

Campus Telephone Numbers

General Information.....	(409) 883-7750
Academic Advising.....	(409) 882-3340
Academic Programs	
Allied Health	(409) 882-3044
Business and Technology.....	(409) 882-3018
Education	(409) 882-3053
Liberal Arts	(409) 882-3358
Math and Science	(409) 882-3395
Admissions and Records.....	(409) 882-3364
Bookstore	(409) 882-3331
Brown Center.....	(409) 882-3350
Campus Visits and Tours	(409) 882-3955
Career Services	(409) 882-3379
Cashier	(409) 882-3371
Continuing Education	(409) 882-3321
Disability Support Services.....	(409) 882-3387
Financial Aid.....	(409) 882-3317
General Information.....	(409) 882-3340
Learning Center	(409) 882-3373
Library	(409) 882-3352
President's Office	(409) 882-3314
Public Information	(409) 882-3345
Recruiting	(409) 882-3955
Registrar's Office.....	(409) 882-3318
Scholarships.....	(409) 882-3317
Security	(409) 883-3092
Student Activities.....	(409) 882-3097
Student Center.....	(409) 882-3097
Student Government	(409) 882-3904
Student Services.....	(409) 882-3341
Tech Prep	(409) 882-3387
Testing	(409) 882-3330
Veterans' Affairs.....	(409) 882-3317
Vice President for Academic Affairs	(409) 882-3336
Vice President for Finance.....	(409) 882-3363
Vice President for Student Services.....	(409) 882-3341
Workforce Development.....	(409) 882-3321

On the cover: The Lamar State College-Orange Student Government Association 2005-2006. Seated left to right: Angel Smith, Senator; Sharla Moore, Secretary; Skylar Rowley, Senator; Jason Sheppard, President; David Jones, Senator; Amber Peterson, Senator and Tyler Crawford, Communicator.



Introduction

Lamar State College-Orange

2006 – 2008 Catalog
Volume 46

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

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

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

A Message from the President

Introduction



**Welcome to
Lamar State College-Orange!**

For more than 37 years, LSC-O has provided an affordable, quality education in an environment that emphasizes friendly service and personal attention. Although we have added students and expanded our facilities, we have not forgotten that each individual student is important. We are ready and eager to help you define your goals and achieve your dreams.

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

Remember, learning has no age limit. Whether you are 18 or 80, Lamar State College-Orange can help you expand your horizon and realize your individual potential. Call or visit our campus today, and learn what Lamar State College-Orange can do for you!

Sincerely,

A handwritten signature in black ink that reads "Jm Shahan".

*Dr. J. Michael Shahan
President*



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Campus Map and Semester Calendars

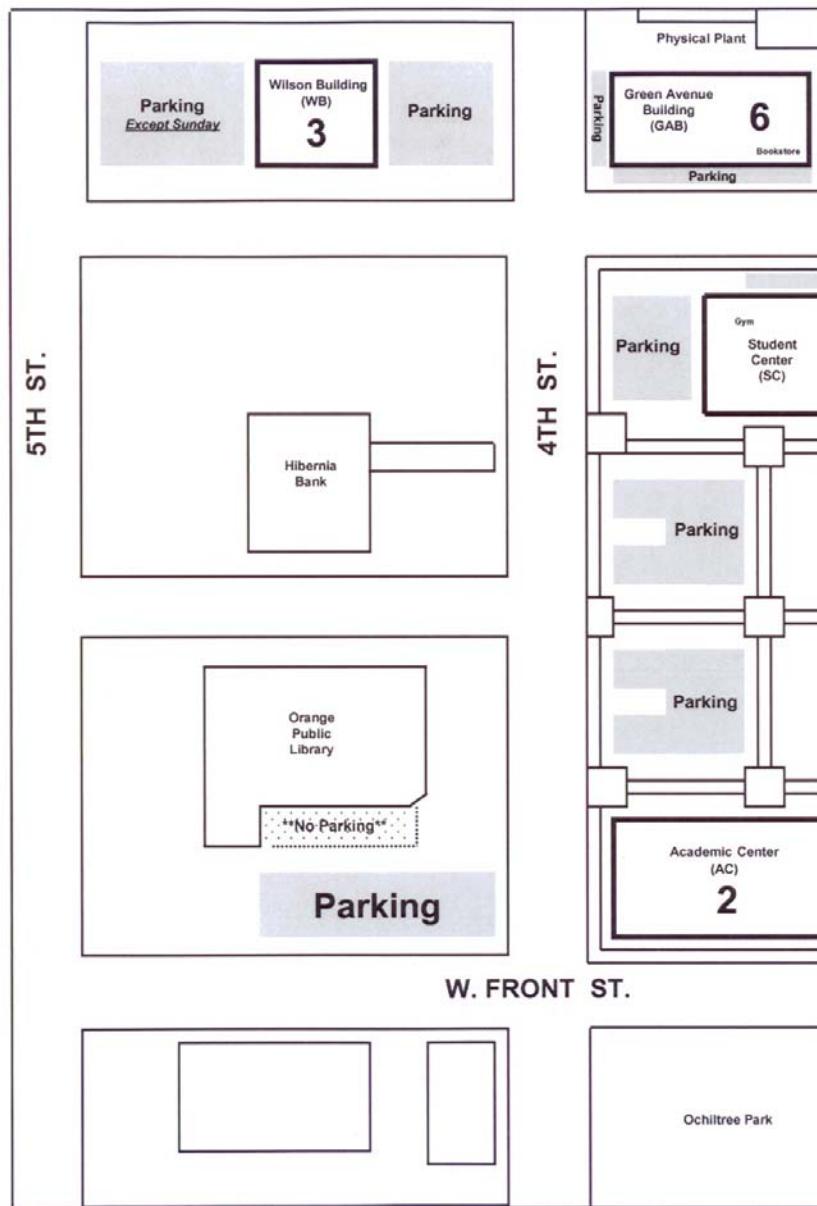
Lamar State College-Orange Campus
Fall Semester 2006
Spring Semester 2007
Summer Session I 2007
Summer Session II 2007
Fall Semester 2007
Spring Semester 2008
Summer Session I 2008
Summer Session II 2008

Campus Map
Semester Calendars

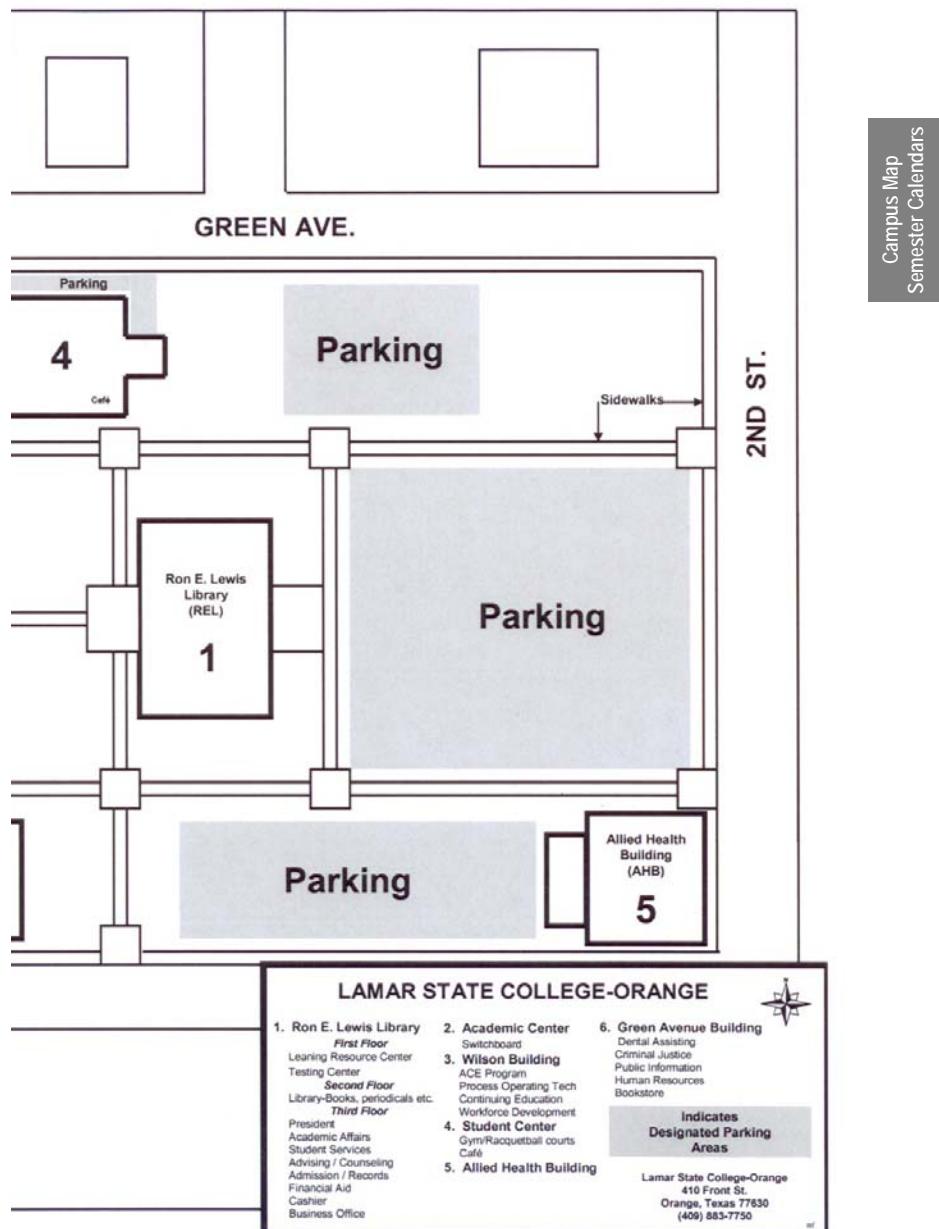


 Lamar State College-Orange

Campus Map
Semester Calendars



Campus Map



Academic Calendar Year

August 2006 - July 2007

Campus Map
Semester Calendars

August 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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September 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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						31

January 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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February 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2007						
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July 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Notes: _____

Academic Calendar Year

August 2007 - August 2008

August 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2007						
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October 2007						
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November 2007						
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December 2007						
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January 2008						
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27	28	29	30	31		

February 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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30	31					

April 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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27	28	29	30			

May 2008						
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June 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Campus Map
Semester Calendars

Fall Semester - 2006

August 2006

- 28 First class day for fall semester and 8-week Session I
 Schedule revisions - late registration with penalty fee
 Application process for December graduation begins

September 2006

- 4 Labor Day - No Classes (*buildings closed*)
 13 12th Class Day
 Last day to apply for Grade Replacement
 22 Last day to drop or withdraw from 8-week Session I without academic penalty

October 2006

- 6 Last day to drop or withdraw from 8-week Session I
 Last day to drop or withdraw from fall semester without academic penalty
 Last day to petition for No Grade
 13 Last class day for 8-week Session I
 Last day to register for 8-week Session II
 16 First class day for 8-week Session II
 30 Last day to apply for December graduation
 Early advisement begins
 Distribution of winter mini-session and spring 2007 schedules

November 2006

- 6 Early registration for winter mini-session and spring 2007 semester begins
 10 Last day to drop or withdraw from 8-week Session II without academic penalty
 15 Last day to pay for diploma, cap, and gown
 21 Last day to drop or withdraw from fall semester and 8-week Session II
 22 Thanksgiving recess begins at 10 p.m. (Campus closed Nov. 23-26)
 27 Classes resume at 7 a.m.

December 2006

- 6 Last class day for fall semester and 8-week Session II
 7-13 Final examinations
 13 Last day to register and pay for winter mini-session
 14 Winter mini-session begins
 15 Commencement
 Winter mini-session class day
 18-20 Winter mini-session class days

Spring Semester - 2007

January 2007

- 3-5 Winter mini-session days
- 8-11 Winter mini-session class days
- 12 Winter mini-session last class day
- 15 Martin Luther King, Jr. birthday observed (*buildings closed*)
- 16 First class day for spring semester and 8-week Session I
Schedule revisions - late registration with penalty fee
- 16 Application process for May graduation begins
- 31 12th Class Day
Last day to apply for Grade Replacement

 Campus Map
Semester Calendars

February 2007

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

March 2007

- 2 Last class day for 8-week Session I
Last day to register for 8-week Session II
- 5 First class day for 8-week Session II
- 10 Spring Break begins at 5 p.m. (*campus open Mar. 12-16*)
- 19 Classes resume at 7 a.m.
- 28 Last day to apply for May graduation

April 2007

- 2 Early advisement begins
Distribution of spring mini-session, summer, and fall class schedules
- 4 Last day to drop or withdraw from 8-week Session II without academic penalty
- 6-7 Holiday- No Classes
- 9 Registration for spring mini-session, summer, and fall semesters begins
- 18 Last day to pay for diploma, cap, and gown
Last day to drop or withdraw from spring semester & 8-week Session II

May 2007

- 2 Last Class Day
- 3-9 Final examinations
- 11 Last day to register and pay for spring mini-session
Commencement
- 14 Spring mini-session begins
- 28 Memorial Day - NO CLASSES
- 31 Last class day for spring mini-session

Summer Session I (SSI) - 2007

June 2007

- 4 Classes begin SSI - Schedule revisions and/or late registration with penalty
- 6 Application process for August graduation begins
- 7 Fourth class day
Last day to apply for Grade Replacement
- 18 Last day to drop or withdraw without penalty for SSI, SSI 8-week
Last day to petition for No Grade
- 30 Last day to apply for August graduation

Campus Map
Semester Calendars

July 2007

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

Summer Session II (SSII) - 2007

July 2007

- 11 Classes begin - Schedule revisions and/or late registration with penalty fee
- 16 Last day to drop or withdraw from SSI 8-week classes
- 17 Fourth class day
Last day to apply for Grade Replacement
- 26 Last class day for 8-week classes

August 2007

- 2 Last day to drop or withdraw without academic penalty from SSII
Last day to petition for No Grade
- 7 Last day to drop or withdraw from SSII
- 16 Last class day for SSII
- 17 Commencement

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

Fall Semester - 2007

August 2007

- 27 First class day for fall semester and 8-week Session I
Schedule revisions - late registration with penalty fee
- 29 Application process for December graduation begins

September 2007

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

October 2007

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

November 2007

- 5 Early registration for winter mini-session/spring 2008 semester begins
- 15 Last day to drop or withdraw from 8-week Session II without academic penalty
Last day to pay for diploma, cap, and gown
- 21 Last day to drop or withdraw from fall semester and 8-week Session II
Thanksgiving recess begins at 10 p.m. (*campus closed Nov. 22-25*)
- 26 Classes resume at 7 a.m.

December 2007

- 5 Last class day for fall semester and 8-week Session II
- 6-12 Final examinations
- 14 Last day to register and pay for winter mini-session
Commencement
- 17 Winter mini-session begins
- 18-21 Winter mini-session class days

Campus Map
Semester Calendars

Spring Semester - 2008

Campus Map
Semester Calendars

January 2008

- 2-4 Winter mini-session class days
- 7-10 Winter mini-session class days
- 11 Winter mini-session last class day
- 14 First class day for spring semester and 8-week Session I
Schedule revisions - late registration with penalty fee
- 17 Application process for May graduation begins
- 21 Martin Luther King, Jr. birthday observed - No classes
- 30 12th Class Day
Last day to apply for Grade Replacement

February 2008

- 6 Last day to drop or withdraw from 8-week Session I without academic penalty
- 15 Last day to drop or withdraw from 8-week Session I
- 22 Last day to drop or withdraw from spring semester without academic penalty
Last day to petition for No Grade
- 29 Last class day for 8-week Session I
Last day to register for 8-week Session II

March 2008

- 3 First class day for 8-week Session II
- 8 Spring Break begins at 5 p.m. (*buildings open 10-15*)
- 17 Classes resume at 7 a.m.
- 21-22 Holiday – No Classes
- 27 Last day to apply for May graduation
- 31 Early advisement begins

April 2008

- 3 Last day to drop or withdraw from 8-week Session II without academic penalty
- 7 Distribution of spring mini-session, summer, and fall class schedules
Early registration for spring mini-session, summer, and fall
- 16 Last day to drop or withdraw from spring semester & 8-week Session II
- 17 Last day to pay for diploma, cap, and gown
- 30 Last class day

May 2008

- 1-7 Final examinations
- 9 Last day to register and pay for spring mini-session
Commencement
- 12 Spring mini-session begins
- 13-16 Spring mini-session class days

-
- 19-23 Spring mini-session class days
 26 Memorial Day - No Classes
 27-28 Spring mini-session class days
 29 Last class day - spring mini-session

Campus Map
 Semester Calendars

Summer Session I (SSI) - 2008

June 2008

- 2 Classes begin SSI - schedule revisions and/or late registration with penalty fee
 Application process for August graduation begins
 5 Fourth class day
 19 Last day to drop or withdraw without penalty for SSI, SSI 6-week
 Last day to petition for No Grade
 30 Last day to apply for August graduation
Last day to drop or withdraw from SSI

July 2008

- 3 Last day to pay for diploma, cap, and gown
 4-5 Independence Day observance - No Classes (*campus closed*)
 8 Last class day for SSI

Summer Session II (SII) - 2008

July 2008

- 9 Classes begin SSII - schedule revisions and/or late registration with penalty fee
 15 Fourth class day
 25 Last class day for 8-week classes
 30 Last day to drop or withdraw without academic penalty from SSII
 Last day to petition for No Grade

August 2008

- 1 Last day to drop or withdraw from SSII
 14 Last class day for SSII
 15 Commencement

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

Campus Map
Semester Calendars



The Ron E. Lewis Library (above) and The Learning Center (below) are excellent facilities staffed with caring and dedicated individuals who want to help students succeed.



General Information

Lamar State College-Orange
Community Services
Health Policies and Regulations

General
Information



History

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

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

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

Lamar State College-Orange currently has a student body totaling approximately 2,200. A variety of two-year academic programs is offered, leading to associate of science degrees. These programs will transfer to four-year institutions for students seeking baccalaureate degrees. Several technical/occupational programs are available, which lead to associate of applied science degrees or certificates of completion.

Governance

A board of nine regents, appointed by the governor and approved by the state senate for terms of six years, governs the Texas State University System. The Board of Regents, in turn, delegates the operational authority to the Chancellor and the presidents, campus administrative officers and faculty of each component institution.

◆ General Information

Mission Statement

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

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

General
Information

Accreditation

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

The college is also approved by the Texas Education Agency for the training of veterans under all classifications. In addition, the Vocational Nursing and Upward Mobility Nursing Programs are accredited by the Board of Nurse Examiners for the State of Texas (BNE). The Pharmacy Technology Program is accredited by the Board of Directors of the American Society of Health-System Pharmacists. The Medical Laboratory Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. The Emergency Medical Services Program is certified by the Department of State Health Services. The Dental Assisting Program is accredited by the American Dental Association.





Community Services and Continuing Education Programs

General
Information

The Brown Center

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

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

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

Continuing Education

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

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

Workforce Development/Customized Business and Industrial Training

The Workforce Development Division offers customized business and industrial training. These programs are designed to fit the needs of local employers. Training can take place at a plant or office location or at the Lamar State College-Orange campus.

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



Health Policies and Regulations

Smoke-Free Workplace Policy

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

- (1) **ALL** campus buildings are designated "smoke-free" with the exception of areas away from doorways and steps. Included in this designation are all instructional facilities; faculty, staff, administrative offices, and student services areas.
- (2) Each building coordinator, with the approval of the President, shall, if an appropriate area exists, designate a smoking area(s). There shall be posted at the entrance of every building on the campus a sign stating "This is a non-smoking facility except in designated areas." There will be no ashtrays in non-smoking areas or in any building.
- (3) The use of smokeless tobacco, including snuff and chewing tobacco, is prohibited on campus.
- (4) The sale of tobacco products on campus is prohibited.
- (5) Smoking is prohibited in those campus-owned vehicles that are available for general use.
- (6) As used in this policy, the term "smoking" shall include all of the following:

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

General
Information

Policy Statement on AIDS

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

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

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

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

Compliance with the Americans with Disabilities Act of 1990

Lamar State College-Orange does not discriminate on the basis of disability in admission to, access to or operations of its programs, services or activities. Lamar State College-Orange does not discriminate on the basis of disability in its hiring or employment practices.

Under the ADA a person has a disability if he/she has a physical or mental impairment that substantially limits a major life activity.

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

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

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

Sexual Harassment Policy

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

It is the policy of Lamar State College-Orange that no employee, student or contractor of the college may sexually harass another person. Any employee, student or contractor will be subject to disciplinary action up to and including dismissal for a violation of this policy (Rules and Regulations, the Texas State University System, VII-4.4, Amended May 26, 2005).

Lamar State College-Orange strives to provide an educational and working environment for its students, faculty, and staff free of intimidation and harassment. Sexual harassment is sex discrimination and is, therefore, a violation of the 1964 Civil Rights Act.

Prohibition of Handguns on Campus

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

General
Information



1) Ron E. Lewis Library

2) Academic Center

3) Allied Health Building

4) Wilson Building



Admission Requirements

Admission Requirements
Educational Records and Students' Rights

Admission
Requirements





Admission Requirements

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

Admission Requirements

Who May Apply for Admission

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

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

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

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

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

Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Applicants must submit completed Application for

Admission forms and official transcripts sent directly from all colleges previously attended. Transfer applicants must be in good standing with all institutions previously attended. Students on scholastic or disciplinary suspension from another institution must petition the Vice President for Academic Affairs for individual approval. Contact the Admission and Records Office for further information.

Students transferring from a Texas public college or university are subject to the same testing requirements that apply to current students. Therefore, transfer students from Texas public colleges and universities must comply with requirements relating to the Texas Success Initiative.

Former Students

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

Proof of Residency

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

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

International Students

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

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

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

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

Admission Requirements

High School Students - Co-Enrollment

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

Non-High School Graduates

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

- furnish evidence of preparation substantially equivalent to that required of other applicants;

- submit records of the school work that was completed and/or test scores to substantiate their ability to succeed in the program in which they wish to enroll;
- appear for personal interview with the Vice President for Student Services; and
- satisfy additional requirements (such as satisfactory scores on entrance or placement tests) stipulated by the college administration.

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

Transients

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

Graduates of Non-Accredited High Schools

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

Admission Requirements

Ability to Benefit

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

Students must demonstrate the ability to benefit by taking the ASSET or Compass Program Basic Skills Test and achieving the following minimum scores determined by the Department of Education. ASSET-reading, 35; writing, 35; and numerical, 33; Compass-reading, 62; writing, 32; and prealgebra/numerical, 25. Contact the Testing Center, (409) 882-3330, for additional information concerning administration of the ASSET or Compass tests.

