986, Instructor of Government  
B.S., M.P.A., Lamar University
- Daniel Walzer**, 2012, Instructor of Commercial Music, Chair of Commercial Music  
B.M., Bowling Green State University; M.M., University of Cincinnati-College Conservatory of Music  
M.F.A., Academy of Art University, San Francisco
- Michelle Watson**, 2011, Instructor of Upward Mobility Nursing  
A.D.N., Midwestern State University; M.S.N., Texas Christian University;  
Registered Nurse (RN)
- Tanya Woods**, 2010, Instructor of Vocational Nursing  
B.S.N., Lamar University; Registered Nurse (RN)

## Adjunct Faculty

This list reflects the status of Lamar State College-Port Arthur adjunct faculty as of May 2014. The date following each name indicates the first year of service at the College and does not necessarily imply continuous service since that time. Any adjunct faculty who has worked for the College less than a year may not appear in the current catalog.

- Emmanuel Akara**, 2013, Instructor of Upward Mobility Nursing  
A.D.N. Unitek College Fremont, Ca., BSN Western Governors University, Texas,  
M.S.N. Western Governors University, Texas.



- Joyce Alexander**, 2005, Instructor of Mathematics, Inmate Instruction,  
B.B.A. Lamar University, M.Ed. Prairie View A & M University, D.Ed. Walden University
- Janet M. Amaya**, 2013, Instructor of Upward Mobility Nursing  
A.D.N. Community College of Allegheny County, BSN California University of Pennsylvania,  
M.S.N. Waynesburg University.
- Kimberly Arrington**, 2012, Instructor of Drug and Alcohol Abuse Counseling  
B.S., M.Ed., Lamar University
- Jimmy Ashcraft**, 2004, Instructor of Biology  
B.S., M.S., Lamar University
- Benny Baxter**, 1997, Instructor of Diesel Mechanics, Inmate Instruction
- Darren Bertin**, 2012, Instructor of Philosophy  
B.S., Louisiana State University; M.T.S., Duke University; J.D., Mercer University
- Michael Blanchard**, 2011, Instructor of Culinary Arts, Inmate Instruction
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B.S., Lamar University
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B.S., Lamar University
- Brenda Bourque**, 2011, Instructor of Developmental Education, Inmate Instruction,  
B.B.A. Lamar University
- Bernard Brown**, 2000, Instructor of Geography, Inmate Instruction,  
B.A. Lamar University, M.S. Texas A & M University
- Lawanda Brown**, 2008, Instructor of Sociology, Inmate Instruction  
B.A., Southern University New Orleans, M.A., University of Northern Iowa
- Ken Carona**, 1999, Instructor of Psychology  
B.S., M.S., Lamar University
- Craig Cole**, 2001, Culinary Arts & Business Education Instructor, Inmate Instruction
- William Decker**, 1998, Developmental Education Instructor, Inmate Instruction  
A.A., Blinn College; B.A.A.S., Lamar University
- Jesse Doiron**, 2007, Instructor of English, Inmate Instruction  
B.A., M.A., Lamar University
- Sharon Dorrell**, 2009, Instructor of Kinesiology, Inmate Instruction  
B.S., M.S., Lamar University
- Tamara Eades**, 2013, Instructor of Upward Mobility Nursing  
B.S.N., Texas Tech University; M.S.N., West Texas A&M University;  
Registered Nurse (RN)
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M.S.N./E.D. University of Phoenix.
- Albert Faggard**, 2010, Instructor of Art  
B.F.A., M.F.A., Lamar University
- Helen “Yvonne” Fonteno**, 2012, Instructor of Cosmetology  
Licensed Cosmetology Instructor, Licensed Esthetician
- Dale Fontenot**, 2012, Instructor of Microsoft, Business and Technology  
B.S., Lamar University
- Susan Gregory**, 2013, Instructor of Mathematics  
B.A., M.S., Lamar University
- Rick Harding**, 2013, Instructor of Upward Mobility Nursing  
B.S.N. University of Louisville, M.P.H. Western Kentucky University.
- F. Truman Hare**, 2012, Instructor of Surgical Technology  
A.A.S., Lamar State College-Port Arthur, Certified Surgical Technologist (CST)
- Ginger Harrison**, 2012, Instructor of Cosmetology  
Licensed Cosmetology Operator Instructor
- Herman Hebert**, 2010, Instructor HVAC, Inmate Instruction
- Brad Henry**, 2012, Instructor of Microcomputer Applications, Inmate Instruction  
A.A.S., Lamar University
- Judy Hoffpauir**, 2013, Instructor of Business Technology  
A.A.S. Lamar State College Port Arthur; A.A. Tarrant County College

