Technical Programs

GENERAL INFORMATION

Technical programs are intended to provide students with education that leads to employment after approximately one or two years. A student may earn a certificate and/or an Associate of Applied Science degree in the programs as listed on the following pages. **These programs of study are not intended for transfer; however, some programs have bachelor's degree linkages. Consult a SWTJC counselor for more information**.

General Education Core for Technical Programs

Students who are interested in obtaining an A.A.S. degree in the technical programs will be required to complete a specific number of semester hours from each of the following groups of general education courses.

Social and Behavioral Sciences	*Humanities and Fine Arts*	*Natural Science and Math*
(Formerly Group I)	(Formerly Group II)	(Formerly Group III)
ECON 2301,	ARTS 1301	BIOL 1306,1307,1308,1309
GOVT 2305,2306	DRAM 2361	CHEM 1311, 1312
HIST 1301,1302	ENGL 2322,2323,2327,2328	MATH 1314,1324,1332, 1342
PSYC 2301	ENGL 2332,2333	MATH 2312,2413
SOCI 1301	HUMA 1301	PHYS 1301,1302
	MUSI 1306	PHYS 2325,2326
	PHIL 1301,2306	

Developmental courses cannot be used to satisfy elective course options in degree plans. ENGL 1301 – Composition I, Speech courses, and freshman level languages cannot be used as *Humanities and Fine Arts* electives.

Admission Requirements

Students are admitted to the technical programs through regular college admission procedures (*see Admission Regulations section)*.

Students enrolled in an A.A.S. program must adhere to SWTJC TSI requirements as noted in *TSI Information and Requirements* in *Admission Regulations* section of the Catalog. Students enrolled in one-year Certificates, which require 42 or fewer semester hours, are required to take the TSI Assessment prior to enrollment unless they are exempt under TSI requirements (See Exemptions from TSI.) Students enrolled in these one-year certificate programs are not required to meet TSI and/or developmental requirements. Refer to individual certificate program requirements. Enrolling in courses other than those required to complete the certificate program requires the student to meet all TSI and/or developmental requirements.

Tuition and Fees per Semester

Regular tuition and fees are charged for all of the technical programs as listed in this section (*see Finance section*). Additional fees required for technical programs are listed individually under each program.

Uvalde Campus
Limited Course Offerings at Off-Campus Sites

Purpose

The Administrative Information Technology (AIT) Program prepares individuals for high-demand careers needed in today's computerized workplace. The AIT Program offers a one-year Certificate, a two-year Associate of Applied Science Degree and a Local Articulation Enhanced Skills Certificate. The one-year Certificate Program is designed to prepare individuals for entry-level office information technology careers by providing cutting-edge training in the use of currently popular software packages and preparation for the Microsoft Office Specialist (MOS) Certification. The two-year Associate of Applied Science Degree is for individuals preparing for advanced office information technology careers in office and business management, executive assistant, computer project administration, and medical office administration. Students will be required to take the appropriate MOS exam(s) before the end of each semester as applicable to individual courses (*see course descriptions in back of catalog*). Students who have completed the A.A.S. degree may receive advanced training in management skills leading to an Enhanced Skills Certificate. Administrative Information Technology is a Local Articulation program.

Admission Requirements

Students are admitted to the AIT program through the regular college admission procedures (*see Admission Regulations section*). Students will receive an A.A.S. degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

Texas Success Initiative (TSI) Requirements

The AIT program carries two award options, the Level 1 one-year Certificate and the two-year Associate of Applied Science (A.A.S.) degree. College Board policy requires all students to take the TSI Assessment examination. Students pursuing the Level 1 one-year Certificate do not have to pass the TSI Assessment; however, those not scoring at the ENGL 0302 and/or MATH 0302 level are strongly encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year certificate or A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

ADMINISTRATIVE INFORMATION TECHNOLOGY
CERTIFICATE

Students not receiving advanced-placement credit in a Local Articulation program must take the bridging courses and must do so before they are required as prerequisites.

Program of Study

Fall Semester		Credit
ORIE 0100≺	New Student Orientation	
or		
COLS 0300	College Success Skills	
POFT 1329[1]	Beginning Keyboarding	
ITSC 1301[2]	Introduction to Computers	
ACNT 1403[3]	Introduction to Accounting I	
POFI 2301	Word Processing	3
POFT 1325	Business Math Using Technology	3
BUSI 1307	Personal Finance	3
BUSI 1301	Business Principles	3
	Total	12

Spring Semester		Credit
POFT 1301	Business English	3
IMED 1316	Web Design I	3
ACCT 2401	Principles of Accounting I – Financial	4
POFI 1349	Spreadsheets	3
POFT 1309[5]	Administrative Office Procedures I	3
	Total	16
	Total Credit Hours for Certificate	28

Notes:
1. Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements.
2. Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements.
3. Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
4. Select course from Sequenced Technical Electives for AIT in Option 1 or 2 (2 courses required for Certificate) as listed below.
5. Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

ADMINISTRATIVE INFORMATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE
INCLUDING ENHANCED SKILLS/LOCAL ARTICULATION PLAN

	Credit
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	45
Total Credit Hours for A.A.S.	60

Students not receiving advanced placement credit in a Local Articulation program must take the bridging courses and must do so before they are required as prerequisites.

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺	New Student Orientation	
or		
COLS 0300	College Success Skills	
POFT 1329[1]	Beginning Keyboarding	
ITSC 1301[2]	Introduction to Computers	
ACNT 1403[3]	Introduction to Accounting I	
POFI 2301	Word Processing	3
POFT 1325	Business Math Using Technology	3
BUSI 1307	Personal Finance	3
BUSI 1301	Business Principles	3
ENGL 1301	Composition I	3
	Total	157

Spring Semester		Credit
POFT 1301	Business English	3
IMED 1316	Web Design I	3
ACCT 2401	Principles of Accounting I – Financial	4
POFI 1349	Spreadsheets	3
POFT 1309	Administrative Office Procedures I	3
	Total	16

SECOND YEAR

Fall Semester		Credit
POFI 2331	Desktop Publishing	3
POFT 1313	Professional Workforce Preparation	3
IMED 1301	Introduction to Digital Media	3
ITSW 1307	Introduction to Database	3
ELECTIVE	College Level Mathematics	3
	Total	15

Spring Semester		Credit
ACNT 1311	Introduction to Computerized Accounting	3
IMED 2309	Internet Commerce	3
POFT 2281[4]	Cooperative Education – Administrative Assistant/Secretarial Science	2
ELECTIVE	Humanities & Fine Arts	3
ECON 2301	Principles of Macroeconomics	3
	Total	14
	Total Credit Hours for A.A.S.	60

Notes:
1. Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements
2. Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements
3. Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
4. Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

ADMINISTRATIVE INFORMATION TECHNOLOGY
ENHANCED SKILLS CERTIFICATE

Students who have completed the degree plan for Associate of Applied Science – Administrative Information Technology are eligible to continue into the Enhanced Skills Certificate program consisting of a fifth semester of college work.

Program of Study

THIRD YEAR

Credit

ACCT 2402	Principles of Accounting II- Managerial	4
BMGT 2309	Leadership	3
BMGT 1327	Principles of Management	3
HRPO 2301	Human Resources Management	3

Total Credit Hours for
Enhanced Skills Certificate 13

Total Credit Hours for A.A.S. 60

GRAND TOTAL 73

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
Uvalde Campus

Purpose

The Air Conditioning and Refrigeration program seeks to educate and provide guided learning experiences to individuals interested in entering this rapidly developing field. The goal of the program is for graduates to be employable as entry-level service technicians in residential and light commercial air conditioning, refrigeration, and heating.

Students will learn about the refrigeration cycle, tools of the trade, instrument usage and application, wiring schematic reading, electrical controls and switches, refrigerant recovery, reclaiming and recycling, installation practices, trouble-shooting procedures on electrical and sealed systems plus employee/employer relations, job hunting skills, résumé building and information related to operating a small business.

Admission Requirements

Students are admitted to the Air Conditioning and Refrigeration program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a one-year Certificate, two-year Certificate, and/or an Associate of Applied Science (A.A.S.) degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

The Air Conditioning and Refrigeration program carries three award options, a one-year Certificate, two-year Certificate, and an A.A.S. degree. The one-year Certificate is TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year Certificate and/or the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
ONE-YEAR CERTIFICATE

Program of Study

Fall Semester		Credit
ORIE 0100≺		
Or		
COLS 0300	College Success Skills	
CETT 1302	Electricity Principles	3
HART 1407	Refrigeration Principles	4
MAIR 1449	Refrigerators, Freezers, Window Air Conditioners	4
	Total	11

Spring Semester		Credit
HART 1403	Air Conditioning Control Principles	4
HART 1441	Residential Air Conditioning	4
HART 2438[1]	Air Conditioning Installation and Startup	4
	Total	12
	Total Credit Hours for Certificate	23

Notes: 1   Capstone course that consolidates the student's learning experiences.
     ≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
TWO-YEAR CERTIFICATE

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺		
Or		
COLS 0300	College Success Skills	
CETT 1302	Electricity Principles	4
HART 1407	Refrigeration Principles	3
MAIR 1449	Refrigerators, Freezers, Window Air Conditioners	4
	Total	11

Spring Semester		Credit
HART 1403	Air Conditioning Control Principles	4
HART 1441	Residential Air Conditioning	4
HART 2438[1]	Air Conditioning Installation and Startup	4
	Total	12

SECOND YEAR

Fall Semester		Credit		Spring Semester		Credit
HART 2442	Commercial Refrigeration	4		HART 2449	Heat Pumps	4
HART 1445	Gas and Electric Heating	4		HART 2445	Residential Air Conditioning Systems Design	4
HART 2436	Air-Conditioning Troubleshooting	4		HART 2280[1]	Cooperative Education – Heating/Air Conditioning and Refrigeration Technologies/Technicians	2
	Total	12				
					Total	10
					Total Credit Hours for Certificate	45

Notes: 1   Capstone course that consolidates the student's learning experiences.
    ≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

	Credit
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	45
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

Fall Semester		Credit		Spring Semester		Credit
ORIE 0100≺ or	New Student Orientation			HART 1403	Air Conditioning Control Principles	4
COLS 0300	College Success Skills			HART 1441	Residential Air Conditioning	4
CETT 1302	Electricity Principles	3		HART 2438	Air Conditioning Installation and Startup	4
HART 1407	Refrigeration Principles	4		COSC 1301	Microcomputer Applications	3
MAIR 1449	Refrigerators, Freezers, Window Air Conditioners	4			Total	15
ELECTIVE	Humanities & Fine Arts	3				
	Total	14				

Summer Session		Credit
ELECTIVE	Social and Behavioral Sciences	3
ELECTIVE	Speech Communications	3
	Total	6

Fall Semester		Credit	Spring Semester		Credit
HART 2442	Commercial Refrigeration	4	HART 2449	Heat Pumps	4
HART 1445	Gas and Electric Heating	4	HART 2445	Residential Air Conditioning Systems Design	4
HART 2436	Air-Conditioning Troubleshooting	4	HART 2280[1]	Cooperative Education – Heating/Air Conditioning and Refrigeration Technologies/Technicians	2
ELECTIVE	College Level Mathematics	3			
	Total	15		Total	10
				Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Materials for Class Work

Each student must have or must purchase a textbook and tools. A list of tools will be furnished to each student.

1 Tool Set (*approximate cost*) $600
Textbooks (*approximate cost*)... $130

AUTOMOTIVE BODY REPAIR TECHNOLOGY
Uvalde Campus

Purpose

The purpose of the Automotive Body Repair Technology program is to give students the training needed to repair collision damage, straighten frames and replace body panels. Instruction will also be given in welding, cutting, painting and estimating. Students will learn the use of fiberglass and plastic fillers. Graduates of the program will be employable as entry-level service technicians at an independent shop or dealership.

Admission Requirements

Students are admitted to the Automotive Body Repair Technology program through the regular college admission procedures *(see Admission Regulations section)*. Students will receive a one-year Certificate, two-year Certificate and/or an Associate of Applied Science (A.A.S.) degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

The Automotive Body Repair Technology program carries three award options, a one-year Certificate, a two-year Certificate, and an A.A.S. degree. The one-year Certificate is TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree or the two-year certificate must meet Texas Success Initiative (TSI) requirements.