Selected Admission - Allied Health Programs

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

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

False Information

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

Admission Requirements

How to Apply for Admission

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

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

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

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

When to Apply for Admission

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

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

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

Academic Records and Transcripts

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

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

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

Admission
Requirements

Students Joanna Hoffpauir (left) and Jessica Jones (right) work together in the foyer of the Academic Center.





Educational Records and Students' Rights

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

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

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

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

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

A student has the right to challenge records and information directly related to him or her if they are considered to be inaccurate, misleading or otherwise inappropriate. Issues may be resolved either through an informal hearing with the official immediately responsible or by requesting a formal hearing. A description of the procedure to be followed in a formal hearing is available in the 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; or second, by the parent validating the student's dependency as defined by the IRS.

Tuition and Fees

Description of Fees
Refunds
Tuition Rebates
Tuition Charges for Extra Credit Hours
Summary of Fees
Financial Aid and Awards
Types of Aid

Tuition and Fees





Description of Fees

Payment of Fees

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

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

Installment Program

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

Testing Fees

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

Course Fees

Fees are set by the college for courses in which special equipment, testing, supplies, etc., must be acquired. Prices vary based on the course.

Matriculation Fee

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

Reinstatement Fee

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

Waiving Off-Campus Fees

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

Waiving Tuition for Senior Citizens

Senior citizens, 65 years of age or older, may audit courses (up to six credit-hours per semester) on a space-available basis without the payment of tuition but will be responsible for all applicable fees. If credit is not desired, a petition for no grade must be completed and submitted to the Admission and Records Office.



Refunds

Withdrawal Refunds

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

Tuition and Fees

Fall or Spring Semesters and Summer Extended Session

- prior to the first class day, 100 percent, less matriculation fee
- during the first five class days of the semester, 80 percent
- during the second five class days of the semester, 70 percent
- during the third five class days of the semester, 50 percent
- during the fourth five class days of the semester, 25 percent

- after the fourth week of the semester, no refund

Mini-Session

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

Summer Sessions

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

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

Dropped Course Refunds

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

Fall or Spring Semesters and Summer Extended Session

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

Summer Sessions

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

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

Tuition and Fees**Financial Obligations**

Dropping courses or withdrawing from the college does **not** relieve the student of any financial obligations under the installment payment agreement or for student loans. Students withdrawing from the college are required to surrender their student identification cards and parking permits. Student

services fees **will not** be refunded unless the student I.D. card is returned to the college. Withdrawal from the college precludes the student from receiving a refund for dropped courses.

Refunds - Students Receiving Financial Aid

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

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

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

Tuition and Fees

Refunds - Students on Installment Plans

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

Delinquent Payments

Checks written in payment to the college and returned because of insufficient funds (NSF) are considered delinquent payments. An NSF check fee of \$25 plus any applicable late fees are charged for each NSF check. Students who write NSF checks are on "cash only" status for the duration of their enrollment. They will be restricted to paying by credit card, money order, cashier's check,

traveler's check or currency. All unpaid, delinquent obligations are released to a collection agency and credit bureaus. All costs of collecting delinquent obligations are payable by the student and may total as much as 50 percent of the student's outstanding obligation. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made.

Resident Classification

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

Every student who is classified as a resident student who becomes a non-resident at any time by virtue of a change of legal residence by his or her own action, or by the person controlling his or her domicile, is required to notify the Registrar. Students failing to comply with the residence provisions of the state tuition bill (Art. 2645c, V.C.S. as amended 1957) are subject to penalties and/or appropriate disciplinary action as set forth in the law.



Tuition Rebates - Baccalaureate Degrees

Tuition and Fees

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



Tuition Charges for Extra Credit Hours

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

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



Tuition and Fees



Summary of Fees

Fee summaries for all semesters are presented in the schedules on pages 43 and 44. Note that "total charge" does not include the following fees:

Lab Fees	\$10	all science labs
Distance Education	\$50	per course
Late Registration Fee	\$10	
Reinstatement Fee	\$50	
Returned Checks	\$25	
Credit by Exam	\$25	

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

Property Deposit \$10 (one-time fee per campus)

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

	Texas/Louisiana*	Non Texas/Louisiana**
E & G Tuition	\$50/SCH	\$325/SCH
Designated Tuition	\$28/SCH	\$28/SCH
Student Services, maximum \$180	\$18/SCH	\$18/SCH
Computer Services	\$12/SCH	\$12/SCH
Library Use Fee, maximum \$40	\$4/SCH	\$4/SCH
Student Center	\$30	\$30

Note:

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

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



The third floor of the Ron E. Lewis Library is where students will find many of the services needed before, during, and after enrollment: Academic Affairs, Admissions and Records, Advising and Counseling, Cashier's Office, Financial Aid, and Student Services.

Summary of Fees
Fall 2006, Spring 2007, Summer Extended Session – 12 Weeks 2007
Texas and Louisiana Residents

No. of Semester Hours	Tuition E & G	Tuition Designated (General Use)	Student Services Fee	Library Use Fee	Computer Use Fee	Student Center Fee	Student ID Fee**	Transcript Fee	Total*
1	\$50	\$28	\$18	\$4	\$12	\$30	\$5	\$5	\$152
2	100	56	36	8	24	30	5	5	264
3	150	84	54	12	36	30	5	5	376
4	200	112	72	16	48	30	5	5	488
5	250	140	90	20	60	30	5	5	600
6	300	168	108	24	72	30	5	5	712
7	350	196	126	28	84	30	5	5	824
8	400	224	144	32	96	30	5	5	936
9	450	252	162	36	108	30	5	5	1,048
10	500	280	180	40	120	30	5	5	1,160
11	550	308	180	40	132	30	5	5	1,250
12	600	336	180	40	144	30	5	5	1,340
13	650	364	180	40	156	30	5	5	1,430
14	700	392	180	40	168	30	5	5	1,520
15	750	420	180	40	180	30	5	5	1,610
16	800	448	180	40	192	30	5	5	1,700
17	850	476	180	40	204	30	5	5	1,790
18	900	504	180	40	216	30	5	5	1,880
19	950	532	180	40	228	30	5	5	1,970
20	1,000	560	180	40	240	30	5	5	2,060
Winter Mini 2006, May Mini 2007 and Summer I and II, 2007									
1	\$50	\$28	\$18	\$4	\$12	\$15	\$5	\$5	\$137
2	100	56	36	8	24	15	5	5	249
3	150	84	54	12	36	15	5	5	361
4	200	112	72	16	48	15	5	5	473
5	250	140	90	20	60	15	5	5	585
6	300	168	90	20	72	15	5	5	675
7	350	196	90	20	84	15	5	5	765
8	400	224	90	20	96	15	5	5	855
9	450	252	90	20	108	15	5	5	945
10	500	280	90	20	120	15	5	5	1,035
11	550	308	90	20	132	15	5	5	1,125
12	600	336	90	20	144	15	5	5	1,215

Tuition and Fees

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

Summary of Fees
Fall 2006, Spring 2007, Summer Extended Session – 12 Weeks 2007
Non-Texas Residents

No. of Semester Hours	Tuition E & G	Tuition Designated (General Use.)	Student Services Fee	Library Use Fee	Computer Use Fee	Student Center Fee	Student ID Fee**	Transcript Fee	Total*
1	\$325	\$28	\$18	\$4	\$12	\$30	\$5	\$5	\$427
2	650	56	36	8	24	30	5	5	814
3	975	84	54	12	36	30	5	5	1,201
4	1,300	112	72	16	48	30	5	5	1,588
5	1,625	140	90	20	60	30	5	5	1,975
6	1,950	168	108	24	72	30	5	5	2,362
7	2,275	196	126	28	84	30	5	5	2,749
8	2,600	224	144	32	96	30	5	5	3,136
9	2,925	252	162	36	108	30	5	5	3,523
10	3,250	280	180	40	120	30	5	5	3,910
11	3,575	308	180	40	132	30	5	5	4,275
12	3,900	336	180	40	144	30	5	5	4,640
13	4,225	364	180	40	156	30	5	5	5,005
14	4,550	392	180	40	168	30	5	5	5,370
15	4,875	420	180	40	180	30	5	5	5,735
16	5,200	448	180	40	192	30	5	5	6,100
17	5,525	476	180	40	204	30	5	5	6,465
18	5,850	504	180	40	216	30	5	5	6,830
19	6,175	532	180	40	228	30	5	5	7,195
20	6,500	560	180	40	\$12	30	5	5	7,560
Winter Mini 2006, May Mini 2007 and Summer I and II, 2007									
1	\$325	\$28	\$18	\$4	\$12	\$15	\$5	\$5	\$412
2	650	56	36	8	24	15	5	5	799
3	975	84	54	12	36	15	5	5	1,186
4	1,300	112	72	16	48	15	5	5	1,573
5	1,625	140	90	20	60	15	5	5	1,960
6	1,950	168	90	20	72	15	5	5	2,325
7	2,275	196	90	20	84	15	5	5	2,690
8	2,600	224	90	20	96	15	5	5	3,055
9	2,925	252	90	20	108	15	5	5	3,420
10	3,250	280	90	20	120	15	5	5	3,785
11	3,575	308	90	20	132	15	5	5	4,150
12	3,900	336	90	20	144	15	5	5	4,515

* Total charge does not include the following fees:

Labs associated with:

		Property Deposit	Applied Music
1-3 semester credit hours	\$ 4.00	\$ 10.00	\$ 18.00
4 or more semester credit hours	\$ 8.00	(one-time fee per campus)	
All science labs	\$10.00		

Tuition and Fees

Financial Aid and Awards

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

When to Apply

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

How to Apply

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

Students wishing to apply for grants and/or work-study employment must complete the Free Application for Federal Student Aid (FAFSA). Students may obtain a paper copy of the FAFSA in the Financial Aid Office or may complete it online at www.fafsa.ed.gov.

After the application is submitted, the student will receive a Student Aid Report (SAR) from the Department of Education. The Student Aid Report contains the Estimated Family Contribution (EFC) that is used in determining the student's eligibility to receive financial aid. The type and amount of assistance will be determined by the Financial Aid Office based on several factors.



Types of Aid

Grants

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

The final amount of the Federal Pell Grant is determined at the time of Leverage Educational Assistance Partnership Program enrollment.

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

Federal SEOG	Federal Supplemental Education Opportunity Grant
TPEG	Texas Public Education Grant
LEAP	Leveraging Educational Assistance Partnership
STS	State Tuition Scholarship
SDS	Student Deposit Scholarship
CWS	College Work Study
TEOG	Texas Educational Opportunity Grant
TEXAS	Towards Excellence, Access, and Success

Loans

Federal Stafford Loans are available through the Federal Family Educational Loan (FFEL) Program. The funds for Stafford Loans will come to students from a bank, credit union, or other lender that participates in the FFEL Program. In order to apply for Stafford Loans the student must complete the FAFSA form. They must also complete both an in-person and an online entrance counseling session.

Stafford Loans must be repaid. Stafford Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on the loan ("subsidizes" the loan) until the student begins repayment and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. Students will be charged interest from the time the loan is disbursed until it is paid in full.

The FFEL programs also offer PLUS Loans for parents of dependent students. In this program the parent is responsible for repaying the loan.

Scholarships

Scholarships are funds that cover portions of students' expenses. A limited number of Lamar State College-Orange and endowed scholarships are available to students who qualify based on merit and/or need. The amounts and numbers of these awards will vary each year depending on available funding and student need. Scholarships at Lamar State College-Orange are of two types: those administered solely by the college, including the selection of recipients; and those administered by the college at the request of donors who select the recipients themselves. Scholarship application forms and information concerning other requirements and deadlines are available in the Financial Aid Office.

Lamar State College-Orange Foundation

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

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

Bennie Talmadge Endowment—for students studying music.

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

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

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

Service League of Orange Scholarship—for high school seniors selected by the Service League.

Womack Scholarship—for all students, based on merit and need.

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

Amelia Feathers Memorial Scholarship—must be an African American female majoring in journalism or English.

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

Master Gardner's Scholarship—for Orange County residents. Must obtain 2.5 LSC-O GPA or 3.5 high school GPA.

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

Joan Stinehart Business Scholarship—must be business or accounting major, carry 15 hours with a 3.5 GPA.

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

General Scholarships

DuPont SRW Federal Credit Union—members of the DuPont Credit Union or members of their families, based on merit.

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

Claire Marshall Memorial Scholarship—or any student who has a physical disability.

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

Orange County Board of Realtors Scholarship—for US and Orange County students in good standing, working towards a degree, and must be a graduate of public or private high school or home-schooled equivalent. Must maintain a 2.5 GPA at LSC-O or 3.5 scholastic average on 4.0 scale in his/her high school senior year. Student must not be eligible for financial aid assistance. Preference is give to students working full or part-time while attending LSC-O.

Science, Technology, Engineering, Math (STEM) Scholarship—high school graduate or current college student, graduated student wishing to change careers, or individuals who are thinking about returning to school and who have a sincere interest in the STEM disciplines. LSC-O STEM disciplines are: Computer Science (C or AS), Process Technology (C), Medical Laboratory Technology Program (AAS), Industrial Technology (AAS), and students seeking a Natural Science Associate of Science degree.

Service League Healthcare Scholarship—for students enrolled in allied health programs.

Eber W. Ephlin Scholarship—for high school graduates from Port Neches or Memorial High Schools who are residents of Griffin Park to attend Lamar State College-Orange, Lamar State College-Port Arthur, Lamar University or Lamar Institute of Technology.

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

Short-Term Loans

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

Employment

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

Exemptions

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

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

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

Financial Assistance and Special Services for Disabled Students

The Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and non-refundable fees to students who have certain

disabling conditions, provided their vocational objectives have been approved by a DARS counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist handicapped students to become employable. Application for such services should be made at the Department of Assistive and Rehabilitative Services, Beaumont District Office, 5550 Eastex Freeway, Suite D, Beaumont, Texas 77708-5300, at (409) 898-3988 or (800) 242-8334.

The Advising and Counseling Office works closely with the Department of Assistive and Rehabilitative Services. Visually and hearing impaired students may be eligible for assistance, aid for the purchase of books, and assistance in acquiring specialized equipment. For more information call the Department of Assistive and Rehabilitative Services Division of the Blind, 3515 Fannin, Suite 105, Beaumont, Texas 77701, at (713) 995-8847 or (800) 252-5204.

Veterans' Affairs Office

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

Policy Regarding Referrals of Suspected Fraud or Criminal Misconduct

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



Tuition and Fees

Student Services

Student Services

Compact with Texans

Admissions and Records Office

Advising and Counseling Center

Ron E. Lewis Library

Testing Center

The Learning Center

Campus Security

Activities and Organizations

Conduct and Discipline





Student Services

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

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

Student Handbook

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

Health Services and Student Insurance

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

All registered students enrolled in six or more credit hours (three or more during the summer) are eligible to purchase health insurance for an entire year or for one semester. Health and accident insurance is required of all foreign students and all participants in the intramural sports and Spring Day Program. Insurance information is available from the Vice President for Student Services.



Compact with Texans

Agency Name

Lamar State College-Orange

Services Rendered

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

Service Principles

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

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

Service Goals and Objectives

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

Standards for Maximum Wait Time

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

Complaints

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

Student Relations Representative

Bobbie Burgess

Vice President for Student Services and Auxiliary Enterprises

Ron E. Lewis Library Building, Room 355

(409) 882-3341

bobbie.burgess@lsco.edu



Admission and Records Office

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

Notification of Emergencies

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

Change of Address or Name

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

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



Student Services



Advising and Counseling Center

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

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

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

Career counseling is available to each student to assist in the clarification of career objectives. The counselors have available the comprehensive, online interactive career guidance system, DISCOVER, the Myers-Briggs Personality Type Indicator (MBTI), and the Strong Interest Inventory (SII). Students are advised to make appointments with the Testing Center staff to take the MBTI or SII. Students must obtain a password token from a counselor in order to use the online DISCOVER program. An explanation of a personalized profile may be obtained by visiting a professional advisor at the Advising and Counseling Center.

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

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

The Advising and Counseling Center is located in room 354 of the Ron E. Lewis Library. Students may schedule appointments by calling (409) 882-3340.

New Student Orientation

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

Academic Advising

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

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

Placement Services

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

Carl Perkins Programs

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

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

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

Disability Support Services

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

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

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

The Disability Support Services Office works closely with the Department of Assistive and Rehabilitative Services (DARS). The department provides disabled persons opportunities to enter into or return to gainful employment. Assistance with tuition and fees--in addition to diagnostic evaluation, vocational counseling, and physical restoration--may be provided. For more information call or write the Department of Assistive and Rehabilitative Services, Beaumont Field Office, 5550 Eastex Freeway, Suite D, Beaumont, Texas 77708-5300 at (409) 898-3988 or (800) 242-8334.

Visually and hearing impaired students and other qualified students with disabilities may be eligible for assistance, including mobility training, professional counseling, placement services, tuition assistance, reader services, personal assistants, and other services through DARS. The department also maintains special equipment for its clients. To reach the Division of the Blind, call (409) 838-5201 or (800) 252-5204.



Ron E. Lewis Library

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

The library contains a collection of resources to support the college's curricula and the needs of students and faculty. The collection contains more than 170,000 volume equivalents. The library receives more than 400 serial and periodical titles in print format; back files of most are available in microform. The library is heavily automated with all computers Internet accessible. A wide range of electronic information resources is available to students and staff through the World Wide Web. The library maintains more than 19,000 electronic books and provides access to numerous abstracted, full-text and full-image databases, including Proquest, Elsevier Science Direct, EBSCO, Galenet, Lexis-Nexis and OCLC FirstSearch indices. Users have immediate access to more than 3,600 unique periodical and journal titles in electronic format covering most research disciplines.

To facilitate cooperation and resource sharing, the library is a member of Amigos Library Services and participates in the TexShare program, which is a project managed by the Texas State Library for Texas academic and public libraries. Funded by the Texas Legislature, the TexShare program is designed to facilitate access to library materials for all Texans.

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

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

As part of the community service mission of the college, library facilities and privileges are extended to adult citizens of the Orange community. The Ron E. Lewis Library maintains a reciprocal borrowing agreement with the Orange

Public Library and maintains a cooperative working arrangement with the Mary and John E. Gray Library at Lamar University. The Ron E. Lewis Library also honors the TexShare borrower card when presented with acceptable photo identification. Some use and access restrictions may apply to those resources and materials with contractual and licensing restrictions.

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



Testing Center

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

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

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

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

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

session. Students may see counselors at the Advising and Counseling Center for explanations of the results.

Special Accommodations Testing

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

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



The Learning Center

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

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



Campus Security

Student Services

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

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



Activities and Organizations

Student Government Association

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

The president and officers of the Student Government Association are elected each spring in a general student election. Student senators are elected each fall semester. Student opinions may be expressed at the open meetings of the SGA. Ideas, suggestions and/or concerns may also be submitted through SGA suggestion boxes at various campus locations.

Student Organizations

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

Student Center

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

Student Services

Student Publications

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

Recreational Sports

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

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

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

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

LSC-O Alumni

Lamar State College-Orange offers on-campus services and activities to ex-students. Anyone wanting to participate or take advantage of these services may purchase an Alumni ID Card. The card has an annual cost of \$35 (September 1 through August 31) and may be paid for at the Cashier's Office. The paid receipt should then be presented in the Admission and Records Office and a photo ID will be made at that time. The ID card must be renewed annually beginning September 1.

Conduct and Discipline

Student Conduct

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

Student Services

Disciplinary Action

A student is subject to disciplinary action for unacceptable behavior as outlined in the Student Handbook under "Code of Student Conduct and Discipline." The Vice President for Student Services may classify behavior as unacceptable and may refer the case to the proper judicial body for investigation

and decision. The student has the right to appeal the decision to the College Discipline Committee. This appeal is made through the Office of the Vice President for Student Services, and the action of the Discipline Committee is subject to review by the President of Lamar State College-Orange.

Student discipline at Lamar State College-Orange is based on an educational philosophy of helping students grow and mature into responsible citizens. When a student behaves in a manner that may require disciplinary action, a careful investigation of all facts is made and the student is afforded every opportunity to participate in the process of arriving at a just and equitable decision. Counseling, conferences with instructors, conferences with peer groups, and other techniques may be employed in making discipline an educational experience.

Hazing

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

Official Summons

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

Debts

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

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

After the 12th week in the long semester and the fourth week in the summer term, failure to pay fees by the specified date will result in suspension at the end

of the current semester and will include denial of readmission, withholding of grades and transcripts and/or withholding of degrees or certificates.

Parking Regulations

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



Dr. John Coratti, Associate Professor of Criminal Justice, holds classes and mock trial hearings in the moot courtroom located in the Green Ave. Building on the LSC-O campus.



Student Services

Beginning summer 2006, students enrolled at Lamar State College-Orange will have access to a website portal called *My LSC-O* that will link to class schedules, campus events, e-mail, class postings, and more.

Academic Policies and Procedures

Academic Policies and Procedures
Nontraditional Credit Education Evaluation
Testing and Placement



Academic Policies
and Procedures



Academic Policies and Procedures

Registration for Classes

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

Full-Time Student Status

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

Maximum Course Loads

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

Course Numbering

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

- The first number indicates the rank of the course: 1, freshman level; 2, sophomore level.
- The second number indicates the number of semester hours of credit.

- The last number(s) indicates the order in which the course normally is taken.

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

Semester Hours

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

New Courses

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

Minimum Class Enrollment

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

Class Attendance

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

Observance of Religious Holy Days

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

reasonable time after the excused absence. This policy does not apply to any student absence which may interfere with patient care.

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

Academic Integrity

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

Plagiarism means "to take and use as one's own the writings or ideas of another" (American Heritage Dictionary). Before submitting any paper for any course at the college, the student must acknowledge each source used consciously, whether published or unpublished. Even an idea presented in the student's own words but consciously taken from a source must be acknowledged. In addition, quotation marks (or indenting) must set off phrases or longer passages copied verbatim. Each instructor will explain any special means required to avoid plagiarism in his or her own field.

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

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

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

Grade Replacement/Course Repetition Policy and Procedures

- Lamar State College-Orange students will have one opportunity to replace grades earned in undergraduate courses.
- If a student repeats a course, the official grade (for calculation of grade point average) will be the second grade earned - regardless of whether it is higher, lower or the same - although the first grade will remain on the student's official transcript.
- The repetition of a LSC-O course at another institution will not replace the grade earned at LSC-O in the calculation of a student's cumulative grade point average, nor will a grade earned in a LSC-O course replace a transcribed grade earned in the same course at another institution.
- Any grade earned by further repetition of a course (third and subsequent grades earned in the same course) will be included in the calculation of a student's cumulative grade point average.
- A "Q" grade for a dropped course or a "W" grade for withdrawal from the college counts as the one allowable attempt at course repetition. If the student receives a "Q" or "W" grade on the repeated course, the original grade will be calculated into the grade point average, and the student will not be allowed a subsequent attempt to replace the original grade under this policy.
- Before repeating a course for grade replacement, a student must receive approval from the Registrar.
- College honors will be determined on the basis of a cumulative grade point average that includes ALL grades earned, even those replaced according to this policy.

