Purpose: The purpose of the Alvin Community College Vocational Nursing Program (ACC VN Program or VN Program) is to provide a Texas Board of Nursing (BON) approved educational curriculum designed to prepare students to be eligible to write the National Council of State Boards of Nursing Licensure Exam for Practical Nurses (NCLEX-PN) after the student has successfully completed the VN program. Those passing this examination will become licensed to practice Vocational Nursing in the State of Texas. The program delivers the instruction necessary for the LVN to function, at an entry level, in the following roles: as a member of the profession, as a provider of patient centered care, as a patient safety advocate, and as a member of the healthcare team. LVN practice is a directed scope of practice. VN licensure enables the nurse to care for clients with practicable health care needs in a variety of healthcare settings while under the supervision of a registered purpose advance practice. clients with predictable health care needs in a variety of healthcare settings while under the supervision of a registered nurse, advance practice registered nurse, physician's assistant, physician, dentist or podiatrist.

Accreditation: The program is fully approved by the Texas Board of Nursing (BON). The stated mission of the BON is to protect and promote the welfare and safety of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely

Procedure for Program Application for Conditional Admission: A new class starts at the beginning of each 11-week summer semester. Enrollment is limited to 30-50 qualified applicants per class. The number of students accepted will depend upon instructor and clinical site availability. To be considered for conditional admission to the ACC VN program, the applicant MUST complete the following steps by the application deadline, although the steps do not have to be completed in the order in which they are listed:

Be fully admitted to the college, then submit a completed online VN application at www.alvincollege.edu/LVN during application period. See the VN web page for exact dates of application period. Applications may be accessed on the web page on the first day of the application period and will not be accepted after the close of the application period.
 Attend a Vocational Nursing applicant meeting. Check the VN web page for meeting location, dates, and times. The last meeting is conducted

on the application deadline date. All initially required application documents (3-5 below) should be turned in at an applicant meeting. Those arriving late to an applicant meeting may not receive credit for attendance. CHILDREN ARE NOT ALLOWED TO ATTEND.

Provide original official proof of a high school level education. This is a BON requirement. Proof of college attendance or graduation is not acceptable. The VN program does not accept foreign high school credits. They must be evaluated for U.S. equivalency by an ACC approved transcript evaluation services provider. You will find a list of approved companies in the "Academic Policies & Regulations" section of this catalog. The original transcript evaluation document must be submitted to the VN department.

Submit HESI A2 exam scores to the VN department. Applicants are required to take the following sections of the exam: Math, Reading, Comprehension, Vocabulary & General Knowledge, Grammar and Anatomy & Physiology. VN applicants may combine section scores from different HESI exams. If an applicant wishes to repeat the entire exam, or repeat specific sections, at least 30 days must elapse prior to retesting. HESI A2 scores for all required test sections must be less than five years old as of the application deadline. If the exam is taken at ACC, the VN department automatically receives a score report. If the exam is taken elsewhere, you must have the results sent to nursing@ alvincollege.edu. It may take up to 2 weeks for us to receive them. Plan accordingly, we MUST receive the exam scores no later than the application deadline.

Submit proof of Hepatitis-B (HBV) vaccine injection #1, or proof of HBV immunity (a titer).

Selection for Admission: Admission to the VN program is competitive. There are no prerequisite courses for the VN program. After the application deadline, applicants are primarily ranked according to their HESI-A2 exam scores. Applicants must achieve a reading comprehension score of 70% or better and a composite score of 65% or better. Additional admission preference is given to applicants achieving the required HESI exam scores if they:

Live in-district for Alvin Community College. To determine if you reside within the district, contact the Admissions Office at 281-756-3531. Have completed Biology 2401 Anatomy & Physiology I and Biology 2402 Anatomy & Physiology II by the application deadline. The grade attained in each course must be a "C" or better and must be no more than 5 years old as of the application deadline. Although there is no mimimum requirement for HESI A2 math scores, those scoring 85% or above on the math section recieve additional

admission consideration.

**Program Information:** 

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The total cost for the VN Program is approximately \$5,700 for students living in-district and approximately \$7,700 for students living out-of-district. This includes all tuition and fees, HESI A2 fee, required CPR certification, malpractice insurance, books, miscellaneous supplies, uniforms, plus costs related to graduation and licensure. The cost of personal health insurance and transportation are the student's

responsibility. Note: Costs are subject to change without notice.

The VN program reserves the right to dismiss, at any time, any student. The reasons for dismissal include, but are not limited to, the infractions listed in BON rule # 214.8. The VN Program adheres to ACC Academic Dishonesty & Integrity policies and procedures.

The program consists of both academic courses and associated clinical learning experiences as required by the BON. The student must demonstrate the ability to meet the course objectives identified in each academic course plus the learning and skill performance objectives identified for each clinical course in order to progress in the program.

The ACC VN program is affiliated with a variety of healthcare facilities in order to provide the clinical experiences required by the BON. The days and shifts available for clinical vary from facility to facility. Clinical assignments can be in Brazoria County or the counties surrounding it. Clinical hours can be scheduled for any hour on any day of the week.

Requirements that must be completed after conditional acceptance in order to become fully accepted:

Note: These requirements must be met by the deadlines listed in the instructions sent to students after they are initially accepted. The instructions give specific directions for completing the following steps:

Attend the VN Program orientation for the class of 2018-2019 (date and time TBA).

Have healthcare provider complete, sign, and date a "Statement of Fitness," VN department will provide the form.

Pay for and complete two criminal background checks. Results of background checks must be deemed as satisfactory according to VN Program policy, the requirements of VN clinical affiliates, and must meet the eligibility criteria, as determined by the BON that will allow graduated students to write for the NCLEX-PN. A social security number is required and will be verified during the background checks. One of the background checks is done by a private firm and is required by clinical affiliates. The other is a DPS/FBI background check that the Texas Board of Nursing requires for all nursing students. See VN application instructions at www.alvincollege.edu/LVN for further information about BON background check procedures. information about BON background check procedures.

Note: Persons convicted of a felony offense, those who have received deferred adjudication for a felony offense, and those appealing a felony conviction, are not eligible for admission to the ACC VN Program. The ACC VN program defines the term "conviction" as BON rule 213.1.12 does. This policy is applicable even when a prospective student has filed a "Petition for Declaratory Order" with the BON and received BON consent to sit for the NCLEX-PN after graduation from an approved VN program.

Pay for and submit a urine drug screen. This is done on program orientation day, the screen must be negative in order to maintain your accepted student status.

Obtain CPR certification from the American Heart Association, it must be for Basic Life Support (BLS) for Healthcare Providers.

f. Provide proof of the following:

a. Up-to-date immunizations or proof of immunity - measles mumps, rubella (titer required), tetanus, diphtheria, pertussis (pertussis booster required after age 18), <u>varicella (titer required)</u>, all 3 injections of the Hepatitis B vaccine series (or a titer indicating Hepatitis B immunity), and seasonal flu.

Negative TB screen (PPD) skin test, Quantiferon blood test, or chest xray performed specifically for TB screening purposes).

Pay for lab supplies.

Order and pay for VN uniforms on program orientation day.

**Transfer Students / Readmission Students** 

Applicants from ADN or VN programs not affiliated with ACC are considered new students. They must apply during the application period, and meet & abide by the current VN admission, curriculum, and program requirements. Courses from other ADN or VN programs will be evaluated for transfer on an individual basis by the VN Department Chair. The courses must be no older than 2 years as of the application deadline. If the VN Department Chair finds the course content suitable for transfer, evidence of competency in these previously competed. nursing courses will be required before the courses are accepted for transfer. This will be accomplished by a written exam and may include

clinical skills competency demonstration. The student must pass the competency testing in order for these courses to be accepted.

ACC ADN students who wish to join the VN program may apply. If the student must enter VN program in the first semester, they must apply to the program along with all other applicants. They must meet & abide by the current VN admission, curriculum, and program requirements.

ACC ADN students who wish to enter the VN program in the fall seinester will be placed on a wait list after filling out an application. The

students will be admitted on a space available basis if they meet & abide by the current VN admission, curriculum, and program requirements. Evidence of competency in previously completed nursing courses will be required before the courses are accepted. This will be accomplished by a written exam and may include clinical skills competency demonstration. The student must pass the competency testing in order to be

ACC VN students who fail to complete the program in the first semester and wish to make a second attempt must reapply to the program. 4. They will then be ranked for admission along with all other applicants. They must meet & abide by the current VN admission, curriculum, and

program requirements.

All students are allowed two attempts, maximum, to complete the program. For returning VN students entering in the second or third

semester, the second attempt must be made within 1 year of the previous withdrawal from the program.

ACC VN students who complete the summer semester successfully, but fail to complete the fall semester may return for one further attempt. The second attempt must be made within 1 year of the previous withdrawal from the program. They must complete a new program application, and must meet & abide by the current VN admission, curriculum, and program requirements. The students will then be placed on a wait list and admitted as space permits. Evidence of competency in previously completed VN courses will be required before the courses are accepted. This will be accomplished by a written exam and may include clinical skills competency demonstration. The student must pass the competency testing in order to be admitted.

The ACC VN program does not readmit VN students, or accept students from other nursing programs if they:

failed clinically, or;

were dismissed for professional behavior issues, or;

committed acts of academic dishonesty

#### **Progression and Dismissal Policies:**

The VN program is a block scheduled program with one entry point and one exit point. A new cohort enters each June and exits the following May. All courses are taken in the same sequence and at the same time by all students. Course sequencing is shown in the curriculum below.

Students must attain a "C" or better in all required courses. An average of 75% is the lowest score accepted as a "C"

In classes that have both a classroom and clinical component, the student must attain a 75 % or greater average in both components. If a student receives a grade of less than 75% average in either component, the student cannot course or any co-requisite courses. The student

must withdraw from the program and, if eligible, reapply to the program within the required time-frame.

The maximum allowable number of absences in summer semester (11 week) is two per academic course, and one total for clinical. The maximum allowable absences in the fall and spring semesters (sixteen weeks each) is three per academic course and two total for clinical. For classroom courses, late is defined as more than 15 minutes after the beginning of class. See the VN Student Handbook for policies regarding being late to clinical assignments. Three instances of being late to a class or clinical equals one absence in that class or clinical.

	Course Number	Course Title	Credits
	First Semester (Summer)		neib of Japin
	VNSG 1122	Vocational Nursing Concepts	214!8. The V
	VNSG 1160	Clinical I - Vocational Nurse	academic cou
	VNSG 1227	Essentials of Medication Administration	o estudo2nt 1
190 125	VNSG 1420	Anatomy & Physiology for Allied Health	01 19010411 98
	VNSG 1423	Basic Nursing Skills	4
	reprinced alaquities of topical	in be scheduled for any hour on any day of the week.	12
	Second Semester (Fall)		
	VNSG 1329	Medical-Surgical Nursing I	3
	VNSG 1331	Pharmacology	3
	VNSG 1332	Medical-Surgical Nursing II	3
	VNSG 1660	Clinical II - Vocational Nurse	6 ·
	termined by the BON that w	clinical affiliates, and must meet the eligibility criteria, as de-	AV to a 15mg
	Third Semester (Spring)		
	VNSG 1219	Leadership & Professional Development	anob a 2 be
	VNSG 1226	Gerontology	2
	VNSG 1230	Maternal-Neonatal Nursing	2
	VNSG 1234	Pediatrics //V 00A art .msnpor9 //V 00A art of noiseimor	s to slot 2 o h
	VNSG 1301	Mental Health & Mental Illness	3
	*VNSG 1661	Clinical III - Vocational Nurse	6
	drisin ul tauta fil avasçan a	Paris is done on program obsessionnesy, pre seren musical	17
Total C	redits Required for Vocational	Nursing Certificate	44

\* Capstone Course

2017-18 Rev: 07-27-17

Purpose: The Associate of Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in the business office. It is designed for those seeking first employment and for those currently employed who are seeking promotion.

Program Requirements: The two-year curriculum in Office Administration provides instruction in areas required for competence as an administrative assistant or an office manager. The student will gain at least eight months work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Office Administration in addition to the Administrative Support Certificate and the Office Assistant Certificate.

Associate of Applied Science Degree Program

Course Number	Course Title	Credi
FIRST YEAR		
First Semester	Career Exploration & Planning	00
POFI 1301	Computer Applications I (Microsoft Office)	3
POFT 1309	Business Office Procedures I	3
POFT 1319	Records Management I	3
POFT 1329	Beginning Keyboarding manager a stabilities of manager and mand manager and manager and manager and manager and manager and ma	10 not 5.3 i
PSYC 1300	Learning Framework	3 15
Second Semester	ration - Administrative Support Certificat	deinia Minist
ACNT 1303	Introduction to Accounting	3
**BMGT 1305	Communications in Management	3
POFI 1341	Computer Applications II (Adobe Acrobat, Visio, Publisher, SAP, Microsoft Project)	3
POFI 2301	Word Processing (Word)	3
POFT 1325	Business Math Using Technology	3
1.GLA 1345 R	Civil Lingation I inamena Manageria	15
SECOND YEAR		
First Semester		
Emphasis Electives:	Select one course from Emphasis Electives:	3
ACNT 1311 or	Intro to Computerized Accounting (QuickBooks) or all served and balance	
HITT 1305 or	Medical Terminology I or Market State (1992) A Description of office	
POFL 1340	Legal Office Procedures II	
*ENGL 1301	Composition I College Service II 201050019 60190 Isse.	046 3
*MATH 1314	College Algebra	3
POFI 1349	Spreadsheets (Excel)	3
*POFT 1382	Co-Op- General Office Occupations & Clerical Services	3
	Co-op - General Utilice Uccupations of Charlest Services and Services Ser	15
Second Semester	Select from Language, Philosophy & Culture Core Correction	3
Emphasis Electives:	Select one course from Emphasis Electives:	3
*BMGT 1325 <b>or</b>	Business Office Management or and allowing more security and assessment	
LGLA 1345 or	Civil Litigation or no memogenal soft asseniated	
*POFM 1317	Medical Administrative Support to maggin evits teinimbA leathsM	1317 or
*Creative Arts or	Select from Creative Arts Core Curriculum or	3 3 5
*Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
POFT 1300	Career Exploration & Planning	3
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
*Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Goolal & Deliaviolal Golelices	Public Speaking of	ibA tot bet 15
SHIPS I STATE	ministration-Administrative Assistant	60

<sup>\*</sup>Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Business Office Management Emphasis - ACNT 1311 Intro to Computerized Acct, BMGT 1325 Business Office Management Medical Office Management Emphasis - HITT 1305 Medical Terminology, POFM 1317 Medical Administrative Support Legal Office Management Emphasis - POFL 1340 Legal Office Procedures II, LGLA 1345 Civil Litigation

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student student aximum ssroom late to

> 2017-18 Rev: 07-27-17

<sup>\*</sup>Capstone course.

\*Capstone course.

## Office Administration - Office Assistant Certificate (CIP 52.0408)

Course Number	Course Title	Credits
First Semester		
ACNT 1303	Introduction to Accounting	3
POFI 1301	Computer Applications I (Microsoft Office)	3
POFT 1309	Business Office Procedures	3
POFT 1319	Records Management I	3
POFT 1329	Beginning Keyboarding	3
	on individual basis by the Viv Dagariment Chair. The courses must be no sales	15
Second Semester		
BMGT 1305	Communications in Management	3
POFI 2301	Word Processing (Word)	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, SAP, Visio, Microsoft Project)	3
POFT 1300	Career Exploration & Planning	3
*POFT 1382	Co-op - General Office Occupations & Clerical Services	3
Security of the section of the secti	o include dinuza sens composency demonstration. The outside place and seemed	15
	I fremeganski atroopst	00
Total Credits Required for Office	Assistant Certificate Program	30

## Office Administration - Administrative Support Certificate (CIP 52.0401)

Course Nun First Semeste	[2] [[[마다 : 1] [[[마다 : [[[마다 : [[[[[[[[[[[[[[[[[[[[[[[	he provide management in endistancement
ACNT 1303	Introduction to Accounting	grav Jeogra adah A. H. anatisatog A. anutisa C
POFI 1301	Computer Applications I	
POFT 1309	Business Office Procedu	
POFT 1319	Records Management I	raticept students from other nutsing programs in they.
POFT 1329	Beginning Keyboarding	3 A3 15 tel
Second Sem	ester	ectives: Selectione course from Emphasis Electives:
Emphasis Ele ACNT 13 HITT 13 POFL 13	ctives Select One Course from 111 or Intro to Computeri 05 or Medical Terminolo	
POFI 1341	Computer Applications I	I (Adobe Acrobat, Publisher, SAP, Visio, Microsoft Project) 3
POFI 2301	Word Processing (Word	
POFT 1325 POFT 1382	Business Math Using Te Co-op - General Office	echnology 3 Occupations & Clerical Services 3 15
Third Semes	ter	Telast
BMGT 1305 Emphasis Ele *BMGT *POFM	1325 <b>or</b> Business Office M 1317 <b>or</b> Medical Administr	n Emphasis Elective List: 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
LGLA 1		or Select from Creative Arts Core Cerriculum or Select from Creati
POFI 1349	Spreadsheets (Excel)	$1000$ phy & Culture $_{ m c}$ Select from Lenguage, Philosophy & Culture Co
POFT 1300	Career Exploration & P	
* POFT 2382	Co-Op-General Office (	Occupations & Clerical Services 3 15
Total Credits Required	d for Administrative Support Certificate Pro	AST Manager Select from Social & Benavioral Sciences Caranger Manager

\*Capstone course.