AUTOMOTIVE BODY REPAIR TECHNOLOGY
ONE-YEAR CERTIFICATE

Program of Study

	Fall Semester	Credit			Spring Semester	Credit
ORIE 0100≺	New Student Orientation			ABDR 1458	Intermediate Refinishing	4
or				ABDR 1449	Automotive Plastic and Sheet Molded	
COLS 0300	College Success Skills				Compound Repair	4
ABDR 1307	Collision Repair Welding	3		ABDR 1441[1]	Structural Analysis/Damage Repair I	4
ABDR 1419	Basic Metal Repair	4				
ABDR 1331	Basic Refinishing	3			Total	12
ABDR 2255	Collision Repair Estimating	2				
					Total Credit Hours for Certificate	24
	Total	12				

Notes: 1 Capstone course that consolidates the student's learning experiences.
  ≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements

AUTOMOTIVE BODY REPAIR TECHNOLOGY
TWO-YEAR CERTIFICATE

Program of Study

FIRST YEAR

	Fall Semester	Credit			Spring Semester	Credit
ORIE 0100≺	New Student Orientation			ABDR 1458	Intermediate Refinishing	4
or				ABDR 1449	Automotive Plastic and Sheet Molded	
COLS 0300	College Success Skills				Compound Repair	4
ABDR 1307	Collision Repair Welding	3		ABDR 1441	Structural Analysis/Damage Repair I	4
ABDR 1419	Basic Metal Repair	4				
ABDR 1331	Basic Refinishing	3			Total	12
ABDR 2255	Collision Repair Estimating	2				
	Total	12				

SECOND YEAR

	Fall Semester	Credit			Spring Semester	Credit
ABDR 2353	Color Analysis and Paint Matching	3		ABDR 2449	Advanced Refinishing	4
ABDR 2441	Major Collision Repair and Panel			ABDR 2431	Structural Analysis and Damage Repair III	4
	Replacement	4		ABDR 2280[1]	Cooperative Education - Autobody/Collision	
ABDR 1442	Structural Analysis and Damage Repair II	4			And Repair Technology/Technician	2
	Total	11			Total	10
					Total Credit Hours for Certificate.	45

Notes: 1 Capstone course that consolidates the student's learning experiences.
  ≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AUTOMOTIVE BODY REPAIR TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

	Credit
General Education Courses	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	45
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
ABDR 1307	Collision Repair Welding	3
ABDR 1419	Basic Metal Repair	4
ABDR 1331	Basic Refinishing	3
ABDR 2255	Collision Repair Estimating	2
ELECTIVE	Humanities & Fine Arts	3
	Total	15

Spring Semester		Credit
ABDR 1458	Intermediate Refinishing	4
ABDR 1449	Automotive Plastic and Sheet Molded Compound Repair	4
ABDR 1441	Structural Analysis/Damage Repair I	4
COSC 1301	Microcomputer Applications	3
	Total	15

Summer Session		Credit
ELECTIVE	Speech Communications	3
ELECTIVE	Social & Behavioral Sciences	3
	Total	6

SECOND YEAR

Fall Semester		Credit
ABDR 2353	Color Analysis and Paint Matching	3
ABDR 2441	Major Collision Repair and Panel Replacement	4
ABDR 1442	Structural Analysis and Damage Repair II	4
ELECTIVE	College Level Mathematics	3
	Total	14

Spring Semester		Credit
ABDR 2449	Advanced Refinishing	4
ABDR 2431	Structural Analysis and Damage Repair III	4
ABDR 2280[1]	Cooperative Education - Autobody/Collision And Repair Technology/Technician	2
	Total	10
	Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed (see Course Descriptions). Each student can also expect to purchase a tool set.

Tool Set (approximate cost) $600

AUTOMOTIVE TECHNOLOGY
Uvalde Campus

Purpose

The purpose of the Automotive Technology program is to provide the students training in all eight areas of Automotive Service Excellence (A.S.E.) certification. These areas include: engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical systems, heating and air conditioning, and engine performance. The goal of the program is for graduates to be employable as entry-level technicians in a service shop or dealership. At the completion of the one-year Certificate, two-year Certificate and/or the Associate of Applied Science (A.A.S.) degree, students will be required to take the appropriate A.S.E. Student Examinations.

Admission Requirements

Students are admitted to the Automotive Technology program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a one-year Certificate, two-year Certificate and/or an A.A.S. degree upon satisfactory completion of the program of study and upon making formal application for graduation *(see Curricula section)*.

The Automotive Technology program carries three award options, a one-year Certificate, a two-year Certificate, and an A.A.S. degree. The one-year Certificate is TSI exempt; however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree or the two-year certificate must meet all Texas Success Initiative (TSI) requirements.

AUTOMOTIVE TECHNOLOGY
ONE-YEAR CERTIFICATE

Program of Study

Fall Semester		Credit	Spring Semester		Credit
ORIE 0100≺ or	New Student Orientation		AUMT 2434[1]	Automotive Engine Performance Analysis II	4
COLS 0300	College Success Skills		AUMT 1416	Automotive Suspension and Steering Systems	4
AUMT 1410	Automotive Brake Systems	4	AUMT 1445	Automotive Heating and Air Conditioning	4
AUMT 1407	Automotive Electrical Systems	4			
AUMT 2417	Automotive Engine Performance Analysis I	4		Total	12
	Total	12		Total Credit Hours for Certificate	24

Notes: 1 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AUTOMOTIVE TECHNOLOGY
TWO-YEAR CERTIFICATE

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
AUMT 1410	Automotive Brake Systems	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 2417	Automotive Engine Performance Analysis I	4
	Total	12

Spring Semester		Credit
AUMT 2434[1]	Automotive Engine Performance Analysis II	4
AUMT 1416	Automotive Suspension and Steering Systems	4
AUMT 1445	Automotive Heating and Air Conditioning	4
	Total	12

SECOND YEAR

Fall Semester		Credit
AUMT 2413	Automotive Drive Train and Axles	4
AUMT 2421	Automotive Electrical Lighting and Accessories	4
AUMT 2443	Advanced Emission Systems Diagnostics	4
	Total	12

Spring Semester		Credit
AUMT 2425	Automotive Automatic Transmission and Transaxle	4
AUMT 2328	Automotive Service	3
AUMT 2280	Coop Educ – Automobile/Automotive Mechanics Technology/Technician	2
	Total	10
	Total Credit Hours for Certificate	45

Notes:
1 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

AUTOMOTIVE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

		Credit
General Education Courses		
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Natural Science & Math	3	
Other	6	
Total General Education Courses		15
Technical Education Courses		45
Total Credit Hours for A.A.S.		60

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
AUMT 1410	Automotive Brake Systems	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 2417	Automotive Engine Performance Analysis I	4
ELECTIVE	Humanities & Fine Arts	3
	Total	15

Spring Semester		Credit
AUMT 2434	Automotive Engine Performance Analysis II	4
AUMT 1416	Automotive Suspension and Steering Systems	4
AUMT 1445	Automotive Heating and Air Conditioning	4
COSC 1301	Microcomputer Applications	3
	Total	15

Summer Session		Credit
ELECTIVE	Social and Behavioral Sciences	3
ELECTIVE	Speech Communications	3
	Total	6

SECOND YEAR

Fall Semester		Credit
AUMT 2413	Automotive Drive Train and Axles	4
AUMT 2421	Automotive Electrical Lighting and Accessories	4
AUMT 2443	Advanced Emission Systems Diagnostics	4
ELECTIVE	College Level Mathematics	3
	Total	15

Spring Semester		Credit
AUMT 2425	Automotive Automatic Transmission and Transaxle	4
AUMT 2328	Automotive Service	3
AUMT 2280[1]	Cooperative Education – Automotive Mechanics Technology/Technician	2
	Total	9
	Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student's learning experiences.
      ≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed *(see Course Descriptions)*. Each student can also expect to purchase the following required textbooks and tools.

1 Tool Set* (*approximate cost*) $700

* A tool list will be provided by instructor.

Textbooks (*approximate cost*) $325

CHILD DEVELOPMENT

Uvalde, Eagle Pass, and Del Rio Campuses
Limited Course Offerings at Off-Campus Sites

Purpose

This program carries a one-year Certificate and an Associate of Applied Science (A.A.S.) degree. This curriculum is designed to develop basic skills, attitudes and competencies necessary for personnel to provide high-quality care and early education in preschool and child care centers. Child Development is a Local Articulation Program.

Admission Requirements

Students are admitted to this program through regular college admission procedures (*see Admission Regulations section*).

The Child Development program carries two award options, the one-year Certificate and the two-year Associate of Applied Science (A.A.S.) degree. The one-year Certificate is TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree must meet all Texas Success Initiative (TSI) requirements. Adherence to individual course descriptions is required.

CHILD DEVELOPMENT
CERTIFICATE

Program of Study

Fall Semester		Credit
ORIE 0100≺	New Student Orientation	
or		
COLS 0300	College Success Skills	
TECA 1311	Educating Young Children	3
TECA 1318	Wellness of the Young Child	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
COSC 1301	Introduction to Computing	3
	Total	12

Spring Semester		Credit
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1281[1]	Cooperative Education –Childcare Provider/ Assistant	2
CDEC 2307	Math and Science for Early Childhood	3
TECA 1303	Families, School & Community	3
	Total	14
	Total Credit Hours for Certificate	26

Notes: 1 Capstone course that consolidates the student's learning experiences.
   ≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

CHILD DEVELOPMENT
ASSOCIATE OF APPLIED SCIENCE DEGREE

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                                                              Credit
General Education Courses:

        Social & Behavioral Sciences        3
        Humanities & Fine Arts              3
        Natural Science & Math              3
        Other                               9
Total General Education Courses ...................................................................18
Technical Education Courses.........................................................................42

        Total Credit Hours for A.A.S.............................................................60
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Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
TECA 1311	Educating Young Children	3
TECA 1318	Wellness of the Young Child	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
ENGL 1301	Composition I	3
COSC 1301	Introduction to Computing	3
	Total	15

Spring Semester		Credit
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1281	Cooperative Education – Childcare Provider/ Assistant	2
CDEC 2307	Math and Science for Early Childhood	3
TECA 1303	Families, School & Community	3
ELECTIVE	College Level Mathematics	3
	Total	17

SECOND YEAR

Fall Semester		Credit
CDEC 1359	Children with Special Needs	3
CDEC 1321	The Infant and Toddler	3
CDEC 2280	Cooperative Education – Childcare Provider/ Assistant	2
SOCI 1301 or	Introductory Sociology	
PSYC 2301	General Psychology	3
ELECTIVE	Humanities and Fine Arts	3
	Total	14

Spring Semester		Credit
CDEC 2326	Administration of Programs for Children I	3
ELECTIVE	Technical Elective – BMGT or BUSI	3
TECA 1354	Child Growth and Development	3
CDEC 2281[1]	Cooperative Education – Childcare Provider/ Assistant	2
ELECTIVE	Speech Communications	3
	Total	14
	Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student's learning experiences.
   ≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

CDEC 1311 for TECA 1311   Educating Young Children
CDEC 1318 for TECA 1318   Wellness of the Young Child
CDEC 1303 for TECA 1303   Families, School, & Community
CDEC 1354 for TECA 1354   Child Growth and Development

COMPUTER INFORMATION SYSTEMS
Uvalde, Eagle Pass, and Del Rio Campuses
Limited Course Offerings at Off-Campus Sites

Purpose

The Computer Information Systems (CIS) program provides training for students interested in networking, hardware or software aspects of computer network systems. The curriculum paves the way to attain certifications such as A+ (related to computer maintenance and software administration), CCNA (entry-level network engineers), or Microsoft Active directory 70-64x. Students are encouraged to find ways to actively engage in activities that promote ongoing learning on their own. The IT field is very dynamic, and the only constant is change.

Admission Requirements

Students are admitted to the CIS program through regular college admission procedures (*see Admission Regulations section*). Students will receive an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation *(see Curricula section)*.

COMPUTER INFORMATION SYSTEMS
ASSOCIATE OF APPLIED SCIENCE DEGREE

		Credit
General Education Courses		
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Natural Science & Math	3	
Other	9	
Total General Education Courses		15
Technical Education Courses		42
Elective		3
Total Credit Hours for A.A.S.		60

Program of Study

FIRST YEAR

Fall Semester		Credit	Spring Semester		Credit
ORIE 0100≺	New Student Orientation		ITSE 1302	Computer Programming	3
or			ITNW 2312	Routers	3
COLS 0300	College Success Skills		ITNW 1454	Implementing and Supporting Servers	4
POFT 1329[1]	Beginning Keyboarding		ELECTIVE	Select from General Education Core[5]	3
ITSC 1301[2]	Introduction to Computers		ENGL 1302	Composition II	3
ITSC 1305	Introduction to PC Operating Systems	3		Total	16
ITNW 1325	Fundamentals of Networking Technologies	3			
ITSC 1325	Personal Computer Hardware	3			
MATH 1314	College Algebra	3			
ENGL 1301	Composition I	3			
	Total	15			

SECOND YEAR

Fall Semester		Credit
ELECTIVE[3]	Technical Elective	3
ITSY 1342	Information Technology Security	3
ITNW 1353	Supporting Network Server Infrastructure	3
ITSW 1307	Introduction to Database	3
ELECTIVE	Social and Behavioral Sciences	3
	Total	15

Spring Semester		Credit
ELECTIVE[3]	Technical Elective	3
ITSY 2300	Operating System Security	3
ITNW 1313	Computer Virtualization	3
ITSC 2280[4]	Cooperative Education – Computer and Information Sciences – General	2
ELECTIVE	Humanities and Fine Arts	3
	Total	14
	Total Credit Hours for A.A.S.	60

Notes:
1. Required if keyboarding competencies not verified; however, POFT 1329 does not count toward degree requirements.
2. Required if basic computer competencies not verified; however, ITSC 1301 does not count toward degree requirements.
3. Select from courses for Computer Information Systems Technical Electives as listed below.
4. Capstone course that consolidates the student's learning experience.
5. See "Core Curriculum Requirements" in the "Curricula" section of this catalog.
≺. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Courses for Computer Information Systems Technical Electives

Computer Information Systems technical electives may be chosen from the following courses:

IMED 1316   Web Design I
IMED 2309   Internet Commerce
ACCT 2401   Principles of Accounting I – Financial
ITSY 2317   Wireless Security Development

Computer Information Systems Advanced Placement Policy

In order to receive advanced placement credit for A+ certification the applicant must:

1. Provide current unexpired documentation of having passed two certification exams:
   a.   CompTIA A+ Practical Application
   b.   CompTIA A+ Essentials

Students who achieve CompTIA A+ certification in both areas will receive advanced placement credit (grade of "P") for the following course:

ITSC 1325   Personal Computer Hardware ...... 3 hrs

COSMETOLOGY
Uvalde Campus

Purpose

The Cosmetology program provides graduates with the necessary skills and knowledge to pass the Texas Department of Licensing and Regulation Examination and to function as competent cosmetologists.