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

- obtain a grade replacement form from the Admission and Records Office (Ron E. Lewis Library Building, room 341);
- ensure that the previous and current courses are exactly the same;
- enroll (register);
- receive signature approval from the Registrar on the form and return it to the Admission and Records Office before the 12th class day for the fall and spring semesters, fourth class day for Summer I and Summer II and first class day for mini-sessions; and
- complete the course.

Classification of Students

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

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

Grading System

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

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

Incomplete

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

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

Grade Changes

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

Grade Point Average Computation

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

To compute a grade point average, grade points are assigned to a letter as follows: "A," 4 points; "B," 3 points; "C," 2 points; "D," 1 point; and "F," "I," "S," "NG," "Q," "U," and "W," 0 points.

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

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

Beginning with the fall 1994 semester, all Lamar campuses modified their procedure for grade point average computation. Each campus began maintaining an independent grade point average that reflects only the coursework attempted on that specific campus. The old procedure of combining all coursework into one comprehensive grade point average will continue to be used for any courses taken prior to fall 1994. For additional information interested parties may contact the registrar's offices on the respective campuses.

Final Grade Report

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

Grade Appeals and Academic Grievances

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

Dean's List

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

President's List

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

Change of Major

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

Changing Schedules

All section changes, adds, and drops must be approved by either the academic advisor, the division chair or Advising and Counseling Center personnel. All such changes are initiated by the completion of the proper form. A course may not be added after the first week of a long semester or the first two days of a summer session.

Dropping Courses

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

Reinstatement to Class

A student may be reinstated to class upon written approval by the major instructor of the course and the instructor's division chair/director or the Dean of Instruction. The official form must be processed in the Admission and Records Office.

Instructor-Initiated Drop

When absences, other than approved absences, interfere with the student's performance, the instructor may recommend to the division chair/director that the student be dropped from the course. If this action is taken after the first six weeks of the semester, a grade of "F" may be recorded for the course. In the case of an instructor-initiated drop the student's academic advisor will be notified.

Withdrawals

Students wishing to withdraw from all classes must fill out withdrawal petitions in the Admission and Records Office. Students must clear all financial obligations and return all books, laboratory equipment, and other materials. Four copies of the withdrawal form signed by the division chair/director, the Business Office, Financial Aid Office and the Vice President for Student Services are presented to the Admission and Records Office by the student. For refund purposes the effective withdrawal date is the date the withdrawal petition is received in the Admission and Records Office with all appropriate signatures.

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

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

Prior to withdrawing from classes students should meet with their academic advisor.

English Requirement

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

Academic Probation and Suspension

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

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

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

Veterans' Satisfactory Academic Progress

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

Academic Appeals Procedures

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

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

Eligibility for Extracurricular Activities

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

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

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

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

Credit by Examination and Advanced Standing Examination

Advanced standing examinations are intended only for those students who have had the equivalent, in formal or informal training, of the work being presented in the course in question. These exams may be taken only once unless otherwise approved by the division chair/director or Dean of Instruction. Credit may be granted to those who pass departmental advanced standing examinations with a grade of "B" or better. Normally, departmental examinations will be

given only if College Level Examinations Program (CLEP) subject examinations are not available.

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

A student who has previously and/or is currently enrolled in a course or has received a grade (passing or failing) in a course may not take an advanced standing examination in that course. Credit earned by examination is not granted or transcribed if the student does not complete at least one course at LSC-O subsequent to earning credit by exam. A fee of \$25.00 per credit hour must be paid to the Cashier's Office for credit to be transcribed.

Advanced Placement

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

1. Advanced Placement Examinations (Optional)

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

<u>Subject Area</u>	<u>Required Score</u>	<u>Credit Granted</u>
Art	Score of 3 or above	Art 1316, 1311
Biology	Score of 3 or above	Biology 1406-1407
Calculus		
AB Test	Score of 3 or above	Math 1325 or Math 2413
BC Test	Score of 3 or above	Math 2312, 2413, & 2914
Chemistry	Score of 3 or above	Chemistry 1411
Computer Science		
A Test	Score of 4 or 5	Computer Science 1420
AB Test	Score of 4 or 5	Computer Science 2420
Economics (Micro)	Score of 3 or above	Economics 2302
Economics (Macro)	Score of 3 or above	Economics 2301
English	Score of 4 or 5	English 1301-1302
	Score of 3	English 1301

Foreign Language	Score of 3	1311
	Score of 4	1311, 1312
	Score of 5	1311, 1312, 2311
Govern./Compar.	Score of 3 or above	3 hrs. elective (non-advanced)
Government/Pols	Score of 3 or above	Government 2302
History/American	Score of 3 or above	History 1301-1302*
History/European	Score of 3 or above	History 2312-2322

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

2. SAT II - Subject Tests

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

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

3. College Level Examination Program (CLEP)

Lamar State College-Orange awards credit on the basis of most of the subject examinations on the College Level Examination Program (CLEP). A complete list is available from the Testing Center. The essay sections of the English Composition and Literature examinations are required and the determination for the awarding of equivalent English credit is based upon the strength of the written essays.

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

Transfer Credit for Correspondence Courses

The following regulations will apply to work completed through correspondence:

- Lamar State College-Orange does not offer correspondence courses but will accept for transfer and application toward an associate degree or certificate up to nine (9) semester credit hours of correspondence courses which have been satisfactorily completed in a correspondence division of an accredited college or university.
- Students who desire to earn credit by correspondence and apply the credit toward a degree or certificate at LSC-O must secure the approval of their major advisor and the division chair/director. Forms for this purpose may be obtained in the Admission and Records Office.
- All correspondence work in which a student is enrolled during a given semester will count as a part of the student's maximum load permitted for that semester. A student will not be given permission to exceed the maximum load by enrolling in correspondence courses, and any correspondence work which is completed without approval will not be accepted for transfer to Lamar State College-Orange.
- Correspondence work must be completed, and an official transcript showing the grades and credits earned must be filed in the Admission and Records Office at LSC-O no later than 14 days before the date of graduation. If credit is filed after this period, the student's graduation may be deferred to the following semester or summer. It is the student's responsibility to have an official transcript sent to the Admission and Records Office at LSC-O from the Registrar's Office where the correspondence work was completed.
- Correspondence courses will not be approved for students who are ineligible to enroll at LSC-O, for those students who may be on academic or disciplinary probation or suspension and/or for beginning freshmen prior to registration at LSC-O. Also, correspondence courses may not be used to repeat courses.
- A maximum of nine (9) semester credit hours may be earned through correspondence work and applied toward a degree or certificate at LSC-O; the work normally should be in general education, minor or elective areas. Correspondence work cannot be used to satisfy major field requirements.

Transfer Credit Evaluation

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

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

Transfer of Military Credit

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

- Form DD214
- Military Transcript Summary sent directly from the American Council on Education





Nontraditional Credit Education Evaluation

Policy and Procedures

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

The evaluation of nontraditional education is based upon the guidelines of the Southern Association of Colleges and Schools (SACS). Credit may also be awarded based on recommendations contained in the National Guide to Educational Credit for Training Programs published by the American Council on Education. A copy of this guide is located in the Admission and Records Office.

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

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

Procedures for Requesting Credit for Nontraditional Education

1. The student initiates the request in the Admission and Records Office by completing the appropriate form and presenting documentation, if required.

2. The Admission and Records Office sends the form to the appropriate division chair/director for evaluation. Departmental approval is not normally required of ACE Guide recommendations.
3. The form is returned to the Admission and Records Office and a copy of the completed evaluation is mailed to the student.
4. After payment is received, the nontraditional credit is posted to the student's academic record. A transcript showing posted credit is mailed to the student.



Testing and Placement

The Texas Success Initiative (TSI)

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

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

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

- For a period of five years from the date of testing, a student who is tested and performs at or above the following standards:
 - *ACT*: composite score of 23 with a minimum of 19 on both the English and mathematics tests;
 - *Scholastic Assessment Test (SAT)*: a combined verbal and mathematics score of 1,070 with a minimum of 500 on both the verbal and the mathematics tests
- For a period of three years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1,770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test
- For a period of three (3) years from the date of testing, a student who is tested and performs 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 three
- A student who has graduated with an associate or baccalaureate degree from an institution of higher education
 - A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed nine hours of college-level coursework including a “B” or better course
 - A student who has previously attended any institution and has been determined to have met readiness standards by that institution may be waived from TSI requirements as long as they are taking classes listed on the certificate plan declared
 - 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
 - A student who is enrolled in a certificate program of one year or less (Level-I certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute or a public state college

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

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

Pre-collegiate courses, such as developmental reading, writing and math, are not counted in calculating the credit hours for meeting testing requirements. For further information please contact the Testing Center at (409) 882-3330.

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

Mathematics and English Placement

Diagnostic placement tests in mathematics and English are required for all students who are enrolling in math and/or English for the first time to determine the course most appropriate for the individual's skill level. Results of this test are used for placement into the appropriate level math course. While most students will take only one exam, it is possible that a few may need to take additional exams to determine placement. The math tests take 60 minutes each, and test results will normally be available immediately. English tests take 45 minutes. Although maintained in records for student advising, scores do not appear on the student transcript.

Successful completion of the Texas Success Initiative requirements **does not eliminate** the requirement for math and English placement testing. Students who have received passing grades in math and/or English courses may continue with the next course in the sequence. Students who have failed or dropped will re-enroll at the level indicated previously. The division chair/director can provide additional information about placement.

Graduation with Honors

To be designated as an honor graduate, a student must:

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

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

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

Second Associate Degree

When two associate degrees are taken simultaneously or one has been taken previously, the second associate degree may be granted upon the completion of all required work for the second degree. However, a total of 15 semester hours above the number required for the degree having the greater semester hour requirements must be completed.

Graduation Under a Particular Catalog

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

The program of the student who interrupts enrollment for reasons other than involuntary military service for more than one calendar year shall be governed by the catalog in effect at the time of the student's re-entry to the college. The student who interrupts enrollment for involuntary military service must re-enroll within one year from the date of separation from military service in order for this provision to apply. For these purposes enrollment shall be defined as registration for and successful completion of at least one course during an academic term. A student forced to withdraw for adequate cause before completion of a course may petition for a waiver of this provision at the time of withdrawal.

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

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

Graduate Guarantee Policy

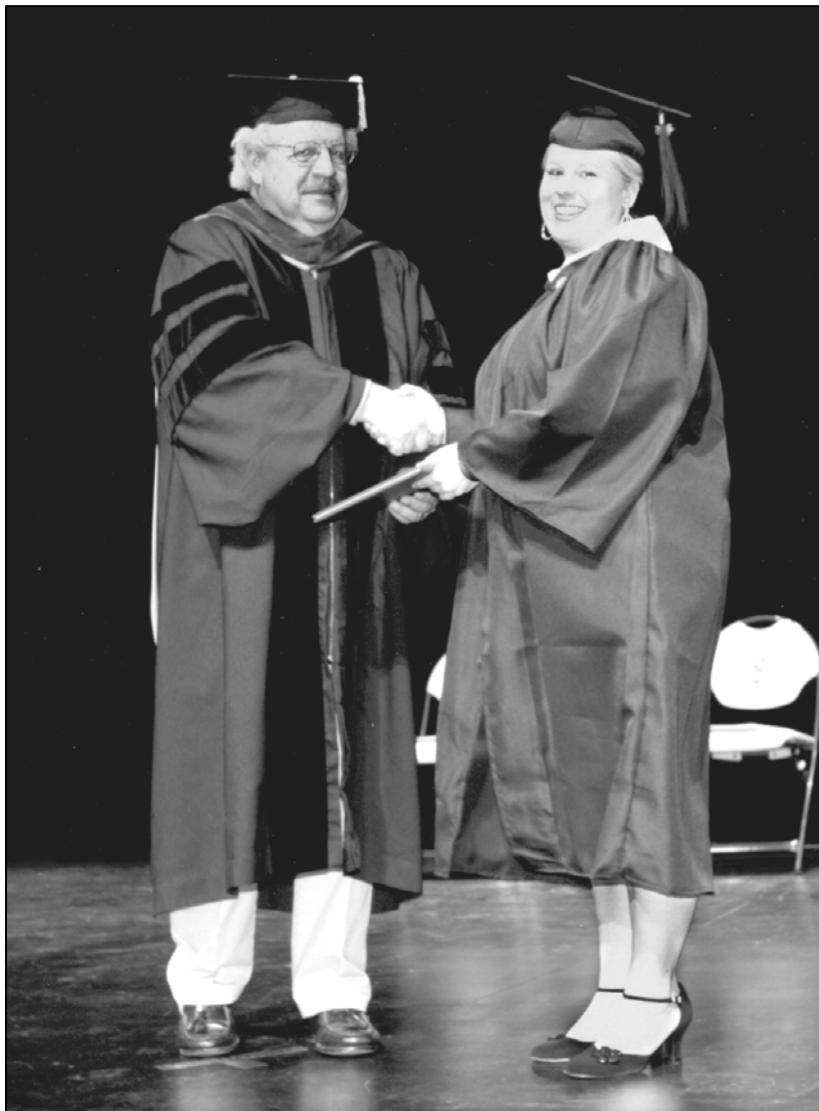
Lamar State College-Orange guarantees that students who successfully complete two-year programs of study in technical fields will have the job skills for entry-level employment in the occupational fields for which they have been trained. Graduates with associate of applied science (AAS) degrees who are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

- The graduate must have earned the AAS degree beginning May 1993 or thereafter in a technical, vocational or occupational program published in the college catalog.
- The graduate must have completed the AAS degree at Lamar State College-Orange with a minimum of 75 percent of the necessary credits earned at Lamar State College-Orange and must have completed the degree program within a four-year time span from the date of initial enrollment.
- Graduates must be employed full-time in job fields directly related to their AAS programs of study as certified by the appropriate academic officer.

- Employment must commence within 12 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by Lamar State College-Orange as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, division chair/director, and other appropriate academic officers will agree upon a written plan for educational retraining. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or employer are responsible for all costs associated with enrollment except tuition. This includes fees, books, insurance, uniforms and other course-related expenses.
- The guarantee does not imply that a graduate will pass any licensing or qualifying examinations for a particular career.
- A graduate's sole remedy against the institution and its employees for skill deficiencies shall be limited to 12 hours of tuition-free education as outlined under the conditions described above.
- A request to implement the graduate guarantee policy can be initiated through a written contract with the President's Office within 90 days of the graduate's initial employment.



Academic Policies
and Procedures



Commencement ceremonies are held in May, August, and December at the Lutcher Theater in Orange.

Degrees, Certificates and Institutional Awards

Degrees, Certificates
Institutional Awards

Degrees, Certificates and Institutional Awards
Accelerated Certification for Educators
Program
Transfer and Articulation
General Graduation Requirements
48-Hour Core Curriculum



Degrees, Certificates and Institutional Awards

Degrees, Certificates
Institutional Awards

Program	Degree	Certificate	Institutional Award	Page No.
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Business	•			118
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Degrees, Certificates and Institutional Awards

Degrees, Certificates
Institutional Awards

Degrees and Certificates

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

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

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

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

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

Associate of Applied Science (AAS) Degrees

Associate of applied science (AAS) degrees are intense programs of study designed to prepare students for employment after graduation. All programs are developed to ensure that students achieve competencies in job skills. Some courses may transfer to four-year institutions, but students planning to pursue bachelors' degrees should work closely with academic advisors to plan for

successful transfer of coursework. Requirements for the AAS degree include general education courses, specified courses in the chosen area of study, and a capstone or external learning experience course. Students pursuing associate of applied science degrees must meet the testing requirements of the Texas Success Initiative.

Certificates (C)

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

Institutional Awards (IA)

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





Accelerated Certification for Educators (ACE) Program

Degrees and Certificates

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

This continuing education unit (CEU) teacher training program is based on contact hours, not credit hours, and is approved by the Texas Board of Educator Certification. The program is for baccalaureate degreed individuals presently in business/industry seeking career changes, teachers who currently do not have permanent certifications, and teachers who need content area specialty. For more information contact the Education Division at (409) 882-3053.

ACE Program Components

1. Pedagogy and Professional Responsibilities (2 courses)
 - EDUC 1301 Introduction to the Teaching Profession
 - EDUC 2301 Introduction to Special Populations
2. Content Area Training (1 course)
 - This course is specific to train participants in teaching techniques used in the classroom.
3. Technology Integration (1 course)
 - Introduction to Technology Integration (beginner) OR
 - Technology Integration I (advanced)
4. Field-Based Experience
 - Internship (2 semesters as teacher of record) OR
 - Student Teaching (12 weeks, non-paid position)

The ACE Program is intensive, fast-tracked, and modular based. Courses are held on weekday evenings and some Saturdays. Participants may enter the program in January and July.

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

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

Degrees, Certificates and Institutional Awards by Type

Associate of Applied Science

- Business Management
- Information Technology Support Specialist
- Medical Laboratory Technology
- Medical Office Professional
- Nursing-Upward Mobility (RN)
- Office Professional

Associate of Arts Education/Teaching

- (AAT 1) Grades EC-4, 4-8, Special Education EC-12
- (AAT 2) Core subjects, Grades 8-12

Associate of Science

- Business
- Communication
- Computer Science
- Criminal Justice
- Liberal Arts
- Natural Science
- Sociology

Certificates

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

Institutional Awards

- EMT-Basic
- Forensic Science
- Medical Office Receptionist



Transfer and Articulation

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

Requirements and Limitations

- Each institution of higher education shall identify in its undergraduate catalog each lower-division course that is substantially equivalent to an

academic course listed in the current edition of the Community College General Academic Course Guide Manual.

- All colleges and universities must identify at least 42 semester credit hours of academic courses that are substantially equivalent to courses listed in the Community College General Academic Course Guide Manual, including those that fulfill the lower-division portion of the institution's core curriculum.
- All public colleges and universities must accept for credit successfully completed courses identified in the first two bullets above as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that major.
- Each institution shall be required to accept in transfer into a baccalaureate degree the number of lower-division credit hours in a major which are allowed for their non-transfer students in that major; however,
- No institution shall be required to accept in transfer more credit hours in a major than the number set out in the applicable Coordinating Board approved Transfer Curriculum for that major, as prescribed by the current issue of the Coordinating Board's Guide to Transfer Curricula and Transfer of Credit, Transfer of Credit Policies and Curricula;
- In any major for which there is no Coordinating Board-approved Transfer Curriculum, no institution shall be required to accept in transfer more lower-division course credit in the major applicable to a baccalaureate degree than the institution allows its non-transfer students in that major; and
- A university may deny the transfer of credit in courses with a grade of "D" as applicable to the student's major.
- All senior institutions of higher education in Texas shall provide support services for transfer students equivalent to those provided to non-transfer students regularly enrolled at the institutions, including an orientation program for transfer students equivalent to that provided for entering freshmen.
- No university shall be required to accept in transfer or toward a degree more than 66 semester credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours.

Resolution of Transfer Disputes for Lower-Division Courses

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

- If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course is denied.
- A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
- A student who receives notice as specified above may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
- The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with the Coordinating Board's rules and guidelines.
- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written denial, the institution that denies the course credit for transfer shall notify the commissioner of its denial and the reasons for the denial.

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

Tech Prep Program

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

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

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

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



General Graduation Requirements

Associate of Science and Associate of Arts Degrees

Students must meet the following requirements for an AS or AA degree:

- satisfy all admission requirements;
- have twenty-five (25) percent of the total semester hours required in residence at Lamar State College-Orange with a minimum of twelve (12) hours from the 2000 level, sophomore classification or from core curriculum courses;
- attain 2.00 GPA (grade points/hours attempted) on all coursework completed at LSC-O;
- attain no lower than a grade of "C" in each and every class in their major fields of study (concentration);
- have all transfer work evaluated on a credit basis only; transfer work will not be used to determine the LSC-O GPA (credit will be awarded for a transfer grade of "D"; however, if the transferred course is on the

- degree plan under the major field of study, a grade of "C" must be attained);
- complete the required core curriculum;
 - confer with the appropriate division chair to establish a formal degree plan and complete the associate of science or the associate of arts degree program as prescribed;
 - have no more than a total of fifteen (15) semester hours of credit by correspondence (maximum of 9) and/or credit by examination combined; and
 - complete the Collegiate Assessment of Academic Proficiency (CAPP) test.

Associate of Applied Science Degrees

Students must meet these requirements for an AAS degree:

- satisfy all admission requirements;
- have twenty-four (24) of the total semester hours required in residence at Lamar State College-Orange with twelve (12) of the twenty-four (24) in the 2000 level, sophomore classification or from core curriculum courses;
- attain 2.00 GPA (grade points/hours attempted) on all coursework completed at LSC-O;
- attain no lower than a grade of "C" in each and every class in their major fields of study (concentration);
- have all transfer work evaluated on a credit basis only; transfer work will not be used to determine the GPA (credit will be awarded for a transfer grade of "D"; however, if the LSC-O transferred course is on the degree plan under the major field of study, a grade of "C" must be attained);
- complete at least fifteen (15) credit hours of general education courses with a minimum of three credit hours in each of the following: natural science/mathematics, humanities/fine arts, and social sciences/behavioral sciences;
- complete the associate of applied science degree program as prescribed; and
- have no more than a total of fifteen (15) semester hours of credit by correspondence (maximum of 9) and/or credit by examination combined.

Certificates of Completion and Institutional Awards

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

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

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



The Speech and Debate Team competed at the National Novice Tournament at Morehead State University in Paducah, KY in March 2005. Included in the photograph above are Kevin Doss, Instructor of Speech and Debate, and students: Marion Tuttle, Michael Thornton, and Kate Robbards.