Business Office Management Emphasis - ACNT 1311 Intro to Computerized Acct, BMGT 1325 Business Office Management

Medical Office Management Emphasis - HITT 1305 Medical Terminology, POFM 1317 Medical Administrative Support

Legal Office Management Emphasis - POFL 1340 Legal Office Procedures II, LGLA 1345 Civil Litigation

<sup>\*\*</sup>Course description is under the Management department.

<sup>\*\*\*</sup>Course description is under the Paralegal department.

### Paralegal (CIP 22.0302)

Associate of Applied Science Degree Program (A.A.S.)

Purpose: The Associate of Applied Science Degree for Paralegal is designed to prepare the successful student for a career as a Paralegal. In this program, the student gains knowledge of legal and court procedures in rendering a variety of legal services, including research, case management, drafting of documents, client interviews, and law firm operations. The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services. The qualified Paralegal may find employment with law firms, business and industry, including banks, title companies, insurance firms, governmental agencies, petrochemical companies, etc.

Attorneys generally set high standards of character and education for Paralegals. Paralegals must be responsible and mature individuals thoroughly conversant in legal terminology and procedures. The curriculum consists of Paralegal courses, plus a two semester co-op (internship). A co-op course provides the students with the opportunity to further increase their knowledge and skill levels needed for employment in the legal field.

Courses for the Paralegal program do not need to be taken in the order shown on this page. Please use the semester schedules as a quideline and / or contact the department chair for assistance with choosing courses.

### Associate of Applied Science Degree Program

Course Number	Course Title	Credits
FIRST YEAR		
First Semester (Fall)		
LGLA 1301	Legal Research & Writing	3
LGLA 1311	Introduction to Law	od Smester (Spring
LGLA 1353	Wills, Trust and Probate Administration	3
LGLA 2303	Torts and Personal Injury Law	<u>3</u> 12
Second Semester (Spring)		12
LGLA 1323	Employment Law	3
LGLA 1345	Civil Litigation	3
LGLA 1355	Family Law	3
LGLA 2313	Criminal Law & Procedure	Ser <u>E</u> ester (Summer)
Third Semester (Summer)		12
LGLA 2305	Interviewing and Investigating	388
LGLA 2311	Business Organizations	388
POFI 1301	Computer Applications I	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3 12
SECOND YEAR		ND YEAR
First Semester (Fall)		
+ Creative Arts or	Select from Creative Arts Core Curriculum or	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
LGLA 1351	Contracts Law Isosalosa 9 II has evitageoso 0	3
LGLA 1380	Cooperative Ed I - Paralegal	3
LGLA 2323	Intellectual Property	<u>3</u>
		O Ispelate 9 to 1 betting
Second Semester (Spring)		
+ ENGL 1301	Composition I	sequi themeniup 3
* LGLA 2381	Cooperative Ed II - Paralegal	as toolude oil couloc
<ul> <li>Life &amp; Physical Sciences or</li> </ul>	Select from Life & Physical Sciences Core Curriculum or	3
+ Mathematics	Select from Mathematics Core Curriculum	O GREATING BUT IN ARM
+ SPCH 1315 <b>or</b>	Public Speaking or	<u>3</u>
+ SPCH 1318	Interpersonal Communication	STON 3
	Interperannal Communication	12
redits Required for A.A.S. Paralect	gal Degree	60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

NOTE: Additional Paralegal courses may be availabe in the Summer Semester.

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<sup>\*</sup> Capstone course. If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.

The Paralegal Certificate program is designed for individuals who would like to obtain their paralegal education and enter the job market as quickly as possible. This program is a great option for individuals who presently have an associate or bachelor's degree, from an accredited college, in a different field of study. Courses for the Paralegal program do not need to be taken in the order shown on this page. Please use the semester schedules as a guideline and/or contact the department chair for assistance with choosing courses.

Courses for the Paralegal program do not need to be taken in the order shown on this page. Please use the semester schedules as a guideline and / or contact the department chair for assistance with choosing courses.

	Course Number	and procedures. The currection consists of P <sup>S</sup> <b>Title</b> is a consist of the constant of the co	
	FIRST YEAR	gram do not need to be taken in the order shown on this page. Pl	
	First Semester (Fall)	de principal son as sent a company de la contra la contra la contra de la contra del contra de la contra del la cont	
	LGLA 1301	Legal Research & Writing Services mshporf eerges	Appli 8 Science I
	LGLA 1311	Introduction to Law	15 Sadan 3 agree
	LGLA 1353	Wills, Trust, and Probate Administration	3
	LGLA 2303	Torts and Personal Injury Law	rat Sen <u>&amp;</u> ster (Fall)
			12 A A
	Second Semester (Spring	A MARKET STREET, SE SEEN ALCO CONTRACTO CONTRACTO TO HOUSE SECURITION OF SECURITIES SECURITION OF SECURITICS OF SECURITION OF SECURITION OF SECURITION OF SECURITION OF SE	
	LGLA 1323	Employment Law elading bins launt alliw	Credits 3 Ale
	LGLA 1345	ws.J. yould language beaution	3
	LGLA 1355	Family Law (2010)	q2) refeeming brook
	LGLA 2313	Criminal Law & Procedure	3 3
			12
	Third Semester (Summer)		
	LGLA 1380	Cooperative Ed I - Paralegal	mud) setse Set his
	LGLA 2305	Interviewing & Investigating	388 A.K
	LGLA 2311	Business Organizations and assumption agenta is	382 AJ6
	POFI 1301	Computer Applications I and sortiga A refugition	381130
			12
	SECOND YEAR		
	First Semester (Fall)		
	LGLA 1351	Contracts Law 100 eroO ahA evilserO mont foele?	eative 8rts or
	LGLA 2323	Intellectual Property	vudosolių, 300 milio
	* LGLA 2381	Cooperative Ed II - Paralegal	<u>3</u> 51 A.R
			9° LA 20
T-4-1	O17- D1-16- D1		A F
iotal	Credits Required for Paralegal Cert	ificate	(6) ·····e···45

<sup>+</sup>Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

NOTE: Additional Paralegal courses may be availabe in the Summer Semester.

<sup>\*</sup> Capstone course. If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.

## Pharmacy Technician (CIP 51.0805) (2000.18 910) (2000.18 9

Associate of Applied Science Degree Program (A.A.S.)

Purpose: The Pharmacy Technician Program offers a 2 year curriculum to prepare individuals for an allied health career working in a pharmacy. The program prepares you to take the Pharmacy Technician Certification Exam. Once certified, you will be able to work in retail pharmacies, hospital pharmacies, and mail order pharmacies.

#### **Program Requirements:**

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- Have a high school diploma or GED.
- Apply to Alvin Community College and fulfill the admission requirements. clinical experience at the property of the pro
- Not currently on suspension or academic probation at any college. 3.
- 4.
- Apply to the Pharmacy Technician program.

  Interview with the Department Chair of the program. 5.
- Pass a drug screen. You must not have any felonies (in the last 5 years) or drug convictions. 6.
- All students are required to make a C or greater for all pharmacy technician courses. 7.
- Apply and obtain "technician in training" card through the Texas State Board of Pharmacy. 8.
- Current immunizations required for clinical rotation. 9.
- 10. CPR certification required for clinical rotation.

FIRST YEAR		
First Semester		
PHRA 1301	Introduction to Pharmacy	3
PHRA 1305	Drug Classification	3081
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1361	Clinical I - Pharmacy Technician	3
PHRA 1413	Community Pharmacy Practice	<u>4</u> 16
Second Semester		d Semester
PHRA 1315	Pharmacy Terminology	3
PHRA 1347	Pharmaceutical Mathematics II	3
PHRA 1441	Pharmacy Drug Therapy & Treatment	4
PHRA 1449	Institutional Pharmacy Practice	4
*PHRA 2262	Clinical - Pharmacy Technician asignated yearns 49 - Isolatio	<u>2</u>
		16
Third Semester		
PHRA 1143	Pharmacy Technician Certification Review	1 95
PHRA 1304	Pharmacy Therapy and Disease Process	3
PHRA 1340	Pharmacy Third Party Payment	3
PHRA 1345	Compounding, Sterile Preparations	3
PHRA 2263	Clinical II - Pharmacy Technician	nical Instr <u>2</u> to
		12
SECOND YEAR		
First Semester	Select from Creative Arts Core Curriculum or	3
Creative Arts or	Select from Language, Philosophy & Culture Core Curriculum	red as a 00% 50
tanguage, Philosophy & Culture tBIOL 1406 or	Biology for Science Majors I or	4
*BIOL 2401 <b>or</b>	Anatomy and Physiology I <b>or</b>	s/her physician
*CHEM 1411	General Chemistry	
*ENGL 1301	Composition I	3
*SPCH 1315 <b>or</b>	Public Speaking <b>or</b>	3
*SPCH 1318	Interpersonal Communication	·
*Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Octor & Deriavioral Ociences	Coloct from Coolal a Bollational Colorison Colo Carriodiani	16

<sup>\*</sup> Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

07-27-17

<sup>\*</sup> Capstone Course

### Pharmacy Technician Certificate (CIP 51.0805)

Purpose: The Pharmacy Technician Certificate is designed to prepare career oriented persons to take the Pharmacy Technician Certification Exam and enter the field of Pharmacy.

#### **Program Requirements:**

- 1. Have a high school diploma or GED.
- Apply to Alvin Community College and fulfill the admission requirements.
- Not currently on suspension or academic probation at any college.
- Apply for the Pharmacy Technician program. 4.
- Interview with the Department Chair of the program.
- Pass a drug screen. You must not have a felony (in the last 5 years) or any drug convictions. If it is not have a felony (in the last 5 years) or any drug convictions.
- All students are required to make a C or greater for all pharmacy technician courses.
- Apply and obtain "technician in training" through the Texas State Board of Pharmacy.
- Current immunizations required for Clinical II.

  CPR certification required for Clinical II.

  CPR certification required for Clinical II.
- 10. CPR certification required for Clinical II.

Course Number	Course Title		Credits	
First Semester	abung			FIRST YEAR
PHRA 1301	Introduction to Pharmacy		3	First Semeste
PHRA 1305	Drug Classification		3	
PHRA 1309			3	
PHRA 1361	Clinical I - Pharmacy Technician		3	
PHRA 1413	The state of the s		4	
1111011110	Community Finantiacy Francisco		16	
Second Semester				
PHRA 1315	Pharmacy Terminology		3	
PHRA 1347			3	
PHRA 1441	Pharmacy Drug Therapy & Treatm	ent youren't purd yournad?	4	
PHRA 1449			4	
* PHRA 2262			<u>2</u>	
			16	
Total Credits Required for Ph	narmacy Technician Certificate		32	
* Capstone Course				
LOLA 136		Pharmacy Therapy and Dise		

Purpose: Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of the sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods.

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a degree that includes lectures, lab experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT).

The program is fully accredited by the Committee on Accreditation for Polysomnographic Technologists Education (CoA-PSG), One Westbrook Corporate Center, Suite 920, Westchester, IL 60154, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 E. Wacker Dr., Suite 1970, Chicago, IL 60601-2208, www.caahep.org.

#### **Admission Requirements**

ation

To be considered for admission to the Polysomnography program, the applicant must:

- a. be a high school or GED graduate.
- make an application to Alvin Community College and fulfill the admission requirements.
- make an application to the Polysomnography program.
- submit official transcripts of all previous college work to ACC Enrollment Services Center.
- e. demonstrate an understanding of the responsibilities, duties and technical standards for the Polysomnography profession.
- have completed the HESI A2 Entrance Exam and complete BIOL 2401, BIOL 2402, and ENGL 1301 with a grade no lower than a "C" before the January start date.
- interview with the Program Director
- h. complete a physical examination which includes TB skin test and immunizations upon acceptance to the program.
- i. not currently be on suspension or academic probation.
- have current CPR certification AHA Health Care Provider (will be taught in HPRS 1310).
- must have a negative criminal background check and a clear drug screen as condition of full acceptance into the program.

#### **Progression Policy**

- 1. The Polysomnography students will abide by the admission and curriculum requirements of the Polysomnography Department at the time they are admitted or re-admitted to the program.
- 2. Once a student has enrolled in the Polysomnography Program, all Polysomnography courses must be completed in the proper sequence as shown in the catalog and degree plan or must have the approval of the Program Director.
- 3. No grade below a C in a Polysomnography or academic course will be acceptable.
- 4. A student will be terminated from the program if clinical performance is unsatisfactory as determined by the Clinical Instructor and the Program Director. This action may be taken at any time during the semester or at the end of the semester.
- 5. In the event a student is asked to leave a clinical affiliate, and not return, the student may not continue progressive courses utilizing that facility. If the clinical affiliate is utilized in future courses, the student will be terminated from the program.
- 6. Only two (2) attempts in any science/math or any Polysomnography course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
- 7. A student requiring hospitalization, or sustaining an injury, will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student my not be allowed to return to the clinical area if he/ she must be on medications which may interfere with his/her ability to perform satisfactorily.
- 8. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the required work.
- 9. Students must complete the program within three (3) years after initial acceptance.

Up to 24 hours of prior learning assessment can be awarded toward an associate degree, to students with a minimum of 2 years full-time experience in Polysomnography and registered by the Board of Registered Polysomnography Technologist (BRPT) as a RPSGT. For more information please visit the Polysomnography department chairsperson.

7-27-17

anerillo yne Course Number   sends quala ya	Course Title are prosib nommon sebulani tud behav si sretnosib geels	Credits
Pre-requisites (SEE) (MARS)		
P*BIOL 2401	Anatomy & Physiology I	4
P * BIOL 2402	Anatomy & Physiology II	4
P*ENGL 1301	Composition I control of the control	3
FIRST YEAR	program is to prepare technologists for Board Registration by the Saard of	
First Semester (Spring)		
HPRS 1304	Basic Health Profession Skills	3
PSGT 1205	Neurophysiology of Sleep	2
PSGT 1310	Neuroanatomy & Physiology	3
PSGT 1340	Sleep Disorders 579.06/1580.www.cachas.www.cachas.accorders	3
PSGT 1400	Polysomnography I	4
		15
Second Semester (Summer)	testion to the Polysomnography program, the applicant must:	
PSGT 1260	Clinical I - Polysomnography shubsing 030 in	2
PSGT 2205	Sleep Scoring & Staging be entitled the epsilod vinummod niviA of no	2
RSPT 1310	Respiratory Care Procedures I memoria vides pontrolevio9 arti of the	3
	scripts of all previous college work to ACC Enrollment Services Certier, fiscal	ne <b>7</b> leich
SECOND YEAR		
First Semester (Fall)		
PSGT 2411	Polysomnography II	4
PSGT 2660	Clinical II - Polysomnography	6
RSPT 2239	Advanced Cardiac Life Support	2
*Social & Behavioral Sciences	Select from Social & Behavorial Sciences Core Curriculum	3
	readepotent of economic providers built be touched at 1200 1210	15
Second Semester (Spring)		
PSGT 1191	Special Topics in ENDT	1
PSGT 2250	Infant and Pediatric Polysomnography	2
*PSGT 2661	Clinical III - Polysomnography	6
<sup>+</sup> Creative Arts <b>or</b>	Select from Creative Arts Core Curriculum	3
*Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	nos-er ro
	notied in the Polysomnography Program, all Polysomhography courses mu	12
Total Credits Required for A.A.S. Polysomnogra	nd degree plan or must have the approval of the Program Director.	