Admission Requirements

Students are admitted to the Cosmetology program through the regular college admission procedures (*see Admission Regulations section)*. The cosmetology program is a one-year Certificate program and meets the requirements of the Texas Department of Licensing and Regulation. It is based on a fall, spring, and ten week summer session. Spring enrollment is also available. Students will receive a one-year Certificate upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section)*.

In addition to regular college admission requirements, students must also:

1. Enroll in the student liability insurance, TDLR permit which is included in the college registration fees.
2. Provide evidence of current tuberculosis (T.B.) Test.

The Cosmetology program is a one-year Certificate program and does meet the requirements of the Texas Department of Licensing and Regulations. It is based on a fall, spring, and ten week summer session.

College Board policy requires all students to take the TSI Assessment exam. Students pursuing this one-year Certificate are not required to achieve minimum passing scores on the exam.

COSMETOLOGY CERTIFICATE
Program of Study

Fall Semester	Credit		Spring Semester	Credit
ORIE 0100≺ New Student Orientation		CSME 2310	Advanced Haircutting and Related Theory	3
or		CSME 1453	Chemical Reformation and Related Theory	4
COLS 0300 College Success Skills		CSME 2401	Principles of Hair Coloring and Related Theory	4
		CSME 2439	Advanced Hair Design	4
CSME 1401 Orientation to Cosmetology	4			
CSME 1405 Fundamentals of Cosmetology	4		Total	15
CSME 1443 Manicuring and Related Theory	4			
CSME 1248 Principles of Skin Care	2			
CSME 1310 Introduction to Haircutting and Related Theory	3			
Total	17			

Summer Session	Credit
CSME 2337 Advanced Cosmetology Techniques	3
CSME 2343 Salon Development	3
CSME 2441[1] Preparation for State Licensing Examination	4
Total	10

Total Hours for Cosmetology Certificate 42

Notes: 1   Capstone course that consolidates the student's learning experiences.
≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Contact Hours

To complete the program of study, a student must complete 1,500 contact hours.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. They can also expect to pay the following additional expenses: (approximate cost)

Equipment $450
Books.................................. $348
Uniform Smock..................... $40
Nail Kit................................. $60
State Board supplies.............. $90

Withdrawal and Dismissal Policy

The SWTJC Cosmetology Department reserves the right to request at any time the withdrawal or dismissal of any student whose health, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. A student wishing to withdraw from the program is required to:
1. complete the withdrawal procedure for the Department of Cosmetology as outlined in the student handbook.
2. complete the withdrawal procedure for SWTJC as stated in the college catalog.

Graduation Requirements

Cosmetology students may participate in the graduation exercises. The student will be eligible for graduation and a Certificate upon satisfactorily completing the program. The student is responsible for making formal application for graduation *(see Curricula section)*. Satisfactory completion will qualify the student to take the Texas Department of Licensing and Regulation Examination for the Cosmetology Operator License.

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COSMETOLOGY
INSTRUCTOR
Uvalde Campus

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Purpose

The Cosmetology Instructor program provides graduates with the skills and knowledge necessary to pass the instructor examination administered by the Texas Department of Licensing and Regulation and to serve the cosmetology industry in the teaching field. Only licensed cosmetologists can enroll in the Instructor program.

Admission Requirements

Students are admitted to the Cosmetology Instructor program through the regular college admission procedures *(see Admission Regulations section)*. The cosmetology program is a one-year Certificate program and meets the requirements of the Texas Department of Licensing and Regulation. It is based on a fall, spring, and ten week summer session. Spring enrollment is also available.

In addition to regular college admission requirements, students must also:

1. Enroll in the student liability insurance, which is included in the college registration fees.
2. Provide evidence of current tuberculosis (T.B.) test.
3. Hold a valid cosmetology license, Texas Department of Licensing and Regulation.
4. Hold a high school diploma or GED certificate.

INSTRUCTOR CERTIFICATE

Program of Study

	Fall Semester	Credit			Spring Semester	Credit
ORIE 0100≺ or	New Student Orientation			CSME 2415	Cosmetology Instructor III	4
				CSME 2444	Cosmetology Instructor IV	4
COLS 0300	College Success Skills			CSME 2445[1]	Instructional Theory and Clinic Operation	4
CSME 1435	Orientation to the Instruction of Cosmetology	4			Total	12
CSME 1434	Cosmetology Instructor I	4			Total Hours for	
CSME 2414	Cosmetology Instructor II	4			Instructor's Certificate	24
	Total	12				

Notes: 1   Capstone course that consolidates the student's learning experiences.
≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Contact Hours

To complete the program of study, a student must complete 750 contact hours.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Each student can also expect to purchase the following required materials and supplies: (approximate cost)

> Equipment............................$125
> Books...................................$234
> Uniforms...............................$40
> TDLR Rule Book $14

Withdrawal and Dismissal Policy

The SWTJC Cosmetology Department reserves the right to request at any time the withdrawal or dismissal of any student whose health, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. A student wishing to withdraw from the program is required to:

1. complete the withdrawal procedure for the Department of Cosmetology as outlined in the student handbook.
2. complete the withdrawal procedure for SWTJC as stated in the college catalog.

Graduation Requirements

Cosmetology students may participate in the graduation exercises. The student will be eligible for graduation and a Certificate upon satisfactorily completing the program. The student is responsible for making formal application for graduation *(see Curricula section)*. Satisfactory completion will qualify the student to take the Texas Department of Licensing and Regulation Examination for the Cosmetology Instructor License.

CRIMINAL JUSTICE
Uvalde Campus
Limited Course Offerings at Off-Campus Sites

Purpose

The Criminal Justice program provides education and training for students planning careers in federal, state, or local law enforcement. The Criminal Justice Associate of Applied Science (A.A.S.) program offers students the opportunity to focus on one of three options. The first option, the *Basic Peace Officer*, is for those students seeking to graduate with an A.A.S. in Criminal Justice and from the Middle Rio Grande Law Enforcement Academy to prepare for the TCLEOSE Texas Peace Officer exam. The second option, *Corrections*, is for those students seeking to graduate with an A.A.S. in Criminal Justice with a focus on Correctional Systems. The third option, *Forensic Science* is for those students seeking to graduate with an A.A.S. in Criminal Justice with a focus on Forensic Science. Criminal Justice is a Local Articulation program.

Admission Requirements

Students are admitted to the Criminal Justice program through regular college admission procedures *(see Admission Regulations section)*. Students will receive a one-year Certificate and/or an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation *(see Curricula section)*.

The Criminal Justice program carries two award options, a one-year Certificate and the two-year A.A.S. degree. College Board policy requires all students to take the TSI Assessment Students pursuing the one-year Certificate do not have to score at "college ready" levels; however, those not scoring at the READ 0302 level are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

CRIMINAL JUSTICE CERTIFICATE

Program of Study

	Fall Semester	Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
POFT 1329[1]	Beginning Keyboarding	
CRIJ 1313	Juvenile Justice System	3
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1307	Crime in America	3
CJSA 1351	Use of Force	3
ITSC 1301	Introduction to Computers	3
ELECCTIVE	Humanities and Fine Arts	3
	Total	18

	Spring Semester	Credit
CRIJ 1306	Court Systems and Practices	3
CJLE 1303	Basic Telecommunication Certification	3
CJSA 1282[2]	Cooperative Education – Criminal Justice/ Safety Studies	2
	American Government II	3
CRIJ 2314	Criminal Investigation	3
CJSA 2331	Child Abuse: Prevention and Investigation	3
	Total	17
	Total Hours for Certificate	35

Notes: 1 Recommended bridging course unless keyboarding competencies verified; POFT 1329 does not count toward degree requirements.
2 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

CRIMINAL JUSTICE ASSOCIATE OF APPLIED SCIENCE DEGREE

	Credit
General Education Courses:	
Social & Behavioral Sciences	6
Humanities & Fine Arts	3
Natural Science & Math	3
Other	3
Total General Education Courses	15
Technical Education Courses	48 - 54
Basic Use of Computers	3
Total Credit Hours for A.A.S	66-72

Program of Study

The Criminal Justice program provides three options for the A.A.S. degree: namely the Basic Peace Officer Option, the Corrections Option, and the Forensic Science Option.. The first year and the fall semester of the second year are the same for both. The spring semester of the second year is completely different for both as noted below.

Basic Peace Officer Option

FIRST YEAR

Fall Semester	Credit	Spring Semester	Credit
ORIE 0100-≺ New Student Orientation or		CRIJ 1306 Court Systems and Practices	3
COLS 0300 College Success Skills		CJLE 1303 Basic Telecommunication Certification	3
POFT 1329[1] Beginning Keyboarding		CJSA1282 Cooperative Education – Criminal Justice/Safety Studies	2
CRIJ 1313 Juvenile Justice System	3	GOVT 2306 Texas Government (Texas Constitution and Topics)	3
CRIJ 1301 Introduction to Criminal Justice	3		
CRIJ 1307 Crime in America	3	CRIJ 2314 Criminal Investigation	3
CJSA 1351 Use of Force	3	CJSA 2331 Child Abuse: Prevention and Investigation	3
ITSC 1301 Introduction to Computers	3		
ELECTIVE Humanities and Fine Arts	3	Total	17
Total	18		

SECOND YEAR

Fall Semester	Credit	Spring Semester	Credit
CRIJ 2328 Police Systems and Practices	3	CJLE 1506[2] Basic Peace Officer I	5
CRIJ 2323 Legal Aspects of Law Enforcement	3	CJLE 1512[2] Basic Peace Officer II	5
CJSA 2282 Cooperative Education – Criminal Justice/Safety Studies	2	CJLE 1518[2] Basic Peace Officer III	5
SPCH 1321 Business and Professional Communication	3	CJLE 1524[2,3] Basic Peace Officer IV	5
MATH 1332 Contemporary Mathematics I	3	Total	20
SOCI 1301 Introductory Sociology or			
PSYC 2301 General Psychology	3	Total Credit Hours for A.A.S.	72
Total	17		

Notes:
1. Recommended bridging course unless keyboarding competencies verified; however, POFT 1329 does not count toward degree requirements.
2. Student enrolls in TCLEOSE approved Law Enforcement Academy. Basic Peace Officer sequence option is subject to Texas Commission on Law Enforcement Standards and Education (TCLEOSE) rules, including criminal history check – see TCLEOSE enrollment standards below. These courses are eligible for Advanced Placement – see *Criminal Justice Advanced Placement Policy* below.
3. Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Corrections Option

FIRST YEAR

	Fall Semester	Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
POFT 1329[1]	Beginning Keyboarding	
CRIJ 1313	Juvenile Justice System	3
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1307	Crime in America	3
CJSA 1351	Use of Force	3
ITSC 1301	Introduction to Computers	3
ELECTIVE	Humanities and Fine Arts	3
	Total	18

	Spring Semester	Credit
CRIJ 1306	Court Systems and Practices	3
CJLE 1303	Basic Telecommunication Certification	3
CJSA1282	Cooperative Education – Criminal Justice/Safety Studies	2
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
CRIJ 2314	Criminal Investigation	3
CJCR 1300	Basic Jail Course	3
	Total	17

SECOND YEAR

	Fall Semester	Credit
CRIJ 2328	Police Systems and Practices	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
CJSA 2282	Cooperative Education – Criminal Justice/Safety Studies	2
SPCH 1321	Business and Professional Communication	3
MATH 1332	Contemporary Mathematics I	3
SOCI 1301 or	Introductory Sociology	
PSYC 2301	General Psychology	3
	Total	17

	Spring Semester	Credit
CJCR1358	Rights of Prisoners	3
CJCR 1304	Probation and Parole	3
CRIJ 2313	Correction Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
ELECTIVE[2]	Technical Elective	3
	Total	15
	Total Credit Hours for A.A.S.	67

Notes:
1. Recommended bridging course unless keyboarding competencies verified; however, POFT 1329 does not count toward degree requirements.
2. Select from Recommended Courses for Criminal Justice Technical Elective as listed below.
3. Capstone course that consolidates the student's learning experiences
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Forensic Science Option