Core Curriculum

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

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

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



LSC-O 48-Hour Core Curriculum

Subject	Hours
English	6
Mathematics	3
Natural Sciences	8
Fine Arts	3
Literature	3
Philosophy or Literature	3
History	6
Government	6
Social Sciences	3
Communications	3
Micro Computers	3
Physical Education	1
Total Curriculum Hours	48

Core Curriculum Required Courses

3 hours ENGL 1301 - Composition I	
3 hours ENGL 1302 - Composition II	
3 hours Mathematics	
<i>Choose from these MATH options:</i>	
1314 - College Algebra	1342 - Elementary Statistics
1316 - Plane Trigonometry	1350 - Fundamentals of Mathematics I
1324 - Math for Business Applications	1351 - Fundamentals of Mathematics II
1325 - Elements of Analysis for Bus Apps	2305 - Discrete Mathematics
1332 - Mathematics for Liberal Arts	2312 - Precalculus Mathematics
	2413 - Calculus and Analytic Geometry
8 hours Natural Sciences	
<i>Choose from these options:</i>	
BIOL 1406 - General Biology I	CHEM 1406 - Introductory Chemistry I
BIOL 1407 - General Biology II	CHEM 1408 - Introductory Chemistry II
BIOL 1408 - Introductory Biology I	CHEM 1411 - General Chemistry I
BIOL 1409 - Introductory Biology II	CHEM 1412 - General Chemistry II
BIOL 2406 - Environmental Biology	CHEM 2411 - Integrated Chemistry
BIOL 2420 - Introductory Microbiology	
GEOL 1403 - Physical Geology	PHYS 1401 - College Physics I
GEOL 1404 - Historical Geology	PHYS 2411 - Integrated Physics
3 hours Fine Arts	
<i>Choose from these options:</i>	
ARTS 1301 - Art Appreciation	DRAM 1310 - Introduction to Theater
	HUMA 1315 - Understanding the Arts
3 hours Literature	
<i>Choose from these options:</i>	
ENGL 2321 - Masterworks of British Lit	ENGL 2331 - Masterworks of World Lit
ENGL 2326 - Masterworks of American Lit	ENGL 2341 - Forms of Literature
ENGL 2328 - Masterworks of American Minority Lit	
3 hours Philosophy 1301 or Literature	
3 hours HIST 1301 - U.S. History Before 1877	
3 hours HIST 1302 - U.S. History Since 1877	
3 hours GOVT 2301 - Introduction to American Government I	
3 hours GOVT 2302 - Introduction to American Government II	
3 hours Social Science	
<i>Choose from these options</i>	
ECON 2301 - Principles of Economics (Macro)	PSYC 2301 - Introduction to Psychology
ECON 2302 - Principles of Economics (Micro)	SOCI 1301 - Introduction to Sociology
3 hours Communication	
<i>Choose from these options:</i>	
SPCH 1315 - Public Speaking	Any foreign language:
SPCH 2335 - Argumentation and Debate	SPAN 1311, SPAN 1312
3 hours COSC 1301 - Microcomputer Applications	
1 hour Physical Education - PHED 1138, 1238, 1251, 1304	

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

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



Licensed Vocational Nursing graduate Brad Broussard receives his pin during the traditional "pinning" ceremony from nursing instructor Suzanne Baker. This symbolizes entrance into the nursing profession.

Allied Health Division

Allied Health

Dental Assisting (C)
EMT Basic (IA)
EMT Intermediate (C)
Medical Laboratory Technology (AAS)
Pharmacy Technology (C)
Upward Mobility Nursing (AAS)
Vocational Nursing (C)



Dental Assisting (C)

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

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

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

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

FIRST SEMESTER

		Credit Hours
DNTA	1305 Dental Radiology I	3
DNTA	1311 Dental Science	3
DNTA	1315 Chairside Assisting	3
DNTA	1401 Dental Materials	4
SPCH	1318 Interpersonal Communication	<u>3</u>
		Total Hours:
		16

SECOND SEMESTER

DNTA	1241 Dental Laboratory Procedures	2
DNTA	1245 Preventive Dentistry	2
DNTA	1249 Dental Radiology Techniques	2
DNTA	1251 Dental Office Management	2
DNTA	1353 Dental Assisting Applications	3
DNTA	1660 Clinical I-Dental Assistant	<u>6</u>
		Total Hours
		17

SUMMER I SEMESTER

ENGL	1301 Composition I	3
		Total Hours
		3

SUMMER II SEMESTER

DNTA	2461 Clinical II-Dental Assistant	4
		Total Hours
Grand Total: 40		

Emergency Medical Services Program

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

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

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

Allied Health

EMT- Basic (IA)

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

SEMESTER		Credit Hours
EMSP 1501	Emergency Medical Technology-Basic	5
EMSP 1160	Clinical EMT-Basic	1
	Total Hours	6
	Grand Total:	6



EMT Level I – Intermediate (C)

Students will be eligible to sit for the NREMT-Intermediate Exam upon completion of EMSP 1541 and EMSP 1261. Students must have an EMT-Basic certification before taking the NREMT-Intermediate Exam.

Prerequisites		Credit Hours
EMSP 1501	Emergency Medical Technology-Basic	5
EMSP 1160	Clinical EMT-Basic	1
	Total Hours	<u>6</u>
SEMESTER		
EMSP 1541	Emergency Medical Technician-Intermediate	5
EMSP 1261	Clinical EMT-Intermediate	2
EMSP 2348	Emergency Pharmacology	3
	Total Hours	<u>10</u>
Grand Total:		16

Allied Health

Medical Laboratory Technology (AAS)

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

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

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

Applicants are encouraged to take as many of the general academic courses (non-MLAB) listed on the degree plan prior to applying to the Medical

Laboratory Technology Program. MLAB students are required to earn "C" or above in all MLAB and science courses listed on the degree plan.

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

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

Allied Health

Prerequisites		Credit Hours
BIOL 1406	General Biology I or	
BIOL 2401	Human Anatomy and Physiology I	4
BIOL 1407	General Biology II or	
BIOL 2402	Human Anatomy and Physiology II	4
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	<u>4</u>
		Total Hours <u>16</u>
FIRST SEMESTER		
MATH 1314	College Algebra	3
MLAB 1201	Introduction to Clinical Laboratory Science	2
MLAB 1223	Phlebotomy	2
MLAB 1227	Coagulation	2
MLAB 1415	Hematology	<u>4</u>
		Total Hours <u>13</u>
SECOND SEMESTER		
COSC 1301	Microcomputer Applications	3
MLAB 1311	Urinalysis and Body Fluids	3
MLAB 1335	Immunology/Serology	3
MLAB 2431	Immunohematology	<u>4</u>
		Total Hours <u>13</u>
SUMMER		
ENGL 1301	Composition I	<u>3</u>
		Total Hours <u>3</u>
THIRD SEMESTER		
MLAB 2401	Clinical Chemistry	4
MLAB 2434	Clinical Microbiology	4
PSYC 2301	Introduction to Psychology or	
SOCI 1301	Introduction to Sociology	3
Elective	Humanities/Fine Arts	<u>3</u>
		Total Hours <u>14</u>

FOURTH SEMESTER

MLAB 2232	Seminar in Medical Laboratory Technology	2
MLAB 2663	Clinical-Medical Laboratory Technician	6
SPCH 1318	Interpersonal Communication	3
	Total Hours	11
	Grand Total:	70

Pharmacy Technology (C)

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

FIRST SEMESTER

		Credit Hours
HITT 1305	Medical Terminology I	3
PHRA 1301	Introduction to Pharmacology	3
PHRA 1305	Drug Classification	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 2260	Clinical/Pharmacy Technician	2
		Total Hours
		14

SECOND SEMESTER

		Credit Hours
ENGL 1301	Composition I	3
PHRA 1445	Intravenous Admixture/Sterile Compounding	4
PHRA 2361	Clinical/Pharmacy Technician	3
POFT 1329	Keyboarding and Document Formatting	3
SPCH 1318	Interpersonal Communication	3
		Total Hours
		16
		Grand Total: 30

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

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

Upward Mobility Nursing (AAS)

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

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

Complete information about the Upward Mobility Nursing Program, including admission requirements, application deadlines, criminal background policy, and current application forms, is available from the Allied Health Division or on the LSC-O web site.

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

- has ever been convicted of a crime or received a deferred order, with or without an adjudication of guilt for a felony or misdemeanor offense other than a minor traffic violation or Minor in Possession (MIP)
- has had a misdemeanor conviction involving moral turpitude within the last ten (10) years
- has been diagnosed with or treated or hospitalized within the past five years for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, anti-social personality disorder or borderline personality disorder
- has been, within the past five (5) years, addicted to or treated for the use of alcohol or any other drug
- has been denied licensure or disciplined by any licensing/certifying authority

Further information regarding licensure requirements is available on the Board of Nurse Examiners web site at www.BNE.state.tx.us.

Prerequisites:

		Credit Hours
BIOL 2401	Human Anatomy and Physiology I	4
BIOL 2402	Human Anatomy and Physiology II	4
BIOL 2420	Introductory Microbiology	4
ENGL 1301	Composition I	3
Elective	Computer elective or MATH 1314 - College Algebra	3
RNSG 1215	Health Assessment	2
RNSG 1311	Nursing Pathophysiology	<u>2</u>
		Total Hours
		23

Co-requisites:

BIOL 1322	Principles of Nutrition	3
PSYC 2308	Child Psychology	3
PSYC 2311	Adult Development and Aging or	
SOCI 2372	Social Gerontology	3
SPCH 1311	Introduction to Speech Communications or	
SPCH 1315	Public Speaking	3
Elective	Fine Arts or Humanities	<u>3</u>
		Total Hours
		15

FIRST SEMESTER			Credit Hours
RNSG	1210	Intro to Community-Based Nursing	2
RNSG	1327	Transition/Vocational to Professional Nursing	3
RNSG	2361	Clinical I	<u>3</u>
			Total Hours <u>8</u>
SECOND SEMESTER			
RNSG	1207	Nursing Jurisprudence	2
RNSG	2362	Clinical II	3
RNSG	2514	Care of Clients with Complex Healthcare Needs	<u>5</u>
			Total Hours <u>10</u>
THIRD SEMESTER			
RNSG	2363	Clinical III	3
RNSG	2535	Integrated Client Care Management	<u>5</u>
			Total Hours <u>8</u>
Grand Total:			72

Allied Health

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

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

Vocational Nursing Program

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

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

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

- be accepted as a student at Lamar State College-Orange;
- submit transcripts of all college work to the Allied Health Division;
- satisfy the ATI TEAS requirements;
- have a grade of "C" or better in BIOL 2401 and BIOL 2402 Anatomy and Physiology. Although completion of BIOL 1322 Principles of Nutrition and PSYC 2308 Child Psychology is not required for admission to the VN Program, those grades will add points on the admission rating scale;
- have a minimum grade of "C" or better in VNSG 1323-Basic Nursing Skills **and** a satisfactory "S" grade in VNSG 1160-Clinical I Practical Nurse **or** a minimum score of 80 on the VNSG 1323/VNSG 1160 Basic Nursing Challenge Exam.*
- submit a complete application to the Allied Health Division;
- show proof of good mental and physical health;
- show proof of completion of Hepatitis B immunization; and
- show proof of clear criminal background check from an LSC-O designated company or have obtained a completed Declaratory Order from the Board of Nurse Examiners (see program director for details).

* Experienced nurses' aides or certified nurses' aides (CNAs) may be exempt from the VNSG 1323 Basic Nursing Skills and VNSG 1160 Clinical I classes by passing the Basic Nursing Challenge Exam with minimum scores of 80 with the permission of the Director of Vocational Nursing Programs. Students may take the challenge exam only one time. The challenge exam is given at the LSC-O Testing Center. Contact the Testing Center at (409) 882-3330 for an appointment to take the exam. The cost to take the exam is \$25 and to get transcribed credit is \$75.

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

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

1. has been convicted, adjudged guilty by a court, plead guilty, non contest, or nolo contendere to any crime in any state, territory, or country, whether or not a sentence was imposed, including any pending criminal charges or

unresolved arrests (excluding minor traffic violations). This includes expunged offenses and deferred adjudications with or without prejudice of guilt. Please note that DUI's, DWI's, and PI's must be reported and are not considered minor traffic violations. (One time minor in possession (MIP) or minor in consumption (MIC) do not need to be disclosed. If you have two or more MIPs or MICs you must report these to the board.

2. has any criminal charges pending, including unresolved arrests.
3. has any been refused a license by any licensing authority or ever had a license revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded, or otherwise disciplined you.
4. has, within the last five years, been addicted to and/or treated for the used of alcohol or any other drug?
5. has, within the last five years, been diagnosed with, treated or hospitalized for schizophrenia, and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder.

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

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

Vocational Nursing (C)

Prerequisites:

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

FIRST SEMESTER

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

SECOND SEMESTER

PSYC 2308	Child Psychology	3
VNSG 1136	Mental Health	1
VNSG 1222	Vocational Nursing Concepts	2
VNSG 1562	Clinical III Practical Nurse	5
VNSG 2413	Applied Nursing Skills II	<u>4</u>
		Total Hours
		15

THIRD SEMESTER

VNSG 1138	Mental Illness	1
VNSG 1330	Maternal-Neonatal Nursing	3
VNSG 1334	Pediatrics	3
VNSG 2214	Applied Nursing Skills III	2
VNSG 2563	Clinical IV Practical Nurse	<u>5</u>
		Total Hours
		14

Grand Total: 59

Business and Technology Division

Administrative Assistant (C)

Business (AS)

Business Management (AAS)

Business Management Accounting (C)

Business Management-Information Systems (C)

Cisco Network Specialist (C)

Computer Science (AS)

Entrepreneurship (C)

Information Technology Support Specialist-Hardware/Networking

Specialization (AAS)

Information Technology Support Specialist-Software Development

Specialization (AAS)

Information Technology Assistant-Hardware/Networking

Specialization (C)

Information Technology Assistant-Software Development

Specialization (C)

Office Professional (AAS)

Office Assistant (C)

Office Software Specialist (C)

Medical Administrative Assistant (C)

Medical Office Professional (AAS)

Medical Office Assistant (C)

Medical Office Receptionist (IA)

Medical Office Transcriptionist (C)

Industrial Technology (AAS)

Process Technology (C)

Business and
Technology



Administrative Assistant (C)

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

FIRST SEMESTER

			Credit Hours
COSC	1301	Microcomputer Applications	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
POFT	1329	Beginning Keyboarding	3
POFT	1331	Business Machine Applications	<u>3</u> Total Hours <u>15</u>

SECOND SEMESTER

			Credit Hours
POFI	2301	Word Processing	3
POFT	1349	Administrative Office Procedures II	3
POFT	2301	Intermediate Keyboarding	3
POFT	2312	Business Correspondence and Communication	3
SPCH	1318	Interpersonal Communication	<u>3</u> Total Hours <u>15</u>

THIRD SEMESTER

			Credit Hours
ACCT	2301	Principles of Accounting I (Financial)	3
BUSI	1301	Business Principles	3
ITSW	1304	Spreadsheets	3
ITSW	1307	Database	3
POFI	2340	Advanced Word Processing	3
Elective		Business and Technology	<u>3</u> Total Hours <u>18</u> Grand Total: 48

Business (AS)

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

FIRST SEMESTER

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

 Business and
Technology

SECOND SEMESTER

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

THIRD SEMESTER

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

FOURTH SEMESTER

		Credit Hours
GOVT	2302 Introduction to American Government II	3
PHIL	1301 Introduction to Philosophy or Literature	3
Elective	Humanities/Fine Arts	3
Elective	Natural Science with lab	<u>4</u>
Elective	Social Science	<u>3</u>
		Total Hours
		16

Grand Total: 63

Business Management (AAS)

This two-year program prepares individuals to be business professionals, supervisors, managers, or to own small businesses. Under this degree plan, there are three areas of concentration with associated certificate degrees. They are Accounting, Entrepreneurship, and Information Systems. The program is designed to accommodate students who want to first take the business and technical courses necessary to enter the workforce and start their careers with the option to later take the general academic courses associated with a four-year bachelor's degree.

FIRST SEMESTER

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

SECOND SEMESTER

		Credit Hours
ACCT	2302 Principles of Accounting II (Managerial)	3
ACNT	1311 Introduction to Computerized Accounting	3
BUSI	1307 Personal Finance	3
ECON	2301 Principles of Economics (Macro)	3
ITSW	1304 Spreadsheets	3
POFT	1301 Business English	3
		Total Hours <u>18</u>

THIRD SEMESTER

		Credit Hours
BUSI	2301 Business Law	3
POFI	2301 Word Processing	3
Elective	POFT 2312 Business Correspondence & Communication or ENGL 1301 English Composition	3
Elective	POFT 1331 Business Machines or a psychology course	3
Elective	Speech	3
		Total Hours <u>15</u>

FOURTH SEMESTER

		Credit Hours
BMGT	2389 Internship—Management	3
BUSG	2309 Small Business Management	3
Elective	Science/Math	3
Elective	Humanities/Fine Arts	3
Elective	MRKG 1311 Marketing, ACNT 1329 Payroll Accounting or BCIS 2390 Systems A & D	3
		Total Hours <u>15</u>
		Grand Total: 63

Business Management Accounting (C) *

This one-year certificate program is designed to provide students with accounting, computer, and business knowledge and skills for accounting positions in both the private and public business sectors. This includes sole proprietorships, partnerships, and corporations, as well as service, merchandising, and manufacturing firms. The program uses a project approach, which requires writing and mathematical calculations across the curriculum and simulates what the students will be required to do in the real world. This certificate will transfer over to the two-year associate of applied science in business management degree.

FIRST SEMESTER

		Credit Hours
ACCT 2301	Principles of Accounting I (Financial)	3
BMGT 1301	Supervision	3
BUSI 1301	Business Principles	3
COSC 1301	Microcomputer Applications	3
POFT 1301	Business English	3
		Total Hours <u>15</u>

 Business and
Technology

SECOND SEMESTER

		Credit Hours
ACCT 2302	Principles of Accounting II (Managerial)	3
ACNT 1311	Introduction to Computerized Accounting	3
ACNT 1329	Payroll and Business Tax Accounting	3
ITSW 1304	Spreadsheets	3
Elective	POFT 1331 Business Machines or a psychology course	3
		Total Hours <u>15</u>
		Grand Total: 30

* Pending THECB approval.

Business Management with Concentration in Information Systems (C)

This three-semester certificate program is designed to provide students with the updated computer skills and business knowledge for positions in the business/management information processing field. It includes a variety of personal-computer software applications, computerized accounting, systems design and analysis, programming methodology, and programming languages.

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

Business and
Technology

FIRST SEMESTER			Credit Hours
ACCT	2301	Principles of Accounting I (Financial)	3
BMGT	1301	Supervision	3
BUSI	1301	Business Principles	3
COSC	1301	Microcomputer Applications	3
ECON	2302	Principles of Economics (Micro)	3
			Total Hours 15

SECOND SEMESTER			Credit Hours
ACCT	2302	Principles of Accounting II (Managerial)	3
ACNT	1311	Introduction to Computerized Accounting	3
BCIS	1310	Programming Methodology	3
ECON	2301	Principles of Economics (Macro)	3
ITSW	1304	Spreadsheets	3
			Total Hours 15

THIRD SEMESTER			Credit Hours
BCIS	2390	System Analysis and Design	3
ITSW	1307	Database	3
POFT	1301	Business English	3
POFI	2301	Word Processing	3
Elective		Programming Language	3
			Total Hours 15
Grand Total:			45

Cisco Network Specialist (C)

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

FIRST SEMESTER

		Credit Hours
ITCC 1302	Networking Basics	3
ITCC 1306	Routers and Routing Basics	3
		Total Hours 6

SECOND SEMESTER

ITCC 1342	Switching Basics and Intermediate Routing	3
ITCC 1346	WAN Technologies	3
Elective	IT course	3
		Total Hours 9
		Grand Total: 15

Business and
Technology



Computer Science (AS)

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

 Business and
Technology

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

Entrepreneurship (C)

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

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

FIRST SEMESTER

		Credit Hours
ACCT 2301	Principles of Accounting I (Financial)	3
BMGT 1301	Supervision	3
BUSI 1301	Business Principles	3
BUSI 2301	Business Law	3
COSC 1301	Microcomputer Applications	3
		Total Hours
		15

 Business and
Technology

SECOND SEMESTER

ACCT 2302	Principles of Accounting II (Managerial)	3
ACNT 1311	Introduction to Computerized Accounting	3
BUSG 2309	Small Business Management	3
ECON 2301	Principles of Economics (Macro)	3
MRKG 1311	Principles of Marketing	3
POFT 1301	Business English	3
		Total Hours
		18
Grand Total:		33

Information Technology Support Specialist (AAS)

Hardware/Networking Specialization

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

 Business and
Technology

FIRST SEMESTER

		Credit Hours
BUSI	1301	Business Principles
COSC	1301	Microcomputer Applications
ITCC	1302	Networking Basics
ITCC	1306	Routers and Routing Basics
POFT	1301	Business English
POFT	1329	Keyboarding and Document Formatting
		Total Hours
		18

SECOND SEMESTER

BCIS	1310	Programming Methodology	3
ITCC	1342	Switching Basics and Intermediate Routing	3
ITCC	1346	WAN Technologies	3
ITSC	1321	PC Operating Systems-Windows	3
POFT	2312	Business Correspondence and Communications*	3
SPCH	1318	Interpersonal Communication	3
		Total Hours	18

THIRD SEMESTER

ITSC	1325	Personal Computer Hardware	3
ITSW	1304	Spreadsheets	3
ITSW	1307	Database	3
MATH	1314	College Algebra	3
POFI	2301	Word Processing	3
		Total Hours	15

FOURTH SEMESTER

BCIS	2390	Systems Analysis and Design	3
ITSC	2339	Personal Computer Help Desk	3
ITSC	2387	Internship-ITSS	3
Elective		Social Science/Behavioral Science	3
Elective		Humanities/Fine Arts	3
		Total Hours	15
		Grand Total:	66

Information Technology Support Specialist (AAS)

Software Development Specialization

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

FIRST SEMESTER

		Credit Hours
BUSI	1301 Business Principles	3
COSC	1301 Microcomputer Applications	3
POFT	1301 Business English	3
POFT	1329 Keyboarding and Document Formatting	3
SPCH	1318 Interpersonal Communication	3
Elective	Humanities/Fine Arts	<u>3</u>
		Total Hours <u>18</u>

 Business and
Technology

SECOND SEMESTER

		3
BCIS	1310 Programming Methodology	3
ITSC	1321 PC Operating Systems-Windows	3
ITSW	1304 Spreadsheets	3
MATH	1314 College Algebra	3
POFI	2301 Word Processing	3
POFT	2312 Business Correspondence and Communications	<u>3</u>
		Total Hours <u>18</u>

THIRD SEMESTER

		3
COSC	1320 Introductory C++ Programming	3
ITSC	1325 Personal Computer Hardware	3
ITSW	1307 Database	3
ITSW	2331 Advanced Word Processing	3
Elective	Social Sciences/Behavioral Sciences	<u>3</u>
		Total Hours <u>15</u>