- LaMonda Hopman**, 2013, Instructor of Upward Mobility Nursing  
B.S.N. Hawaii Pacific University, MSN University of Phoenix
- Melynda Hutchings**, 2013, Instructor of Upward Mobility Nursing  
A.D.N. Paris Junior College, BSN University of Texas at Arlington, MSN University of Texas at Arlington.
- Caitlin James**, 2012, Instructor of English  
B.A., M.A., Lamar University
- Phyllis Jeanise**, 1999, Instructor of Developmental Education  
B.S., Lamar University
- Ellen Jones**, 1997, Instructor of Industrial Sewing, Inmate Instruction
- Sue Jordan**, 2005, Instructor of Chemistry  
B.S., M.S., Lamar University
- Diana Ketterling-Traylor**, 2013, Instructor of Upward Mobility Nursing  
R.N. Diploma Presentation School of Nursing, BSN University of Nebraska, MSN Louisiana State University
- Jared Kincaid**, 2010, Instructor of Desktop Publishing, Inmate Instruction
- Joe Lacher**, 2013, Instructor of Upward Mobility Nursing  
L.P.N., State School of Science in Whapeton; A.D.N., Dickinson State College;  
B.S.N., Pan-American University; M.S.N., Corpus Christi University; Registered Nurse (RN)
- Joshua Leger**, 2013, Instructor of Commercial Voice  
B.M., Lamar University
- Petra Lemm**, 2004, Business Information Systems Instructor, Inmate Instruction  
A.A.S., ITT Technical Institute
- Erskine Leysath**, 2002, Commercial Driving Instructor, Inmate Instruction
- Neil Lindley**, 1995, Instructor of Philosophy & Government  
B.A., Texas Christian University; M.Div., Yale Divinity School; Ph.D., University of Oklahoma
- John Loewer**, 2008, Instructor of Building Trades, Inmate Instruction
- Darren McIntire**, 2011, Instructor of Developmental Math  
B.A., M.B.A., Lamar University
- Michelle McPherson**, 2007, Instructor of Paralegal  
A.A.S., Lamar State College-Port Arthur; B.A.A.S., Lamar University;  
J.D., South Texas College of Law
- William McQueen**, 2009, Instructor of Commercial Music-Percussion
- Kayla Ned**, 2013, Instructor of Computer Science  
B.S., Grambling State University; M.S., McNeese State University
- Alice Nelson**, 1991, Instructor of Developmental Education  
B.S., M.Ed., Lamar University
- Angela Osborne**, 2010, Instructor of Art  
B.F.A., M.F.A., Lamar University
- Paul Owens**, 2010, Instructor of Welding, Inmate Instruction  
A.A., Long Beach City College; B.A., California State University- Fullerton
- Martha Pate**, 2013, Instructor of Mathematics  
B.S., M.S., Lamar University
- Michael Parrish**, 2012, Instructor of HVAC, Inmate Education
- James Pitre**, 2002, Instructor of Developmental Education  
B.S., Lamar University
- Amber Placette**, 2009, Instructor of English  
B.A., M.A.S., Lamar University
- Angelina C. Rangel**, 2013, Instructor of Upward Mobility Nursing  
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- Raymond Sweat**, 1983, Instructor of Computer Information Systems  
A.A.S., B.B.A., Lamar University
- Ronald Taylor**, 2002, Instructor of Geology  
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- Albert Thigpen**, 2001, Instructor of Government  
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- Donna Hornick-Tiiman**, 2013, Instructor of Upward Mobility Nursing  
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**Robert Trevey**, 2002, Instructor of Education  
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**Christina Wilbur**, 2011, Instructor of History  
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**Amber Woodard**, 2011, Instructor of Nutrition  
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**Steve Zani**, 2003, Instructor of Philosophy, Inmate Instruction  
B.A., University of Alabama; M.A., Ph.D., SUNY-Binghamton