FIRST YEAR

	Fall Semester	Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
POFT 1329[1]	Beginning Keyboarding	
CRIJ 1313	Juvenile Justice System	3
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1307	Crime in America	3
CJSA 1351	Use of Force	3
ITSC 1301	Introduction to Computers	3
ELECTIVE	Humanities and Fine Arts	3
	Total	18

	Spring Semester	Credit
CRIJ 1306	Court Systems and Practices	3
CJLE 1303	Basic Telecommunication Certification	3
CJSA1282	Cooperative Education – Criminal Justice/Safety Studies	2
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
CRIJ 2314	Criminal Investigation	3
CJSA 2331	Child Abuse: Prevention and Investigation	3
	Total	17

SECOND YEAR

Fall Semester		Credit		Spring Semester		Credit
CRIJ 2328	Police Systems and Practices	3		CJSA 2323[2]	Criminalistics II	3
CRIJ 2323	Legal Aspects of Law Enforcement	3		FORS 2450	Introduction to Forensic Psychology	4
CJSA 2282	Cooperative Education – Criminal			MATH 1332	Contemporary Mathematics I	3
	Justice/Safety Studies	2		SPCH 1321	Business and Professional	
FORS 2440	Introduction to Forensic Science	4			Communication	3
CJSA 1308	Criminalistics I	3				
PSYC 2301	General Psychology	3			Total	13
	Total	18			Total Credit Hours for A.A.S.	66

Notes: 1   Recommended bridging course unless keyboarding competencies verified; however, POFT 1329 does not count toward degree requirements.
2   Capstone course that consolidates the student's learning experiences
≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Recommended Courses for Criminal Justice Technical Elective

Recommended criminal justice technical elective may be chosen from the following courses:
CJCR 2325   Legal Aspects of Corrections
CRIJ 2301   Community Resources in Corrections

Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

CJSA 1322 for CRIJ 1301   Introduction to Criminal Justice
CJSA 1312 for CRIJ 1307   Crime in America

TCLEOSE Enrollment Standards

Students enrolling in the Law Enforcement Academy must comply with TCLEOSE rules including specifically Rule 215.40 below. Failure to comply may result in removal from the course.

215.40.   Enrollment Standards and Training Credit
(a) In order for a person to enroll in any law enforcement training program which provides instruction in defensive tactics, arrest procedures, firearms, or use of a motor vehicle for law enforcement purposes, the academy must have on file
   (1)   written documentation that the person is currently licensed by the commission; or
   (2)   if the person is not licensed by the commission, documentation that the person:
      (A)   has been fingerprinted and subjected to a search of local, state and national records and fingerprint files to disclose any criminal record;
      (B)   has never been convicted at any time of a felony offense, is not currently on probation or court-ordered community supervision subsequent to being charged with a felony, and has never been convicted of barratry;
      (C)   is not prohibited by state or federal law from operating a motor vehicle; and
      (D)   is not prohibited by state or federal law from possessing firearms or ammunition.
(b) For the purposes of this section, the commission will construe any court-ordered community supervision, probation or conviction for a criminal offense to be its closest equivalent under the Texas Penal Code classification of offenses if the offense arose from
   (1)   another penal provision of Texas law; or
   (2)   a penal provision of any other state, federal, military or foreign jurisdiction.

(c) A classification of an offense as a felony at the time of the conviction will never be changed because Texas law has changed or because the offense would not be a felony under current Texas law.

(d) The commission will award training credit for any course conducted by a licensed academy as provided by commission rules unless:

   (1)   the course is not taught as required by commission rules and the advisory board; or

   (2)   the training is not related to a commission license; or

   (3)   the advisory board, the academy, the academy coordinator, the course coordinator, or the instructor substantially failed to discharge any responsibility required by a commission rule.

(e) The enrollment standards established in this section do not preclude the academy license holder from establishing additional requirements or standards for enrollment in law enforcement training programs.

(f) The effective date of this section is September 1, 1997.

Criminal Justice Advanced Placement Policy

In order to receive advanced placement credit for academy completion and/or work experience, the applicant must:

1. Provide appropriate documentation to the Technical Education Director.
2. Apply for admission and complete at least six additional hours of credit at Southwest Texas Junior College.

Students licensed as a Texas Peace Officer will receive advanced placement credit (grade of "P") for the following courses:

CJLE 1506	Basic Peace Officer I	....	5 hrs
CJLE 1512	Basic Peace Officer II	....	5 hrs
CJLE 1518	Basic Peace Officer III	....	5 hrs
CJLE 1524	Basic Peace Officer IV	....	5 hrs
	Total	....	20 hrs

Students who are certified by TCLEOSE as a "Basic Jail Guard" will receive advanced placement credit (grade of "P") for the following course:

        CJCR 1300   Basic Jail Course...3 hrs

Students who are certified by TCLEOSE as a "Telecommunications Operator" will receive advanced placement credit (grade of "P") for the following course:

        CJLE 1303   Basic Telecommunication Certification...............3 hrs

DIESEL TECHNOLOGY
Eagle Pass Campus

Purpose

The purpose of the Diesel Technology program is to provide students with training in maintaining, troubleshooting, and repairing heavy-duty diesel powered equipment. Coursework emphasizes diesel engines, hydraulics, electrical, air conditioning, and diesel fuel injection systems. The goal of the program is for graduates to be employable as entry-level technicians in a service shop or dealership. Typical diesel industry employers include truck and automobile dealerships, trucking, bus, and construction companies; and firms that rent or lease trucks.

Admission Requirements

Students are admitted to the Diesel Technology program through regular college admission procedures *(see Admission Regulations section)*. Students who complete the required program courses must make a formal application for graduation *(see Curricula section)*.

The Diesel Technology program carries three award options, a one-year Certificate, two-year Certificate, and an Associate of Applied Science (A.A.S.) degree. Students pursing the one-year Certificate are TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year Certificate and/or the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

DIESEL TECHNOLOGY
ONE-YEAR CERTIFICATE

Program of Study

	Fall Semester	Credit		Spring Semester	Credit
ORIE 0100≺ or	New Student Orientation		DEMR 1349[1]	Diesel Engine II	3
			DEMR 1417	Basic Brake Systems	4
COLS 0300	College Success Skills		DEMR 1421	Power Train I	4
DEMR 1406	Diesel Engine I	4		Total	11
DEMR 1405	Basic Electrical Systems	4			
DEMR 1301	Shop Safety and Procedures	3		Total Credit Hours for Certificate	22
	Total	11			

Notes: 1 Capstone course that consolidates the student's learning experiences.
  ≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

DIESEL TECHNOLOGY
TWO-YEAR CERTIFICATE

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺	New Student Orientation	
or		
COLS 0300	College Success Skills	
DEMR 1406	Diesel Engine I	4
DEMR 1405	Basic Electrical Systems	4
DEMR 1301	Shop Safety and Procedures	3
	Total	11

Spring Semester		Credit
DEMR 1349[1]	Diesel Engine II	3
DEMR 1417	Basic Brake Systems	4
DEMR 1421	Power Train I	4
	Total	11

SECOND YEAR

Fall Semester		Credit
DEMR 1423	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	4
DEMR 1310	Diesel Engine Testing and Repair I	3
DEMR 1447	Power Train II	4
	Total	11

Spring Semester		Credit
DEMR 2348	Failure Analysis	3
DEMR 2432	Electronic Controls	4
DEMR 2281[1]	Coop Education – Diesel Mechanics Technology/Technician	2
DEMR 1330	Steering and Supervision I	3
	Total	12
	Total Credit Hours for Certificate	45

Notes: 1 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

DIESEL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

		Credit
General Education Courses:		
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Natural Science & Math	3	
Other	6	
Total General Education Courses		15
Technical Education Courses		45
Total Credit Hours for A.A.S.		60

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
DEMR 1406	Diesel Engine I	4
DEMR 1405	Basic Electrical Systems	4
DEMR 1301	Shop Safety and Procedures	3
ELECTIVE	Humanities & Fine Arts	3
	Total	14

Spring Semester		Credit
DEMR 1349	Diesel Engine II	3
DEMR 1417	Basic Brake Systems	4
DEMR 1421	Power Train I	4
COSC 1301	Microcomputer Applications	3
	Total	14

Summer Session		Credit
ELECTIVE	Speech Communications	3
ELECTIVE	Social and Behavioral Sciences	3
	Total	6

SECOND YEAR

Fall Semester		Credit
DEMR 1423	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	4
DEMR 1447	Power Train II	4
DEMR 1310	Diesel Engine Testing and Repair I	3
ELECTIVE	College Level Mathematics	3
	Total	14

Spring Semester		Credit
DEMR 1330	Steering and Suspension I	3
DEMR 2348	Failure Analysis	3
DEMR 2432	Electronic Controls	4
DEMR 2281[1]	Cooperative Education – Diesel Mechanics Technology/Technician	2
	Total	12

Total Credit Hours for A.A.S. 60

Notes: 1 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed (*see Course Descriptions)*. Each student can also expect to purchase the following required textbooks and tools.

1 Tool Set* (*approximate cost*) $600

* A tool list will be provided by instructor.

Textbooks (*approximate cost*) $225

LAW ENFORCEMENT ACADEMY

Purpose

The purpose of the Middle Rio Grande Regional Law Enforcement Academy's Basic Peace Officer course, a 704 hour course of study, is to prepare prospective law enforcement officers for the Texas Commission on Law Enforcement TCOLE Certification Exam. The Academy also offers TCOLE in-service courses at both intermediate and advanced levels for the purpose of enhancing the Peace Officers' level of proficiency and meeting training requirements. Students who successfully complete the Academy will earn a Level 1 Certificate in Criminal Justice And will be able to sit for the TCOLE Basic Peace Officer State Exam. In addition, upon successful completion, the student may apply the Level 1 Certificate towards the Criminal Justice Associate of Applied Science (AAS – Basic Peace Officer option).

Admission Requirements – Basic Peace Officer Program

To be admitted, a prospective student must comply with TCOLE rule 217.23 http://tcole.texas.gov/ in addition:

- be a U.S. citizen.
- be 20.5 years of age (18 w/60 college hours or 2 yrs. active duty).
- must have High School Diploma or GED
- have no felony conviction.
- have no conviction of Class B misdemeanor in the past 10 years.
- not currently be under indictment for any violation.
- have never been convicted of any level of Family Violence.
- not be prohibited by Federal or State law from operating a motor vehicle.
- not be prohibited by Federal or State law from possessing firearms or ammunition.
- must have taken the Ability to Benefit (ATB) TSI Assessment, and must have scored a <u>minimum</u> of 55 on the reading and 60 on the writing portions of the test. If a student has passed all sections of the TSI Assessment or TSI Assessment, those scores will be accepted in place of Ability to Benefit TSI Assessment scores. Individuals who have Military Exemption or individuals with a B.S. or B.A. degree or higher will not be required to test.
- complete an SWTJC Application for Admission.
- submit a completed Criminal History Check form (FAST form).
- be physically sound for the performance of duty appropriate to the type of license sought. Submit Physician, psychological and Drug Screening results (TCOLE L-2 & L-3 Forms).

A student who has completed all coursework for the A.A.S. Criminal Justice degree except for "Basic Peace Officer" courses (CJLE 1506, CJLE 1512, CJLE 1524, and CJLE 1518) may apply to the Middle Rio Grande Law Enforcement Academy in order to complete these courses.

LAW ENFORCEMENT ACADEMY
CERTIFICATE

Program of Study

<div align="center">Credit</div>

ORIE 0100≺   New Student Orientation
 or
COLS 0300   College Success Skills

CJLE 1506   Basic Peace Officer I 5
CJLE 1512   Basic Peace Officer II...................................... 5
CJLE 1518   Basic Peace Officer III 5
CJLE 1524   Basic Peace Officer IV 5

                   Total Credit Hours for Certificate 20

Notes: All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Students enrolling in the Academy pay regular college tuition, fees and additional surcharges. Additional fees are also required prior to admission upon acceptance to the program. The following fees are approximate costs identified to assist the student in financial planning (Note: prices vary from year to year):

Prior to Acceptance to the Academy
- Students MUST be approved by TCOLE fingerprint screening systems. Students must make an appointment with FAST services online http://identogo.com - $41.45.
- Students MUST take Ability to Benefit (ATB) TSI Assessment and obtain a minimum score of 55 on reading and a 60 on the writing portions of the test (if not exempt) - $25.00.
- Physical and Drug Screening (L-2 form) must be completed by a licensed physician – prices vary depending on your physician. (Chiropractors and Out-of-State Physicians are not approved).
- Students must complete a Psychological exam (L-3 form) with an approved Academy physician (contact the Academy office for physician information) - $100.00

Upon acceptance to the Academy

Once a student has been accepted into the Middle Rio Grande Law Enforcement Academy, the following purchases will need to be made:

- Uniform purchases MUST be made with 3D Impressions: (prices subject to change)
  - T-shirt - $14 (S-XL); $17 - $22 (2X-4X and long sleeves)
  - Cap - $11
  - BDU pants - $38 (regular sizes); $40- $45 (plus sizes)
  - BDU belt - $6.50 (44" – 54")
  - Shorts - $14
  - (Optional) – Sweatshirt - $22 (S-XL); $25 - $29 (2X-4X)
  - Black Duty Boots (Minimum 8" high) – Prices vary
  - P-T Uniform (Light grey T-shirt, black shorts, white crew socks, and running shoes) - Prices vary
  -
- Books purchased through SWTJC bookstore: (Priced at campus bookstore)
  - The Texas Peace Officer
  - Texas Criminal Law and Traffic Law Manual
  - Texas Criminal and Traffic Law Field Guide

- Elements of a Crime (A Law Officers Guide)

- Ammunition
  - 800-1,000 rounds of .40cal. S&W for Glock Model 22 pistol
  - 50 rounds of 12GA. Shotgun Ammunition for Remington Model 870: 25 rounds of Birdshot, 15 rounds 00 (9 Pellet Buckshot), 10 rounds of Slugs

- Testing
  - State Exam - $25

Withdrawal and Dismissal Policy

Southwest Texas Junior College Middle Rio Grande Law Enforcement Academy reserves the right to request the withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. Students must maintain a minimum grade of 80 in all areas of the academy program. Students withdrawing from the academy must comply with the SWTJC withdrawal policy and must participate in an exit interview in order to remain in good standing.