FOURTH SEMESTER

		3
BCIS	1316 Visual Basic Programming	3
BCIS	2390 Systems Analysis and Design	3
IMED	1316 Web Page Design I	3
ITSC	2339 Personal Computer Help Desk	3
ITSC	2387 Internship-ITSS	<u>3</u>
		Total Hours <u>15</u>

Grand Total: 66

Information Technology Support Assistant (C)

Software Development Specialization

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

 Business and
Technology

FIRST SEMESTER

		Credit Hours
BUSI	1301	Business Principles
COSC	1301	Microcomputer Applications
POFT	1301	Business English
POFT	1329	Beginning Keyboarding
		<hr/>
		Total Hours
		<hr/>

 Total Hours **12**
SECOND SEMESTER

		Credit Hours
BCIS	1310	Programming Methodology
IMED	1316	Web Page Design I
ITSC	1321	PC Operating Systems-Windows
POFI	2301	Word Processing
POFT	2312	Business Correspondence and Communications
		<hr/>
		Total Hours
		<hr/>

 Total Hours **15**
THIRD SEMESTER

		Credit Hours
BCIS	1316	Visual Basic Programming
ITSC	1325	Personal Computer Hardware
ITSW	1304	Spreadsheets
ITSW	1307	Database
POFT	2340	Advanced Word Processing
		<hr/>
		Total Hours
		<hr/>

 Total Hours **15**
Grand Total: 42

Information Technology Support Assistant (C)

Hardware/Networking Specialization

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

FIRST SEMESTER

		Credit Hours	
BUSI	1301	Business Principles	3
COSC	1301	Microcomputer Applications	3
ITCC	1302	Networking Basics	3
ITCC	1306	Routers and Routing Basics	3
POFT	1301	Business English	3
POFT	1329	Beginning Keyboarding	3
		Total Hours	18

SECOND SEMESTER

ITCC	1342	Switching Basics and Intermediate Routing	3
ITCC	1346	WAN Technologies	3
ITSC	1321	PC Operating Systems-Windows	3
POFT	2312	Business Correspondence and Communications	3
		Total Hours	12

THIRD SEMESTER

ITSC	1325	Personal Computer Hardware	3
ITSW	1304	Spreadsheets	3
ITSW	1307	Database	3
POFI	2301	Word Processing	3
		Total Hours	12

Grand Total: 42

Business and
Technology



Medical Administrative Assistant (C)

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

Business and
Technology

FIRST SEMESTER

		Credit Hours
HITT	1305	3
POFM	1309	3
POFT	1301	3
POFT	1329	3
POFT	1331	3
		Total Hours
		15

SECOND SEMESTER

COSC	1301	3
HPRS	2321	3
MRMT	1307	3
POFM	1300	3
POFM	1327	3
POFM	2333	3
		Total Hours
		18

THIRD SEMESTER

ACCT	2301	3
BIOL	1408	4
POFM	2386	3
POFT	2312	3
SPCH	1318	3
		Total Hours
		16
Grand Total:		49

Medical Office Assistant (C)

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

FIRST SEMESTER

		Credit Hours
HITT 1305	Medical Terminology I	3
POFM 1309	Medical Office Procedures	3
POFT 1301	Business English	3
POFT 1329	Beginning Keyboarding	3
POFT 1331	Business Machine Applications	3
		Total Hours
		15

SECOND SEMESTER

COSC 1301	Microcomputer Applications	3
HPRS 2321	Medical Law and Ethics for Office Personnel	3
MRMT 1307	Medical Transcription I	3
POFM 1300	Medical Coding	3
POFM 1327	Medical Insurance	3
POFM 2333	Medical Document Production	3
		Total Hours
		18
Grand Total:		33

 Business and
Technology

Medical Office Professional (AAS)

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

 Business and
Technology

FIRST SEMESTER

		Credit Hours
HITT	1305	Medical Terminology I
POFM	1309	3
POFT	1301	Medical Office Procedures
POFT	1329	3
POFT	1331	Business English
		3
		Beginning Keyboarding
		3
		Business Machine Applications
		<u>3</u>
		Total Hours <u>15</u>

SECOND SEMESTER

		3
COSC	1301	Microcomputer Applications
HPRS	2321	3
MRMT	1307	Medical Law and Ethics for Office Personnel
POFM	1300	3
POFM	1327	Medical Transcription I
POFM	2333	3
		Medical Coding Basics
		3
		Medical Insurance
		3
		Medical Document Production
		<u>3</u>
		Total Hours <u>18</u>

THIRD SEMESTER

		3
ACCT	2301	Principles of Accounting I (Financial)
BIOL	1408	4
POFT	2312	Business Correspondence and Communication
SPCH	1318	3
Elective		Interpersonal Communication
		3
		Humanities/Fine Arts
		<u>3</u>
		Total Hours <u>16</u>

FOURTH SEMESTER

		3
BUSI	1301	Business Principles
ITSW	1304	Spreadsheets
POFI	2301	Word Processing
POFM	2386	Internship-Medical Office
Elective		3
		Social/Behavioral Science
		<u>3</u>
		Total Hours <u>15</u>
		Grand Total: 64

Medical Office Receptionist (IA)

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

FIRST SEMESTER

		Credit Hours
HITT 1305	Medical Terminology I	3
POFM 1309	Medical Office Procedures	3
POFT 1301	Business English	3
POFT 1329	Beginning Keyboarding	3
POFT 1331	Business Machine Applications	3
		Total Hours
		15
		Grand Total:
		15

 Business and
Technology

Medical Office Transcriptionist (C)

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

FIRST SEMESTER

		Credit Hours
BIOL 1408	Introductory Biology I	4
POFT 1301	Business English	3
HITT 1305	Medical Terminology I	3
POFT 1329	Beginning Keyboarding	3
		Total Hours
		13

SECOND SEMESTER

MRMT 1307	Medical Transcription I	3
POFT 2301	Intermediate Keyboarding	3
		Total Hours
		6

THIRD SEMESTER

MRMT 2333	Medical Transcription II	3
		Total Hours
		3

Grand Total: 22

Office Assistant (C)

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

FIRST SEMESTER

		Credit Hours
COSC	1301	Microcomputer Applications
POFT	1301	Business English
POFT	1309	Administrative Office Procedures I
POFT	1329	Beginning Keyboarding
POFT	1331	Business Machine Applications
		Total Hours <u>3</u> <u>15</u>

SECOND SEMESTER

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

Office Professional (AAS)

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

FIRST SEMESTER

			Credit Hours
COSC	1301	Microcomputer Applications	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
POFT	1329	Beginning Keyboarding	3
POFT	1331	Business Machine Applications	3
			Total Hours
			15

 Business and
Technology

SECOND SEMESTER

			Credit Hours
POFI	2301	Word Processing	3
POFT	1349	Administrative Office Procedures II	3
POFT	2301	Intermediate Keyboarding	3
POFT	2312	Business Correspondence and Communication	3
SPCH	1318	Interpersonal Communication	3
			Total Hours
			15

THIRD SEMESTER

			Credit Hours
ACCT	2301	Principles of Accounting I (Financial)	3
BUSI	1301	Business Principles	3
ITSW	1304	Spreadsheets	3
ITSW	1307	Database	3
ITSW	2331	Advanced Word Processing	3
			Total Hours
			15

FOURTH SEMESTER

			Credit Hours
ACNT	1311	Introduction to Computerized Accounting	3
POFT	2386	Internship Office Technology	3
Elective		Math/Natural Science	3
Elective		Humanities/Fine Arts	3
Elective		Social/Behavioral Science	3
			Total Hours
			15

Grand Total: 60

Office Software Specialist (C)

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

FIRST SEMESTER			Credit Hours
COSC	1301	Microcomputer Applications	3
POFI	2301	Word Processing	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
POFT	1329	Beginning Keyboarding	3
POFT	1331	Business Machine Applications	3
Total Hours			18
SECOND SEMESTER			
IMED	1316	Web Page Design I	3
ITSW	1304	Spreadsheets	3
ITSW	1307	Database	3
POFT	2340	Advanced Word Processing	3
Total Hours			12
Grand Total:			30

 Business and
Technology


Industrial Technology (AAS)

This program is designed to develop basic skills in various specialized courses to prepare students for entry-level positions in the petrochemical industry. Upon successful completion of the coursework, the student will be able to transfer to a four-year degree in Industrial Technology at Lamar University. After one year students will be able to transfer to LIT and/or McNeese to pursue an AAS.

FIRST SEMESTER

		Credit Hours
COSC	1301	Microcomputer Applications 3
ENGL	1301	Composition I 3
MATH	1314	College Algebra 3
PTAC	1302	Introduction to Process Technology 3
PTAC	1308	Safety, Health and Environment 3
PTAC	1332	Process Instrumentation I 3
		Total Hours 18

 Business and
Technology

SECOND SEMESTER

		Credit Hours
OSHT	2401	OSHA Regulations 4
PTAC	1410	Process Technology I - Equipment 4
PTAC	2436	Process Instrumentation II 4
SOCI	1301	Introduction to Sociology 3
SPCH	1315	Public Speaking 3
		Total Hours 18

THIRD SEMESTER

		Credit Hours
ELPT	1311	Basic Electrical Theory 3
EPCT	1301	Hazardous Waste 3
EPCT	1305	Environmental Regulations and Overview 3
INMT	1305	Introduction to Industrial Maintenance 3
Elective		Humanities and Fine Arts 3
		Total Hours 15

FOURTH SEMESTER

		Credit Hours
ENGL	1302	English Composition II or 3
PHIL	1301	Introduction to Philosophy 3
EPCT	1341	Principles of Industrial Hygiene 3
EPCT	2335	Advanced Environmental Instrumentation 3
EPCT	2389	Environmental Internship or related Internship course 3
		Total Hours 12
Grand Total:		63

Process Technology (C)

Lamar State College-Orange offers a one-year certificate program in process technology. This program prepares students for careers in an entry level process operations position. It prepares the student to become safe, efficient, and environmentally responsible operators in the petrochemical and oil refinery industries. The program works closely with the Gulf Coast Process Technology Alliance-based organization that establishes standards to provide and deliver quality curriculum in the field. Upon completion of this certificate the student will be able to transfer this coursework to Lamar Institute of Technology or McNeese State University System to complete a two-year degree in process technology.

FIRST SEMESTER			Credit Hours
COSC	1301	Microcomputer Applications	3
ENGL	1301	Composition I	3
MATH	1338	Applied College Mathematics or	
MATH	1314	College Algebra	3
PTAC	1302	Introduction to Process Technology	3
PTAC	1308	Health, Safety and Environment I	3
PTAC	1332	Process Instrumentation I	3
		Total Hours	<u>18</u>
SECOND SEMESTER			
OSHT	2401	OSHA Regulations	4
PTAC	1410	Process Technology I-Equipment	4
PTAC	2436	Process Instrumentation II	4
SOCI	1301	Introduction to Sociology	3
SPCH	1315	Public Speaking	3
		Total Hours	<u>18</u>
SUMMER SEMESTER			
Elective		Humanities/Fine Arts	3
		Total Hours	<u>3</u>
Grand Total:			39

Education Division

Teaching Grades EC4, Grades 4-8 or Special Education EC-12 (AAT 1)

Teaching Grades 8-12, Art, Music, Physical Education, Theatre, Technology Applications, Languages Other than English (AAT 2)

Education



Education-Teaching (AAT)

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

Because the AAT fulfills the requirements of the field of study curriculum statutes and the Texas Higher Education Coordinating Board rules, all Texas public universities must accept the AAT curricula if they offer the applicable baccalaureate degrees leading to initial teacher certification. The program includes a lab component in which the student will spend at least 15 hours observing in a PK-12 school.

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

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

Education

Education-Teaching (AAT 1)

For students interested in teaching Grades EC4, Grades 4-8, Special Education EC-12.

FIRST SEMESTER

		Credit Hours
COSC	1301 Microcomputer Applications	3
EDUC	1301 Introduction to Teaching Profession/with lab	3
ENGL	1301 Composition I	3
MATH	1314 College Algebra	3
PHED	Physical Education	1
PHIL	1301 Introduction to Philosophy	<u>3</u>
		Total Hours <u>16</u>

SECOND SEMESTER

CHEM	2470 Integrated Chemistry	4
ENGL	1302 Composition II	3
GOVT	2301 Introduction to American Government I	3
HIST	1301 U.S. History Before 1877	3
MATH	1350 Fundamentals of Math	<u>3</u>
		Total Hours <u>16</u>

THIRD SEMESTER

EDUC 2301	Introduction to Special Pops/with lab	3
GOVT 2302	Introduction to American Government II	3
HIST 1302	U.S. History Since 1877	3
MATH 1351	Fundamentals of Math II	3
PHYS 2470	Integrated Physics	4
	Total Hours	<u>16</u>

FOURTH SEMESTER

BIOL 1322	Nutrition	3
ENGL	Literature	3
Elective	Fine Arts	3
PSYC 2301	Introduction to Psychology or	
SOCI 1301	Introduction to Sociology	3
Elective	Science	3
SPCH 1315	Public Speaking	3
	Total Hours	<u>18</u>

Grand Total: 66

Education

Education-Teaching (AAT 2)

For students interested in teaching core subjects in Grades 8-12, Art, Music, Physical Education, Theater, Technology Applications, languages other than English.

FIRST SEMESTER

		Credit Hours
COSC 1301	Microcomputer Applications	3
EDUC 1301	Introduction to Teaching Profession with lab	3
ENGL 1301	Composition I	3
HIST 1301	U.S. History Before 1877	3
MATH 1314	College Algebra	3
PHED	Physical Education	<u>1</u>
		Total Hours <u>16</u>

SECOND SEMESTER

ENGL 1302	Composition II	3
Fine Arts	*See below	3
HIST 1302	U.S. History Since 1877	3
Natural Science		4
Elective *		<u>3</u>
		Total Hours <u>16</u>

THIRD SEMESTER

EDUC 2301	Introduction to Special Populations with lab	3
GOVT 2301	Introduction to American Government I	3
SPCH 1315	Public Speaking	3
Natural Science		4
Elective *		<u>3</u>
		Total Hours <u>16</u>

FOURTH SEMESTER

ENGL	Literature	3
GOVT 2302	Introduction to American Government II	3
PHIL 1301	Introduction to Philosophy	3
PSYC 2301	Introduction to Psychology or	
SOCI 1301	Introduction to Sociology	3
Elective		3
Elective		<u>3</u>
		Total Hours <u>18</u>

Grand Total: 66

*See Education Division Director for elective options.

Liberal Arts Division

Communication (AS)
Criminal Justice (AS)
Criminal Justice (C)
Criminal Justice Corrections (C)
Forensic Science IA)
Liberal Arts (AS)
Sociology (AS)

Liberal Arts



Communication (AS)

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

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

FIRST SEMESTER

		Credit Hours
ENGL 1301	Composition I	3
PHED	Physical Education	1
SPCH 1315	Public Speaking	3
Elective	Natural Science with lab	4
Elective	Social Science	<u>3</u>
		Total Hours
		14

SECOND SEMESTER

ENGL 1302	Composition II	3
GOVT 2301	Introduction to American Government I	3
SPCH 1311	Introduction to Speech Communication	3
Elective	Natural science with lab	<u>4</u>
		Total Hours
		13

THIRD SEMESTER

GOVT 2302	Introduction to American Government II	3
HIST 1301	U.S. History Before 1877	3
MATH 1314	College Algebra or	
MATH 1332	Math for Liberal Arts	3
SPCH 2335	Argumentation and Debate	3
Elective	PHIL 1301 Introduction to Philosophy or	
	Literature	<u>3</u>
Elective	Literature	<u>3</u>
		Total Hours
		18

FOURTH SEMESTER

COSC 1301	Microcomputer Applications	3
HIST 1302	U.S. History Since 1877	3
SPCH 1318	Interpersonal Communication	3
SPCH 2341	Oral Interpretation of Literature	3
Elective	Fine Arts	<u>3</u>
		Total Hours
		15

Grand Total: **60**

Criminal Justice (AS)

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

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

FIRST SEMESTER

		Credit Hours
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 2314	Criminal Investigation	3
ENGL 1301	Composition I	3
PHED	Physical Education	1
Elective	Natural Science with lab	<u>4</u> Total Hours <u>14</u>

SECOND SEMESTER

CRIJ 1307	Crime in America or CRIJ 1313 Juvenile Justice or	
CRIJ 2323	Legal Aspects of Law Enforcement or	
FORS 2440	Forensic Science I	3/4
ENGL 1302	Composition II	3
GOVT 2301	Introduction to American Government I	3
Elective	Fine Arts	3
Elective	Natural Science with lab	4
Elective	Social Science	<u>3</u> Total Hours <u>19/20</u>

Liberal Arts

THIRD SEMESTER

CRIJ 1310	Fundamentals of Criminal Law	3	
CRIJ 2328	Police Systems and Practices or		
FORS 2450	Forensic Science II	3/4	
GOVT 2302	Introduction to American Government II	3	
HIST 1301	U.S. History Before 1877	3	
MATH 1314	College Algebra or		
MATH 1332	Math for Liberal Arts	3	
Elective	Literature	<u>3</u> Total Hours <u>18/19</u>	

FOURTH SEMESTER		
COSC 1301	Microcomputer Applications	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 2313	Correctional Systems and Practices	3
HIST 1302	U.S. History Since 1877	3
Elective	PHIL 1301 Introduction to Philosophy or	
	Literature	3
Elective	Communication	3
		Total Hours <u>18</u>
Grand Total:		69/71

Criminal Justice (C)

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

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

FIRST SEMESTER

		Credit Hours
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 2314	Criminal Investigation	3
CJCR 1400	Basic Jail Course* or	
CJCR 1381	Co-op in Criminal Justice	3/4
Free elective		3
		Total Hours <u>15/16</u>

SECOND SEMESTER

		Credit Hours
CRIJ 1307	Crime in America or	
CRIJ 1313	Juvenile Justice	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2328	Police Systems and Practices	3
ENGL 1301	Composition I or	
POFT 1301	Business English	3
		Total Hours <u>15</u>
Grand Total:		30/31

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

Criminal Justice Corrections (C)

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

FIRST SEMESTER			Credit Hours
CRIJ	1301	Intrduction to Criminal Justice	3
CRIJ	2314	Criminal Investigation	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
		Total Hours	<u>9</u>

SECOND SEMESTER

CJCR	1381	Co-op in Criminal Justice or	
CJCR	1400	Basic Jail Course *	3/4
CRIJ	2313	Correctional Systems and Practices	3
		Total Hours	<u>6/7</u>
Grand Total: 15/16			

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

Liberal Arts

Forensic Science (IA)

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

FIRST SEMESTER			Credit Hours
CRIJ	1310	Fundamentals of Criminal Law	3
CRIJ	2314	Criminal Investigation	3
FORS	2440	Forensic Science I	4
FORS	2450	Forensic Science II	4
		Total Hours	<u>14</u>
Grand Total: 14			

Liberal Arts (AS)

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

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

FIRST SEMESTER

		Credit Hours
ENGL 1301	Composition I	3
GOVT 2301	Introduction to American Government I	3
PHED	Physical Education	1
Elective	Toward BS degree	3
Elective	Natural science with lab	<u>4</u>
		Total Hours
		<u>14</u>

SECOND SEMESTER

		Credit Hours
ENGL 1302	Composition II	3
PHIL 1301	Introduction to Philosophy or literature	3
SPCH 1315	Public Speaking or SPCH	3
Elective	Toward BS degree	3
Elective	Natural science with lab	<u>4</u>
		Total Hours
		<u>16</u>

THIRD SEMESTER

		Credit Hours
ENGL	Literature	3
HIST 1301	U.S. History Before 1877	3
MATH 1314	College Algebra or	
MATH 1332	Math for Liberal Arts	3
Elective	Fine Arts	3
Elective	Toward BS degree	<u>3</u>
		Total Hours
		<u>15</u>

FOURTH SEMESTER

		Credit Hours
COSC 1301	Microcomputer Applications	3
GOVT 2302	Introduction to American Government II	3
HIST 1302	U.S. History Since 1877	3
Elective	Social Science	3
Elective	Toward BS degree	<u>3</u>
		Total Hours
		<u>15</u>
Grand Total:		60

Sociology (AS)

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

FIRST SEMESTER

		Credit Hours	
ENGL	1301	Composition I	3
PHED		Physical Education	1
SOCI	1301	Introduction to Sociology	3
SPCH	1315	Public Speaking	3
Elective		Natural Science with lab	4
			Total Hours
			14

SECOND SEMESTER

		Credit Hours	
ENGL	1302	Composition II	3
GOVT	2301	Introduction to American Government I	3
PHIL	1301	Introduction to Philosophy or Literature	3
SOCI	1306	Social Problems	3
Elective		Natural Science with lab	4
			Total Hours
			16

THIRD SEMESTER

		Credit Hours	
GOVT	2302	Introduction to American Government II	3
HIST	1301	U.S. History Before 1877	3
MATH	1314	College Algebra or	
MATH	1332	Math for Liberal Arts	3
SOCI	2371	Deviant Behavior or	
SOCI	2301	Marriage and the Family	3
Elective		Literature	3
			Total Hours
			15

Liberal Arts

FOURTH SEMESTER

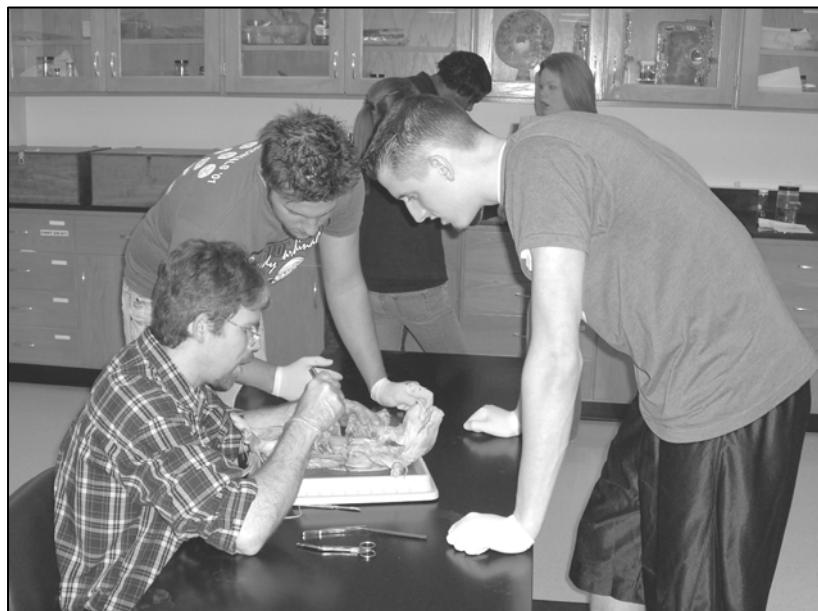
		Credit Hours	
COSC	1301	Microcomputer Applications	3
CRIJ		Any course	3
HIST	1302	U.S. History Since 1877	3
SOCI	2372	Introduction to Social Gerontology or	
SOCI	2373	Current Issues in Sociology	3
Elective		Fine Arts	3
			Total Hours
			15

Grand Total: 60



(Above) Instructor of Mathematics Ricky Ryan works with his students during an algebra class. (Below) Dr. Matt McClure, Associate Professor of Biology, aids his students who are dissecting a pig in a biology class.