<sup>\*</sup> Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

P Pre-requisite courses must be completed before January start date.

<sup>\*</sup> Capstone Course

## Polysomnography - Advanced Technical Certificate (CIP 51.0903) 281-756-5655

Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods.

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a certificate that includes lectures, lab experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT.)

#### **Admission Requirements**

To be considered for admission to the Polysomnography program, the applicant must:

- a. Make an application to Alvin Community College and fulfill the admission requirements.
- b. Make an application to the Polysomnography program.
- c. Have an Associate Degree in a Health Care field.
- d. Submit official transcripts from college where above degree was granted.
- e. Submit appropriate state licensure and/or credentials.
- f. Interview with the Program Director.
- g. Complete a physical examination which includes TB skin test and immunizations upon acceptance to the program.
- h. Not currently be on suspension or academic probation.
- i. Have current CPR certification AHA Health Care Provider.
- j. Have a negative criminal background check and a clear drug screen as a condition of full acceptance into the program.
- k. Must have proof of medical health insurance.

Course Number	Course Title	Credits
First Semester (Spring)		
PSGT 1205	Neurophysiology of Sleep	2 an A
PSGT 1310	Neuroanatomy & Physiology	e Venilosophy & Culture
PSGT 1340	Sleep Disorders	e, galloscon 6 Cumule
PSGT 1400	Polysomnography I <sup>(1)</sup> (golorafoe <sup>T</sup> isolanerooute <sup>(1)</sup> beilgqA	4
		12 02
Second Semester (Summer)		
PSGT 1260	Clinical I - Polysomnography	2
PSGT 2205	Sleep Scoring & Staging	2 2000
RSPT 1310	Respiratory Care Procedures	3 7(11s3) 7
Third Semester (Fall)		54 of
PSGT 2411	Polysomnography II solonnoet associated by syllaneous	4 083
PSGT 2660	Clinical II - Polysomnography	6
RSPT 2239	Advanced Cardiac Life Support	2
	Process Technology III (Operations)	12 88
Fourth Semester (Spring)		
PSGT 1191	Special Topics in ENDT	1
PSGT 2250	Infant and Pediatric Polysomnography	Semester (Schoo)
* PSGT 2661	Clinical III - Polysomnography	6 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
		8118
redits Required for Advanced Tech	nnical Certificate in Polysomnography	40

<sup>\*</sup>Capstone Course.

## 

Associate of Applied Science Degree Program (A.A.S.)

Purpose: The Process Technology associate level program offers students core courses related to Process Operations that will prepare them to become process technicians in the refining, petrochemical, power generation, oil and gas production, food, and other process industries. Technical knowledge and skills will be gained in areas such as operating equipment, instrumentation systems, process systems, process troubleshooting and computer applications. The associate program will take four semesters to complete. Graduates from the program will be prepared for entry level ep Disorders Centers, which can be jocated in medical centers, ho employment as process technicians. program offers a certificate that includes lectures, lab experience on campuspiclinical experience at accre-

Program Requirements: In addition to the general requirements for admission to ACC, entry into the Process Technology program requires basic proficiency in English, Reading, and Math.

Course Number	Course Title	Credits emementupeЯ not
FIRST YEAR		amontone, A no
First Semester (Fall)	yeomnography program, the applicant mustanosid casts	nsidered for admission to the Pol
*ENGL 1301	Composition I	
*MATH 1314 <b>or</b>	College Algebra or	ske an application to the Polyson
*MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	ive an Associate Degree in a Hea
PTAC 1302	Introduction to Process Technology and avoids and well	bmit office i transcripts from colle
PTAC 1308		bmit app <u>6</u> priate state licensure a
TROP 1 TO ID		erview vizit the Program Director
Second Semester (Spring)	hich includes TB skin test and immunizations upon acceptant	t currently be on suspension or a
PPTAC 1310		MA - neitsoitines P90 inenus evi
PPTAC 1332	Process Instrumentation I	ve a negative criminal backgroun
SCIT 1414	Applied General Chemistry	st have proof of medical health in
*Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	
	Course Title	Cours <b>EN</b> Aguaper
Third Semester (Summer)		First Semester (Spring)
*Creative Arts or	Select from Creative Arts Core Curriculum or	PSGT <b>\$</b> 205 PSGT 1316
*Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curric	PSGT 1340 mulu
CTEC 1401	Applied Petrochemical Technology (Physics)	PSGT A100
PPTAC 2420	Process Technology II (Systems)	louium 4
PPTAC 2436	Process Instrumentation II	Secon <u>&amp;</u> Semester (Semmer) PSGT 1760
South Request for A.E.S. Polymorphi	Clinical I - Polysomnography Steep Scoring & Stering	15
SECOND YEAR		
First Semester (Fall)		
PPTAC 1354 or	Industrial Processes or	Third Samester (Fell)
** CTEC 2380	Cooperative Ed - Process Technology	PSG12411
PTAC 2314	Quality, Statistical Process Control & Economics	PSGT <b>2</b> 560
▶P*PTAC 2438	Process Technology III (Operations)	4
PPTAC 2446	Process Troubleshooting	Fourth Femoster (Spring)
F 1AC 2440	Special Topics in ENDT	
Second Semester (Spring)	nfant and Pediatric Polysonnography	PSGT 2250
*SPCH 1315 <b>or</b>	Public Speaking or	PSGT 2651
*SPCH 1318	Interpersonal Communications	
TECM 1303	Technical Calculations ydgs gonmowlog at stabiling	Requ $\underline{\mathbf{c}}$ ad for Advanced Technical
1201111000		6

\* Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

A grade of "C" or higher is required in PTAC core courses to advance to the next level.

<sup>&</sup>gt; Capstone Course - Can not be substituted.

<sup>\*</sup> Requires Department Chair approval.

P Denotes a series of Pre-Requisite Process Technology Courses.

Process lechnology

Certincate

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Purpose: The Process Technology certificate level program is designed to prepare students for entry level trainee jobs in the process industries. Time for completion is one-and-one-half years.

Purpose: The Residency Care Department offers a two-year program that prepared in

Program Requirements: A certificate student will take the following curriculum to achieve the certificate in Process Technology.

Course Number	Course Title	Credits
First Semester	3Th by passing the Therapiet Multiple-Choice Commistion and	
PTAC 1302 Polising of mission	Introduction to Process Technology	eschickory care practition
PTAC 1308	Safety, Health and Environment in the Process Industry	ling I <u>S</u> n Taub, Texas Ci
		COAR #200307) is fully
Second Semester		
PPTAC 1310	Process Technology I (Equipment)	atmar 3
PPTAC 1332	Process Instrumentation I	atons:are program adm
SCIT 1414	Applied General Chemistry	chiechool or GED gradu
	still the admission requirements, including intex.	application to ACC and fu
	ory care program.	policefon to the respirat
Third Semester (Summer)	Second and the factor of the control of the co	
CTEC 1401	Applied Petrochemical Technology (Physics)	molecular the HESIA2 F
PPTAC 2420	Process Technology II (Systems)	ssion 4 HESI A2 scores i
		te â n <mark>j</mark> rysical examinatio
	e into the progrem, a student must have a hagaine trifunal bac	ndition of full acceptance
Fourth Semester	beau.	per ai sonameni ritigeri i
PTAC 2314	Quality, Statistical Process Control & Economics	t OPE card is not requir
P>PTAC 2438	Process Technology III (Operations)	noisnegaus no erayana
PPTAC 2446	Process Troubleshooting	etno noissimbs es <u>4</u> de a
		cum <b>t</b> trive GPA of 2.0 c
		the Respiratory Care D
al Credits Required for Process Technological	gy Certificate	It to muminim a sasamo

Respiratory gare professionals with at least two years' full-time experience in the field will have the opportunity to

A grade of "C" or higher is required in PTAC core courses to advance to the next level. I consupate in begins listed and faum assuum assuum assuum.

<sup>&</sup>gt; Capstone Course - Can not be substituted.

<sup>&</sup>gt; Capstone Course - Can not be substituted.

P Denotes a series of Pre-Requisite Process Technology Courses.

### Respiratory Care

Associate of Applied Science Degree Program (A.A.S.)

Purpose: The Respiratory Care Department offers a two-year program that prepares individuals for an allied health specialty in the clinical care and management of respiratory disorders. The graduate will possess advanced, intensive-care skills to assess, monitor and evaluate adult, pediatric and neonatal patients on mechanical ventilation. Respiratory therapists practice in a variety of settings, including intensive care units, neonatal/pediatric special care areas, general hospital floors, emergency/trauma units, extended care and rehabilitation facilities, and the home care environment. Respiratory Care courses consist of classroom, lab and supervised hospital experience. Graduates of the associate degree program may become Registered Respiratory Therapists (RRT) by passing the Therapist Multiple-Choice Examination and the Clinical Simulation Examination. Texas requires that respiratory care practitioners obtain a state license to practice respiratory care. The program is affiliated with several community hospitals including Ben Taub, Texas Children's, Memorial-Hermann, Methodist, St Luke's Episcopal Hospital, and eleven other clinical affiliates. The program (CoARC #200307) is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021-4244, 817-283-2835, www.coarc.com.

#### **Admission Requirements:**

- 1. The respiratory care program admits one cohort per Fall semester. To be considered for admission, the applicant must:
  - a. be a high school or GED graduate.
  - b. make application to ACC and fulfill the admission requirements, including THEA.
  - c. make application to the respiratory care program.
  - d. submit official transcripts of all previous college work to ACC Registrar's Office.
  - e. applicants are required to attend an information session or meet with the director.
  - f. have completed the HESI A2 Entrance Exam and complete BIOL 2401, BIOL 2402 and ENGL 1301 with a grade no lower than a "C" prior to admission. HESI A2 scores must be within 5 years of the time of application.
  - g. complete a physical examination form which includes TB skin test, and immunizations upon acceptance to the program.
  - h. as a condition of full acceptance into the program, a student must have a negative criminal background check and a clear drug screen.
  - i. personal health insurance is required.
  - j. a current CPR card is not required prior to acceptance. A CPR course will be taught in RSPT 1429.
  - k. not currently be on suspension or academic probation from ACC or another college or university.
- 2. Transfer students must complete the following:
  - a. meet the above admission criteria.
  - b. have a cumulative GPA of 2.0 or higher on all courses being transferred into the respiratory care curriculum.
  - c. provide the Respiratory Care Department with a description and/or syllabus of each respiratory course being considered for transfer.
  - d. Must complete a minimum of 18 semester hours at ACC in order to be considered a graduate.

#### **Alternate Enrollment:**

- 1. Alternate enrollment applies to those respiratory care personnel who are licensed and have not completed the associate degree.
- 2. Respiratory care professionals with at least two years' full-time experience in the field will have the opportunity to challenge respiratory care courses. These courses must be challenged in sequence unless permission is otherwise granted by the program director.

#### **Progression Policies:**

- 1. Respiratory care students will abide by the admission and curriculum requirements of the Respiratory Care Department at the time they are admitted or re-admitted to the program.
- Once a student has enrolled in the respiratory care program, all respiratory care courses must be completed in the proper sequence as shown in the catalog and degree plan or must have the approval of the program director.
- 3. No grade below a C in a respiratory care or academic course will be acceptable for progression.
- 4. A student will be terminated from the program if clinical performance is unsatisfactory as determined by the clinical instructor and the program director. This action may be taken at any time during the semester or at the end of the semester.
- 5. A student who makes a D or F in any science/respiratory care course may repeat that course once in order to obtain a C or better.
- 6. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with the ability to perform satisfactorily.
- 7. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.
- 8. Students must complete the program within four years after initial acceptance.

Course Number	Course Title	Credits
Prerequisites	uter targuages in the solution of business and somethic problems, dusign at solutions and maint <b>assing spaces</b> was seen the problems. Such that	
*BIOL 2401	Anatomy & Physiology I	4
*BIOL 2402	Anatomy & Physiology II	iom <mark>t</mark> ailon leo
*ENGL 1301	Composition I	3
ENGE 1001	•	
FIRST YEAR		106 <b>8 - PHD</b> 8191
First Semester (Fall)		
RSPT 1166	Practicum-Respiratory Care Therapist	4
RSPT 1207		1
RSPT 1225	Cardiopulmonary Anatomy & Physiology	2
	Respiratory Care Sciences	2
RSPT 1331	Basic Respiratory Care Fundamentals II	3 3
RSPT 1429	Respiratory Care Fundamentals I	4
		12
Second Semester (Spring)		
*Creative Arts or	Select from Creative Arts Core Curriculum or	neT poit 3
*Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
RSPT 1266	Practicum I - Respiratory Care Therapist	2
RSPT 2217	Respiratory Care Pharmacology	stedie 2
RSPT 2310	Cardiopulmonary Disease	3
RSPT 2414	Mechanical Ventilation I	4 0 8
		14
Third Semester (Summer)		
RSPT 1262	Clinical II - Respiratory Care Therapist	2
RSPT 2305	Pulmonary Diagnostics is all aldered during office activities of beneficial	
RSPT 2314	Mechanical Ventilation II	3
COUNTRALO		8
SECOND YEAR	osece num expesso - massopsy e cento cuis cumo cen Protecomina Partecontak II. Java <b>9760111790 - Vpolon</b>	
First Semester (Fall)		
BIOL 2420	Microbiology for Non-Science Majors	4
RSPT 2266	Practicum III - Respiratory Care Therapist	190/11/2021
RSPT 2355	Critical Care Monitoring	- 14
RSPT 2453		PA-3/ TE
RSP1 2453	Neonatal/Pediatric Cardiopulmonary Care	991a 1 <mark>4</mark> 198
* COSC 2498		13
Second Semester (Spring)	Database ProgramminävitomotuA of notloubortel	
RSPT 1191	Special Topics in Respiratory Therapy	4 701 t
*RSPT 2131	Simulations in Respiratory Care	a endran
RSPT 2166	Practicum V - Respiratory Care Therapist	15 1
RSPT 2267	Practicum IV - Respiratory Care Therapist	2
*Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	<u>3</u>
		8
	entrigent Chair or Arcele mic Advisor for thropial politics selection.  Care :: amster Suntano etismico evitornotus A	66

Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

<sup>\*</sup> Capstone Course

## **Texas Department of Criminal Justice (TDCJ)**

Alvin Community College has conducted educational programs for the Texas Department of Criminal Justice since 1965. In addition to the Associate of General Studies and Associate of Applied Science degrees, technical Certificate of Completion Programs are offered. Please refer to the following pages for a description of all programs offered with TDCJ.

## **Associate of Applied Science Degree Programs**

Computer Information Technology - Computer Programming

**Culinary Arts** 

Human Services - Substance Abuse Counseling

Industrial Design

Management

#### **Associate of Arts**

**General Studies** 

### **Certificate Programs**

**Automotive Technology** 

Computer Information Technology - Programming/Networking

**Culinary Arts** 

Human Services - Substance Abuse Counseling

Industrial Design

Management

These certificate programs are designed to provide skills which enable the student to be placed in entry-level employment within a chosen specialty.

## **Automotive Technology - Certificate**

Course Number	Course Title Caspingson Carting Carting	Credits
FIRST YEAR Fall Semester	Ordical Care Monitoring elign on the antical Care Monitoring elign on the available Mediatric Cardiopulinonary Care and a care one of the available of the care care and that	
*AUMT 1310	Automotive Brake Systems	3
*AUMT 1405	Introduction to Automotive	games instantion 400
*AUMT 1407	Automotive Electrical Systems	4
*AUMT 1419	Automotive Engine Renair	4
	youtsriqued Practicum IV - Respiratory Care Therapist reserve and an Practicum IV - Respiratory Care Therapist reserve and an	15

Spring Semester	
*AUMT 1445	Automotive Climate Control Systems Automotive Climate Control Systems Automotive Climate Control Systems
*AUMT 2328	Automotive Service
*AUMT 2417	noitheles se Automotive Engine Performance Analysis merith age 0 dilly sessy? Insment 4 m erop astorie 0 1
	r F. in any sofer coheaptratory nare course may repeat that course once in order to obtain a C11-man course of

<sup>\* (</sup>Courses offered only at the Texas Department of Criminal Justice)

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Purpose: The Computer Information Technology program is designed primarily for students seeking an associate of applied science (A.A.S.) degree. The computer information technology curriculum prepares graduates for employment with organizations that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and development of Web pages, desktop computer hardware and software support, installation and maintenance of networks, and database design.

Program Requirements: Upon successful completion of the two-year curriculum, the student will be awarded the Associate of Applied Science Degree with a major in Computer Information Technology.