LINEMAN TRAINING PROGRAM

Purpose

The Lineman Training Program will equip individuals with the education and training needed for an entry level lineman's apprentice position in the utility industry. Training in the 12-week course will include 10 weeks of lineman specific classroom and field work as well as 2 weeks of truck driver training for a class A CDL. Upon completion of the course, successful graduates will receive a college certificate in lineman training, a Class A Commercial Driver's License, and First Aid/CPR certification.

Admission Requirements:

- Minimum 18 years of Age
- High School Diploma or GED
- Pass the Reading, Writing, and Math assessment tests
- Hold a Valid Texas Driver's License
- Have a Clear Motor Vehicle Record
- Pass a DOT Physical/Drug Test
- Agree to a Criminal History Check
- Pass a Physical Assessment Test
- Provide Proof of Health Insurance or Purchase Student Insurance

Lineman Training (400 Hours):

ELPT 1021 – Introduction to Electrical Safety and Tools
ELPT 1011 – Basic Electrical Theory
ELPT 2023 – Transformers
LNWK 1011 – Climbing Skills
LNWK 2024 – Troubleshooting Distribution Systems
EMSP 1020 - CPR Adult

Truck Driving for Lineman Training (80 Hours):

CVOP 1013 - Professional Truck Driver I

MANANGEMENT

Uvalde, Eagle Pass, and Del Rio Campuses
Limited Course Offerings at Off-Campus Sites

Purpose

A nationwide shortage of qualified management and supervisory personnel is hindering the progress of individual companies and curtailing economic growth at all levels. This program is designed to meet both the needs of people preparing for careers in business management as well as men and women who are already actively engaged in business and industry. It is structured to provide functional management theory that can be applied immediately to the job. The Management program includes studies in basic principles of management, general administration, and related areas. The course of instruction outlined for this program is designed to lead to an Associate of Applied Science (A.A.S.) degree. The program is available to both day and evening students. Management is a Local Articulation program.

Admission Requirements

Students are admitted to the Management program through the regular college admission procedures (*see Admission Regulations section*). Students will receive an A.A.S. degree upon satisfactory completion of the courses below and upon making formal application for graduation (*see Curricula section*).

MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE

	Credit
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	42
Basic Use of Computers	3
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
ACNT 1403[1]	Introduction to Accounting I	
ITSC 1301	Introduction to Computers	
BCIS 1305 or	Business Computer Applications	
COSC 1301	Microcomputer Applications	3
BMGT 1382	Cooperative Education – Business Administration and Management, General	3
BMGT 1327	Principles of Management	3
BUSI 1301	Business Principles	3
ACCT 2401	Principles of Accounting I – Financial	4
	Total	16

Spring Semester		Credit
BMGT 1383	Cooperative Education – Business Administration and Management, General	3
BMGT 1301	Supervision	3
HRPO 2301	Human Resources Management	3
MATH 1332	Contemporary Mathematics I	3
ENGL 1301	Composition I	3
	Total	15

SECOND YEAR

Fall Semester		Credit		Spring Semester		Credit
BMGT 2482	Cooperative Education – Business Administration and Management, General	4	BMGT 2483	Cooperative Education – Business Administration and Management, General	4
ELECTIVE[2]	Technical Elective	3	BMGT 2303[3]	Problem Solving and Decision Making	3
BMGT 2311	Management of Change	3	ELECTIVE	Humanities and Fine Arts	3
ECON 2301	Principles of Macroeconomics	3	SPCH 1321	Business and Professional Communication	3
	Total	13	ELECTIVE[2]	Technical Elective	3
				Total	16
				Total Credit Hours for A.A.S.	60

Notes:
1. Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
2. Select from Recommended Courses for Management Technical Electives as listed below.
3. Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.
≺

Recommended Courses for Management Technical Electives

Recommended management technical electives may be chosen from the following:

ACCT 2402	Principles of Accounting II – Managerial
BMGT 1307	Team Building
BUSG 2309	Small Business Management/Entrepreneurship
ECON 2302	Principles of Microeconomics
MRKG 1311	Principles of Marketing

INTERNATIONAL MANAGEMENT
ENHANCED SKILLS CERTIFICATE

Students who have completed the degree plan for Associate of Applied Science – Management including specialties are eligible to pursue the Enhanced Skills Certificate consisting of a fifth semester of college work.

Program of Study

THIRD YEAR

IBUS 1305	Introduction to International Business & Trade	3
IBUS 2345	Import Customs Regulations	3
IBUS 1351	Multinational Enterprises and Partnerships	3
BMGT 2309	Leadership	3
	Total Credit Hours for Enhanced Skills Certificate	12
	Total Credit Hours for A.A.S.	60
	GRAND TOTAL	72

MANAGEMENT, PUBLIC ADMINISTRATION SPECIALTY
ASSOCIATE OF APPLIED SCIENCE DEGREE

Students majoring in Management may choose the public administration program specialty that includes a selection of courses covering technical skills within public and private agencies and institutions. The degree earned will be "Associate of Applied Science – Management, Public Administration Specialty".

	Credit
General Education Courses:	
Social & Behavioral Sciences	6
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	18
Technical Education Courses	36
Basic Use of Computers	3
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

	Fall Semester	Credit
ORIE 0100≺	New Student Orientation	
or		
COLS 0300	College Success Skills	
ACNT 1403[1]	Introduction to Accounting I	
PBAD 1321	Public Administration	3
BMGT 1327	Principles of Management	3
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	
or		
COSC 1301	Microcomputer Applications	3
ACCT 2401	Principles of Accounting I – Financial	4
	Total	16

	Spring Semester	Credit
PBAD 1341	Governmental Agencies	3
BMGT 1383	Cooperative Education – Business Administration and Management, General	3
BMGT 1301	Supervision	3
HRPO 2301	Human Resources Management	3
ENGL 1301	Composition I	3
	Total	15

SECOND YEAR

	Fall Semester	Credit
ELECTIVE[2]	Technical Elective	3
BMGT 2482	Cooperative Education – Business Administration and Management, General	4
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
ECON 2301	Principles of Macroeconomics	3
MATH 1332	Contemporary Mathematics I	3
	Total	16

	Spring Semester	Credit
BMGT 2303[3]	Problem Solving and Decision Making	3
BMGT 2483	Cooperative Education – Business Administration and Management, General	4
ELECTIVE	Humanities and Fine Arts	3
SPCH 1321	Business and Professional Communication	3
	Total	13
	Total Credit Hours for A.A.S.	60

Notes: 1 Required for students who have not taken high school accounting. ACNT 1403 does not count toward degree requirements.
2 Select from Recommended Courses for Public Administration Specialty Technical Elective as listed below.
3 Capstone course that consolidates the student's learning experiences.
≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Recommended Courses for Management, Public Administration Specialty Technical Elective

    ACCT 2402   Principles of Accounting II – Managerial
    PBAD 2335   Ethics in the Public Sector
    PBAD 2305   Public Sector Management

Cooperative Course Work Location

At least two of the three cooperative courses including BMGT 2483 must involve work in an approved public or private agency or institution.

RADIOLOGIC TECHNOLOGY
Uvalde Campus

Purpose

The purpose of the Radiologic Technology program is to provide a quality education in Radiologic Technology and to prepare graduates to perform competently and ethically as entry level Radiologic Technologists.

The Radiologic Technology program at SWTJC will achieve its purpose by preparing and graduating students that can:

- Communicate ideas and information effectively
- Demonstrate professional and ethical responsibility
- Apply knowledge of human anatomy and physiology
- Perform radiographic procedures correctly
- Properly operate radiographic equipment
- Apply radiation safety and protection practices
- Demonstrate critical thinking abilities

Accreditation

The Radiologic Technology program is accredited by the Southern Association of Schools and Colleges (SACS).

Program Prerequisites

The following courses must be completed with a minimum grade of "C" prior to applying to the Radiologic Technology program:

- BIOL 2401   Anatomy and Physiology I ....(4 sem. hrs)
- BIOL 2402   Anatomy and Physiology II..(4 sem. hrs)
- PSYC 2314 Lifespan Growth and Development ....(3 sem. hrs)
- ORIE 0100 New Student Orientation .... (1 sem. hr)

BIOL 2401 and 2402 have prerequisite courses of BIOL 1413 (Zoology) or BIOL 1411 (Botany). It is suggested that you take the prerequisites. Prior approval from the instructor is required in order to omit these prerequisites.

Admission Requirements and Process

Students are admitted to this program through regular college admission procedures (see *Admission Regulations* section) and by satisfying the following additional requirements:

- Submit to the Radiologic Technology Office:

  - A Radiologic Technology application by the posted deadline
  - Copies of any professional licenses, certifications, or registrations
  - Official transcripts from all colleges/universities attended other than SWTJC
  - Health care related experience form
  - Tasks and requirements for clinical education form
  - Clinic travel acknowledgement form
  - Three statement of recommendation forms
  - Essay
- Applicants must have a minimum cumulative GPA of 2.5 on a 4.0 scale
- Take the TSI Assessment exam and pass all areas.
- If TSI Assessment exempt due to an alternate test, you must provide documentation of acceptable scores.
  This applies to ACT, SAT, TASP, ASSET, COMPASS, THEA or TAKS (exit level).

Acceptance is based on a point system. An application with incomplete records will not be considered for admission. The admission process is competitive and completion of minimum requirements is not a guarantee of admission. Students will be notified of acceptance in writing. A list of alternates will be established. Upon acceptance in the Radiologic Technology program, the following must be submitted to the Radiologic Technology office:

- Evidence of good physical and mental health as reflected by a recent physical exam (within the past 6 months). The exam must include the following documentation:
  - Proof of negative TB skin test or chest x-ray results
  - Up-to-date immunization record to include the following (all are required): Mumps, rubella, rubeola, varicella, and tetanus. Proof of immunization must be official laboratory reports or a detailed, notarized statement from a physician.
  - The first of three injections of the Hepatitis B vaccination series. Series must be completed within the first year of the program.
- Proof of annual flu shot as required by clinic rotation facilities
- Proof of CPR for Health Care Providers (adult, infant, and child) prior to the first day of class.
- Submit to urine drug screening and criminal background check as directed by a program official.

Eligibility for ARRT Certification

The ARRT is the credentialing organization for Radiologic Technologists. In order to become nationally certified (RT(R)) and to receive a Texas Department of State Health Services license (CMRT), graduates of the program must pass the national ARRT examination in Radiography. Completion of all program didactic and clinical requirements DOES NOT guarantee eligibility to take the ARRT examination. Eligibility is also dependent upon ethics review and national criminal background check. Some issues addressed by the ARRT are:

- Conviction of a crime, which includes felony, gross misdemeanor, or misdemeanor, with the only exceptions being speeding and parking violations
- Alcohol and/or drug related violations
- Military court-martials
- Violations or sanctions related to the academic honor code

For further information, please visit the following websites www.arrt.org and www.dshs.state.tx.us/mrt, or speak to a program official.