Liberal Arts



Mathematics and Science Division

Natural Science (AS)



Mathematics and
Science

Natural Science (AS)

This degree is a foundation for most four-year science degrees or premedical curricula. This is a **recommended** curriculum only. Some courses may be taken in different order, and students do not have to complete the degree in four semesters. Because there are particular requirements for the variety of four-year science degrees, all interested students should see the Math and Science Division Chair for degree plans.

FIRST SEMESTER			Credit Hours
BIOL	1406	General BIOL I or	
GEOL	1403	Physical Geology or	
CHEM	1411	General Chemistry	4
ENGL	1301	Composition I	3
HIST	1301	U.S. History Before 1877	3
MATH	1314	College Algebra	3
PHED		Physical Education	1
Elective		PHIL 1301 Introduction to Philosophy or Literature	3
			Total Hours 17

SECOND SEMESTER

BIOL	1407	General Biology II or	
GEOL	1404	Historical Geology or	
CHEM	1412	General Chemistry	4
COSC	1301	Microcomputer Applications	3
ENGL	1302	Composition II	3
HIST	1302	U.S. History Since 1877	3
MATH	2312	Precalculus or	
MATH	1342	Elementary Statistics or	
MATH	2413	Calculus I or	
MATH	2414	Calculus II	
			3/4
		Total Hours	16/17

THIRD SEMESTER

CHEM	1411	General Chemistry I or	
GEOL	1403	Physical Geology	4
ENGL		Literature	3
GOVT	2301	Introduction to American Government I	3
Elective		MATH 2413 Calculus and Analytic Geometry I or any GEOL or BIOL 2420 Microbiology	3/4
Elective		Fine Arts	3
		Total Hours	16/17

FOURTH SEMESTER

GOVT 2302	Introduction to American Government II	3
Elective	CHEM 1412 General Chemistry II or GEOL 1404 Historical Geology	4
Elective	Natural Science with lab	4
Elective	Social Science	3
Elective	SPCH 1315 Public Speaking or a modern language	3
	Total Hours	<u>17</u>
	Grand Total:	66/68

The Distinguished Lecture Series

The Distinguished Lecture Series is funded from student activity fees and is intended to introduce students and the community to ideas and personalities that shape the world in which we live. The series began in the spring of 2002 and has presented a variety of notable speakers.



Spring 2002

Peter Bergen (left) is a print and television journalist and author of *Holy War, Inc.: Inside the Secret World of Osama bin Laden*.



Spring 2003

Robert Baer (right) is a retired CIA operative who now acts as a journalist and author. Baer has written of his experiences as an operative with the CIA in the book *See No Evil*.



Fall 2004

Ben Stein (right) is a former speechwriter and lawyer for Richard Nixon and then for Gerald Ford. Stein is the author of numerous books and an award-winning actor.



Spring 2005

Liz Murray (left) was the inspiration for the Lifetime Television movie *Homeless to Harvard*. She was left homeless in New York at age 15, but overcame her situation, finished school, and was accepted and enrolled at Harvard University.



Spring 2006

Doris Kearns Goodwin (right) is a Pulitzer Prize-winning author and historian. She was a special assistant to Lyndon B. Johnson and has authored several books on American presidents.

Course Descriptions

Course descriptions are listed
in alphabetical order.



Course
Descriptions



Course Descriptions

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

ACCT 2301 - Principles of Accounting I

3-3-0

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

ACCT 2302 - Principles of Accounting II

3-3-0

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

ACNT 1311 - Intro to Computerized Accounting

3-3-0

This is a course in computerized accounting systems that includes the hands-on use of accounting software and an analysis of manual versus computerized accounting systems. The software used is a full-fledged accounting package used in businesses using microcomputers in today's market. **Prerequisite:** ACNT 2301. TEC.

ACNT 1329 - Payroll and Business Tax Accounting 3-3-0

This course provides a comprehensive study of both payroll accounting and the applicable payroll laws, tax forms, tax deposit procedures, and recordkeeping requirements. The students will first gain a thorough knowledge of manual payroll accounting systems, and then complete a computerized practice set. **Prerequisite:** ACCT 2301 or concurrent enrollment. TEC.

ARTS 1301 - Art Appreciation 3-3-0

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

BCIS 1310 - Programming Methodology 3-2-3

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

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

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

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

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

BIOL 1322 - Principles of Nutrition 3-3-0

This course addresses basic principles of nutrition in health and disease. Topics include food selection and quality of nutrients in normal and therapeutic diets related to physiological and psychological needs of individuals, including consideration of socioeconomic background. AC.

BIOL 1406 - General Biology I 4-3-2

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

BIOL 1407 - General Biology II 4-3-2

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

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

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

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

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

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

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

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

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

BIOL 2406 - Environmental Biology **4-3-2**

Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems. **Prerequisites:** None. AC.

BIOL 2420 - Introductory Microbiology **4-3-2**

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

BMGT 1301 - Supervision **3-3-0**

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

BMGT 2389 - Internship-Business Management **3-0-9**

This course offers an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. **Prerequisites:** Enrollment in business

management program, sophomore standing, a minimum of 30 semester hours in program, and departmental approval. TEC.

BUSG 2309 - Small Business Management 3-3-0

This course covers all the fields of business (marketing, sales, operations, accounting, human resource management, computers, financial management, etc.) with a special emphasis on the problems and opportunities facing small businesses. Each student will develop a detailed business plan to begin and run a new business venture. **Prerequisites:** ACCT 2301 and BUSI 1301. TEC.

BUSI 1301 - Business Principles 3-3-0

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

BUSI 1307 - Personal Finance 3-3-0

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

BUSI 2301 - Business Law 3-3-0

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

CHEM 1406 - Introductory Chemistry I 4-3-2

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

CHEM 1408 - Introductory Chemistry II 4-3-2

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

CHEM 1411 - General Chemistry I 4-3-2

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

CHEM 1412 - General Chemistry II 4-3-2

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

CHEM 2411 - Integrated Chemistry **4-3-2**

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

COSC 1301 - Microcomputer Applications **3-2-3**

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

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

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

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

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

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

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

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

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

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

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

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

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

CRIJ 1313 - Juvenile Justice System 3-3-0

This course provides a study of the juvenile justice process, including specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. AC.

CJCR 1381 - Co-op in Criminal Justice 3-0-16

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

CJCR 1400 - Basic Jail Course 4-3-2

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

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

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

CRIJ 2314 - Criminal Investigation 3-3-0

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

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

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

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

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

DANC 1247 - Jazz I 2-1-2

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

DMTH 0300 - Pre-Algebra **3-3-0**

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

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

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

DMTH 0302 - Intermediate Algebra **3-3-0**

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

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

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

DNTA 1245 - Preventive Dentistry **2-1-2**

This course provides the study and prevention of dental diseases, community dental health research and projects, fluoridation, nutrition and nutrition counseling, visual aids, and oral hygiene instruction for dental patients.

Prerequisites: DNTA 1305, 1311, 1315 and 1401. **Co-requisites:** DNTA 1241, 1249, 1251, 1353 and 1660. TEC.

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

This course provides the practical application of exposing, processing and mounting of dental radiographs obtained by utilizing various radiographic techniques. This course will encompass critical evaluation of all procedures.

Prerequisites: DNTA 1305, 1311, 1315 and 1401. **Co-requisites:** DNTA 1241, 1245, 1251, 1353 and 1660. TEC.

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

This course is an introduction to business office procedures including: telephone management, appointment control, receipt of payment for dental services, completion of third-party reimbursement forms, supply inventory maintenance, data entry for charges and payments, managing recall systems, federal and state guidelines regarding health care providers, and operating basic business equipment including the computer. **Prerequisites:** DNTA 1305, 1311, 1315 and 1401. **Co-requisites:** DNTA 1241, 1245, 1249, 1353 and 1660. TEC.

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

This course is an introduction to radiation physics, protection and the operations of radiographic equipment, including: exposure, processing, and mounting of dental radiographs. Specific safety and standard precautions for the classroom and lab settings will be practiced. **Co-requisites:** DNTA 1311, 1315 and 1401. TEC.

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

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

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

This course is an introduction to pre-clinical chairside assisting procedures, instrumentation, infection control, equipment safety, and maintenance.

Co-requisites: DNTA 1305, 1311 and 1401. TEC.

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

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

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

This course introduces the theory and structure, properties and procedures related to dental materials. Includes safety and standard precautions practiced in the lab and classroom setting. **Co-requisites:** DNTA 1305, 1311 and 1315. TEC.

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

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course introduces a method of instruction providing detailed education, training and workplace experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid, external learning experiences. **Prerequisites:** DNTA 1305, 1311, 1315 and 1401. **Co-requisites:** DNTA 1241, 1245, 1249, 1251 and 1353. TEC.

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

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course introduces a method of

instruction providing detailed education, training, and workplace experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid, external learning experiences. **Prerequisites:** DNTA 1241, 1245, 1249, 1251, 1305, 1311, 1315, 1353, 1401, and 1660. TEC.

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

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

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

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

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

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

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

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

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

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

EDUC 1301 - Introduction to the Teaching Profession **3-2-2**

This course is designed to give students an overview of American education and the role of the teacher within its structure. The course examines the major social, economic, historical, political, and philosophical issues related to American education. Social objectives are used to provide a framework for highlighting the study of the education setting. This course is required for students seeking teacher certification in the EC-12th grades and all-levels academic disciplines.

EDUC 2301 - Introduction to Special Populations 3-2-2

This course is designed to provide the student with current research findings, verified practices and policies related to children with special needs. A comprehensive focus on diversity in the classroom and the components of cultural competence will be introduced. This course will provide a knowledge base with emphasis placed on methods and instructional procedures used in a special education classroom. It will also provide students with opportunities to participate in early field observations of EC-12 populations. This course is required for students seeking teacher certification in the EC-12th grades and all-levels academic disciplines. **Prerequisite:** EDUC 1301.

ELPT 1311 - Basic Electrical Theory 3-3-1

This course covers basic theory and practice of electrical circuits. It includes calculations as applied to alternating and direct current. TEC.

EMSP 1160 - Clinical EMT-Basic 1-0-5

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

EMSP 1261 - Clinical EMT-Intermediate 2-0-6

This is a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. **Prerequisites:** EMSP 1501 and 1160 or proof of current NREMT certification at the EMT-Basic Level. **Co-requisites:** EMSP 1541. **Recommended co-requisites:** EMSP 2348. TEC.

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

An introduction to the level of Emergency Medical Technician (EMT)-Basic. It includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. **Recommended co-requisite:** EMSP 1160. TEC.

EMSP 1541 - Emergency Medical Technician-Intermediate 5-4-4

This course is an introduction to the advanced life support program. Emphasis are on the Department of Transportation Emergency Medical Technician (EMT)-Intermediate guidelines in all aspects of pre-hospital emergency care. **Prerequisites:** EMSP 1501 and 1160 or proof of current NREMT certification at the EMT-Basic level. **Recommended co-requisites:** EMSP 2348 and 1261 TEC.

EMSP 2348 - Emergency Pharmacology 3-3-0

This is a comprehensive course covering all aspects of the utilization of medications in treating emergencies. The course is designed to compliment cardiology, special populations and medical emergency courses or topics. This

course will enhance preparation for NREMT-Intermediate exam. **Prerequisites:** EMSP 1501 and 1160 or proof of current NREMT certification at the EMT-Basic Level. **Recommended** co-requisites: EMSP 1541 and 1160. TEC.

ENGL 1301 - Composition I **3-3-0**

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

ENGL 1302 - Composition II **3-3-0**

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

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

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

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

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

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

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

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

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

ENGL 2341 - Forms of Literature **3-3-0**

This course provides critical study of six to 10 major works of short and long fiction from Europe, America, and non-Western cultures from the 19th and 20th centuries. **Prerequisites:** ENGL 1301 and ENGL 1302. AC.

EPCT 1301 - Hazardous Waste Operation & Emergency **3-3-1**

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

EPCT 1305 - Environmental Regulations Overview **3-3-0**

This course provides an overview of federal and state (Texas) regulations including the history and application of these regulations. Regulations covered in this course include RCRA, CERCLA, Emergency Planning,

Community/Worker Right-to-Know, TSCA, OSHA, Clean Air Act, Clean Water Act, and basic DOT regulations. TEC.

EPCT 1341 - Principles of Industrial Hygiene 3-3-0

In this course, students will learn to recognize, evaluate, and control hazards in the workplace. Students will learn basic toxicology and health effects of hazardous chemicals. Students will be able to describe routes of entry, risk evaluation, permissible exposure limits, medical surveillance, and implementation of safety/health plans. TEC.

EPCT 2335 - Advanced Environmental Instrumental Analysis 3-2-4

This course deals with the techniques, apparatus, and instrumentation used for many environmental analyses. Students will be introduced to potentiometric, gravimetric, calorimetric, and biological analyses common to NPDES permitting. Laboratory safety and quality control/quality assurance will be addressed throughout the course. Use of advanced instrumentation (AA, GC/MSO will also be addressed. TEC.

EPCT 2389 - Environmental Internship 3-0-10

This course provides on-the-job experience in business, industry, or government agencies. Students will participate in a work-based learning experience that enables them to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. TEC.

FORS 2440 - Forensic Science I 4-3-2

This course provides an in-depth study of crime scene investigation and evidence gathering. Utilizing lecture/lab analyses, the methods, procedures, techniques, and preservation of crime scene evidence will be presented as students learn "hands-on" the proper procedures of evidence gathering and how scientific instrumentation has changed the courtroom into medico-legal suites. Specific labs include trace analysis of hair and fiber, stain analysis, epithelial cell analysis, latent fingerprint analysis, DNA sequencing, and other basic lab analytical techniques. **Prerequisites:** Permission of the Director of Criminal Justice is required and CRIJ 1310 and 2314. A natural science with a lab is recommended. AC

FORS 2450 - Forensic Science II 4-3-2

This course is an advanced neuropsychology lecture/lab within a criminological context that focuses on the neuroanatomy of the brain, neurochemistry, psychopathologies, and psychopathic characteristics evidenced in violent predatory psychopathy, and antisocial violent criminality observed in rape, homicide, and serial homicide. **Prerequisites:** Permission of the Director of Criminal Justice is required and CRIJ 1310 and 2314. A natural science with a lab is recommended. AC

GEOL 1403 - Physical Geology 4-3-2

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

GEOL 1404 - Historical Geology 4-3-2

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

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

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

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

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

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

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

HIST 1302 - U.S. History Since 1877 3-3-0

This course provides a survey of United States history from the post-reconstruction period to the present. AC.

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

HITT 1305 - Medical Terminology I 3-3-0

This course provides instruction in the practical application of a medical vocabulary system. Topics include structure, recognition, analysis, definitions, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. TEC.

HPRS 2321 - Medical Law and Ethics for Office Personnel 3-3-0

This course provides instruction in the principles, procedures, and regulations governing the legal and ethical relationships among physicians, patients, and health care professionals. Topics include current ethical issues related to the practice of medicine and patient confidentiality. TEC.

HUMA 1315 - Understanding the Arts 3-3-0

This course offers a study of the visual arts, musical arts, and theatrical arts. It provides a medium of learning that broadens the cultural horizons, engenders

respect for people's creative potential, and encourages emotional maturity through awareness and understanding of people's aesthetic responses. AC.

IMED 1316 - Web Page Design I 3-2-3

Instruction in web page design and related graphic design issues including mark-up languages, websites, and browsers. The student will identify how the Internet functions with specific attention to the World Wide Web, e-mail, and file transfer. The student will apply design techniques in the creation and optimization of graphics, and other embedded elements for use in a web page. The student will study the use of lists, tables, frames, and forms to create interactive web pages; create, design, test, and debug a website, and identify the benefits and limitations of various web page development software.

Prerequisite: COSC 1301. TEC.

INMT 1305 - Introduction to Industrial Maintenance 3-3-0

Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including loc-out/tag-out. TEC.

ITCC 1302 - Networking Basics 3-2-4

This course teaches skill development in the design and installation of local area networks to ensure optimal throughput. Topics include cabling, wiring closets, management devices, selection and installation of network devices, protocols, and sub netting. TEC.

ITCC 1306 - Routers and Routing Basics 3-2-4

This course offers an introduction to Cisco basic router configuration for local area networks. Topics include router configuration for TCP/IP, management of the configuration, backup of router configuration files, and routing protocols.

Prerequisite: ITCC 1302. TEC.

ITCC 1342 - Switching Basics and Intermediate Routing 3-2-4

This course teaches skill development in managing traffic in local area networks (LAN) and in the management of network devices for LANs. Topics include configuring routers for IPX protocol, filtering traffic using access lists, configuring and managing VLANs, and identifying and resolving network congestion problems. **Prerequisites:** ITCC 1302, ITCC 1306. TEC.

ITCC 1346 - WAN Technologies 3-2-4

This course offers an introduction to wide area networking (WAN) services and management. **Prerequisites:** ITCC 1302, ITCC 1306, ITCC 1342. TEC.

ITSC 1321 - PC Operating Systems-Windows 3-2-3

This course provides an introduction to Windows-based microcomputer operating systems. Topics include installation and configuration, file management, memory and storage management, peripheral device control, and use of utilities. **Prerequisite:** COSC 1301. TEC.

ITSC 1325 - Personal Computer Hardware **3-2-3**

This course provides a study of current personal computer hardware. This course will familiarize the student with computer assembly and upgrading, setup, and configuration and troubleshooting. TEC.

ITSC 2339 - Personal Computer Help Desk **3-2-3**

This course provides a study of diagnosis and solution of use hardware and software-related problems with on-the-job projects in either a Help Desk lab or in short-term assignments for local business. **Prerequisite:** ITSC 1325. TEC.

ITSC 2387 – Internship—ITSS Program **3-0-9**

This course provides an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. See instructor the semester prior to internship. **Prerequisites:** Enrollment in information technology support specialist program, sophomore standing, a minimum of 30 semester hours in program, and departmental approval. TEC.

ITSW 1304 - Spreadsheets **3-2-3**

This course provides instruction in the concepts, procedures, and importance of electronic spreadsheets. **Prerequisite:** COSC 1301. TEC.

ITSW 1307 - Database **3-2-3**

This course provides an introduction to database theory and the practical applications of a database. **Prerequisite:** COSC 1301. TEC.

MATH 1314 - College Algebra **3-3-0**

This course addresses algebra topics, including linear equations, quadratic equations and inequalities, determinants, matrices, systems of equations, partial fractions, binomial theorem, logarithms, and theory of equations. **Prerequisite:** Passing ASSET or a passing grade in DMTH 0302 or appropriate placement test score. AC.

MATH 1316 - Plane Trigonometry **3-3-0**

This course provides a study of trigonometric functions, identities, inverse functions, trigonometric equations, graphs, and applications of trigonometry. It is recommended for students who have not had high school trigonometry.

Prerequisite: MATH 1314 or equivalent. AC.

MATH 1324 - Mathematics for Business Applications **3-3-0**

This course provides a review of basic algebra techniques, linear equations and inequalities; the mathematics of finance, matrices and linear programming; and an introduction to probability and statistics. **Prerequisite:** A passing grade in DMTH 1302 or appropriate placement test score. AC.

MATH 1325 - Elements of Analysis for Business Applications 3-3-0

This course provides an introduction to calculus, including the derivative, applications of the derivative, techniques of differentiation, exponential and natural logarithmic functions, and an introduction to integral calculus. **Prerequisites:** MATH 1324 or MATH 1314 or equivalent. AC.

MATH 1332 - Mathematics for Liberal Arts 3-3-0

This course is designed to provide liberal arts majors three hours of college-level mathematics credit. Topics include sets, logic, number systems, number theory, functions, equivalence, congruence, measurement, other geometric concepts, matrices and applications, mathematics of finance, and the introduction to probability and statistics. **Prerequisite:** DMTH 0302 or higher. AC.

MATH 1342 - Elementary Statistics 3-3-0

This course provides a non-calculus based introduction to statistics, statistical measures of data, measures of central tendency and variation, normal distribution, and correlation and sampling. **Prerequisite:** MATH 1314 or its equivalent. AC.

MATH 1350 - Fundamentals of Mathematics I 3-3-0

Concepts of sets, functions, numeration systems, number theory and properties of the natural numbers, integers, rational and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. **Prerequisite:** MATH 1314 or the equivalent. AC.

MATH 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. This course is designed specifically for students who seek middle grade (4-8) teacher certification. **Prerequisites:** MATH 1350, College Algebra or the equivalent. AC.

MATH 2305 - Discrete Mathematics 3-3-0

This course provides an introduction to combinatorial and finite mathematics required in the study of computer science. Topics include special functions such as truncation, floor and ceiling, number theory, matrix algebra, summation notation, logic and Boolean algebra, probability, combinatorics, graph theory, differential equations, and recurrence relations. **Prerequisites:** MATH 1314 or its equivalent. AC.

MATH 2312 - Precalculus Mathematics 3-3-0

This course addresses the fundamentals of algebra, trigonometry, and analytic geometry, and prepares students for MATH 2413. **Prerequisites:** MATH 1314 or appropriate placement score. AC.

MATH 2413 - Calculus and Analytic Geometry I **4-4-0**

This course addresses functions, limits, and derivatives of algebraic, trigonometric, exponential, and logarithmic functions; curve sketching; related rates; maximum and minimum problems; and definite and indefinite integrals with applications. **Prerequisites:** MATH 2312 or its equivalent. AC.

MLAB 1201 - Introduction to Clinical Laboratory Science **2-1-2**

This course is an introduction to clinical laboratory science, including quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, accreditation, professionalism, and ethics. **Required co-requisites:** PLAB 1223, MLAB 1415 and 1227. TEC.

MLAB (PLAB 1223) - Phlebotomy **2-2-0**

This course will provide skill development in the performance of a variety of blood collection methods, using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles, blood culture, and specimen collection in adults, children, and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens, and quality assurance, specimen handling, processing, and accessing. Topics include: professionalism, ethics, and medical terminology. **Required co-requisites:** MLAB 1201, 1415 and 1227. TEC.