Course Number FIRST YEAR	Course Title		Credits
First Semester			
BCIS 1305	Business Computer A	Applications	
+ ENGL 1301	Composition I	Applications	W 1358
ITNW 1313	Computer Virtualizati	Vandows Seven Configuration	3 SOET TO
ITSE 1331		BASIC Programming	3
+ PSYC 1300	Learning Framework	DASIC Programming	3
OHEF 2302	Learning Framework		and Signester
HANG 1324	* Hospitality Hur		15
Second Semester			
COSC 1436	Programming Fundar		ff 2351 b
ITMT 1302	Windows Seven Conf	iguration models to electrometrical	3.000 0/1
ITNW 1358	Network+		3
+ Life & Physical Sciences	Life & Physical Science	es Core Curriculum	E 1331 E
<b>+</b> MATH 1314	College Algebra		3
			16
SECOND YEAR			ind Semoster
First Semester			
+ Creative Arts or	Select from Creative A	arts Core Curriculum or	
+ Language, Philosophy & Culture	Select from Language	, Philosophy & Culture Core Curriculum	SÉ 24098
COSC 1437	Programming Fundam	entals II - IAVA	15
IMED 2415	Web Design	eritais II - JAVA	4
ITNW 1325		vorking	4
CHEF 1291	Tandamentals of Netw	rorking sugarous vooranteet notismisting s	
BCIS 1305			14 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
Second Semester			
* COSC 2436	Programming Fundam	entals III - Oracle	4
ITSE 2409	Database Programmin	g	4
ITSW 1404	Introduction to Spread	sheets	4
+ Social & Behavioral Sciences	Select from Social & B	ehavioral Sciences Core Curriculum	<u>3</u>
			15
um Total Credits Required for A.A.S. C	omputer Information Tech	nology Degree	200
of Ha & Charmon Colomon	WATE TOOL ONE		60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection. \*Capstone Course

This plan provides courses for preparation for the following certifications: CompTIA Network+ Certification (ITNW 1358 and ITNW 1325) Microsoft Technical Associate (MT) Certification (ITMT 1302)

Minimu

## Computer Information Technology - Programming/Networking Certificate (TDCJ) 281-756-3669 (CIP 11.0201)

	ys prepara is designad extractly for students, social or as associate, at socials graduales for employment with pronoucultous that use computers t	FaseOSm <b>outer toto</b> eration Jedimold stormation (achooten) correction ore
Course Number	onspire languages in the solution of business a little Course Title	Cieulo
First Semester		
BCIS 1305 or	Business Computer Applications or	mouter Information Technology.
POFI 1301	Microcomputer Applications I	
ITSC 1305	Introduction to PC Operating Systems	FIRE YEAR
ITNW 1358	Business Computer Applications +Arowtel	First Semester
ITMT 1302		
Seneral Sausies	Windows Seven Configuration	130M <u>3</u> 3M3
	Introduction to Visual BASIC Programming	188 <b>12</b> 381
Second Semester		
IMED 1316	Web Design I	3
*ITMT 2351	Windows Server 2008 Administrator	Second Semester
ITNW 1325	Fundamentals of Networking Supplied nevel evolution	TMT8 302
ITSE 1331	Introduction to Visual BASIC Programming	TIVING 1358
idustrial Design	introduction to violati bitche i regionning	econemia lectavit <sup>3</sup> & ell.
fananament at		ALETTE TAN
Third Semester		
ITSE 1307	Introduction to C++ Programming	SECOND YEAR
*ITSE 2409	Database Programming) and September Committee	Cree <b>4</b> re Arts or
		angyege, Philosophy & Culture
		00SC 1437
<u> </u>		
Total Credits Required for Compute	r Information Technology Computer Networking Certificate	
+ Denotes ACGM class. Speak	with Department Chair or Academic Advisor for proper course selec	tion.
* Capstone Course		

Purpose: The culinary arts program prepares individuals for a wide variety of entry level positions in the food service industry. This program provides all of the educational components required for certification through the American Culinary Federation. The objective of the program is to give students an array of culinary and management skills that are utilized in today's food service industry.

Program Requirements: The culinary arts curriculum contains a core of eight culinary arts classes, seven management classes, two semesters of practicum and general education classes from the common core curriculum. All students are expected to handle and process a variety of flesh based protein items during their education.

Course Number	Course Title	Cred
FIRST YEAR	must complete the required external supervisorigious cum ener release	
First Semester		
CHEF 1205	Sanitation and Safety	2
CHEF 1301	Pagia Food Propagation	
CHEF 2201	Intermediate Food Preparation will sale to assignment	
CHEF 2302	Saucier 300 Treparation (1995) (1995)	2
HAMG 1324	Hospitality Human Resources Management	3 340
PSTR 1301	Fundamentals of Baking	
DAAC 1904	namanning of Addienos anieluo lanolismeini	3
		16
Second Semester		
CHEF 1302	Principles of Healthy Cuicine	
CHEF 1310 or	Principles of Healthy Cuisine	
CHEF 1340	Garde Manger or  Meat Preparation and Cooking	1284
	Meat Preparation and Cooking	E 1291
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
IFWA 1318 or	Nutrition for the Food Service Professional or	<u>3</u>
IFWA 1310	Nutrition and Menu Planning State of State Of the American	
		15
Third Semester (summer)		
CHEF 1264	Procticum (or Field Evacrience) Culinear Arte (Chef Training	
CHEF 1291	Practicum (or Field Experience) Culinary Arts/Chef Training	2
BCIS 1305	Current Events in Culinary Arts	2
DCIS 1303	Business Computer Applications	3
		,
SECOND YEAR		
First Semester		
+ENGL 1301	Composition I	3
HAMG 1321	Introduction to the Hospitality Industry	3
IFWA 1217	Food Production and Planning	2
*Mathematics or	MATH 1332-Quantitative Reasoning or	
*Life & Physical Sciences	Life & Physical Sciences Core Curriculum	3
DAAC 2307	Island Format Information	44
		3 11
Second Semester		
*CHEF 1265	Practicum (or Field Experience) Culinary Arts/Chef Training	2
+Creative Arts or	Select from Creative Arts Core Curriculum	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+PSYC 1300 or	Learning Framework or	
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	2
RSTO 2301		3
Multi-merce or	Principles of Food and Beverage Controls	<u>3</u>
		11

<sup>\*</sup> Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

<sup>\*</sup>Capstone Course

## Culinary Arts Certificate (TDCJ) (CIP 12.0503)

Purpose: The one-year certificate in culinary arts prepares students for entry level positions in the food service industry. This certificate can lead to certification through the American Culinary Federation. The objective of the program is to give the student basic culinary and management skills that are utilized in today's food service industry.

**Program Requirements:** The program includes 24 hours of culinary arts classes, 10 hours of management classes, a computer science class and a semester long practicum. All students are expected to handle and process a variety of flesh based protein items during their education.

	Course Number First Semester	Course Title	Cre	dits
	CHEF 1205	Sanitation and Safety	•	,
	CHEF 1301	Basic Food Preparation	2	
	CHEF 2201	Intermediate Food Preparation	redenui	95,110
	CHEF 2302	Saucier	2	i
	HAMG 1324	Hospitality Human Resources Management	3 3	RSTN
	PSTR 1301	Fundamentals of Baking	1stant3	,
		Sanitation and Safety	116	
	Second Semester		201	1 424
	CHEF 1302	Principles of Healthy Cuisine 1919 bood stablement	103	C BELL
	CHEF 1310 or	Garde Manger or	203	
	CHEF 1340	Meat Preparation and Cooking	100	A BAC
	CHEF 1341	American Regional Cuisine	3	NOTO A
	CHEF 1345	international Cuisine	103	1790
	IFWA 1318 or	Nutrition for the Food Service Professional or	3	
	IFWA 1310	Nutrition and Menu Planning		
	Thi-10 (0)		Nemester 15	511000
	Third Semester (Summer)	Principles of Healthy Clisine		
	*CHEF 1264	Practicum (or Field Experience) Culinary Arts/Chef Training	2	High
	CHEF 1291	Current Events in Culinary Arts	2	
	POFI 1301	Computer Applications   SiniziuO Isnoige 8 nachemA	37	
		International Culsingnimenaporal ++ C or nonderent	7	73H
Total C	rodita Paguirod for Culing - A t	Nutrition for the Food Service Professional or	318 or	
*Canet	redits Required for Culinary Arts one Course	Certificate		I AW

Associate of Applied Science Degree Program (A.A.S.) deputs not should self-learn

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skills

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Purpose: The Associate of Applied Science Degree curriculum in Human Services-Substance Abuse Counseling provides theory, skills and knowledge used in the field of chemical dependency counseling, mental health and mental retardation. This program prepares graduates to work in human services, mental health and addiction counseling. After completing required courses, practicum, and meeting criminal history standards, the student will be eligible to take the LCDC (Licensed Chemical Dependency Counselor) licensure examination. Passing this examination is a state requirement and upon completion of the required hours of supervised clinical training, the student is eligible to be lincensed as a Licensed Chemical Dependency Counselor in the State of Texas. All students must complete external required supervised clinical field work to complete their requirement for licensure as required by statute. Under clinical supervision, the substance abuse counseling student will conduct intake, assessment, treatment planning, individual and group counseling, work with state probation and correctioni officials supervising offenders, and provide direct client care. Students who work with individuals who have co-occurring illnesses (addiction and mental health) will consult and coordinate treatment with appropriate mental health professionals.

TDCJ degree completers seeking LCDC licensure must complete the required external supervised practicum after release from TDCJ, meet LCDC criminal history standards and complete required supervised clinical field work as required by statute.

Students completing the AAS degree in TDCJ custody are required to see an advisor for Practicum and Co-op options.

Course Number	Course Title xhoW laises of notloubount	Credits
FIRST YEAR	Technical Drafting	
First Semester		
DAAC 1304	Ourrent Issues Pharmacology of Addiction	\$343
DAAC 1317	Pharmacology of Addiction Basic Counseling Skills	3
DAAC 1364 or	Practicum Substance Abuse	3
PMHS 1380	Coop Ed I - Psychiatric/Mental Health Services	3
DAAC 2343	Current Issues	300
SCWK 1313 8	Introduction to Social Work A social deal of a subsequent	3
	Cooperative Ed II - Psychiatro/Menial Health Services Techniu	10 0 <u>3</u> .13
		15
Second Semester		
DAAC 1305	Co-Occurring Disorders	3
DAAC 1309	Assesments of Substance-Related and Addictive Disorders	3
DAAC 1311	Counseling Theories	3
DAAC 1380 or	Coop Ed I - Substance Abuse/Addiction Counseling	3
PMHS 1381	Coop Ed II - Psychiatric/Mental Health Services	
Elective	Select DAAC, PMHS or SCWK Elective	<u>3</u>
		15
Summer Semesters		
DAAC 2354	Dynamics of Group Counseling	<u>3</u> 4
SECOND YEAR		3
First Semester		
DAAC 1381 or	Coop Ed II Substance Abuse (Addisting One II	
PMHS 2380	Coop Ed II-Substance Abuse/Addiction Counseling	3
DAAC 2306	Coop Ed III-Psychiatric/Mental Health Services Substance Abuse Prevention	
DAAC 2307		3
*DAAC 2341	Addicted Family Intervention	3
*ENGL 1301	Counseling Alcohol & Other Drug Addictions	3
LINGL 1301	Composition I	<u>3</u>
Second Semester		15
*Creative Arts or	0.1.17	
	Select from Creative Arts Core Curriculum	3
<sup>†</sup> Language, Philosophy & Culture <sup>†</sup> ENGL 1302	Select from Language, Philosophy & Culture Core Curriculum	
*Mathematics or	Composition II	3
	Select from Mathematics or	3
Life & Physical Science *PSYC 2301	Life & Physical Science Core Curriculum	
F310 2301	General Psychology	<u>3</u>
Total Cradita Dansins I 5 . 1 . 2 . 1		12
iolal Credits Required for A.A.S. Human Serv	vice-Substance Abuse Counseling	60

<sup>\*</sup> Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

2017-18 Rev: 07-27-17

<sup>\*</sup> Capstone Course

## Human Services - Substance Abuse Counseling Certificate (TDCJ) (CIP 51.1501) 281-756-3652

Purpose: The certificate program prepares the student to meet the foundation educational and practicum requirements for licensure eligibility as Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services.

Students completing the Certificate in Addiction Counseling in TDCJ custody required to see an advisor for Practicum and Co-op options.

Course Number	Course Title tement designed turn streets III. Asset to state a	Cradite
First Semester		
DAAC 1304	Pharmacology of Addiction and event only also by the leading of th	reatment planning, indiv
DAAC 1309	Assessment of Substance-Related and Addictive Disorders	cheur cata compenia structural activities
DAAC 1311	Counseling Theories laments building and stellargo form grueneoil O	
DAAC 1364 or	Practicum Substance Abuse Counseling	
PMHS 1380	Cooperative Ed I - Psychiatric/Mental Health Services	
SCWK 1313	Introduction to Social Work	3 Simple
	Course Title	ารักมห์ จุรามจั
Second Semester		3
DAAC 2343	Current Issues	HEST YEAR  ingt Semests
DAAC 2354	Dynamics of Group Counseling and blob A to vgolocomad9	3 40E1 DAAC
	Basic Counseling Skills and Counseling States of the second but and the second skills and the second	DAAC 1317 a
Third Semester		DAAC 1384 or
DAAC 1305	Co-Occurring Disorders	0881 SHM9
DAAC 1380 or	Cooperative Ed I - Substance Abuse/Addiction Counseling	geos deva
PMHS 1381	Cooperative Ed II - Psychiatric/Mental Health Services Technician	3 STEL HADE
DAAC 1391	Special Topics in Psychiatric/Mental Health Services	2
DAAC 2307	Addicted Family Intervention	Second Semester  Second Semester  A A C 1306 8
*DAAC 2341	Counseling Alcohol and Other Drug Addictions	- Special
	Counseling Theories	3 9061 DAAC
Total Credite Poquired for Huma	Coop Ed I - Substance Abusa/Addiction Counseling	10 0861 DAAC
oredits required for huma	n Service-Substance Abuse Counseling Certificate	36 tast shims
*Capstone Course		

Purpose: The ACC Industrial Design Technology program provides extensive hands-on training. Courses within the program includes basic principles of engineering drafting and design and advanced training in piping and mechanical design. This well-rounded education provides students with many opportunities and the necessary qualifications as entry-level designers.

Program Requirements: A minimum of 60 hours is required for this degree.

Course Number FIRST YEAR	Course Title	Credits
First Semester		
DFTG 1409	Basic Computer-Aided Drafting	0514 2419
*Creative Arts or	Select from Creative Arts Core Curriculum	DF18: 2440
Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
*MATH 1314	College Algebra	Thirk Semester
POFI 1204		2
FOF1 1204	Farming to the control of the contro	12
Second Semester		LIFE TO 1933
DFTG 1405	Technical Drafting	62P2 01 FU
DFTG 1403	Intermediate Computer-Aided Drafting	4
4.0	Solid Modeling and Design	
DFTG 2440	Solid Modelling and Design	12
* Mathematics - Se		921.00
Third Semester	Control D. Control	4
ARCE 1452	Structural Drafting	
DFTG 1433	Mechanical Drafting	4
DFTG 2423	Pipe Drafting	<u>4</u> 12
SECOND YEAR		12
First Semester		
** DFTG 2445	Advanced Pipe Drafting	4
*Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
*SPCH 1315 or SPCH 1318, or	Public Speaking or Interpersonal Communication or	3
SPCH 2335	Argumentation & Debate	
TECM 1317	Technical Trigonometry	<u>3</u>
BMCT 2382	postaline Engological Lusiness Administration & Mesogement Co.	nerol II 13 3
Second Semester		
DFTG 2406	Machine Design	4
*ENGL 1301	Composition I	3
ENTC 1423	Strength of Materials	4
Second Semester		11
dita Dancinad for Industrial Design Took	nnology Degree	60

<sup>&</sup>lt;sup>+</sup> Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

7-17

<sup>\*\*</sup>Capstone Course

## Industrial Design Technology Certificate (TDCJ) (CIP 15.1301) 281-756-3784

Purpose: The one-year program prepares the student for entry into the design and drafting occupation. Program Requirements: A minimum of 30 hours is required for this certificate.