RADIOLOGIC TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

		Credit
General Education Courses:		
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Natural Science & Math	11	
Other	3	
Total General Education Courses		20
Technical Education Courses		52
Total Credit Hours for A.A.S.		72

Program of Study

Prerequisites

ORIE 0100≺	New Student Orientation	
or		
COLS 0300	College Success Skills	
BIOL 2401[1]	Anatomy & Physiology I	4
BIOL 2402[1]	Anatomy & Physiology II	4
PSYC 2314[1]	Lifespan Growth & Development	3
	Total	11

FIRST YEAR

	Fall Semester	Credit
RADR 1311	Basic Radiographic Procedures	3
RADR 1409	Intro. to Radiography and Patient Care	4
RADR 2309	Radiographic Imaging Equipment	3
RADR 1160	Clinical – Radiologic Technology/ Science - Radiographer	1
MATH 1314	College Algebra	3
	Total	14

	Spring Semester	Credit
RADR 2301	Intermediate Radiographic Procedures	3
RADR 2313	Radiation Biology and Protection	3
RADR 1360	Clinical-Radiologic Technology/ Science – Radiographer	3
RADR 1213	Principles of Radiographic Imaging I	2
ENGL 1301	Composition I	3
ELECTIVE	Humanities and Fine Arts	3
	Total	17

SECOND YEAR

	Summer Session I	Credit
RADR 1361	Clinical – Radiologic Technology/ Science –Radiographer	3
	Total	3

	Summer Session II	Credit
RADR 1362	Clinical – Radiologic Technology/ Science/Radiographer	3
	Total	3

Fall Semester	Credit		Spring Semester	Credit
RADR 2460 Clinical – Radiologic Technology/Science – Radiographer	4		RADR 2461 Clinical – Radiologic Technology/ Science – Radiographer	4
RADR 2331 Advanced Radiographic Procedures	3		RADR 2235[2] Radiologic Technology Seminar	2
RADR 2305 Principles of Radiographic Imaging II	3		RADR 2233 Advanced Medical Imaging	2
RADR 2236 Special Patient Applications	2		RADR 2240 Sectional Anatomy	2
			RADR 2217 Radiographic Pathology	2
Total	12		Total	12
			Total Credit Hours for A.A.S.	72

NOTES: 1   This course must be completed with a minimum grade of "C" prior to applying for admission to the program.
         2   Capstone course that consolidates the student's learning experiences.
         ≺   All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Students enrolling in the Radiologic Technology program pay regular tuition, fees. In addition students accepted in the program will be expected to pay the following additional fees:

Fall semester of freshman year

1. Uniforms (scrubs), 3 sets (tops and bottoms), color as specified by the program ($100.00)
2. White lab coat, optional ($35.00)
3. White tennis or nursing shoes (NO color) ($60.00)
4. Program patches, one for each scrub top, and optional lab coat (3-4) ($20.00)
5. Lead x-ray markers (program specific), 2 sets ($35.00)

Spring semester of sophomore year

1. ARRT certification exam application ($200.00)
2. Texas DSHS license ($86.00)
3. Graduation cap, gown, and diploma ($50.00)

All costs listed are estimated and are subject to change without notice.

Withdrawal and Dismissal Policy

SWTJC Radiologic Technology program reserves the right to request the withdrawal of any student whose health, conduct, personal qualities, or scholastic records indicate that it would be inadvisable for the student to continue in the program.

A student wishing to withdraw from the program and remain in good standing at SWTJC must participate in an exit interview with the program director. The student must also comply with the withdrawal procedures as stated in the college catalog under "Changes and Withdrawals" (see *Academic Regulations* section).

Refund Policy

See *Finances* section

Attendance Policy

Students are required to adhere to attendance policies as outlined in the college catalog and clinical handbook.

Graduation Requirements

Radiologic Technology students will be eligible for graduation upon satisfactory completion of all program didactic and clinical requirements. All courses must be completed with a grade of "C" or higher to qualify for graduation. Students who qualify for graduation are eligible to attend the May commencement ceremony. An associate of Applied Science degree (A.A.S.) will be conferred.

Students in the Radiologic Technology program are expected to adhere to program specific policies and procedures as outlined in the Radiologic Technology Program Student Handbook which can be found on the program's web page at www.swtjc.edu.

SCHOOL OF REGISTERED NURSING
Uvalde Campus

Purpose

This program is designed to provide: dynamic, interactive classroom information; simulation experiences to enhance clinical capabilities; simulation scenarios to evaluate clinical expertise; and supervised clinical experiences to complete the Associate Degree Nursing Curriculum requirements necessary to become a Registered Nurse (RN) in the State of Texas. This program is designed to prepare graduates to practice in a complex and ever-changing health care environment. Preparation for practice will be concept-based theoretical knowledge followed by structured supervised clinical practice. This educational process will develop the student as an active participant and through the use of innovative teaching approaches, foster a safe, collaborative, and interactive educational environment that serve patients across the life span.

The Texas Nurse Practice Act and Professional Standards of Care in Nursing provide the guidelines for development of clinical reasoning, clinical knowledge and skills, individualized patient care, ethical reasoning, and therapeutic communication skills. Designated curriculum, integrated with global issues and pathophysiological concepts, will ensure that graduates will be able to actively participate in society as educated, culturally astute, and socially responsible individuals. Functioning with a multi-disciplinary health care team requires diversity and compassion in traditional and/or non-traditional health care environments.

The program leads to an Associate of Applied Science in Nursing Degree and can be completed in two calendar years. Upon successful completion of the program curriculum and meeting standards identified by the Nursing Faculty, the graduate is eligible to apply to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Program Objectives/Outcomes

Upon completion of the program, the graduate will function within the roles and responsibilities of the Associate Degree nurse and be able to:

1. Implement the standards of care as designated by the Nurse Practice Act for the State of Texas in a variety of health care settings.
2. Utilize critical reasoning, evidence-based practice and cultural diversity knowledge and skill when assessing, planning, implementing and evaluating patient care across the life-span.

3. Engage in continuous improvement of cognitive, psychomotor and psychotherapeutic abilities necessary to comprehensively assess and provide safe and effective nursing care.
4. Demonstrate caring behaviors and utilize teaching strategies that promote wellness, a healthy life style and recovery from illness.
5. Communicate and work effectively with patients, family members and the multidisciplinary health care team.
6. Demonstrate ethical and legal principles as a member of the multi-disciplinary health care team when caring for patients across the life-span.
7. Maintain competence upon becoming a Registered Nurse through self evaluation, peer review and continued education.
8. Continue to develop as an accountable and responsible member of the nursing profession.

Accreditation

Southwest Texas Junior College (SWTJC) Associate Degree Nursing Program currently has full accreditation from the Texas Board of Nursing and the Texas Higher Education Coordinating Board. The program is also approved by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Approval from the Accreditation Commission for Education in Nursing (ACEN) will be sought when eligibility requirements utilizing the concept-based curriculum are met.

Admission Requirements

Students are admitted to this program through regular college admission procedures and by satisfying the following additional requirements:

Phase I: All Applicants
1. Fulfill admission requirements of and be admitted to SWTJC. This includes assessment and placement in basic courses as guided by the Texas Success Initiative (TSI) Assessment.
2. Complete or be enrolled in prerequisite courses identified in the degree plan by August 1st.
3. Have a cumulative GPA of 2.5 or better on a 4.0 scale. Consideration will be given to Science and English grades. Sciences courses taken more than five years prior to the program application will be evaluated on an individual basis and recommendations made by the faculty.
4. Complete and return the 'Application for Admission' form by March 1st.
5. An **unofficial** copy of all transcripts must be submitted to the ADN Program before April 1st. **Official** transcripts from all high schools/colleges/universities attended must be on file with the SWTJC Admissions and Records Office by August 1st.
6. Successfully complete the required examinations necessary to enroll in the ADN Program prior to May 1st. These include the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) V examination and the Weaver Instructional assessment.
7. Submit three letters of reference by April 1st.
8. Complete the Point System included in the application packet, to be reviewed during personal interview.
9. Complete an interview with assigned faculty advisor prior to May 1st.
10. Complete all designated prerequisite courses with a grade of C or above before starting Nursing courses.
11. The Texas Board of Nursing (BON) requires English proficiency of all individuals admitted to nursing programs. SWTJC AND Program uses the Weaver Instructional System (Weaver) assessment to determine the reading level of each applicant. If Weaver assessment determines that the applicant is not reading at the 12th grade level, applicant will be required to complete reading comprehension, vocabulary, and medical terminology prior to August 1st. If there are additional concerns identified by the faculty regarding the applicant's reading ability, applicants may be required to take the Test of English as a Foreign Language (TOEFL) as designated by the BON.
12. A Criminal Background Check performed by the Texas Board of Nursing is required for all SWTJC ADN applicants prior to final admission into the ADN program. Upon application to the AND program, required data will be submitted to the BON so a criminal background check

can be performed. A copy of all correspondence received from the BON must be submitted to the ADN office. If a Declaratory Order is required by the BON (213.30), this process must be addressed immediately upon notification. Written communication from the BON must be submitted to the Administrative Assistant prior to the first day of class. Payment must be made directly to the BON upon notification.

13. Eligibility requirements to meet BON regulations, including issues identified in the criminal background check, must be met. Guidelines related to eligibility are addressed in the following paragraphs.

The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a Registered Nurse. The BON provides individuals with the opportunity to petition for a Declaratory Order as to their eligibility in accordance with Article 301.257 of the Nursing Practice Act. The BON website, www.bon.state.tx.us, contains eligibility questions and the declaratory order. In addition, each applicant must review the following documents in the BON Rules and Regulations:

213.27 Good Professional Conduct
213.28 Licensure of Persons with Criminal Offenses
213.29 Criteria and Procedure Regarding Intemperate Use and Lack of Fitness and Eligibility and Disciplinary Matters
213.30 Declaratory Order of Eligibility for Licensure

To review this information online, go to www.bon.state.tx.us. From the homepage, scroll down to "Nursing Law and Rules" located on the left side of the page. Then click on "Rules and Regulations." From that page, click "BON Rules and Regulations". This will lead you to a page entitled "Texas Administrative Code". Scroll down this page and click on Chapter 213. The signed Licensure Eligibility form that verifies you meet eligible requirements designated by the BON must be in your student file in the Associate Degree Nursing Office.

If you are required to answer "yes" to any of the following questions, please submit a request for a Declaratory Order Petition to the Board of Nursing for the State of Texas **(Depending on your individual circumstances, processing your petition may take 6 to 24 months, or longer, after you provide all required documentation):**
a. Have you ever been cited or charged with any violation of the law?
b. Do you have any criminal charges pending, including unresolved arrests?
c. Have you been convicted; placed on community supervision, whether or not adjudged guilty; sentenced to serve jail or prison time or granted pre-trial diversion; or plead guilty, no contest or nolo contendere to any crime in any state, territory or country; or received a court order, whether or not a sentence was imposed, including any pending criminal charges or unresolved arrest whether or not on appeal (excluding minor Class C traffic violation)? This includes expunged offenses and deferred adjudications with or without a finding of guilty. Please note that DUI's (driving under the influence), DWI's (driving while intoxicated), and PI's (public intoxication) must be reported and are not considered minor traffic violations. One time minor in possession (MIP) or minor in consumption (MIC) does not need to be disclosed; therefore, you may answer "No." If you have two or more MIP's or MIC's, you must answer "Yes."
d. Have you been the subject of a court-martial; Article 15 violation, or received any form of military judgment/punishment/action?
e. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now previously, or ever fined, censured, reprimanded or otherwise disciplined you?
f. In the past five (5) years, have you been addicted to or treated for the use of alcohol or any other drug?
g. In the past five (5) years, have you been diagnosed with or treated or hospitalized for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

You must begin the Declaratory Oder (DO) Petition immediately if you answered any of the above with a "yes". This process is part of the criminal background check. If you are required to submit a

DO and do not do so at the time of application, the Texas Board of Nursing will notify you requesting you submit a Declaratory Order.

Notification of successful completion of the Phase I requirements will be made through email or telephone so the applicant can proceed to Phase II.

Phase II: Completed by Successful Phase I Applicants
1. Current Basic Cardiac Life support (BCLS) certification from the American Heart Association or American Red Cross with practicum (class "C") for Health Care Providers.
2. Evidence of mental and physical health as documented in a physical examination performed by a primary care provider within 30 days of acceptance to the program.
3. Evidence of all immunizations or acceptable titer levels, in writing, as required by the Texas Department of Health (Measles, Mumps, Rubella, (MMR); Diphtheria, Tetanus, Pertussis (DTap); Varicella; Meningitis; and Hepatitis "B" series). Annual flu immunizations are required by the clinical facilities and must be obtained during the appropriate time of year.
4. Written evidence of negative Tuberculin screen or negative chest X-ray. Documentation must be current, within 12 months.
5. Negative drug urine screen documented within 30 days of notification of acceptance.
6. Purchase of the approved school uniform, logo, lab coat and equipment for direct patient care is required.
7. Health Insurance coverage must be obtained prior to the beginning of clinical experiences and continue throughout the length of the program. A break in enrollment of health insurance will result in the student's inability to attend required clinical experience. Evidence of health insurance must be in your file three weeks prior to scheduled clinical activities. Coverage should include emergent and long term care. For information regarding companies that provide health insurance to college students, see the Vice President of Student Services.
8. Basic computer skills must be evident by a course grade or ability to demonstrate computer competence.
9. Continuous access to a computer and Internet is **required**.
10. Liability insurance is required throughout the program. This fee is included in the admission fees.
11. An applicant that does not meet the Weaver Instruction System or TOEFL benchmark set forth by the Associate Degree Nursing Program may be required to complete remedial work prior to final acceptance in the program. This activity is directed to enhance successful completion of the program curriculum, passing NCLEX-RN and becoming a successful professional nurse. Additional remedial work may be required in courses throughout the program as deemed necessary by the faculty of record. Failure to participate and complete these required activities will prevent the student from progressing in the program.

*Phase II must be completed and all documentation submitted by August 1st. Applicants will be registered for classes when all data has been received in the Associate Degree Nursing Office.