MLAB 1227 - Coagulation **2-1-2**

This is a course in coagulation theory, procedures, and practical applications. It includes laboratory exercises that rely on commonly performed manual and semi-automated methods. **Co-requisites:** MLAB 1201, 1415 and PLAB 1223.

MLAB 1311 - Urinalysis and Body Fluids **3-2-2**

This course provides an introduction to urinalysis and body fluid analysis, including the anatomy and physiology of the kidney and physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids. **Prerequisites:** MLAB 1201, 1415, 1227 and PLAB 1223. **Co-requisites:** MLAB 1335. TEC.

MLAB 1335 - Immunology/Serology **3-2-2**

This course provides an introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. **Prerequisites:** MLAB 1201, 1415, 1227 and PLAB 1223. **Co-requisites:** MLAB 1331 and 1311. TEC.

MLAB 1415 - Hematology **4-3-4**

This course is an introduction to the theory and practical application of routine and special hematology procedures, both manual and automated, red blood cell and white blood cell maturation sequences, and normal and abnormal

morphology, and associated diseases. **Co-requisites:** MLAB 1201, 1227 and PLAB 1223. TEC.

MLAB 2232 - Seminar in Medical Laboratory Technology 2-2-0

This course is designed to reinforce didactic information with laboratory methodologies and to allow exploration of advanced techniques in medical laboratory. **Prerequisites:** MLAB 1201, MLAB 1227, MLAB 1415, MLAB 1335, MLAB 1311, MLAB 2401, MLAB 2431, MLAB 2434 and PLAB 1223. **Co-requisite:** MLAB 2663. TEC.

MLAB 2401 - Clinical Chemistry 4-3-2

This course is an introduction to the principles and procedures of various tests performed in clinical chemistry. Presents the physiological basis for the test and principles and procedures for the test results, including quality control, and normal values. Also includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology.

Prerequisites: MLAB 1201, 1227, 1415, 1335, 1331, 1311 and PLAB 1223.

Co-requisites: MLAB 2431 and 2434. TEC.

MLAB 2431 - Immunohematology 4-3-3

A study of blood antigens and antibodies. Performance of routine blood banking procedure, including blood group and Rh typing, antibody screens, antibody identification, cross-matching, elution, and absorption techniques.

Prerequisites: MLAB 1201, 1227, 1415, 1335, 1331, 1311 and PLAB 1223.

Required co-requisites: MLAB 2401 and 2434. TEC.

MLAB 2434 - Clinical Microbiology 4-3-3

This course is designed to give instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. **Prerequisites:** MLAB 1201, 1227, 1415, 1335, 1331, 1311 and PLAB 1223. **Co-requisites:** MLAB 2401 and 2431. TEC.

MLAB 2663 - Clinical 6-0-24

This course offers a method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are responsibility of the college faculty. **Prerequisites:** MLAB 1201, 1227, 1415, 1335, 1331, 1311, 2401, 2431, 2434 and PLAB 1223. **Co-requisites:** MLAB 2232. TEC.

MRKG 1311 - Principles of Marketing 3-3-0

This course will aid the student in understanding the marketing concepts needed by business, consumers, and organizations. Students will learn how to define

and segment a market, develop need-satisfying products and services for markets, establish price offerings, design advertising and promotions, and do market research. TEC.

MRMT 1307 - Medical Transcription I **3-1-5**

This course provides fundamentals of medical transcription, including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis is on development of speed and accuracy. **Prerequisites:** Minimum typing speed of 45 net words per minute or POFT 1329 and HITT 1305. TEC.

MRMT 2333 - Medical Transcription II **3-1-5**

This course provides skill development in the production of medical reports, including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Emphasis on speed and accuracy.

Prerequisites: Minimum typing speed of 45 net words per minute or POFT 1329, HITT 1305, and MRMT 1307 . TEC.

MUSI 1181 - Piano Class I **1-1-0**

This is a self-paced course for the study of piano. The beginning level is based on the individual's musical background and experience. Students take one 30-minute private lesson per week. Practice rooms are available. No prior experience is required. The course can be repeated up to four semesters for credit. AC.

MUSI 1183 - Voice Class I **1-1-0**

This course provides one 30-minute private lesson each week for beginners as well as advanced vocalists. Time is to be arranged individually. Practice rooms are available. To enroll, a student must be able to read music and be approved by the instructor. AC.

OSHT 2401 - OSHA Regulations **4-4-0**

This is a study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry. It provides an overview of health and safety in the workplace. Students are introduced to OSHA standards and issues of employee compliance. TEC.

PHED 1138 - Concepts of Physical Fitness **1-0-3**

The class is designed for those individuals who wish to begin a fitness program, have little or no knowledge about what to do, or have been idle for an extended period. Class members participate in simple cardiovascular endurance and strength and flexibility exercises. AC.

PHED 1238 - Concepts of Physical Fitness **2-1-2**

This course involves physical activities, such as racquetball, volleyball, basketball, and aerobics and emphasizes development of lifetime skills in sports. This course may be repeated for credit. AC.

PHED 1251 - Scuba **2-1-1**

This course involves participation and instruction in advanced aquatic activities.

Prerequisite: Demonstrated swimming skills. AC.

PHED 1304 - Health and Wellness **3-3-0**

This course examines acquired knowledge and attitudes pertaining to wellness/health maintenance, including exercise and diet modification activities and its effect upon individual decision-making within one's life span. AC.

PHIL 1301 - Introduction to Philosophy **3-3-0**

This course provides an introduction on the study of ideas and its logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning. AC.

PHRA 1301 - Introduction to Pharmacy **3-3-0**

This course provides an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician in retail, institutional, and long-term care settings. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques. Various software will be used to enhance the pharmacy technician's learning process. This course includes the learning Modules 1, 15, 16, 17, 18, 23, 24 and 31 from the American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (First Edition). **Co-requisites:** PHRA 1305, 1309, HITT 1305 and PHRA 2260. TEC.

PHRA 1305 - Drug Classification **3-2-2**

This course is a study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration. Emphasis on the location of drugs within the pharmacy, inventory control, safety, and quality assurance procedures. This course includes the learning Modules 2-14 and 17 from the American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (First Edition).

Recommended prerequisites or co-requisites: PHRA 1301, 1309, HITT 1305 and PHRA 2260. TEC.

PHRA 1309 - Pharmaceutical Mathematics **3-2-2**

This course provides a study in pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, milliequivalent units, intravenous flow rates and solving problems. This course includes the learning Modules 19 and 20 related to

preparation of non-compounded and non-sterile compounded products from the American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (First Edition). **Co-requisites:** PHRA 1301 and 1305, 2260 and HITT 1305. TEC.

PHRA 1445 - Intravenous Admixture and Sterile Compounding 4-2-4

This course includes mastery of skills in compounding sterile products. Introduction to sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment (robotics, auto-injectors and pumps), preparation of sterile products (intravenous, irrigation, ophthalmic, total parenteral nutrition and chemotherapy drugs), and safe handling of antineoplastic drugs. This course includes the learning Modules 21, 22, and 25-32 from the American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (First Edition). **Prerequisites:** PHRA 1301, 1305, 1309, 2260 and HITT 1305. **Co-requisite:** PHRA 2361. TEC.

PHRA 2260 - Clinical-Pharmacy Technician 2-0-8

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course provides students the opportunity to experience detailed education, training, work-based experience and direct patient/client care at a retail, institutional or long-term care clinical site. Students will apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions of the pharmacy technician in a variety of clinical settings. Students will demonstrate legal and ethical behavior, safety practices, and interpersonal and teamwork skills. This course includes the application of objectives from learning Modules 33, 34 and 35 related to acute, ambulatory and long-term care practice experiences from the American Society of Health-System Pharmacists' Model Curriculum for Pharmacy Technician Training (First Edition). **Co-requisites:** PHRA 1301, 1305, 1309 and HITT 1305. TEC.

PHRA 2361 - Clinical II—Pharmacy Technician 3-0-12

This capstone course provides practical clinical experience in retail, institutional and long-term care settings. This course provides students with opportunities to apply, review, and bring together all the skills and knowledge from previous courses in serving clients in retail, institutional, and long-term care settings, including the standards of ethics governing pharmacy practice. **Prerequisites:** PHRA 1301, 1305, 1309, 2260 and HITT 1305. **Co-requisite:** PHRA 1445. TEC.

PHYS 1401 - College Physics I 4-3-2

This course is designed for majors in the physical or natural sciences. Emphasis is placed upon understanding and application of basic physical laws. Topics

include general physics, mechanics, and heat. **Prerequisite:** MATH 1314 or its equivalent. AC.

PHYS 2411 - Integrated Physics 4-3-2

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

POFI 2301 - Word Processing 3-2-2

This course introduces the various aspects of a word processing software package with emphasis on the use of text editing features to produce business documents. **Prerequisite:** Demonstrated keyboarding ability. TEC.

POFI 2331 - Desktop Publishing for the Office 3-2-3

This course provides in-depth coverage of desktop publishing terminology, text editing and use of design principles to create publishing material using word processing desktop publishing features. Emphasis is on layout techniques, graphics, and multiple page displays. **Prerequisite:** POFI 2301 or proficiency in word processing software. TEC.

POFI 2340 - Advanced Word Processing 3-2-2

This course is a continuation of the study of word processing, including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents. Emphasis is placed on business applications. **Prerequisites:** COSC 1301 and POFI 2301. TEC.

POFM 1300 - Medical Coding 3-2-2

This course provides presentation and application of basic coding rules, principles, guidelines, and conventions, utilizing various coding systems.

Prerequisite: HITT 1305. TEC.

POFM 1309 - Medical Office Procedures 3-2-2

This course introduces basic medical office skills, including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis on human relations and customer service skills. TEC.

POFM 1327 - Medical Insurance 3-3-1

This course provides a survey of medical insurance, including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

Prerequisite: HITT 1305. TEC.

POFM 2333 - Medical Document Production 3-2-2

This course studies advanced concepts of medical office activities, practices, and procedures. Topics include advanced medical reports, coding, billing, insurance

activities, and records management. **Prerequisites:** POFM 1309, and HITT 1305. **Co-requisite:** POFT 1329. TEC.

POFM 2386 - Internship-Medical Office **3-0-9**

An experience external to the college for an advanced student in a specialized field, involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. **Prerequisites:** Enrollment in medical office technology program, sophomore standing, a minimum of 30 semester hours in program, all POFM courses completed, and departmental approval. TEC.

POFT 1301 - Business English **3-3-1**

This course introduces a practical application of basic language usage skills: grammar, punctuation, capitalization, spelling, vocabulary building, and proofreading, with emphasis on fundamentals of writing and editing for business. TEC.

POFT 1309 - Administrative Office Procedures I **3-2-2**

This course provides a study of current office procedures, including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. TEC.

POFT 1329 - Beginning Keyboarding **3-2-2**

This course provides an introduction to the touch-typing system of keyboarding, numeric keyboarding and the formatting of letters, memos, reports, and tables. This course is designed for the individual with no previous keyboarding experience. Training is provided with the personal computer. TEC.

POFT 1331 - Business Machine Applications **3-2-2**

This course provides technique familiarization in the operation of the most commonly used office machines. Computations, calculations, speed drills, percentages, discounts and net values, chain discounts, and business forms. **Prerequisite:** Demonstrated keyboarding ability or concurrent enrollment in POFT 1329. TEC.

POFT 1349 - Administrative Office Procedures II **3-2-3**

This course provides advanced office application with special emphasis on decision making, goal setting, management theories and critical thinking. Course focuses on various aspects of office routines with additional emphasis on communication, job application, ethics, office etiquette, human relations, processing mail, records management, travel, and other topics associated with office technology. **Prerequisite:** POFT 1309. **Co-requisites:** POFT 2301, POFT 2312 and POFI 2301 or equivalent competencies. TEC.

POFT 2301 - Intermediate Keyboarding 3-2-3

This course is a continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis is on proofreading, editing, following instructions, and keying documents from various copy. **Prerequisites:** POFT 1329 with a grade of "C" or better or a demonstrated ability to type 45 net words per minute for 3 minutes. TEC.

POFT 2312 - Business Correspondence/Communication 3-3-1

This course develops writing skills to produce effective business documents. **Prerequisite:** POFT 1301. TEC.

POFT 2386 – Internship—Office Technology 3-0-9

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. **Prerequisites:** Enrollment in Office Technology Program, sophomore standing, a minimum of 30 semester hours in program and departmental approval. TEC.

PSYC 2301 - Introduction to Psychology 3-3-0

This course provides an introductory survey of the major areas of psychology, such as learning, personality, psychological testing, developmental issues and physiological bases of behavior. Emphasis is on psychology as the scientific study of behavior and includes both human and animal behavior. AC.

PSYC 2308 - Child Psychology 3-3-0

This course provides a study of the growth and development of behavior patterns in children. AC.

PSYC 2311 - Adult Development and Aging 3-3-0

This course offers a survey of major issues in adult development and aging, including: biological influences, aging changes, cognitive changes, personality integration, changes in family structure, and disease factors. AC.

PSYC 2313 - Adolescent Psychology 3-3-0

This course provides a study of the growth and development of adolescent behavior patterns. **Prerequisite:** PSYC 2301. AC.

PSYC 2317 - Statistical Methods in Psychology 3-3-0

This course provides a non-calculus based introduction to statistics, statistical measures of data, measures of central tendency and variation, normal distribution, and correlation and sampling. **Prerequisites:** MATH 1314 or its equivalent. AC.

PTAC 1302 - Introduction to Process Technology 3-2-2

This course provides an introduction to process operations in the oil refinery and petrochemical industry including: operator roles, responsibilities and expectations; plant terminology; safety and environmental responsibilities; applied organic and inorganic chemistry; applied physics; plant equipment; utility systems; product handling; flow diagrams; and general process overview of process operating technology including the mental and physical requirements of the process operator career. Plant tour may be conducted. TEC.

PTAC 1308 - Safety, Health and Environment 3-3-0

This course is an introduction to occupational safety, health, and environmental practices and associated equipment including: safety mindset and attitude; personal safety equipment; general safety policies and procedures; hazards communications; HAZWOPER/emergency response; first aid and CPR; industrial hygiene; exposure monitoring; and environmental compliance. This course will give students an overview of various governmental regulations mandated by OSHA, EPA, SARA, RCRA, DOT, NFPA, etc. TEC.

PTAC 1332 - Process Instrumentation I 3-2-2

This course introduces the student to the: nature of process control, elements of process control, process control signals, introduction to process measurement, principles of transducers, basic process measurement, temperature measurements, principles of pressure and measurements, level measurements, properties of fluid flow, flow measurements, controllers, modern control, and valves. TEC.

PTAC 1410 - Process Technology I - Equipment 4-3-2

This course builds on the information presented in previous courses putting the components of equipment together. Students will apply the knowledge taught in previous courses to understand how individual equipment work, how they interconnect, and how they contribute to overall plant operations. The student will arrange process equipment into basic systems; describe the purpose and function of specific process equipment; explain how factors affecting process equipment are controlled under normal conditions; and recognize abnormal process conditions. This course covers the petroleum refining industry and petrochemical industry equipment. **Prerequisite:** PTAC 1302. TEC.

PTAC 2436 - Process Instrumentation II 4-3-3

This course introduces the student to the following: process control drawings; using symbols and diagrams; fundamentals of control loops; control loop characteristics; advanced control methods; loop dynamics; loop protection; measuring conductivity; measuring pH and ORP; optical measurement; measuring products of combustion; chromatography; computers-history and overview; small computers in process control; distributive control system-architecture; DCS configuration and operation; DCS system and applications

integration; introduction to programmable logic controllers; system integration; and troubleshooting. **Prerequisites:** PTAC 1332. TEC.

RNSG 1207 - Nursing Jurisprudence 2-1-2

This course in nursing jurisprudence and ethics emphasizes personal and professional responsibility. Study of the laws and regulations related to the provision of safe and effective professional nursing care. **Prerequisites:** BIOL 2401, 2402 and 2420; ENGL 1301, 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in the course. TEC.

RNSG 1210 - Introduction to Community-Based Nursing 2-1-2

This course provides an overview of the delivery of nursing care in a variety of community-based settings, application of systematic problem-solving processes and critical thinking skills, focusing on the examination of concepts and theories relevant to community-based nursing and development of judgment, skill and professional values within a legal/ethical framework. **Prerequisites:** BIOL 2401, 2402 and 2420; ENGL 1301; and 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in the course. TEC.

RNSG 1215 - Health Assessment 2-1-2

This course offers the development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. The student will describe the components of a comprehensive health assessment and demonstrate the techniques utilized in a systematic process of health assessment.

Prerequisite: Completion of Vocational Nursing Program or administrative approval. TEC.

RNSG 1311 - Nursing Pathophysiology 3-2-2

This course provides basic principles of pathophysiology, emphasizing nursing applications. Topics include principles of homeostasis related to body systems. The student will discuss homeostasis as a mechanism for achieving and maintaining normal interaction of structure and functions, relate the physiological system and its role in pathogenesis and explain the importance of pathophysiology in nursing practice. **Prerequisites:** Licensed practical/vocational nurse or administrative approval, BIOL 2401 and 2402. TEC.

RNSG 1327 - Transition from Vocational to Professional Nursing 3-2-4

This course provides a study of health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication and applicable competencies in knowledge, judgment, skills,

and professional values within a legal/ethical framework throughout the life span. **Prerequisites:** BIOL 2401, 2402 and 2420; ENGL 1301; 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. **Co-requisite:** RNSG 2361. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. This course must be successfully completed simultaneously with the clinical component (RNSG 2361) to receive credit for this course and progress in the Upward Mobility Nursing Program. TEC.

RNSG 2361 - Clinical I**3-0-12**

This course provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. **Prerequisites:** BIOL 2401, 2402 and 2420; ENGL 1301; 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. **Co-requisite:** RNSG 1327. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. TEC. This course must be successfully completed simultaneously with the didactic component (RNSG 1327) to receive credit for this course and progress in the Upward Mobility Nursing Program.

RNSG 2362 - Clinical II**3-0-16**

This course provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. **Prerequisites:** BIOL 2401, 2402, 1402 and 2420; ENGL 1301, 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. **Co-requisite:** RNSG 2514. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. TEC. This course must be successfully completed simultaneously with the didactic component (RNSG 2514) to receive credit for this course and progress in the Upward Mobility Nursing Program.

RNSG 2363 - Clinical III**3-0-16**

This course provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. **Prerequisites:** BIOL 2401, 2402 and 2420; ENGL 1301 and 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. **Co-requisite:** RNSG 2535. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. TEC. This course must be successfully completed simultaneously with the didactic component (RNSG

2534) to receive credit for this course and progress in the Upward Mobility Nursing Program.

RNSG 2514 - Care of Client w/ Complex Healthcare Needs 5-4-2

This course provides application of a systematic problem-solving process and critical-thinking skills to provide nursing care to diverse clients/families across the life span with complex healthcare needs, including, but not limited to, complex childhood/adolescent diseases, complicated prenatal care, acute mental illness, complex preoperative care, serious adult health problems, and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisites: BIOL 2401, 240, and 2420; ENGL 1301, 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. **Co-requisite:** RNSG 2362. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in the course. TEC. This course must be successfully completed simultaneously with the clinical component (RNSG 2362) to receive credit for this course and progress in the Upward Mobility Nursing Program.

RNSG 2535 – Integrated Client Care Management 5-4-2

This course provides the application of client assessment skills, critical thinking and independent nursing interventions to care for diverse client/families throughout the life span whose healthcare needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and healthcare and applicable knowledge, judgment skills and professional values within a legal/ethical framework.

Prerequisites: BIOL 2401, 2402 and 2420; ENGL 1301 and 3 credit-hour computer elective OR MATH 1314; RNSG 1215 and 1311. **Co-requisite:** RNSG 2363. This course is part of the Upward Mobility Nursing Program. Students must be accepted into the program to enroll in this course. TEC. This course must be successfully completed simultaneously with the clinical component (RNSG 2363) to receive credit for this course and progress in the Upward Mobility Nursing Program.

SGNL 1301 - Sign Language I (Beginning) 3-3-0

This course introduces American Sign Language, covering finger spelling, vocabulary and basic sentence structure and preparing students to interpret oral speech for the hearing impaired. AC.

SGNL 2301 - Sign Language II (Intermediate) **3-3-0**

This course offers review and application of conversational skills in American Sign Language, including interpreting from signing to voice and from voice to signing. **Prerequisite:** SGNL 1301. AC.

SOCI 1301 - Introductory Sociology **3-3-0**

This course addresses concepts and principles used in the study of group life, social institutions and social processes. AC.

SOCI 1306 - Social Problems **3-3-0**

This course addresses application of sociological principles to the major problems of contemporary society, such as inequality, crime and violence, substance abuse, deviance, or family problems. AC.

SOCI 2301 - Marriage and the Family **3-3-0**

This course provides a sociological examination of marriage and family life, including problems of courtship, mate selection, and marriage adjustment in modern American society. AC.

SOCI 2306 - Human Sexuality **3-3-0**

This course provides a study of the psychological, socialized, and physiological aspects of human sexuality. AC.

SOCI 2326 - Social Psychology **3-3-0**

This course provides a survey of theories of individual behavior and social environment and may include topics, such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. AC.

SOCI 2339 - Juvenile Delinquency **3-3-0**

This course provides current theories and research on crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation. AC.

SOCI 2371 - Deviant Behavior **3-3-0**

This course provides a study of the major areas of social maladjustment from the standpoint of the processes underlying social and individual disorganization-alcoholism, illegitimacy, suicide, drug addiction, and other personal deviations. AC.

SOCI 2372 - Social Gerontology **3-3-0**

This course provides a study of aging from a sociological perspective and covers such areas as socialization groups, social stratification and deviance, as well as the five basic social institutions: family, economy, political systems, religion, and education. AC.

SOCI 2373 - Current Issues in Sociology 3-3-0

This course provides an in-depth study of specific contemporary topics in sociology, such as multiculturalism, sociobiology, urban society, gerontology, death and dying, or sex-roles. AC.

SPAN 1311 - Beginning Spanish I 3-3-0

This course teaches fundamental skills in listening comprehension, speaking, reading and writing, including basic vocabulary, grammatical structures, and culture. Students will engage in audio and computerized practice. AC.

SPAN 1312 - Beginning Spanish II 3-3-0

This course is a continuation of SPAN 1311 and includes concentration on conversation, more advanced points of grammar and continued reading practice. Students will engage in audio and computerized practice. **Prerequisite:** SPAN 1311 or equivalent determined by examination. AC.

SPCH 1311 - Introduction to Speech Communications. 3-3-0

This course provides both theoretical and practical approaches to speech communication behavior in interpersonal, small group, and public communication situations. AC.