Course Number	Course Title and implesh learns room bins pringing at principal	o outo
First Semester		
DFTG 1409	Basic Computer-Aided Drafting	of mund 09 to associates A strenger
POFI 1204	Computer Fundamentals	2 2 DOM OU TO TO THE PARTY 2
Credits		redimula 6 gravo
Second Semester		
DFTG 1405	Technical Drafting	net 84mester
DFTG 2419	Intermediate Computer-Aided Drafting	, ear4 are
DFTG 2440	Solid Modeling and Design	no an A 4 itser
	Select from Language, Philosophy & Culture Core Curricult	ingu <b>21</b> e, Philosophy & Culture
Third Semester		
** ARCE 1452	Structural Drafting	4041 PC
DFTG 1433	Mechanical Drafting	3 4
DFTG 2423	Pipe Drafting	recent 4 consister
	Technical Drafting	12
	Design Technology Certificate	PTO 2419

<sup>\*\*</sup>Capstone Course

Purpose: The management development program prepares individuals for career occupations in the field of general management development. The objective of the program is to develop management skills and allow the student a chance to utilize these skills in the workplace..

Course Number	Course Title		Cre
FIRST YEAR			
First Semester			
* American History <b>or</b>	Select from American History Core Curriculum or		SET TON
* Government/Political Science	Select from Government/Political Science Core Curricului	m dood so	
BMGT 1327	Principles of Management	theldos of ideas &	DESCTOR
BMGT 2303	Problem Solving & Decision Making		יאל ונ
* Communications	Select for Communication Core Curriculum		
	is lasting methods. (2 facture and 6 lee hours per		
garry. Students will stury the mainten			8 bags
Second Semester BMGT 1382	. Ducines Administration & Management	Conservation (Conservation)	
standard man about the management of the second	Cooperative Education - Business Administration & Mana	gement, General I	
BUSI 1307	Personal Finance		
* Mathematics	Select from Mathematics Core Curriculum		
MRKG 1311	Principles of Marketing		
			1
Third Semester			
BMGT 1305	Communications in Management		881 PR
HRPO 1311	Human Relations anothering A refugme 0 a		
SECOND YEAR			
First Semester			
* Creative Arts or	Select from Creative Arts Core Curriculum		
	Select from Language, Philosophy & Culture Core Curricu	hours per week) (CB50,8	
BMGT 2382	Cooperative Education - Business Administration & Management		
** POFI 1301 <b>or</b>	Computer Applications I	gement, General II	
** BCIS 1305	Business Computer Applications		
* Social & Behavioral Sciences	Select from Social & Behavioral Sciences		
	Prospirates TSI 134 (CR5) (70) \$200		rweek)
Second Semester			
BUSG 2309	Small Business Management		
HRPO 2301	Human Resources Management		housin a
* MRKG 1391	Special Topics in Marketing and Marketing Management		Danie d
MRKG 2333	Principles of Selling		51261
11. Emphasis on uncerstanding the			1
Third Semester	[CES9.9461.5326]		
HRPO 1391	Special Topics in Human Resource Management		
MRKG 2349	Advertising & Sales Promotions		of sing
			41

<sup>+</sup> Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

7-27-17

<sup>\*</sup> Capstone Course.

<sup>\*\*</sup> Students planning to transfer to a four-year university need to take BCIS 1305.

Purpose: The Certificate in Management Development prepares the student for full-time employment in the field of management. The basic objective of the program is to develop management skills and allow the student a chance to utilize these skills in the workplace.

Course Number	Course Title		Credits
First Semester			First Semester
<b>BMGT 1327</b>	Principles of Management Company Model Among the least the second model and the second model an		o your History on
<b>BMGT 1382</b>	Cooperative Education - Business Administration & Management, General I		saisto Ningamagov 3 *
<b>BMGT 2303</b>	Problem Solving & Decision Making		VEL TO 3
MRKG 1311	Principles of Marketing		EMET 2303
			znolisainumma **
Second Semeste			
BMGT 2382	Cooperative Education - Business Administration & Management, General II		381 1382
BUSG 2309	Small Business Management		3402112.3
HRPO 1311	Human Relations multiplinuQ eroQ apitemediaM most balea.		entements 3/1°
*MRKG 1391	*MRKG 1391 Special Topics in Marketing and Marketing Management		18 RKG 13 11
			12
Third Semester			
** POFI 1301 or	Computer Applications I		ENGT 1305
** BCIS 1305	Business Computer Applications		
HRPO 2301	Human Resource Management		<u>3</u>
	•		SECOND YEAR
Total Credits Required for Mar	nagement Certificate		30
*Capstone Course	Copby & Culture Core Curriculon	a four-year university need to take BCIS 1305.	
** Students planning to trans	fer to a four-year university need to take B0	CIS 1305.	

\*\*\* Course offered only for Texas Department of Criminal Justice students

#### ACCT 2301 Principles of Financial Accounting (3 credits)

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Prerequisite: Meet TSI collegereadieness standard for Mathematics; or equivalent. (3 lecture hours per week). [CB5203015104]

#### ACCT 2302 Principles of Managerial Accounting (3 credits)

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. (3 lecture hours per week). Prerequisite: ACCT 2301. [CB52.0301.5104]

#### ACNT 1303 Introduction to Accounting I (3 credits)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (2 lecture and 3 lab hours per week). [CIP 52.0302]

## ACNT 1311 Introduction to Computerized Accounting

Introduction to utililizing QuickBooks to maintain accounting records, make management decisions, and process common business applications with primary emphasis on a general ledger package. (2 lecture and 3 lab hours per week). Prerequisite: ACNT 1303. [CIP 52.0302]

#### ARCE 1452 Structural Drafting (4 Credits)

A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems; Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Identify components of structural systems; use reference materials; produce drawings for concrete, wood, and steel framing systems; draw design details and connections for framing components; and draw column and beam details for manufacture and assembly utilizing various fastening methods. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 2419 [CIP04.0901]

#### ARTS 1301 Art Appreciation (3 credits)

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. (3 lecture hours per week). Prerequisites: TSI Met. [CB50.0703.5126]

#### ARTS 1303 Art History I (3 credits)

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. (3 lecture hours per week). Prerequisites: TSI Met. [CB50.0703.5226]

#### ARTS 1304 Art History II (3 credits)

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. (3 lecture hours per week). Prerequisites: TSI Met. [CB50.0703.5226]

#### ARTS 1311 Design I (3 credits)

An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. (3 lecture & 3 lab hours per week). [CB50.0401.5326]

#### ARTS 1312 Design II (3 credits)

An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. (3 lecture & 3 lab hours per week). [CB50.0401.5326]

#### ARTS 1316 Drawing I (3 credits)

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. (3 lecture & 3 lab hours per week) [CB50.0705.5226]

#### ARTS 1317 Drawing II (3 credits)

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 1316 [CB50.0705.5226]

#### ARTS 2316 Painting I (3 credits)

Exploration of ideas using painting media and techniques. (3 lecture & 3 lab hours per week). [CB50.0708.5226]

#### ARTS 2317 Painting II (3 credits)

Exploration of ideas using painting media and techniques. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 2316. [CB50.0708.5226]

#### ARTS 2326 Sculpture I (3 credits)

Exploration of ideas using sculpture media and techniques. (3 lecture & 3 lab hours per week) [CB50.0709.5126]

#### ARTS 2341 Arts Metal I (3 credits)

Exploration of ideas using basic techniques in jewelry and metal construction. (3 lecture & 3 lab hours per week) [CB50.0713.5126]

#### ARTS 2346 Ceramics I (3 credits)

Exploration of ideas using basic ceramic processes. (3 lecture & 3 lab hours per week) [CB50.0711.5126]

#### ARTS 2347 Ceramics II (3 credits)

Exploration of ideas using basic ceramic processes. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2346. [CB50.0711.5126]

#### ARTS 2356 Photography I (3 credits)

Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. (3 lecture & 3 lab hours per week) [CB50.0605.5126]

#### ARTS 2357 Photography II (3 credits)

Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2356 [CB50.0605.5126]

# ARTS 2366 Watercolor I (3 credits)

Exploration of ideas using water-based painting media and techniques. (3 lecture & 3 lab hours per week) [CB50.0708.5326]

#### ASTR 1403 Stars and Galaxies (4 credits)

Study of stars, galaxies, and the universe outside our solar system. Cross-listed as PHYS 1403. (3 lecture and 3 lab hours per week) [CB40.0201.5103]

#### ASTR 1404 Solar System (4 credits)

Study of the sun and its solar system, including its origin. Cross-listed as PHYS 1404. (3 lecture and 3 lab hours per week) [CB40.0201.5203]

## AUMT 1310

### Automotive Brake Systems

(3 credits)

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. (1 lecture and 4 lab hours per week) [CIP 47.0604]

# AUMT 1405 Introduction to Automotive Technology (4 credits)

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance (2 lecture and 5 lab hours per week) [CIP 47.0604]

### AUMT 1407 Automotive Electrical Systems (4 credits)

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical principles schematic diagrams, and service manuals. (2 lecture and 5 lab hours per week) [CIP 47.0604]

## AUMT 1419 Seupinder notation of the Residence of the Resi

## Automotive Engine Repair (4 credits)

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly of the engine. (2 lecture and 5 lab hours per week) [CIP 47.0604]

### AUMT 1445

## Automotive Climate Control Systems (4 credits)

Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. (2 lecture and 7 lab hours per week) [CIP 47.0604]

#### AUMT 2328 ment leads landaude bas leadent

## Automotive Service

(3 credits)

Mastery of automotive service including competencies covered in related courses. (1 lecture and 7 lab hours per week) [CIP 47.0604]

#### **AUMT 2417**

## Automotive Engine Performance Analysis I (4 credits)

Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. (2 lecture and 6 lab hours per week) [CIP 47.0604]

#### BCIS 1305 minimeners | Mean registrated &

## Business Computer Applications (3 credits)

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity using Microsoft Office and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (2 lecture and 4 lab hours per week). [CB 11.0202.5204]

# BIOL1308 Biology for Non-Science Majors I supplement (3 credits)

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function and reproduction. (3 lecture hours per week). Prerequisite: TSI Reading Met. [CB26.0101.5103]

## BIOL1309 Biology for Non-Science Majors II (3 credits)

Provides a survey of biological principles with an emphasis on humans, including evoluation, ecology, plant and animal diversity, and physiology. (3 lecture hours per week). Prerequisite: TSI Reading Met. [CB26.0101.5103]

#### BIOL1322 Nutrition & Diet Therapy (3 credits)

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (3 lecture hours per week). Cross-listed with HECO 1322. [CB19.0501.5109]

#### BIOL1406 Biology for Science Majors I (4 credits)

Fundamental principles for living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. [CB26.0101.5103]

#### BIOL 1407 Biology for Science Majors II (4 credits)

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. [CB26.0101.5103]

#### BIOL 2401 Anatomy and Physiology I (4 credits)

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. [CB26.0707.5103]

#### BIOL 2402 Anatomy and Physiology II (4 credits)

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. (3 lecture and 3 lab hours per week). Prerequisite: BIOL 2401. [CB26.0707.5103]

# BIOL 2406 Environmental Biology MICHAL ASTRONOMY (4 credits)

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. (3 lecture hours and 3 lab hours per week). Prerequisite: TSI Reading Met, MATH 1314 [CB03.0103.5101] edit grisus eliber assissonme

#### BIOL 2420 Microbiology for Non-Science Majors (4 credits)

This course covers basic microbiology and immunology and is primarily directed at prenursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. (3 lecture and 3 lab hours per week). Prerequisites: Either BIOL1406 or BIOL 1407, or BIOL 2401, or BIOL 2402. [CB26.0503.5103]

# BMGT 1305 Communication Skills in Management (3 credits)

Basic theory and processes of communication skills necessary for the management of an organization's workforce. A comprehensive study of communications skills for managers. Includes techniques in reading, writing, listening, and speaking. Emphasizes clear, concise written and verbal/non-verbal communication. Also covers skills for time management. (3 lecture hours & 1 lab hour per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or ENGL 0309. [CIP 52.0201]

# BMGT 1327 Principles of Management (3 credits)

The concepts, terminology, principles, theories, and issues in the field of management. The student will explain the various theories and processes of management including its functions; identify roles of leadership in business; and recognize elements of the communication process and the guidelines for organizational design. (3 lecture hours per week). [CIP52.0201]

#### **BMGT 1382**

# Cooperative Education-Business Administration and Management, General I (3 credits)

Career related activities encountered in the student's area of specialization are offered through an individualized agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. (1 lecture and 20 lab hours per week). [CIP52.0201]

# BMGT 2303 Problem Solving and Decision Making (3 credits)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities using managerial decision tools. Skills and attitudes will be built around a series of critical questions. These critical questions provide a structure for critical thinking that support a continual, ongoing search for better opinions, decisions, or judgment. (3 lecture hours per week). [CIP52.0201]

#### BMGT 2382

# Cooperative Education - Business Administration & Management, General II (3 credits)

Career related activities encountered in the student's area of specialization are offered through an individualized agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. (1 lecture and 20 lab hours per week). [CIP52.0201]

## BMGT 2383

# Cooperative Education - Business Administration & Management, General III (3 credits)

Career related activities encountered in the student's area of specialization are offered through an individualized agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. (1 lecture and 20 lab hours per week.) [CIP52.0201]

#### **BUSG 2309**

## Small Business Management (3 credits)

A study of the concepts and skills necessary for starting and operating a small business including planning, organizing, staffing, managing, financing, marketing, and accounting functions. (3 lecture hours per week). [CIP52.0703]

#### BUSI 1301 Business Principles (3 credits)

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life. (3 lecture hours per week). [CB52.0101.5104]

# BUSI 1307 Personal Finance (3 credits)

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. (Cross-listed as HECO 1307) NOTE: This course is not part of the business field of study and may not transfer toward a degree in business. (3 lecture hours per week).

[CB 19.0401.5109]

#### BUSI 2301 Business Law (3 credits)

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. (3 lecture hours per week) Prerequisites: INRW 0309, INRW 0309, DIRW/DIRR 0309 or ENGL 0309 & READ 0309.

# CDEC 1303 Family, School and Community (3 credits)

Study of the child, family, community, and school. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 lab hours per week). [CIP19.0706]

## CDEC 1311 Educating the Young Child Color Color

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 lab hours per week). [CIP19.0706]

# CDEC 1313 Curriculum Resources for Early Childhood Programs

(3 credits)

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. The student will define developmentally appropriate practices; describe the process of child-centered curriculum development; develop guidelines for creating learning environments; describe teacher roles in early childhood classrooms; prepare a developmentally appropriate schedule including routines and transitions; and select, plan, implement, and evaluate developmentally appropriate learning experiences for children. (3 lecture hours per week). [CIP19.0709]

# CDEC 1318 Wellness of the Young Child (3 credits)

Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 lab hours per week). [CIP19.0706]

#### CDEC 1319 Child Guidance (3 credits)

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. The student will describe theories related to child guidance; explain how guidance promotes autonomy, self-discipline, and pro-social skills; identify familial and cultural influences on child guidance; and apply guidance techniques. (3 lecture hours per week). [CIP19.0709]

## CDEC 1321 The Infant and Toddler (3 credits)

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments; materials and activities, and teaching/guidance techniques. The student will summarize prenatal development and the birth process; discuss theories of development as they apply to infants and toddlers; outline growth and development of children from birth to age 3; analyze components of teacher/child interactions and positive guidance techniques; design learning environments; and select materials and activities for infants and toddlers. (3 lecture hours per week). [CIP19.0709]

# CDEC 1356 Emergent Literacy for Early Childhood (3 credits)

An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight. The student will define literacy and emergent literacy; analyze theories of language development; describe the teacher's role in promoting emergent literacy; and create literacy environments and experiences for children. (3 lecture and 1 lab hours per week). [CIP19.0706]

#### CDEC 1358 Creative Arts for Early Childhood (3 credits)

An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight. The student will define the creative process; describe developmental sequences of creative arts; analyze teacher roles in enhancing creativity; describe concepts taught through the creative arts; identify components of creative environments; and assess creative arts activities. (3 lecture and 1 lab hours per week). [CIP19.0709]

#### CDEC 1359 Children with Special Needs (3 credits)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. The student will summarize causes, incidences and characteristics of exceptionalities related to the domains of development; discuss current terminology and practices for intervention strategies; identify appropriate community resources and referrals for individual children and families; identify legislation and legal mandates and their impact on practices and environments; explain the role of advocacy for children with special needs and their families; and identify materials and resources, including current technology, to support learning in all domains for each and every child. (3 lecture hours per week). [CIP19.0709]