ASSOCIATE DEGREE NURSING
ASSOCIATE OF APPLIED SCIENCE DEGREE
(LVN to RN Pathway)

General Education Courses:	Credit
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	15
Other	3
Total General Education Courses	24
Technical Education Courses (Nursing)	36
LVN Advanced Placement Credits	4
Total Credit Hours for A.A.S.	64

Program of Study

Prior Semesters

		Credit
ORIE 0100≺	New Student Orientation	
BIOL 1306[1]	Biology for Science Majors I	3
Or		
BIOL 1308[1]	Biology for Non-Science Major I	3
PSYC 2314[1]	Lifespan Growth & Development	3
BIOL 2401[1]	Anatomy & Physiology I	4
ENGL 1301[1]	Composition I	3
	Total	13

Advanced Placement Credit Courses

		Credit
RNSG 1171	Professional Nursing Concepts I	1
RNSG 1161	Clinical – Registered Nursing	1
RNSG 1271	Professional Nursing Competencies	2
	Total LVN Advanced Placement Credit Hours[2]	4

FIRST YEAR

Fall Semester

		Credit
BIOL 2402	Anatomy and Physiology II	4
RNSG 1170	Introduction to Health Care Concepts	1
RNSG 1471	Health Care Concepts I	4
RNSG 2172	Professional Nursing Concepts II	1
	Total	10

Spring Semester

		Credit
RNSG 1301	Pharmacology	3
RNSG 2572	Health Care Concepts II	5
RNSG 1362	Clinical – Registered Nursing	3
RNSG 172	Professional Nursing Competencies (LVN)	1
	Total	12

SECOND YEAR

Fall Semester

		Credit
BIOL 2420	Microbiology	4
RNSG 2173	Professional Nursing Concepts III	1
RNSG 2573	Health Care Concepts III	5
RNSG 2361	Clinical – Registered Nursing	3
	Total	13

Spring Semester

		Credit
PHIL 2306	Introduction to Ethics	3
RNSG 2574	Health Care Concepts IV	5
RNSG 2174[3]	Professional Nursing Concepts IV	1
RNSG 2362	Clinical – Registered Nursing	3
	Total	12
	Total Credit Hours for A.A.S.	64

Notes:
1. This course must be completed with a minimum grade of "C" prior to applying for admission to the ADN program.
2. LVN Advanced Placement credits awarded upon successful completion of Fall and Spring of First Year.
3. Capstone course that consolidates the student's learning experiences.
≺ All students are required to complete ORIE 0100; however, ORIE 0100 does not count toward degree requirements.

REGISTERED NURSE ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Courses:	Credit
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	15
Other	3
Total General Education Courses	24
Technical Education Courses (Nursing)	39
Total Credit Hours for A.A.S.	63

Program of Study

Prior Semesters		Credit
ORIE 0100≺	New Student Orientation	
BIOL 1306[1]	Biology for Science Majors I	3
or		
BIOL 1308[1]	Biology for Non-Science Majors I	3
PSYC 2314[1]	Lifespan Growth & Development	3
B IOL 2401[1]	Anatomy & Physiology I	4
ENGL 1301[1]	Composition I	3
	Total	13

FIRST YEAR

Fall Semester		Credit		Spring Semester		Credit
BIOL 2402	Anatomy and Physiology II	4	RNSG 1301	Pharmacology	3
RNSG 1170	Introduction to Health Care Concepts	1	RNSG 1271	Professional Nursing Competencies	2
RNSG 1471	Health Care Concepts I	4	RNSG 2572	Health Care Concepts II	5
RSNG 1171	Professional Nursing Concepts I	1	RNSG 1362	Clinical – Registered Nursing	3
RNSG 2172	Professional Nursing Concepts II	1			
RNSG 1161	Clinical – Registered Nursing	1		Total	13
	Total	12			

SECOND YEAR

Fall Semester		Credit		Spring Semester		Credit
BIOL 2420	Microbiology	4	PHIL 2306	Introduction to Ethics	3
RNSG 2173	Professional Nursing Concepts III	1	RNSG 2574	Health Care Concepts IV	5
RNSG 2573	Health Care Concepts III	5	RNSG 2174[2]	Professional Nursing Concepts IV	1
RNSG 2361	Clinical – Registered Nursing	3	RNSG 2362	Clinical – Registered Nursing	3
	Total	13		Total	12
				Total Credit Hours for A.A.S.	63

Notes: 1   This course must be completed with a minimum grade of "C" prior to applying for admission to the ADN program.
2   Capstone course that consolidates the student's learning experiences.
≺   All students are required to complete ORIE 0100; however, ORIE 0100 does not count toward degree requirements.

Students enrolling in the Associate Degree Nursing Program pay the regular college tuition, fees and an additional $300 Allied Health surcharge each fall and spring semester. Listed below are some additional fees

and expenses that are required throughout the program. Some of these amounts are actual costs and some are approximate to assist the student in financial planning:

Pre-Admission:
1. Entrance ATI examination $45.00
2. TOEFL Exam...$200.00
3. WEAVER License $30.00
4. Criminal Background Check..$50.00
5. Required Physical Examination $100.00
6. Immunizations (Hepatitis B Series) $80.00
7. Meningitis Vaccine...$25.00
8. Tuberculin Screen...$25.00
9. Drug Screen $45.00
10. Uniforms and other apparel (uniforms ordered through the ADN Program) $210.00
11. School patch (available at bookstore)...$5.00
12. Nursing equipment (stethoscope, bandage scissors, hemostats, penlight
    Calculator, and watch with second hand)..$150.00
        Total $965.00

Fall Semester:
1. ATI National Assessment and Remediation....................................$321.00
2. Computer Documentation for Clinical Experiences..........................$50.00
3. Textbooks $600.00
4. Allied Health Surcharge $300.00
5. Health Insurance ....Various
6. Liability Insurance...$24.00
        Total $1,295.00

Spring Semester:
1. ATI National Assessment and Remediation....................................$321.00
2. Textbooks $600.00
3. Allied Health Surcharge $300.00
4. Health Insurance ....Various
        Total $1,221.00

Fall Semester:
1. ATI National Assessment and Remediation....................................$321.00
2. Textbooks $600.00
3. Allied Health Surcharge $300.00
4. Health Insurance ....Various
        Total 1,221.00

Spring Semester:
1. ATI National Assessment and Remediation....................................$321.00
2. Allied Health Surcharge $300.00
3. Health Insurance ....Various
4. Licensure application...$125.00
5. NCLEX Fee $200.00
6. Passport Photo for License $25.00
7. Graduation Cap, Gown, Tassel, & Diploma....................................$50.00
8. Class Pin $100.00
        Total $1,121.00

Progression and Dismissal Policy

SWTJC Associate Degree Nursing Program reserves the right to request withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue.

Students withdrawing from the nursing program for personal reasons must comply with the withdrawal procedure as stated in the college catalog under "Changes and Withdrawals." In addition, nursing students must participate in an exit interview by the Director of the Associate Degree Nursing Program to remain in good standing at SWTJC.

Students must achieve an average of 80% on course examinations including the mid-term and final in all nursing courses. Students that are not achieving 80% on course examinations at mid-term will be counseled by the faculty of record and placed on academic probation. If remedial work is deemed advisable by the faculty, students will be required to complete such activities. If an average of 80% on course examinations is not achieved by the end of the semester, the student will not receive credit for additional course requirements and will not progress in the nursing program. The grade for the course will be the average acquired on course examinations.

Graduation Requirements

Students who have met college graduation requirements and all program objectives are eligible to attend the May commencement ceremony and the nursing pinning ceremony. All courses must be completed with a grade of "C" or better to qualify for graduation. Additional information regarding graduation is included in the Nursing Student Handbook.

All students are required to complete the Virtual – ATI NCLEX-RN review activities at the end of the nursing curriculum. Benchmark designations must be met as indicated by ATI Coaches before the affidavit to take the NCLEX-RN will be forwarded to the Texas Board of Nursing by the Director of the Nursing Program. After the student's affidavit has been forwarded and approved by the Texas Board of Nursing, the student will receive approval to work as a Graduate Nurse and schedule the NCLEX-RN testing date through Pearson VUE.

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SCHOOL OF VOCATIONAL NURSING
Uvalde, Eagle Pass, and Del Rio

</div>

Purpose

The purpose of the SWTJC School of Vocational Nursing Program is to prepare graduate vocational nurses as beginning practitioners who are competent and self-directed to function under the supervision of the registered nurse or physician. The primary role of the entry-level graduate of a vocational nursing program is to provide nursing care in structured health care setting for individual clients who are experiencing common, well-defined health problems with predictable outcomes. The new graduate can readily integrate technical skills and use of computers and equipment into practice. The vocational nursing role represents the beginning level of the nursing practice continuum as members of the profession, provider of patient-centered care, patient safety advocate, and member of health care team.

Students who successfully complete all programs objectives and meet the Texas Board of Nursing requirements will be eligible to register and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and apply to the Texas Board of Nursing for Licensure.

The School of Vocational Nursing consistently strives to promote the highest standards in vocational nurse education and nursing practice. The school operates under the direction of Southwest Texas Junior College, the Texas Board of Nursing, and the Texas Higher Education Coordinating Board.

Program Goals

The goals of Southwest Texas Junior College School of Vocational Nursing are to:

1. Provide and maintain a quality curriculum that incorporates educational requirements and competencies as prescribed by the Texas Board of Nursing (BON).
2. Provide instruction that includes current standards of nursing practice, procedures, and advances in technology (computers, simulation, etc.)
3. Provide a quality learning environment that promotes critical thinking, enhances problem solving abilities, and ensures technical competence.
4. Ensure that students are prepared to successfully pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN).
5. Ensure that the graduate will function as a vital member of the health care team in meeting the needs of a socially diverse community.

Program Objectives/Outcomes

Upon completion of the Vocational Nursing Program, the graduate will be able to:
1. Safely plan and implement therapeutic nursing interventions within the scope and role of the vocational nurse as an entry level practitioner in a variety of healthcare settings.
2. Demonstrate critical thinking skills in the delivery of safe and effective care.
3. Utilize the nursing process as a conceptual model in the care of patients, families, and communities with commonly occurring health needs throughout the life span.
4. Demonstrate therapeutic communication skills while interacting with patients, families, communities, and members of the interdisciplinary healthcare team.
5. Demonstrate caring behaviors and respect for humans in meeting the needs of patients.
6. Implement a teaching plan for patients with common health problems and well defined learning needs.
7. Demonstrate professional and ethical behaviors in the practice of vocational nursing as stated in the Vocational Nursing Practice Act.
8. Demonstrate accountability for own nursing practice.
9. Participate as an advocate in the activities that focus on improving the health care of patients.
10. Demonstrate behaviors that promote the development and practice of vocational nursing.

Accreditation

SWTJC School of Vocational Nursing is accredited by the Texas Board of Nursing and the Texas Higher Education Coordinating Board.

Admission Requirements

Students are admitted to this program through regular college admission procedures *(see Admission Regulations section)* and by satisfying the following additional requirements:

1. Application for admission to SWTJC and to the VN Program.
2. Official High School transcript or GED certificate.
3. Official transcripts from all colleges/universities attended other than SWTJC.
4. Take and pass all areas of the THEA.
   a) If exempt due to an alternate test, you must provide documentation of acceptable scores. This applies to ACT, SAT, TAKS, or COMPASS.
5. Three letters of reference that speak to your character and work ethic (instructors, co-workers, or employers)
6. Completion of the following college courses with a grade of B or better (Anatomy & Physiology course(s) more than 5 years old must be repeated):
   Biology 2401 (Anatomy & Physiology I)....................................4 semester hours
   Biology 2402 (Anatomy & Physiology II) ....4 semester hours
   Psychology 2301 (General Psychology).......................................3 semester hours
   Psychology 2314 (Lifespan Growth &Development) ....3 semester hours
7. A background investigation is required for all SWTJC Nursing Students prior to admission into the nursing program.

After the student applies for admission the SWTJC School of Vocational Nursing will submit the student's name to the Texas Board of Nursing. The school will notify the student as to when he/she can , make arrangements to have a fingerprint scanning appointment with **IdentoGo** using the originator number **(ORI) TX923490Z**. The student will pay IdentoGo for both fingerprint scanning services ($9.95) and the cost of the DPS/FBI background check ($34.25). To make arrangements with IdentoGo go to http://www.identogo.com.

The Texas Board of Nursing will send the results of the DPS/FBI criminal background check to the student (clear background check, positive background check or request a petition for declaratory order, or correspond with the student who has a rejected fingerprint scan and request another scan).

As a condition of admission, SWTJC School of Vocational Nursing will require the student to provide The School of Nursing with copies of all communications regarding the student's status received from the Texas Board of Nursing.

8. The following are the requirements set out by the Texas Board of Nursing:

The Texas Board of Nursing requires the following questions be asked of each applicant prior to Licensure:

1. For any criminal offense, including those pending appeal, have you:
   A. been convicted of a misdemeanor?
   B. been convicted of a felony?
   C. pled nolo contendere, no contest, or guilty?
   D. received referred adjudication?
   E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
   F. been sentenced to serve jail or prison time? Court-ordered confinement?
   G. been granted pre-trial diversion?
   H. been arrested or have any pending criminal charges?
   I. been cited or charged with any violation of the law?
   J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations).