SPCH 1315 - Public Speaking 3-3-0

This course addresses research, composition, organization and delivery of speeches for various purposes and occasions with emphasis on listener analysis and informative and persuasive techniques. AC.

SPCH 1318 - Interpersonal Communication 3-3-0

This course provides both theoretical and practical approaches to verbal and nonverbal communication with focus on interpersonal relationships. AC.

SPCH 2335 - Argumentation and Debate 3-3-0

This course provides a study of evidence and reasoning and a critique of them as reflected in current public affairs. AC.

SPCH 2341 - Oral Interpretation of Literature 3-3-0

This course provides both theoretical and practical approaches to the principles of speech applied to performance in the interpretation of prose and poetry.

Prerequisite: Sophomore literature or instructor's approval. AC.

VNSG 1136 - Mental Health 1-1-0

This course provides an introduction to the principles and theories of positive mental health and human behaviors. Topics included, but not limited to, are emotional responses, coping mechanisms, and therapeutic communication skills.

Prerequisites: BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227. **Co-requisites:** VNSG 2413, VNSG 1562, VNSG 1222. TEC.

VNSG 1138 - Mental Illness **1-1-0**

This course provides a study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 2413, VNSG 1562, VNSG 1136, VNSG 1222. **Co-requisites:** VNSG 2214, VNSG 2563, VNSG 1330, VNSG 1334. TEC.

VNSG 1160 - Clinical Practical Nurse I **1-0-3**

Students will acquire skills to provide basic care to clients, such as hygiene measures, transfer techniques, obtaining vital signs, bed making, etc. Clinical experiences are unpaid external learning experiences. Must be taken in concurrence with VNSG 1323. TEC.

VNSG 1222 - Vocational Nursing Concepts **2-2-0**

This course provides an introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts presented relate to the physical, emotional and psychosocial self-care of the learner/professional. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1331, VNSG 1227. **Co-requisites:** VNSG 2413, VNSG 1562, VNSG 1136, PSYC 2308. TEC.

VNSG 1227 - Essentials of Medication Administration **2-1-2**

This course provides general principles of medication administration, including determination of dosage, preparation, safe administration and documentation of multiple forms of drugs. Instruction includes various systems of measurement. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160. **Co-requisites:** VNSG 1502, VNSG 1561, VNSG 1331, BIOL 1322. TEC.

VNSG 1330 - Maternal-Neonatal Nursing **3-3-0**

This course provides utilization of the nursing process in the assessment and management of the childbearing family. Emphasis is on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth and the neonatal period including abnormal conditions. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 2413, VNSG 1562, VNSG 1136, VNSG 1222. **Co-requisites:** VNSG 2214, VNSG 2563, VNSG 1330, VNSG 1334. TEC.

VNSG 1331 - Pharmacology **3-3-0**

This course provides the fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160. **Co-requisites:** VNSG 1502, VNSG 1561, VNSG 1331, BIOL 1322. TEC.

VNSG 1323 - Basic Nursing Skills **3-2-2**

This course provides the mastery of entry-level nursing skills and competencies for a variety of healthcare settings. Students will utilize the nursing process as the foundation for all nursing interventions. Students may be eligible for certification as nurse aides through the Texas Department of Human Services Long-Term Care Division after completing this course. Must be taken with VNSG 1160. TEC.

VNSG 1334 - Pediatrics **3-3-0**

This is a study of childhood diseases and childcare from infancy through adolescence. Focus is on the care of the well and the ill child, utilizing the nursing process. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 2413, VNSG 1562, VNSG 1136, VNSG 1222. **Co-requisites:** VNSG 2214, VNSG 2563, VNSG 1330, VNSG 1334. TEC.

VNSG 1502 - Applied Nursing Skills I **5-3-6**

This course is an introduction to and application of primary nursing skills. This course addresses the role of the vocational nurse. Emphasis is on utilization of the nursing process and related scientific principles. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160. **Co-requisites:** VNSG 1502, VNSG 1561, VNSG 1331, BIOL 1322. TEC.

VNSG 1561 - Clinical Practical Nurse II **5-0-18**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This clinical rotation is in nursing home facilities or hospital facilities. Students in this level will be required to perform various skills on clients, such as, but not limited to, hygiene measures, foley catheter insertion, physical assessment, g-tube feedings, blood glucose monitoring, care plans, etc. Clinical experiences are unpaid external experiences. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227. **Co-requisites:** VNSG 2413, VNSG 1562, VNSG 1222. TEC.

VNSG 1562 - Clinical Practical Nurse III **5-0-24**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Students continue to provide client care, administer medications, wound care, sterile technique, isolation, admissions and discharges of clients, following doctors' orders, and utilizing the nursing process, etc. Clinical experiences are unpaid learning experiences. TEC.

VNSG 2214 - Applied Nursing Skills III **2-1-3**

This course is a continuation of Applied Nursing Skills II. Nursing skills are applied to meet complex client needs, utilizing the nursing process and related

scientific principles. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 2413, VNSG 1562, VNSG 1136, VNSG 1222. **Co-requisites:** VNSG 2214, VNSG 2563, VNSG 1330, VNSG 1334. TEC.

VNSG 2413 - Applied Nursing Skills II **4-3-2**

This course provides an application of nursing skills to meet more complex needs, utilizing the nursing process and scientific principles. Clients experiencing health deviations are included in this course. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227. **Co-requisites:** VNSG 2413, VNSG 1562, VNSG 1222. TEC.

VNSG 2563 - Clinical Practical Nurse IV **5-0-24**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Students continue to provide client care in various clinical sites, such as medical surgical, obstetrics/gyn, post partum, pediatrics, etc. Community sites as well as hospital facilities will be utilized. Students will coordinate and provide care for clients while utilizing the nursing process. Clinical experiences are unpaid external experiences. **Prerequisites:** BIOL 2401, BIOL 2402, VNSG 1323, VNSG 1160, VNSG 1502, VNSG 1561, VNSG 1331, VNSG 1227, VNSG 2413, VNSG 1562, VNSG 1136, VNSG 1222. **Co-requisites:** VNSG 2214, VNSG 2563, VNSG 1330, VNSG 1334. TEC.

Directory of Personnel 2006-2008

Directory of
Personnel

Texas State University System
Board of Regents
System Administration

Lamar State College-Orange
Executive Staff
Academic Administration
General Administration
Support Staff
Full-Time Faculty





Directory of Personnel

2006-2008

The Texas State University System

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Bernie Francis, <i>Vice Chair</i>	Carrollton
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John E. Dudley	Comanche
Dionicio (Don) Flores.....	El Paso
Greg Wilkinson	Plano
Pollyanna A. Stephens	San Angelo
Ken Luce.....	Dallas
Alan W. Dreeben,	San Antonio

System Administration

Charles R. Matthews, <i>Chancellor</i>
Fernando C. Gomez, <i>Vice Chancellor and General Counsel</i>
Kenneth R. Craycraft, <i>Vice Chancellor for Academic Affairs</i>
Roland K. Smith, <i>Vice Chancellor of Finance</i>
Diane Corley, <i>Associate Vice Chancellor for Governmental Relations</i>
Jerry W. Neef, <i>Director of Audits and Analysis</i>
Charlotte A. Sullivan, <i>Special Assistant to the Chancellor</i>
Peter E. Graves, <i>Assistant General Counsel</i>

Lamar State College-Orange

Executive Administration

J. Michael Shahan, Ph.D., <i>President</i>
Sheila Gunter, Ed.D., <i>Vice President for Academic Affairs</i>
Bobbie Burgess, M.Ed., <i>Vice President for Student Services and Auxiliary Enterprises</i>
Michelle Esquivel, M.B.A./C.P.A., <i>Vice President for Finance and Operations</i>

Academic Administration

Dando, Carla, M.A.; *Dean of Instruction*
Mott, Brenda, M.Ed., *Director of Education/ACE Program*
Priest, Karen, M.A.; *Division Chair, Liberal Arts*
Simar, Gina, M.Ed./R.N., *Director of Allied Health*
Spears, Jackie, B.S.; *Director of Business and Technology*
Wilmore, Larry, M.S.; *Division Chair, Math and Science*

General Administration

Ahearn, Frances, M.Ed./L.P.C., *Director of Advising, Counseling and Testing*
Babcock, Dorraine, M.Ed., *ACE Mentor Coordinator*
Baker, Jamie, B.S., *Accountant II*
Bane, Susan, B.B.A., *Payroll Manager*
Banister, Stephen, M.L.I.S., *Director of Library Services*
Barrientos, Antonio, B.A.A.S., *Director of The Learning Center*
Burnett, Linda, B.S., *Coordinator of Information Services*
Campbell, Jesse "Butch", M.Ed., *Director of Development and Security*
Campbell, Rebecca, B.S., *Registrar*
Carroll, John P., B.B.A., *Director of Purchasing and Contracts*
Cheatham, Linda, A.A.S., *User Services/Telecom Specialist, Computer Center*
Choate, Judy, B.S.I.T., *Admissions Advisor*
Cooley, Laura, B.S., *Coordinator of Financial Aid*
Davis, Charlie, Jr., B.A., *The Learning Center Manager*
Elliott, Wendy, A.S., *Coordinator of Student Activities*
Evans, Floylene, B.B.A./P.H.R., *Director of Human Resources*
Feltman, Paula, B.B.A., *Accountant III*
Feng, Victor, M.S., *Systems Analyst III*
Fillop, Meinrad, *Director of Physical Plant*
Greene, Marilyn, M.L.I.S., *Public Services Librarian*
Hooker, Nancy, M.Ed., *Director of Tech Prep*
James, Melinda, B.B.A./C.P.A., *Director of Accounting*
Johnson, David, A.A.S., *Network Analyst Senior*
Langham, Gerald, B.S., *Instructional Staff*
McCoy, Mary Jane, M.L.S., *Public Services Librarian*
Moreau, Brianne, B.S., *Recruiter*
Norville, Victoria, B.B.A., *Testing Administrator*
Olson, Kerry, B.B.A., *Director of Financial Aid*
Rector, Jennifer, B.B.A. *Director of Public Information*
Reed, Dashelle, B.S., *Financial Aid Advisor*
Reeves, Angela, B.S. *Workforce Development Program Manager*
Robnett, Barbara, B.S., *Director of Institutional Effectiveness*
Rogers, Dana, B.S./C.P.A., *Director of Finance*
Russell, Stacy, M.A., *Academic Advisor/Special Populations*
Ryan, William L., M.A.L.S., *Assistant to the President*

Sethna, Bishar, M.B.A., *Coordinator of Institutional Research*
Smith, Rachal, B.B.A., *Accountant I*
Smith, Terrie, *Manager of The Brown Center*
Trahan, Jay, B.S., *Director of Continuing Education/Workforce Development*
Williams, Judy, B.S., *ACE Program Coordinator*
Williams, Theresa, M.C., *Admissions Advisor*

Support Staff

Abshire, Carol, *Lab Tech III, Academic Programs*
Ashworth, Vera, *Clerk II, Admissions and Records*
Chiasson, Charlotte, *Secretary I, ACE Program*
Chambless, Chris, *Accounting Clerk II*
Cole, Cecil, *Facility Worker II*
Compton, Crystal, *Secretary I, Nursing*
Crow, Phyllis, *Secretary I, Allied Health*
DeLeon, Verniece, *Secretary III to the Vice President for Academic Affairs*
Derouen, Mary Beth, *Network Support Specialist*
Derouen, Gary, *Security Guard*
Doiron, Karolyn, *Administrative Tech II, Dean of Instruction*
Dues, Diane, *Secretary III to the Vice President for Finance and Operations*
Font, Larry, *Facility Worker II*
Ford, Darlene, *Clerk II, Admissions and Records*
Ford, Phyllis, *Administrative Assistant to the President*
Fowler, Amen, *Cook*
Graham, Suzanne, *Accounting Clerk II*
Guilbeaux, Debbie, *Secretary I, Division Chairs*
Guity, LaToya, *Testing Examiner*
Haney, Wanda, *Accounting Clerk III*
Hardin, Pamela, *Mail Clerk/Switchboard Operator II*
Holman, Mary, *Library Tech III; Evening Supervisor*
Jacobs, Paula, *ADP Records Control Clerk*
Jones, Stephanie, *Secretary III to the Vice President for Student Services*
Jungen, Roseanne, *Clerk II, ACE Program*
Kinto, Diana, *Administrative Tech II, Financial Aid*
Knox, Michael, *Security Coordinator*
Lanphar, Tara, *Web Administrator, Computer Center*
LeBoeuf, Paul, *Utility Mechanic II, Physical Plant*
Leger, Judy, *Property Inventory Clerk I*
Long, Ray, *Security Guard*
Ludwig, Sandra, *Administrative Tech I, The Brown Center*
Moreau, Debbie, *Clerk II, Admissions and Records*
Morvent, Gayle, *Transcript Evaluator, Admissions and Records*
Petitjean, Kevin, *LAN Tech, Computer Center*
Robicheaux, Brenda, *Administrative Tech II, Tech Prep*

Sarver, Barbara, *Laboratory Tech I, The Learning Center*
Scales, Lynn, *Secretary I, Continuing Education/Workforce Development*
Schubarth, Aubrey, *Library Tech III*
Sias, Sharon, *Head Cook II, The Brown Center*
Smith, Renee, *Food Service Worker III, The Brown Center*
Solis, Josephine, *Secretary I, Advising and Counseling*
Sparks, Lisa, *Secretary I, ACE Program*
Thomas, Wilbert, *Program Attendant I, The Brown Center*
Usery, Dora, *Accounting Clerk I, Cashier*
Wall, Richard, *Courier*
Willoughby, Sherrie, *Administrative Tech I, Human Resources*
Wyles, Cindy, *Printing Services Tech III*

Full-Time Faculty

The following list reflects the status of the Lamar State College-Orange faculty as of February 14, 2006. The date following each name is the academic year of first service to the college and does not necessarily imply continuous service since that time.

Baker, Suzanne, (2003) *Clinical Instructor of Vocational Nursing*
A.A.S., Lamar State College–Port Arthur

Best, Anna Marie, (1985) *Assistant Professor of Economics*
B.A., B.S., Texas Woman's University;
M.S., North Texas State University

Brent, Sandra M., (1999) *Instructor of Upward Mobility Nursing*
B.S.N., Lamar University; M.S.N., McNeese State University

Brown, Marcia, (1990) *Instructor of Office Technology*
Program Director of Office Technology
B.S., M.Ed., University of Nebraska

Bryant, Christy, (2000) *Instructor of Office Technology*
B.B.A., Lamar University
M.S., Emporia State University

Carroll, Linda, (2005) *Clinical Instructor of Vocational Nursing*
A.S., Lamar University

Chiou, Peen-Peen, (2004) *Instructor of Computer Information Systems*
B.S., Providence University; M.S., Lamar University

Clingaman, Michelle, (2003) *Instructor of Pharmacy*
Certificate, Commission

Coratti, John, (1994) *Associate Professor of Criminal Justice;*
Program Director of Criminal Justice
A.A., Ocean County Community College; B.A., Rutgers College
M.A., Seton Hall University; J.D., University of Dayton School of Law

Crockett, Suzonne, (2004) *Instructor of Mathematics*
A.A.S., Lamar State College-Orange; BAAS, Lamar University

- Daniel, Max,** (1973) *Assistant Professor of Political Science*
B.A., University of Houston; M.A., Sam Houston State University
- Davidson, Joyce,** (2005) *Instructor of Upward Mobility Nursing*
B.S., M.S., University of South Florida
- Denby, Amanda,** (2005) *Clinical Instructor of Nursing*
Certificate, A.A.S., Lamar State College-Orange
- Dorman, Bonnie,** (1980) *Instructor of Office Technology*
B.B.A., Lamar University; M.Ed., McNeese State University
- Doss, L. Kevin,** (1996) *Instructor of Speech*
B.A., Southwest Baptist; M.A., Southwest Texas State
- Dotson, Diane,** (2003) *Instructor of Computer Information Systems*
Program Director of Information Technology
A.S., Northeastern Louisiana University; B.B.A., Lamar University
- Ellis, James,** (2001) *Instructor of Business Management*
Program Director of Business Management Program
B.S., Ohio State University; M.B.A., Lamar University
- Fears, Dixie L.,** (2002) *Clinical Instructor of Vocational Nursing*
A.D.N., Lamar University
- Flippen, Carolyn,** (2002) *Instructor of Dental Assisting*
Program Director of Dental Assisting Program
Certificate, National Dental Assisting Board
- Ford, Randy,** (2001) *Instructor of Pharmacy Technology*
Program Director of Pharmacy Technology
Certificate, South West School of Medical Assistants
- Goodfriend, Randall,** (2006) *Instructor of Psychology*
A.A., B.A., M.A., McNeese State University
- Jureidini, Elias,** (1992) *Assistant Professor of Mathematics*
B.S., Nicholls State University; M.S., Clemson University
M.S., Louisiana State University
- Keller, Delores,** (2005) *Instructor of English*
B.A., Texas Tech University; M.A., Sam Houston State University
Ph.D., Rice University
- LeBlanc, Lorrie,** (1996) *Instructor of Vocational Nursing*
Program Director of Vocational Nursing
A.D.N., Lamar University-Port Arthur; B.S.N., University of Texas Medical Branch
- McClure, Matthew,** (1994) *Associate Professor of Biology*
B.S., Lamar University; M.S., Ph.D., Texas A & M University
- McGee, Leah Anne,** (1992) *Assistant Professor of Nursing*
Program Director of Upward Mobility Nursing
B.S.N., R.N., University of Texas-San Antonio; M.Ed., Lamar University;
M.S., UTMB-Galveston; Licensed Family Nurse Practitioner

- Mello, Carolyn**, (2002) *Instructor of English*
B.A., Lamar University; M.Ed., McNeese State University
- Miller, Roberta**, (1995) *Instructor of Sociology*
B.S., Lamar University; M.S., Baylor University
- Park, Kathleen**, (1998) *Instructor*
Program Director of EMS/MLT
B.S., University of Akron; M.Ed., Sam Houston State University
- Paulk, Charlene**, (1994) *Clinical Instructor of Vocational Nursing*
A.D., R.N., Lamar University-Orange
- Pecorale, Carolyn**, (2005) *Assistant Professor of Biology*
B.S., Texas A&M University; D.C., Parker College of Chiropractic
- Peveto, Barbara**, (1999) *Instructor of Mathematics*
B.S., East Texas Baptist; B.S., M.Ed., Lamar University
- Phillips, Catherine**, (1999) *Instructor of Computer Information Systems*
B.A., Jacksonville University; M.S., Florida State University
- Preslar, Andrew**, (1994) *Instructor of English*
B.A., University of Texas-Austin; M.A., Lamar University
- Priest, Karen**, (1987) *Assistant Professor of English*
B.A., M.A., Lamar University
- Rector, Kathryn**, (2005) *Instructor of Speech*
B.A., M.A., Lamar University
- Ryan, Ricky**, (2000) *Instructor of Mathematics*
B.S., Stephen F. Austin State University; M.Ed., Lamar University
- Senter, Phil J.**, (2003) *Assistant Professor of Biology*
B.A., Wingate University; M.S., Baylor University; Ph.D., Northern Illinois
- Senter, Robyn**, (2003) *Instructor of Biology*
B.S., Baylor University; M.S., Baylor University
- Shanti, Basaam**, (1995) *Instructor of Computer Information Systems*
B.S., M.S., University of Nebraska; Certified Novell Administrator
- Simon, Bobby**, (2004) *Instructor of Upward Mobility Nursing*
B.S., Lamar University; M.S.N., Lamar University
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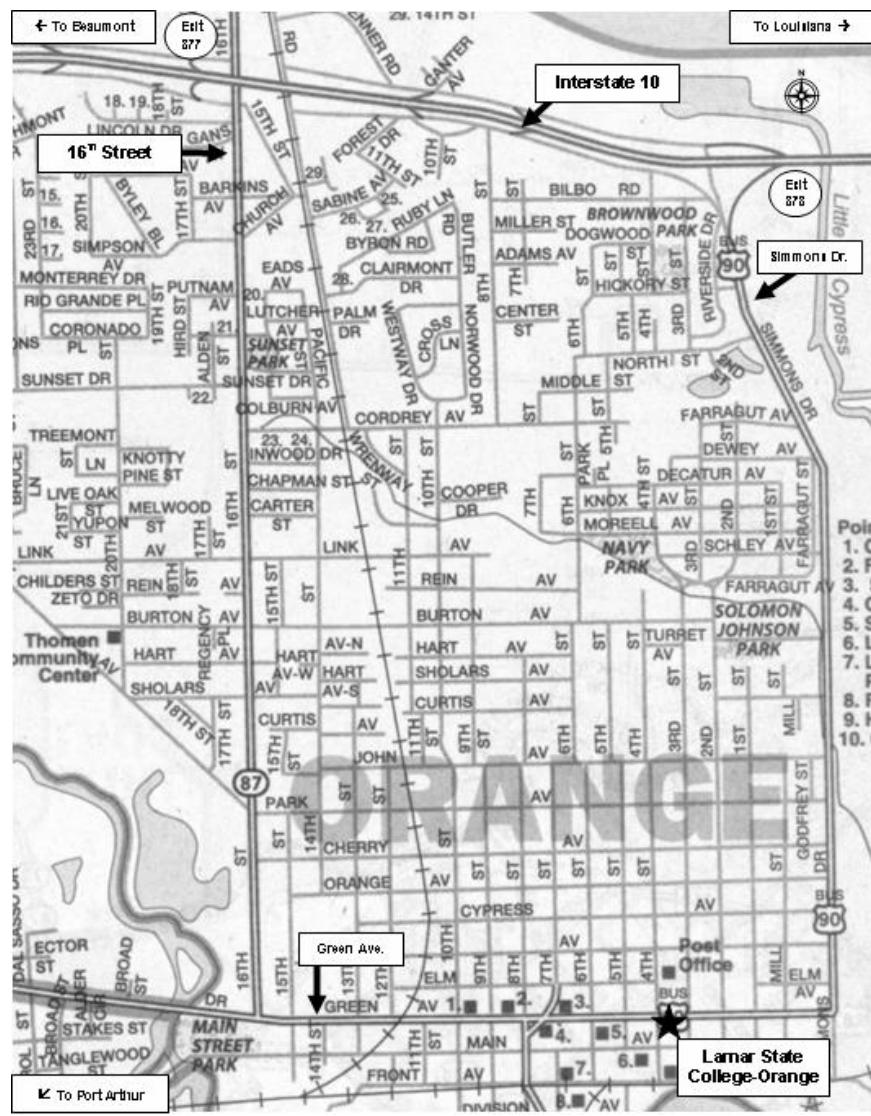
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