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## Important Phone Numbers

**1500 Procter Street (P.O. Box 310), Port Arthur, Texas 77641-0310**  
**(409) 983-4921 or (800) 477-5872**

To learn about updates to Lamar State College-Port Arthur's 2014-2015 catalog, or to find out more about the College's programs and services, visit the college website: [www.lamarpa.edu](http://www.lamarpa.edu)

Admission Advisors.....	(409) 984-6186
Admissions .....	984-6166
Allied Health Department.....	984-6356
Bookstore.....	984-6388
Business and Technology.....	984-6378
Math and Science Department.....	984-6301
Business/Finance Office.....	984-6116
Campus Security .....	984-6255
Career Placement Center.....	984-6418
Commercial Music Department .....	984-6520
Computer Lab (Gates Memorial Library) .....	984-6154
Information Technology Services .....	984-6149
Continuing Education .....	984-6230
Cosmetology Program.....	984-6403
Dean of Technical Programs.....	984-6390
Dean of Academic Programs and Continuing Education.....	984-6230
Dean of Library Services.....	984-6216
Developmental Education Department .....	984-6245
Distance Learning/Education Program.....	984-6349
Financial Aid.....	984-6203
Gates Memorial Library .....	984-6218
Health, Fitness and Sport Department .....	984-6292
Inmate Instruction Programs.....	984-6330
Liberal Arts Department.....	984-6341
Museum of the Gulf Coast .....	982-7000
Music Hall Scheduling .....	984-6210
Parker Multipurpose Center.....	984-6291
Performing Arts Center Scheduling.....	984-6210
President .....	984-6100
Public Information Office.....	984-6342
Records.....	984-6178
Registrar .....	984-6165
Special Populations.....	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
Vice President for Student Services .....	984-6156

## Important Internet Links

College Homepage.....	<a href="http://www.lamarpa.edu">www.lamarpa.edu</a>
Student Portal.....	<a href="http://my.lamarpa.edu">my.lamarpa.edu</a>
Seahawks Athletics.....	<a href="http://athletics.lamarpa.edu">athletics.lamarpa.edu</a>
LSC-PA Facebook Page .....	<a href="http://www.facebook.com/LSCPA">www.facebook.com/LSCPA</a>
Bookstore Facebook Page.....	<a href="http://www.facebook.com/LamarPAbookstore">www.facebook.com/LamarPAbookstore</a>
Texas State University System.....	<a href="http://www.tsus.edu">www.tsus.edu</a>
LSC-PA Commercial Music Page .....	<a href="http://www.lamarpa.edu/dept/mus">www.lamarpa.edu/dept/mus</a>
LSC-PA Student Handbook .....	<a href="http://www.lamarpa.edu/dept/stac/docs/StudentHandBook.pdf">http://www.lamarpa.edu/dept/stac/docs/StudentHandBook.pdf</a>
Museum of the Gulf Coast .....	<a href="http://www.museumofthegulfcoast.org">www.museumofthegulfcoast.org</a>



Angela Moffatt of Houston, right, the 250,000<sup>th</sup> visitor to the Port Arthur's Museum of the Gulf Coast, poses with Museum Director David Beard in front of the Janis Joplin exhibit in May 2014. The museum, sponsored by the Port Arthur Historical Society in partnership with Lamar State College-Port Arthur and the City of Port Arthur, is celebrating its 20<sup>th</sup> year at its location at 700 Procter Street.



Lamar State College-Port Arthur

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