Note: Expunged and Sealed Offenses:: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed; it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises question to truthfulness and character.

Note: Orders of Non-Disclosure: Pursuant to Tex Gov't Code §552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

2. Are you currently the target or subject of a grand jury or governmental agency investigation?

3. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously or ever fined, censured, reprimanded or otherwise disciplined you?

4. Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?*

7. Within the past five (5) years have you 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 "Yes" indicate the condition:
    Paranoid personality disorder
    Schizophrenia and/or psychotic disorder
    Antisocial personality disorder
    Bipolar disorder
    Borderline personality disorder

All students are required to comply with Texas Board of Nursing rules and regulations in order to become licensed.

9. All application requirements must be completed and filed by April 1st. All requirements for admission, including successful background check with the Texas Board of Nursing must be met in order to be considered for admission to the nursing program. The student will receive written notification of acceptance to the SWTJC School of Vocational Nursing.

Students that have received a letter of acceptance require the following documentation:

10. **A drug screening tes**t is required for all SWTJC Vocational Nursing students.
11. A physical exam conducted by a licensed physician, nurse practitioner, or physician's assistant that demonstrates evidence of good physical and mental health (received within the last 6 months). The student is responsible for paying for the cost of the physical exam.

The exam must include the following documentation:
Tuberculin Test (PPD) or Chest X-ray
Hepatitis B Vaccine Series (series of three)
MMR (measles, mumps, and rubella vaccine)
Td Booster (administered within 10 years prior to start of nursing school)
Tdap (Tetanus, Diphtheria, Pertussis)

Varicella (chickenpox) Need 2 doses

12. Proof of personal health insurance coverage.
13. **Proof of current CPR** for health care providers (CPR & AED program).
14. **Proof of privately obtained liability insurance**, or the student must enroll in the liability insurance program at SWTJC. The student is responsible for the cost of liability insurance.

Re-Admission Policy

1. Students applying for re-admission to the Vocational Nursing Program (VN) must comply with all current SWTJC admissions requirements, VN program admission requirements, and with VN program re-admission requirements.
2. Students applying for re-admission to the VN program are not automatically granted acceptance. Readmission is contingent upon space availability.
3. A student that fails or is withdrawn from the VN program must submit a letter to the Admissions and Progression Nursing Committee explaining the reason for failure/withdrawal and a plan of action for future success.
4. The Admissions and Progression Committee will evaluate each student on an individual basis and will assess the student's ability to demonstrate skills, knowledge, professional and ethical behaviors. The decision will also be based on the curriculum in effect at the time of application for re-admission.
5. Students who were withdrawn from the VN program during the fall semester and are accepted for re-admission will be required to repeat **all** courses for the fall semester regardless of any previous nursing course work successfully completed.
6. Students who were withdrawn from the VN program during the Spring semester will be required to make an appointment with the director of the nursing program during the summer, by May 15th, to schedule the following requirements:

    a. Take a comprehensive exam and a skills exam to demonstrate competency in nursing skills and knowledge proficiency of the fall semester courses.
    b. Score at least 80% on both the comprehensive exam and skills exam in order to be re-admitted in the spring semester. If the score is below 80%, the student must re-apply in the fall semester and repeat **all** course work for the fall semester regardless of previous course work successfully completed.

7. All students must complete the VN program within **two years** from initial admission; otherwise, students will be required to re-apply and repeat the VN program entirely regardless of previous course work successfully completed.
8. Re-admitted students must contact the nursing program to make arrangements for a current Criminal Background Check and Drug Screening Test.

All policies associated with the Vocational Nursing program are subject to change without prior notice in order to keep all College and Program policies in compliance with State and Federal laws and/or with rules regulated to the program's accrediting agency.

VOCATIONAL NURSING
CERTIFICATE

Program of Study

Summer Session I	Credit		Summer Session II	Credit
ORIE 0100‑≺	New Student Orientation		BIOL 2402	Anatomy & Physiology II.................................. 4
or			PSYC 2301	General Psychology.. 3
COLS 0300	College Success Skills			
BIOL 2401	Anatomy & Physiology I.................................. 4		Total 7
PSYC 2314	Lifespan Growth & Development 3			
	Total 7			

Fall Semester	Credit		Spring Semester	Credit
VNSG 1116	Nutrition 1		VNSG 1230	Maternal-Neonatal Nursing 2
VNSG 1323	Basic Nursing Skills 3		VNSG 1234	Pediatrics 2
VNSG 2331	Advanced Nursing Skills.................................. 3		VNSG 1432[1]	Medical/Surgical Nursing II 4
VNSG 1122	Vocational Nursing Concepts........................... 1		VNSG 1138	Mental Illness 1
VNSG 1136	Mental Health 1		VNSG 1231	Pharmacology 2
VNSG 1329	Medical/Surgical Nursing I 3		VNSG 1561	Clinical – Licensed Vocational Nurse
VNSG 1126	Gerontology... 1			Training 5
VNSG 1227	Essentials of Medication Administration 2			
VNSG 1360	Clinical - Licensed Vocational Nurse			Total 16
	Training 3			
	Total 18			Total Credit Hours for VN Program............... 48

Notes: 1 Capstone course that consolidates the student's learning experiences.
  ≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree
     requirements.

Tuition and Fees

Students enrolling in the Vocational Nursing Program pay the regular college tuition, fees and an additional $300 Allied Health surcharge each fall and spring semester. Additional fees are also required prior to admission and upon acceptance to the program. The following fees are approximate costs identified to assist the student in financial planning:

Fall Semester:
1. Required Physical Exam .... Varies
2. Hepatitis B vaccine series ....about $80.00
1. Uniforms ordered through the nursing school $75
2. School Patches (available at bookstore)... 2.73
3. Textbooks...about $900.00
4. Nursing Equipment (stethoscope, bandage scissors, hemostat,
     Penlight, sphygmomanometer, gait belt, goggles)................................about $69
7. Liability insurance... $14.50
8. White nursing shoes .... Varies
9. Watch with a second hand.. Varies
10. Four function calculator .... Varies
11. ATI National Assessment Exams & Remediation $471.00

Spring Semester:
1. Board of Nurse Examiners for the State of Texas License fee $125.00
2. National Council Licensure examination for Practical Nurses
     (NCLEX-PN) $200.00
3. Graduation Cap and Gown and Diploma ....about $75.00
4. ATI National Assessment Exams & Remediation $441.00

Withdrawal and Dismissal Policy

Southwest Texas Junior College School of Vocational Nursing reserves the right to request the withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. Students must maintain a minimum grade of 80 in all nursing courses in order to remain in the nursing program. Students withdrawing from the nursing program must comply with the SWTJC withdrawal policy and must participate in an exit interview in order to remain in good standing.

Vocational Nursing Advanced Placement Policy

A student who is a Certified Nurse Aid (CNA) may receive credit for:
     VNSG 1323 – Basic Nursing Skills (3 hrs.)

To receive advanced placement credit for the vocational nursing certificate of completion, the applicant must:

1. Provide documentation of current CNA certification;
2. Apply and be admitted into the Nursing Program;
3. Have completed at least 6 semester hours at SWTJC;
4. Satisfactorily complete a skills assessment exam with a grade of 80% or better;
5. Make arrangements to take the exam with a nursing faculty 4 weeks before the first day of school.

Students who meet the criteria and satisfactorily pass the skills assessment exam will receive advanced placement credit and a grade of "P" for the course.

Graduation Requirements

Students who have met all program requirements are eligible to attend the May commencement ceremony. Graduates will receive a Vocational Nursing Certificate of Completion.

WELDING TECHNOLOGY
Uvalde Campus

Purpose

Welding Technology is a one-year certificate program for those who desire to gain advanced knowledge and skills in the field of welding. Skills in Oxy-Acetylene Welding and Cutting and Shielded Metal Arc Welding will be developed along with related learning in areas such as welding math, drafting, layout, blueprint reading and structural and pipe fabrication. Students completing the certificate will be able to seek entry-level employment in pipe and structural welding.

Admission Requirements

Students are admitted through regular college admission procedures *(see Admission Regulations section)*. Students will receive a one-year Certificate upon satisfactory completion of the courses of study and upon making formal application for graduation (*see Curricula section*).

College Board policy requires all students to take the TSI Assessment examination. Students pursuing this one-year Certificate do not have to pass the TSI Assessment; however, those not scoring at the MATH 0302 level are encouraged to enroll in the appropriate developmental course.

WELDING TECHNOLOGY
CERTIFICATE

Program of Study

Fall Semester	Credit		Spring Semester	Credit
ORIE 0100≺ or	New Student Orientation		WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)................................. 4
COLS 0300	College Success Skills		WLDG 1317	Introduction to Layout and Fabrication 3
WLDG 1323[2]	Welding Safety, Tools, and Equipment............ 3		WLDG 1435[1]	Introduction to Pipe Welding 4
WLDG 1421[2]	Welding Fundamentals..................................... 4		WLDG 1453	Intermediate Layout and Fabrication............... 4
WLDG 1430	Introduction to Gas Metal Arc Welding 4			Total 15
WLDG 1528	Introduction to Shielded Metal Arc Welding (SMAW) 5			Total Credit Hours for Certificate 27
WLDG 1313	Intro to Blueprint Reading for Welders............ 3			
	Total 12			

Notes: 1 Capstone course that consolidates the student's learning experiences.
           2 Recommended bridging course for students with limited prior experience in welding.
           ≺ All students are required to take ORIE 0100/COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed. *(see Course Descriptions)*.

WILDLIFE MANAGEMENT
Uvalde Campus

Purpose

The Wildlife Management program will provide proven principles and skills, which will enable students to practice the science of wildlife management. The program will enable students to acquire the capability to become assistant Wildlife Biologists, Park Managers, Game Refuge Managers, Hunting Preserve Managers, Private Land (Ranch) Hunting Operators, Eco Tourism Managers and Wildlife Photographers. The Wildlife Management program offers a one-year Certificate and an Associate of Applied Science (A.A.S.) degree.

Admission Requirements

Students are admitted to the Wildlife Management program through regular college admission procedures *(see Admission Regulations section)*. Students will receive a one-year Certificate and/or an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation *(see Curricula section)*.

The Wildlife Management program carries two award options, a one-year Certificate and the two-year A.A.S. degree. The one-year Certificate is TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year Certificate and/or the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

WILDLIFE MANAGEMENT CERTIFICATE

Program of Study

Fall Semester		Credit
ORIE 0100≺ or	New Student Orientation	
COLS 0300	College Success Skills	
WMGT 1305	Introduction to Wildlife Management	3
WMGT 1310	Wildlife Identification	3
AGRI 1231	The Agriculture Industry	2
AGRI 1309	Computers in Agriculture	3
	Total	11

Spring Semester		Credit
WMGT 1164[1]	Practicum – Wildlife and Wildlands Science and Management	1
WMGT 1315	Wildlife Outdoor Recreation & Management	3
GISC 1302	Understanding Geographic Information Systems	3
AGRI 1370	Range and Wildlife Ecology	3
	Total	10
	Total Credit Hours for Certificate	21

Notes: 1 Capstone course that consolidates the student's learning experiences.

≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

WILDLIFE MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE

		Credit
General Education Courses:		
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Natural Science & Math	11	
Other	6	
Total General Education Courses		23
Technical Education Courses		37
Total Credit Hours for A.A.S.		60

Program of Study

FIRST YEAR

Fall Semester   Credit

ORIE 0100∗	New Student Orientation	
or		
COLS 0300	College Success Skills	
WMGT 1305	Introduction to Wildlife Management	3
WMGT 1310	Wildlife Identification	3
AGRI 1309	Computers in Agriculture	3
AGRI 1231	The Agriculture Industry	2
BIOL 1411	General Botany	4
	Total	15

Spring Semester   Credit

WMGT 1164	Practicum – Wildlife and Wildlands Science and Management	1
WMGT 1315	Wildlife Outdoor Recreation & Management	3
GISC 1302	Understanding Geographic Information Systems	3
AGRI 1370	Range and Wildlife Ecology	3
BIOL 1413	General Zoology	4
	Total	14

Summer Semester   Credit

ENGL 1301	Composition I	3
ELECTIVE	Speech Communications	3
	Total	6

SECOND YEAR

Fall Semester   Credit

WMGT 1300	Wildlife Preserve Management	3
AGRI 2330	Wildlife Conservation and Management	3
GISC 1321	Introduction to Raster-Based Geographic Information Systems	3
ELECTIVE	Social and Behavioral Sciences	3
	Total	12

Spring Semester   Credit

WMGT 2359	Wildlife Propagation, Handling & Management	3
WMGT 2164[1]	Practicum – Wildlife and Wildlands Science and Management	1
AGRI 2370	Wildlife Management Techniques	3
ELECTIVE	College Level Mathematics	3
ELECTIVE	Humanities and Fine Arts	3
	Total	13
	Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student's learning experiences.

≺ All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.