# CDEC 1384 Cooperative Ed. In Child Development I Colored No. (3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 lab hours per week). Prerequisite: 6 hours of CDEC. [CIP19.0706]

# CDEC 2307 Math and Science for Early Childhood (3 credits)

Exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. The student will align the sequence of cognitive development to the acquisition of math and science concepts; explain the scientific process and its application to early care and education environments; develop strategies which promote critical thinking and problem-solving skills in children; plan discovery experiences using observation and assessment; and evaluate developmentally appropriate materials, equipment, and environments to support the attainment of math and science concepts and skills. (3 lecture and 1 lab hours per week). [CIP19.0709]

#### CDEC 2384 Cooperative Ed. In Child Development II (3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 lab hours per week). Prerequisite: CDEC 1384. [CIP19.0706]

#### **CDEC 2426**

#### Administration of Programs for Children I (4 credits)

Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Student will develop an initial operational plan; identify the functions of an administrator; and evaluate an early care and education program. (3 lecture and 2 lab hours per week). [CIP19.0708]

#### **CDEC 2428**

### Administration of Programs for Children II (4 credits)

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, technical applications in programs and planning parent education/partnerships. Student will discuss codes of ethical conduct; explain the administrator's role in advocacy; describe interpersonal management skills; explain legal issues; and evaluate parent involvement strategies. (3 lecture and 2 lab hours per week). [CIP19.0708]

#### CHEF 1205 Sanitation and Safety (2 Credits) (2 Credits)

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Topics include: causes of and prevention procedures for food-borne illness. intoxication, and infection; good personal hygiene and safe food handling procedures; food storage and refrigeration techniques; sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; Occupational Safety and Health Administration (OSHA) requirements and effective workplace safety programs. The student has the opportunity to earn the ServSafe Certificate through this course. (2 lecture hours per week). Co-requisite: CHEF 1301 [CIP12.0503]

#### CHEF 1264 Practicum - Culinary Arts/Chef Training (2 Credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (20 hours per week during a 16-week semester and 29 hours per week during an 11-week semester). Prerequisite: CHEF 1301 [CIP12.0503]

### **CHEF 1265** Practicum as a nother agent hoof establemental

## (2 Credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (20 hours per week during a 16-week semester and 29 hours per week during an 11-week semester). Prerequisite: CHEF 1301. [CIP12.0503] Advance account birth a local

#### CHEF 1291 Checked and a stoom on a yentuch Current Events in Culinary Arts (2 Credits)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics include sustainable agriculture, aquaculture, current events affecting food safety and career exploration. (2 lecture hours per week). [CIP12.0503]

#### CHEF 1301 and their function [5918:1950 0690]. Basic Food Preparation (3 Credits)

A study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Knife skills, proper tool and equipment use, dry and moist heat cookery, stock and sauce production are among the topics covered. (1 lecture and 4 lab hours per week). Co-requisite: CHEF 1205. [CIP12.0503]

#### CHEF 1302 COSA at III Artisamento evitoriosesti bras Principles of Healthy Cuisine and bed even (3 Credits)

Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Students will modify recipes and substitute ingredients to reduce calories, sugar, fat, and sodium. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP 12.0503]

#### CHEF 1305\*\*\* Sanitation and Safety (3 Credits)

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Topics include: causes of and prevention procedures for food-borne illness, intoxication, and infection; good personal hygiene and safe food handling procedures; food storage and refrigeration techniques; sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; Occupational Safety and Health Administration (OSHA) requirements and effective workplace safety programs. The student has the opportunity to earn the ServSafe Certificate through this course. (3 lecture hours per week). Co-requisite: CHEF 1301 [CIP12.0503]

#### CHEF 1310 was last the goldens landarston? Garde Manger (3 Credits)

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Topics will include hot and cold hors d'oeuvres, canapés, salads, basic charcuterie skills, and the preparation of forcemeat items. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503] and analyze of the control of the cont

## CHEF 1340 Meat Preparation and Cooking and to youla A

Study of the preparation, storage, and cooking techniques for beef, pork, lamb, poultry, seafood, and game. Includes moist, dry, and combination heat preparation methods as related to both classical and modern methods of preparation of dishes. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503)

#### CHEF 1341 American Regional Cuisine (3 Credits)

A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems. The importance of the immigration phenomena in shaping America's cuisine will be examined as students prepare regional specialties. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

#### CHEF 1345 International Cuisine a promote besileubwibet as (3 Credits)

The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world. The cuisines of Latin America, France, Spain, the Middle East, Germany, Eastern Europe and Asia are explored in this class. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

# CHEF 1365\*\*\* Practicum as young close yields have notational (3 Credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (22.5 practicum hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

# CHEF 1400\*\*\* Professional Cooking and Meal Service (4 Credits)

Technical aspects of food preparation in the commercial kitchen. This will be accomplished by preparing and serving meals according to a production schedule. Emphasis on team work, professionalism, guest relations and table service. (2 lecture and 4 lab hours per week) [CIP12.0503]

## CHEF 1401\*\*\* Basic Food Preparation ( 4 credits)

A study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Knife skills, proper tool and equipment use, dry and moist heat cookery, stock and sauce production are among the topics covered. (2 lecture and 4 lab hours per week). Co-requisite: CHEF 1305. [CIP12.0503]

# CHEF 1440\*\*\* Meat Preparation and Cooking (4 Credits)

Study of the preparation, storage, and cooking techniques for beef, pork, lamb, poultry, seafood, and game. Includes moist heat and dry heat preparation methods as related to both classical and modern methods of preparation of dishes. (3 lecture and 3 lab hours per week) [CIP12.0503]

# CHEF 1464\*\*\* Practicum - Culinary Arts/Chef Training (4 Credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (28 practicum hours per week). [CIP12.0503]

#### CHEF 2201 Intermediate Food Preparation

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Topics include: product identification, sandwich and salad cookery, breakfast cookery and the utilization of convenience products. (1 lecture and 4 lab hours per week).

Prerequisite: CHEF 1301. [CIP12.0503]

#### CHEF 2302 Saucier (3 Credits)

(2 Credits)

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Topics include: the usage and storage of stocks and sauces, emulsions, thickening agents, compound butters, dessert sauces, relishes, chutneys, compotes, vinaigrettes. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

#### CHEM 1405 Introductory Chemistry I (4 credits)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. [CB40.0501.5103]

# CHEM 1411 General Chemistry I (4 credits)

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases and an introduction to thermodynamics and descriptive chemistry. It is recommended to have had previous coursework in chemistry within the last five years; at least high school chemistry or CHEM 1405. (3 lecture and 3 lab hours per week). Prerequisites: MATH 1314. [CB40.0501.5403]

# CHEM 1412 General Chemistry II (4 credits)

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. It is recommended that a student receive a grade of a "C" or better in CHEM 1411 before taking this course. (3 lecture and 3 lab hours per week) Prerequisite: CHEM 1411. [CB40.0501.5703]

# CHEM 2423 Organic Chemistry I Chemistry I

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. It is recommended that a student receive a grade of a "C" or better in CHEM 1412 before taking this course. (3 lecture and 4 lab hours per week). Prerequisite: CHEM 1412. [CB40.0504.5203]

# CHEM 2425 Organic Chemistry II (4 credits)

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. It is recommended that a student receive a grade of "C" or better in CHEM 2423 before taking this course. (3 lecture and 4 lab hours per week). Prerequisite: CHEM 2423. [CB40.0504.5203]

# CJLE 1211 Basic Firearms (2 credits)

Firearm safety, cleaning and care techniques, proper shooting principles, and firearm proficiency. This course was designed to be repeated multiple times if content varies. (1 lecture hour / 2 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

#### CJLE 1327 Interviewing & Report Writing for Crim. Justice (3 credits)

Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports. (3 lecture hours per week) [CIP43.0107]

#### **CJLE 1506**

## Basic Peace Officer I

(5 credits)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV. and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

#### **CJLE 1512** Basic Peace Officer II (5 credits)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

#### **CJLE 1518** Basic Peace Officer III (5 credits)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV. and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

#### **CJLE 1524** Basic Peace Officer IV of the moleculous constants (5 credits)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

## **CJLE 2345**

Vice and Narcotics Investigation (3 credits)

Classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques. Includes proper interdiction procedures and techniques. (3 lecture hours per week).[CIP43.0107]

#### CJSA 1308 Principle of the CJSA 1308 Principle of the CJSA 1308 Criminalistics I 0.094(3) 8001 9790 sahalupahan (3 credits)

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. (3 lecture hours per week) [CIP43.0104]

### **CJSA 2323**

### Criminalistics II

(3 credits)

Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification. (2 lecture and 4 lab hours per week). Prerequisite: CJSA 1308 or CRIJ 2314 or Instructor Approval. [CIP43.0104]

#### **CJSA 2332** Criminalistics III (3 credits)

A study of the practical aspects of criminalistics procedures. Topics include crime scene investigation. collecting and preserving evidence, and testifying in court. (2 lecture and 4 lab hours per week). Prerequisite: CJSA 2323 or Instructor Approval. [CIP43.0104]

#### CJSA 2364, CJSA 2365

#### Practicum - Criminal Justice/Safety Studies (3 credits)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Student may enroll in only one practicum course per semester. (21 external hours per week). [CIP43.0104]

#### **COMM 1307** Introduction to Mass Communication (3 credits)

Survey of basic content and structural elements of mass media and their functions and influences on society. (3 lecture hours per week).

#### [CB09.0102.51 06]

#### COMM 1318 Photography I 3 credits

(Cross-listed as ARTS 2356)

Introduction to the basics of photography, including techniques and equipment operation. Photographic equipment provided. (2 lecture and 4 lab hours per week). [CIP 50.0605.5126]

#### COMM 1319 Photography II 3 credits

(Cross-listed as ARTS 2357)

This course extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. An introduction to DSLR technology in video applications will be included. Photographic equipment provided. (2 lecture and 4 lab hours per week). Prerequisite: COMM 1318 or ARTS 2356. [CIP 50.0605.5226]

#### **COMM 1336**

## Video Production I

Practical experience in the operation of studio and control room equipment, including both pre- and post-production needs. (2 lecture and 4 lab hours per week). [CB10.0202.5206]

#### **COMM 1337**

#### Video Production II

(3 credits)

Practical experience in the operation of television studio, control room equipment and field production equipment and includes both pre- and postproduction needs. (2 lecture and 4 lab hours per week). [CB10.0202.52 06]

#### **COMM 2303**

#### Audio Production

(3 credits)

Practical experience in the operation of audio equipment, including both pre- and post-production needs. (2 lecture and 2 lab hours per week) [CB10.0202.5106]

#### **COMM 2311 Media Writing**

(3 credits)

Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content. (2 lecture and 4 lab hours per week) [CB09.0401.5706]

#### **COMM 2324**

#### Practicum in Electronic Media 3 credits

Lecture and lab instruction and participation. (1 lecture and 5 lab hours per week) [CIP 09.0701.5306]

## **COMM 2327** Introduction to Advertising

Fundamentals of advertising including theory and strategy, copywriting, design, and selection of media. (3 lecture hours per week). [CIP 09.0903.5106]

## **COMM 2331**

## Radio/Television Announcing

Principles of announcing: study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Study of phonetics is recommended. (3 lecture hours per week). [CB 09.0701.5406]

#### **COMM 2332**

#### Radio/Television News

Preparation and analysis of news styles for the electronic media. (2 lecture and 4 lab hours per week) [CB09.0402.5206]

### **COMM 2366**

## Introduction to Cinema

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. (2 lecture and 4 lab hours per week).

[CB50.0602.5126]

#### **COSC 1436**

#### Programming Fundamentals I - C++ (4 credits)

Introduces the fundamental concepts of structured programming using C++ and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, datatypes, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course is included into the Field of Study Curriculum for Computer Science. (3 lecture and 3 lab hours per week) Prerequisite: BCIS 1305 or COSC 1301 or 1415. [CB11.0201.5507]

#### **COSC 1437**

#### Programming Fundamentals II - JAVA (4 credits)

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design using JAVA. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (3 lecture and 3 lab hours per week). Prerequisite: COSC 1436 [CB11.0201.5607]

### COSC 2436

#### Programming Fundamentals III - Oracle (4 credits)

Further applications of programming techniques, introduction the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. (3 lecture and 3 lab hours per week) Prerequisite: COSC 1437. [CB11.0201.5707]

#### **CRIJ 1301** Introduction to Criminal Justice (3 credits)

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. (3 lecture hours per week). [CB43.0104.5124]

#### CRIJ 1306 Court Systems and Practices (allows 8) (3 credits)

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. (3 lecture hours per week). [CB22.0101.5424]

### CRIJ 1307 pribuloni emenio esylene bne vevnus Crime in America

#### (3 credits)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. (3 lecture hours per week). [CB45.0401.5225]

#### CRIJ 1310

#### Fundamentals of Criminal Law (3 credits)

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. (3 lecture hours per week). [CB22.0101.5324]

#### **CRIJ 1313**

### Juvenile Justice System

#### (3 credits)

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 lecture hours per week).

#### [CB43.0104.5224]

#### CRIJ 2301

#### Community Resources in Corrections (3 credits)

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (3 lecture hours per week). [CB43.0104.5324]

#### **CRIJ 2313**

## Correctional Systems and Practices

This course is a survey of institutional and noninstitutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. (3 lecture hours per week). [CB43.0104.5424]

### CRIJ 2314 April 2010/19 To action of an include the original and an include the origin

## Criminal Investigation

### (3 credits)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (3 lecture hours per week). [CB43.0104.5524]

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## CRIJ 2323 Igoleveb latement adulary bria cuclados

#### Legal Aspects of Law Enforcement (3 credits)

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. (3 lecture hours per week). [CB43.0104.5624]

#### **CRIJ 2328**

## Police Systems and Practices

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. (3 lecture hours per week). [CB43.0104.5724]

#### **CRTR 1202**

#### Law and Legal Terminology (2 credits)

Instruction in civil and criminal judicial systems (discovery, trial and appellate processes), and the legal terms used in court reporting. (6 lab hours per week). Prerequisite: TSI R/W Met. [CIP22.0303]

#### CRTR 1207

## Machine Shorthand Speedbuilding (60-80)

Continued development of real-time shorthand skills through read-back, machine practice, and transcription. This course is designed to be repeated to meet program standards. (5 lab hours per week) Prerequisite: CRTR 1304 [CIP22.0303]

### CRTR 1208

### Realtime Court Reporting I

#### (2 credits)

Development of computer and machine shorthand skills necessary for writing real-time for production of projects and assignments. (4 lab hours per week). Prerequisites: CRTR 1214, CRTR 1306.

### CRTR 1214 O soke States Statilly house as indeed resid

#### Court Reporting Technology I bevorigge memorial approved

#### (2 credits)

Introduction to computer-aided transcription systems based on computer- compatible theory. The course includes lectures, dictation, and practical applications of word processing, videotaping, and computeraided transcription, including proofreading of rough drafts and production of the finished transcript. (4 lab hours per week). Prerequisite: TSI R/W Met. [CIP22.0303]

### CRTR 1257 eazeT orthytating of (inemetoque) V bos

## Literary/Jury Charge Dictation I (100-120)

Skills necessary to develop speed and accuracy in writing and transcribing literary/jury charge dictation. This course is designed to be repeated to meet program standards. The student's objective is to pass dictated tests at 100 and 120 wpm. (6 lab hours per week.) Prerequisite: CRTR 1304. [CIP22.0303]

### CRTR 1259 as an idman

#### Literary/Jury Charge Dictation II (140-160) (2 credits)

Continued skill development necessary for speed and accuracy in writing and transcribing literary/ jury charge dictation. (6 lab hours per week.) Prerequisite: CRTR 1306 [CIP22.0303]

#### CRTR 1306

#### Machine Shorthand II (60-80-100) (3 credits)

Continued development of real-time shorthand skills through read-back, machine practice and transcription. This course is designed to be repeated to meet program standards. The student's objective is to pass tests at 60 wpm, 80 wpm, and 100 wpm. (1 lecture and 7 lab hours per week). Prerequisites: CRTR 1304, TSI R/W Met. [CIP22.0303]

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**CRTR 1312** 

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103]

Court Reporting Communications I (3 credits)

Study of the basic rules of English grammar, spelling, punctuation, capitalization, and proofreading skills as they apply to the court reporting (1 lecture and 4 lab hours per week). Prerequisite: TSI R/W Met. [CIP22.0303]

**CRTR 1404** 

Machine Shorthand I (Theory)

(4 credits)

Instruction in general principles of real-time machine shorthand theory and skill building through readback of dictation notes, machine practice, and transcription This course is designed to be repeated to meet program standards. (1 lecture and 9 lab hours per week). Prerequisite: TSI R/W Met [CIP22.0303]

**CRTR 2206** Medical Court Reporting (2 credits)

Introduction to medical terms and anatomy in court reporting. Topics include medical reporting transcription techniques and production of machine shorthand medical transcripts. Lectures, study guides, tests, and exercises designed to ensure the student's knowledge of the components in building a medical vocabulary and the application thereof. (6 lab hours per week). Prerequisite: TSI R/W Met, CRTR 1304 [CIP22.0303]

**CRTR 2217** Technical Dictation

Skill development in writing and researching medical and technical material. (5 lab hours per week). Prerequisite: CRTR 2301. [CIP22.0303]

**CRTR 2231 Court Reporter Certification Preparation** (CSR/RPR) (2 credits)

Preparation for taking the Texas Certified Shorthand Reporter and the Registered Professional Reporter examinations through the use of mock examinations. This course is designed to be repeated. (1 lecture and 3 lab hours per week). Prerequisites: CRTR 2303. [CIP22.03033]

Cooperative Education - Court Reporting/Court Reporter (Scopist)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. This course is designed for students pursuing the Court Reporting Scopist Certificate. The student will gain experience in scoping transcripts for reporters, general office procedures utilized in reporting firms, and the methods used in binding and preparing the final transcript for delivery. (1 lecture and 10 lab hours per week). Prerequisite: CRTR 1214, CRTR 2311. [CIP22.0303]

**CRTR 2281** 

Cooperative Education - Court Reporting/Court Reporter

(2 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student may begin the cooperative upon completion of all 180 wpm requirements, and the student will achieve a minimum of 40 actual writing hours with a court reporter on job assignments. The student will produce a saleable transcript of no less than 50 pages (unpaid work). A journal will be kept by the student recounting his/her experiences on the job. The student will keep a record of actual machine writing hours. (1 lecture and 10 lab hours per week). Prerequisites: CRTR 2303 and CRTR 1214. [CIP22.0303]

**CRTR 2301** 

Intermediate Machine Shorthand (120-140) (3 credits)

Continued development of real-time machine shorthand skills through read-back, machine practice, and transcription. This course is designed to be repeated multiple times to meet program standards. The student's objective is to pass dictated tests at 120 and 140 wpm. (1 lecture and 7 lab hours per week). Prerequisite: CRTR 1306. [CIP22.0303]

**CRTR 2303** 

Advanced Machine Shorthand (160-180)

In-depth coverage of real-time machine shorthand theory and continued skill building through readback machine practice, and transcript production. This course may be repeated multiple times until machine shorthand standards are met. The student's objective is to pass tests at 160 and 180 wpm. (1 lecture and 7 lab hours per week). Prerequisite: CRTR 2301. [CIP22.0303]

**CRTR 2311** Court Reporting Communications II (3 credits)

In-depth coverage of grammar, spelling, punctuation, capitalization, vocabulary and proofreading skills necessary to produce transcripts. The student is given unedited copy to edit and proof read. (2 lecture hours and 4 lab hours per week). Prerequisites: TSI R/W Met, CRTR 1312. [CIP22.0303]

**CRTR 2312** Court Reporting Procedures (3 credits)

Instruction in the role of the court reporter in court proceedings and/or depositions. (1 lecture and 7 lab hours per week.) Prerequisite: CRTR 2301 and CRTR 1208. [CIP22.0303]

**CRTR 2313** 

Court Reporting Technology II (Scopist) (3 credits)

Instruction in the operation, maintenance, and assembly of a computer-aided transcription system, including the computer functions necessary for transcript production. (1 lecture hours and 4 lab hours per week). Prerequisites: CRTR 1304, CRTR 1214 [CIP22.0303]

**CRTR 2335** 

Accelerated Machine Shorthand (200-225) (3 credits)

Mastery of high-speed dictation including read-back. machine practice, and transcription. This course may be repeated multiple times until machine shorthand standards are met. The student's objective is to pass dictated tests at 200 and 225 wpm. (1 lecture and 7 lab hours per week.) Prerequisite: CRTR 2303. [CIP22.0303]

**CTEC 1401** Applied Petrochemical Technology (Physics) (4 credits)

This course teaches students the basic principles of physics and their application in process facilities. Included are: fundamental units of measurement related to length, time, mass, pressure, temperature, flow, and level. The properties of solids, liquids, gases, and flowing fluids are reviewed with emphasis placed on how these properties relate to the operation of process equipment. Students are introduced to the gas laws, principles of heat transfer, sensible and latent heat electricity and magnetism. (3 lecture hours, 2 lab hours per week). [CIP 41.0301]

**CTEC 2380** Cooperative Education - Process Technology (3 credits)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. This course may be substituted for PTAC 1454. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education is a paid company internship learning experience. Availability of this course depends on available positions in the industry. (1 lecture hour, 20 co-op hours per week). (See syllabus for prerequisites.) [CIP 41.0301]

Clinical - Cardiovascular Technology (1 Credit)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on ECG, Stress Testing, Holter monitoring and patient care. (6 clinical hours per week). Corequisite: DSAE 1340. [CIP51.0901]

2017-18 Rev: 07-27-17

### DAAC 1304 (see also SOCI 2340) Pharmacology of Addiction

(3 credits)

Emphasizes pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substance use and behaviors. (3 lecture hours per week) [CIP51.1501]

### **DAAC 1305 Co-occurring Disorders**

(3 credits)

Provides students with an overview of co-occurring psychiatric and substance use disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying the illness. (3 lecture hours per week) [CIP51.1501]

#### **DAAC 1309**

#### Assessment of Substance-Related and Addictive Disorders

(3 credits)

Exploration of procedures and tools used to identify substance-related and addictive disorders and assess a client's problems, strengths, deficits, and needs. (3 lecture hours per week) [CIP51.1501]

#### **DAAC 1311**

## Counseling Theories

(3 credits)

An examination of major theories and current treatment modalities used in the field of counseling. (3 lecture hours per week) [CIP51.1501]

#### **DAAC 1317 Basic Counseling Skills**

An overview and application of the basic counseling skills. (3 lecture hours per week) [CIP51.1501]

#### **DAAC 1364**

#### Practicum Substance Abuse/Addiction Counseling

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (21 practicum hours per week) [CIP: 51.1501]

#### DAAC 1380 Cooperative Education I - Substance Abuse/Addiction Counseling

(3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1364. [CIP51.1501]

#### **DAAC 1381**

#### Cooperative Education II - Substance Abuse/ **Addiction Counseling**

(3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1380 [CIP51.1501]

#### **DAAC 1391**

#### Special Topics in Alcohol/Drug Abuse Counseling

(3 credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (3 lecture hours per week) [CIP51.1501]

#### **DAAC 2306**

### Substance Abuse Prevention

(3 credits)

Examination of substance use disorder prevention. (3 lecture hours per week) [CIP51.1501]

#### **DAAC 2307**

## Addicted Family Intervention

(3 credits)

Examination of family systems focusing on the effects of addiction and recovery. (3 lecture hours per week) [CIP51.1501]

#### **DAAC 2341**

### **Counseling Alcohol and Other Drug Addictions** (3 credits)

Advanced examination of knowledge, skills, attitudes, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, prevention, and recovery of substance use disorders. (3 lecture hours per week) [CIP51.1501]

## DAAC 2343

#### **Current Issues**

(3 credits)

Examination of current issues related to substance use and addictive disorders. (3 lecture hours per week) [CIP51.1501]

#### **DAAC 2354**

## **Dynamics of Group Counseling**

(3 credits)

Exploration of group counseling skills, techniques, stages of group development, and confidentiality and ethics. (3 lecture hours per week) [CIP 51.1501]

#### **DAAC 2380**

#### Cooperative Education III - Substance Abuse / **Addiction Counseling**

(3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture hour and 20 lab hours per week) [CIP51.1501]

#### **DFTG 1405** Technical Drafting (4 credits)

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views. Create technical sketches, geometric constructions, orthographic projections, pictorial/sectional views, and dimensioned drawings. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 1409. [CIP15.1301]

#### **DFTG 1409** Basic Computer Aided Drafting (4 credits)

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Identify terminology and basic functions used with CAD software; use CAD hardware and software to create, display, and plot/print working drawings; use file management techniques.. (2 lecture and 6 lab hours per week) Prerequisite: POFI 1204 or as co-requisite with dept. approval. [CIP15.1302]

### **DFTG 1433**

### **Mechanical Drafting**

(4 credits)

Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings. Develop a set of working drawings including assembly, detail, and pictorial. (2 lecture and 6 lab hours per week) [CIP15.1306]

#### **DFTG 1445**

## Parametric Modeling and Design

Parametric-based design software for 3D design and drafting. Use parametric modeling techniques to create rendered assemblies, orthographic drawings, auxiliary views, and details from 3-dimensional models. Prerequisite: POFI 1204 or as co-requisite with dept. approval. (2 lecture and 6 lab hours per week). [CIP15.1306]

#### **DFTG 2406**

#### Machine Design (4 Credits)

Theory and practice of design. Projects in problemsolving, including press fit, bolted and welded joints, and transmission components. Utilize the steps used in the design process, terminology, and mechanical processes to produce drawings. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 1433. [CIP15.1306]

#### Intermediate Computer-Aided Drafting (4 credits)

AutoCAD. A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings. construction of pictorial drawings, extracting data, and basics of 3D. Produce 2D and 3D drawings, pictorial drawings; use external referencing of multiple drawings to construct a composite drawing, and import and extract data utilizing attributes. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 1409. [CIP15.1302]

#### **DFTG 2423 Pipe Drafting** (4 credits)

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Create drawings of foundations, structural supports, and process equipment; identify symbols and research specifications; generate a bill of material list; use charts and standards; generate isometric drawings; and calculate measurements for pipe fittings. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 2419 or as co-requisite with dept. approval. [CIP15.1302]

#### DFTG 2430 Civil Drafting Congenial Head Diseases HASG (4 credits)

In-depth study of drafting methods and principles used in civil engineering. Interpret field notes; develop documents for a civil project; analyze and layout drainage and utilities infrastructure; and perform related calculations. (2 lecture and 6 lab hours per week). Prerequisites: DFTG 1409 Co requites: DFTG 2419. [CIP15.1304]

#### **DFTG 2435**

#### Advanced Technologies in Mechanical Design & Drafting (4 credits)

Use parametric-based software for mechanical design for advanced modeling and analysis. Create advanced surfaces, patterns, and sketched features; create simulations of loads and constraints; review and interpret static and thermal analysis; create tables; and customize user interface. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 1433, DFTG 1445. [CIP15.1306] recognition, evaluation and measurements of ecquired heart disease. (24 dinical hours per week)

#### **DFTG 2440**

#### Solid Modeling/Design (4 credits)

AutoCAD. A computer-aided modeling course. Development of three-dimensional

drawings and models from engineering sketches and orthographic drawings and utilization of three dimensional models in design work. Create threedimensional solid model objects; and generate pictorial and orthographic drawings. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 1409 [CIP15.1302]

#### DFTG 2445 one no toeqmi s'emento bres emutolo Advanced Pipe Drafting and suited at Advanced Pipe Drafting (4 Credits)

A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting. Compile a comprehensive set of construction documents from engineering notes and process flow diagrams; solve design implementation problems; apply appropriate codes and standards; document the implementation of a comprehensive industrial plan; create details for cost effective implementation; and integrate appropriate instrumentation and industrial devices. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 2423 [CIP15.1302]

#### Geometric Dimensioning and Tolerancing (4 credits)

Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings. Apply tolerance, feature control frame, feature of size, datum, form, orientation, location, runout, and profile controls between various parts. Prerequisite: DFTG 1445. Co-requisite: DFTG 1433. (2 lecture and 6 lab hours per week) [CIP15.1306]

#### **DFTG 2457**

#### Advanced Technologies in Pipe Design & **Drafting**

#### (4 credits)

Advanced design and production techniques using specialized process plant based design software. Use pipe design software; dimension and annotate pipe drawings; reference materials; apply pipe drafting design methods and standards; develop 2D and 3D drawings; and develop flow diagrams and P&IDs. Prerequisite: DFTG 2423 (2 lecture and 6 lab hours per week) [CIP15.1302]

#### **DMSO 1210**

#### Introduction to Sonography

### (Any student who would like to explore the profession of Sonography may take this course)

An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession. (2 lecture hours per week). [CIP51.0910] wpololays goding amou signs, symptoms, risk factors, and treatment of

#### **DMSO 1342**

#### Intermediate Ultrasound Physics (3 credits)

Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis. (2 lecture and 2 lab hours per week). [CIP51.0910]

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#### Theater Practicum I

#### (1 credit)

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (4 lab hours per week). [CB50.0506.5326]

#### DRAM 1121

#### Theater Practicum II

#### (1 credit)

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (4 lab hours per week). [CB50.0506.5326]

### DRAM 1310

## Introduction to Theater

#### (3 credits)

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. (3 lecture and 2 lab hours per week). Prerequisite: INRW 0309, DIRW/ DIRR 0309 or READ 0309. [CB50.0501.5126]

#### DRAM 1322

#### Stage Movement

#### (3 credits)

Principles, practices, and exercises in body techniques and stage movement; emphasis on character movement and body control. (1 lecture and 2 lab hours per week). [CB50.0506.5426]

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#### (3 credits)

Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0502.5126] Application of the reflements used

#### DRAM 1341 co svitosito lo instruniani svitego s

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#### (3 credits)

Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application. (2 lecture and 4 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0502.5226]

#### DRAM 1351

Acting I progy asiasoff transactiful stablement

(3 credits)

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination. (3 lecture and 3 lab hours per week). Prerequisites: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0506.5126]

## DRAM 1352 Acting II

(3 credits)
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. (3 lecture and 3 lab hours per week). [CB50.0506.5126]

#### **DRAM 2120**

Theater Practicum III

(1 credit)

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (6 lab hours per week). [CB50.0506.5326]

# DRAM 2121 Theater Practicum IV (1 credits)

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (6 lab hours per week). [CB50.0506.5326]

## DRAM 2331 Stagecraft II

Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0502.5126]

# DRAM 2336 Voice for the Theater (3 credits)

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0506.5226]

# DRAM 2361 Classon and death and death and death death and death an

Study of the history of the theater from primitive times through the Renaissance. (3 lecture hours per week). Prerequisites: INRW 0309, INRW 0309, DIRW/DIRR 0309 or ENGL 0309 & READ 0309. [CB50.0505.5126]

## DRAM 2362 History of the Theater II

Study of the history of the theater from the Renaissance through today. (3 lecture hours per week). Prerequisites: INRW 0309, DIRW/DIRR 0309 or ENGL 0309 & READ 0309. [CB50.0505.5126]

## DRAM 2366 Introduction to Cinema (3 credits)

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. (3 lecture hours per week). Prerequisites: INRW 0309, DIRW/DIRR 0309 or READ 0309 [CB50.0602.5126]

#### **DSAE 1303**

Introduction to Echocardiography Techniques (3 Credits)

An introduction to scanning techniques and procedures with hands-on experience in a lab setting. Emphasis is placed on the sonographic evaluation of the normal adult heart. This course will introduce the basic scan protocol including two-dimensional, M-Mode, and Doppler.(2 lecture and 4 lab hours per week) Co-requisite: DSAE 1360. [CIP51.0910]

## DSAE 1340 Diagnostic Electrocardiography (3 credits)

Cardiac testing including the techniques and interpretation of patient physical assessment. Covers electrocardiography, stress testing, Holter monitoring, vital signs, and cardiovascular pharmacology. (2 lecture and 4 lab hours per week) [CIP51.0910]

# DSAE 1360 Clinical - DMST Intro to Echo (3 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on instrumentation, transducer handling, patient positioning, image orientation, and identification of anatomic structures found in basic echocardiographic views. (18 clinical hours per week) Co-requisite: DSAE 1303. [CIP51.0910]

#### **DSAE 2303**

Cardiovascular Concepts Control of the State of the State

(this course may be taken in advance or to renew expired A&P prior to acceptance)

(3 credits)

Anatomy, physiology, and pathophysiology of the cardiovascular system. Focuses on cardiac and vascular structural anatomy and relationships, electrical innervation, embryology, and hemodynamics of the heart and vascular system. Includes pathophysiology, etiology, pathology, signs, symptoms, risk factors, and treatment of cardiovascular diseases. (3 lecture and 1 lab hours per week). [CIP51.0910]

#### **DSAE 2304**

Echocardiographic Evaluation of Pathology I
(3 credits)

Adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology, quantitative measurements, and the application of 2-D, M-Mode and Doppler. Recognition of the sonographic appearances of cardiovascular disease is stressed. Emphasis will be placed on valvular, myocardial, hypertensive, and pericardial disease. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 1303 Co-requisite: DSAE 2361. [CIP51.0910]

## DSAE 2335 Advanced Echocardiography (3 credits)

Advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging, and related noninvasive cardiac testing. Topics may include trans esophageal echo, stress echo, 3D/4D echo, Strain Imaging, Vector Imaging, Dysynchrony and CRT, digital echo, contrast echo, intra-operative and intra-cardiac echo. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2337 Co-requisite: DSAE 2462. [CIP51.0910]

#### **DSAE 2337**

Echocardiographic Evaluation of Pathology II (3 credits)

A continuation of Echocardiographic Evaluation of Pathology I with emphasis on cardiac disease. A discussion of quantitative measurements and application of 2-D, M-Mode, Doppler and recognition of the sonographic appearances of cardiac disease is stressed. Topics may include congenital heart disease, diseases of the aorta and great vessels, cardiac masses and trauma and additional syndromes and diseases relevant to echocardiography. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2304, Co-requisite: DSAE 2461. [CIP51.09103]

#### DSAE 2361 Clinical - DMST Echo I (3 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on gaining hands-on experience to develop scanning ability for the evaluation of the normal adult echocardiogram utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSAE 1360, Co-requisite: DSAE 2304 [CIP51.0910]

#### DSAE 2461 Clinical - DMST Echo II (4 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on broadening and improving existing skills, recognition, evaluation and measurements of acquired heart disease. (24 clinical hours per week) Prerequisite: DSAE 2361, Co-requisite: DSAE 2337 [CIP51.0910]

#### **DSAE 2462** Clinical - DMST Echo III (4 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on recognition and quantification of pathology, improving accuracy, speed and proficiency of the student's skills. (24 clinical hours per week) Prerequisite: DSAE 2461, Co-requisite: DSAE 2335 [CIP51.0910]

#### **DSPE 1265** Practicum - DMST, Intro to Pedi Echo (2 Credits)

Practical general workplace training supported by an individualized learning plan developed by the employer, college, and students. Emphasis will placed on instrumentation, scanning skills, image orientation and patient care. Co-requisite: DSPE 1300. (18 clinical hours per week) [CIP51.0910]

#### **DSPE 1300**

#### Introduction to Pediatric Echocardiography **Techniques** (3 Credits)

Introduction to pediatric echocardiography techniques and procedures. Emphasis is placed on the sonographic appearance of the normal neonatal and pediatric heart. Basic scan protocol to include 2D, M-mode, Doppler and standard measurements. Emphasis will be placed on recognition of septation defects and persistent fetal circulation. (2 lecture and 4 lab hours per week) Prerequisite: acceptance into program Co-requisite: DSPE 1265. [CIP51.0910]

#### **DSPE 2249**

### Echocardiographic Evaluation of Congenital Heart Disease II

This course is a continuation of Echocardiographic Evaluation of Congenital Heart Disease I. Topics will include anomalies of the following: great vessels, ventricles (ie: hypoplasia), and extra cardiac structures. In addition, echo evaluation of post operative repairs and defects shall be included with continued emphasis on quantitative measurements and calculations used during 2D, M-Mode, and Doppler. (1 lecture and 4 lab hours per week) Prerequisite: DSPE 2257, Co-requisite: DSPE 2461 [CIP51.0910]

#### **DSPE 2255**

#### **Neonatal/Pediatric Patient Care Skills** (2 Credits)

Overview of neonatal and pediatric patient care. Includes age appropriate care, patient safety, infection control, patient monitoring, vital signs, assessment, physical examination, thermal regulation, sedation, and neonatal and infant emergency care. (1 lecture and 3 lab hours per week)

[CIP 51.0910]

#### **DSPE 2257**

#### Echocardiographic Evaluation of Congenital **Heart Disease I**

(2 Credits)

Methods of evaluating congenital heart disease including physiology and hemodynamics of each of the following: aorta, arch, aortic valve, tetralogy of Fallot, pulmonic valve atresia, tricuspid valve, Ebstein's, and pulmonary veins. The evaluation will also include pathophysiology, quantitative measurements and the application of echo techniques. (1 lecture and 4 lab hours per week) Prerequisite: DSPE 1300, Co-requisite DSPE 2261 [CIP51.0910]

### **DSPE 2259**

#### Advanced Pediatric Echocardiography (2 Credits)

Specialized techniques in pediatric echocardiography including transesophageal echocardiography, fetal echocardiography, acquired cardiac pathology and additional rare anomalies. (1 lecture and 4 lab hours per week) Prerequisite DSPE 2249 Co-requisite DSPE 2462. [CIP51.0910]

#### **DSPE 2261** Clinical - DMST Pediatric Echo I (2 Credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on gaining hands-on experience to develop scanning ability for the evaluation of the abnormal pediatric echocardiogram utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSPE 1265, Co-requisite DSPE 2257 [CIP51.0910]

#### **DSPE 2461**

## Clinical - DMST Pediatric Echo II

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on broadening and improving existing skills, recognition, evaluation, and quantification of congenital heart disease. (24 clinical hours per week) Prerequisite: DSPE 2261 [CIP51.0910]

#### **DSPE 2462**

#### Clinical - DMST Pediatric Echo III (4 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on recognition and quantification of pathology, improving accuracy, speed and proficiency of the students' skills. (24 clinical hours per week). Prerequisite: DSPE 2461

#### **DSVT 1300**

#### Principles of Vascular Technology (3 credits)

Introduction to non-invasive vascular technology modalities. Includes 2D imaging, Doppler, plethysmography, and segmental pressures. Emphasis on performing basic venous and arterial imaging and non-imaging exams and Carotid Duplex scanning. (2 lecture and 4 lab hours per week) Co-requisite: DSVT 1360 [CIP51.0910]

#### **DSVT 1360**

#### Clinical - DMST Introduction to Vascular (3 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on instrumentation, patient positioning, transducer handling, image orientation, and identification of anatomic structures and waveforms. (18 clinical hours per week) Co-requisite: DSVT 1300. [CIP51.0910]

#### **DSVT 2318**

#### Peripheral Vascular Evaluation (3 credits)

Application of peripheral non-invasive vascular technology for the evaluation and quantification of peripheral vascular diseases. Modalities include venous and arterial duplex and physiologic testing. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2330. Co-requisite: DSVT 2461. [CIP51.0910]

#### **DSVT 2330** Cerebral Vascular Evaluation

(3 credits)

Non-invasive technology for the evaluation and quantification of cerebrovascular disease. Modalities include carotid duplex, periorbital Doppler, and transcranial Doppler.(2 lecture and 4 lab hours per week) Prerequisite: DSVT 1300, Co-requisite: DSVT 2361. [CIP51.0910]

#### **DSVT 2335** Advanced Vascular Technology (3 credits)

Non-invasive vascular concepts. Includes harmonics, contrast, power Doppler, digital intraoperative, intravascular, abdominal vascular, graft surveillance, vascular interventions, and research. Emphasizes extensive review of case studies, technical reporting, preliminary interpretation, and registry review. Other topics will include arterial stiffness, vascular contrast, mapping and guided procedures. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2318 Co-requisite: DSVT 2462. [CIP51.0910]

#### **DSVT 2361** Clinical - DMST Vascular I

(3 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on hands-on experience to develop peripheral non-invasive vascular techniques used to evaluate the appearance of normal exams utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSVT 1360, Co-requisite: DSVT 2330. [CIP51.0910]

## **DSVT 2461**

Clinical - DMST Vascular II Suppose to englanting (4 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on recognition and evaluation of pathology, broadening and improving existing skills. (24 clinical hours per week). Prerequisite DSVT 2361; Co-requisite: DSVT 2318. [CIP51.0910]

#### **DSVT 2462** Clinical - DMST Vascular III (4 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on improving identification and quantification of pathology, accuracy, speed and proficiency of student's skills. (24 clinical hours per week). Prerequisite DSVT 2461; Co-requisite: DSVT 2335. [CIP51.0910]

#### **ECON 2301** Principles of Macroeconomics (3 credits)

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CB45.0601.5125]

#### ECON 2302 Principles of Microeconomics II 000183 9500mi (3 credits)

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CB45.0601.5125]

#### **EDUC 1301** Introduction to the Teaching Profession (3 credits)

An enriched integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields: provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and includes 16 hours of field-experience in P-12 schools. (3 lecture and 1 lab hour per week) Prerequisite: TSI R/W Met. [CB13.0101.5109]

#### **EDUC 2301** Introduction to Special Populations (3 credits)

An enriched integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; should be aligned as applicable with State Board for Educator Certification Pedagogy. and Professional Responsibilities standards; and includes 16 hours of field-based in P-12 classrooms with special populations. (3 lecture & 1 lab hour per week). Prerequisite: EDUC 1301. [CB13.1001.5109]

## Clinical - Emergency Medical Technician Basic

A health-related work-based learning experience that enables the student to apply specialized EMT occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (6 hours per week external experience). Co-Requisites: Enrollment in EMSP 1501. [CIP51.0904]

#### EMSP 1166 Practicum I - EMT Paramedic

(1 credit)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student for the Advanced EMT student. (7 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT Certification. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1261. [CIP51.0904]

#### EMSP 1205 Emergency Care Attendant (2 credits)

Preparation for certification as an Emergency Care Attendant (ECA)/Emergency Medical Responder (EMR). (6 lab hours per week) [CIP51.0904]

## EMSP 1261

## Clinical I - EMT Paramedic

(2 credits)

A health-related work-based learning experience that enables the student to apply specialized paramedic occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (7 lab hours per week) Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1166. [CIP51.0904]

#### EMSP 1338 Vertically heaving make the legislations? Introduction to Advanced Practice (3 credits)

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and other paramedic related topics. (3 lecture hours per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1355, EMSP 1356, EMSP 1261, EMSP 1166. [CIP51.0904]

#### **EMSP 1355**

## Trauma Management

Knowledge and skills in the assessment and management of patients with traumatic injuries. (2 hours of lecture and 3 hour of lab per week). Prerequisite: Completion of EMSP 1501, & 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1338, 1356, 1261, & 1166. [CIP51.0904]

#### EMSP 1356

#### Patient Assessment and Airway Management (3 credits)

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. (2 hours of lecture and 3 hours of lab per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1261, EMSP 1166. [CIP51.0904]

#### EMSP 1501

## Emegency Medical Technician - Basic

Preparation for certification as an Emergency Medical Technician (EMT). (5 lecture and 6 lab hours per week). Pre-requisites: Immunizations, program application. Co-Requisites: Enrollment in EMSP 1160. [CIP51.0904]

#### EMSP 2160 Clinical II - EMT Paramedic

(1 credit)

A health-related work-based learning experience that enables the student to apply specialized cardiovascular theory, skills, and concepts. Direct supervision is provided by the clinical professional. (6 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 2206, EMSP 2305, EMSP 2444. [CIP51.0904]

### EMSP 2166 social hash isonegnoù to matauk Practicum II - EMT Paramedic

Final paramedic capstone training supported by an individualized learning plan developed by the employer, college, and student. (9 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP 2160/ EMSP 2434/ EMSP 2261. Co-Requisite: Enrollment in EMSP 2243. [CIP51.0904]

#### EMSP 2206 Emergency Pharmacology (2 credits)

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages as applied to the Paramedic. (2 hours of lecture hours and 1 hour of lab per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160 Texas EMT Intermediate certification. Co-Requisite: Enrollment in EMSP 2160, 2305, 2444. [CIP51.0904]

#### **EMSP 2243**

## Assessment Based Management (2 credits)

A summative experience covering comprehensive, assessment-based patient care management for the paramedic level using case study reviews of student pediatric, geriatric, medical and trauma patients. (1 hour of lecture and 3 hours of lab per week). Prerequisite: Completion of EMSP 1501, 1160, 1338, 1356, 1355, 1261, 1166, 2206, 2305, 2330, 2444, 2160, 2434, 2261. Co-Requisite: Enrollment in EMSP 2166. **[CIP51.0904]** 

# EMSP 2261 Clinical III - EMT Paramedic (2 credits)

A clinical-based learning experience that enables the student to apply specialized theory, skills, and concepts to medical, pediatric, geriatric, obstetrical, and psychiatric patients in the clinical hospital setting. Direct supervision is provided by the clinical professional. Pre-requisites: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1355/ EMSP 1356/ EMSP 1261/ EMSP 1166/ EMSP 2305/ EMSP 2444/ EMSP 2206/ EMSP 2160/ EMSP 2434 and EMSP 2330. Texas EMT Intermediate certification. Co-requisite: Enrollment in EMSP 2243 (9 Lab hours per week). [CIP51.0904]

#### EMSP 2300

## Methods of Teaching - Emergency Medical Services

(3 credits)

This class combines lecture and internet training that focuses on instructional preparation, presentation, and evaluation, also essential knowledge, skills, and practices required to provide quality EMS educational programs applicable to the adult learner. (16 hrs. Classroom Instruction, 8 hrs, Instructor Candidate Internship, 24 hrs. Internet). (3 Lecture Hours Per Week) Prerequisite: Current Texas EMS certification. [CIP51.0904]

## EMSP 2305 EMS Operations

Knowledge and skills to safely manage multicasualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. The hybrid course combines 25 hours of internet course work on the internet with 23 hours of lecture and lab training. Prerequisite: Completion of EMSP 1501 and 1160. Texas EMT certification. Co-requisite: Enrollment in EMSP 2160, 2206 and 2444. [CIP51.0904]

#### EMSP 2330 Special Populations (3 credits)

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics as applied to the Paramedic. (2 hours of lecture and 2 hours of lab per week). Prerequisite: Texas EMT Intermediate certification. Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1166/ EMSP 2305 /EMSP 2444/ EMSP 2206/ EMSP 2160. Co-Requisite: EMSP 2243. [CIP51.0904]

#### **EMSP 2434**

#### **Medical Emergencies**

(4 credits)

Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics as applied to the Paramedic. (3 hours of lecture and 3 hours of lab per week). Prerequisite: Texas EMT Intermediate certification. Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1666/ EMSP 2206/ EMSP 2305/ EMSP 2444/ EMSP 2160. Co-Requisite: Enrollment in EMSP 2330 [CIP51.0904]

#### EMSP 2444 Cardiology (4 credits)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. (3 hours of lecture and 3 hours of lab and per week). Prerequisite: Texas EMT Intermediate certification. Completion of EMSP 1501/ EMSP 1160. Co-Requisite: EMSP 2206, EMSP 2305, EMSP 2160. [CIP51.0904]

#### ENDT 1310 Neuroanatomy & Physiology - EEG (3 credits)

Basic neuroanatomy and physiology. Includes neurologic history, neurologic exam, and diagnostic tools applied to the study of various neurologic disorders. Requires departmental approval. (3 lecture hours per week) [CIP 51.0903]

## ENDT 1345 Applied Electronics & Instrumentation (3 credits)

Theory & application of electrical concepts, recording techniques, data analysis, and descriptions. Includes electronics & instrumentation associated with the conventional electroencephalograph such as the power supply, contribution of electrodes, differential amplifier concepts, filters (low frequency, high frequency and 60-Hz filters), the writer unit, electrical output, electrical safety, and standards for clinical electroencephalographs. Also covers ambulatory monitoring & digital electroencephalography. Requires departmental approval. (2 lecture hours & 2 lab hours per week) [CIP 51.0903]

#### ENDT 1350 Electroencephalography (3 credits)

The field of electroencephalography (EEG) and its use in medicine & surgery. Emphasizes patient hookup, taking histories, careful handling of the patient, and reviewing normal and abnormal brainwaves, identifying artifacts, EEG instrumentation, pattern recognition, and sleep recordings. Includes examination of EEG findings in neurological disease and introduces special EEG procedures. Requires departmental approval. (2 lecture hours & 2 lab hours per week) [CIP 51.0903]

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#### **ENDT 1463**

## Clinical I - Electroneurodiagnostics Technology (4 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (16 clinical hours per week) Prerequisites: ENDT 1345, ENDT 1350, Co-requisite: ENDT 2320. [CIP 51.0903]

#### ENDT 2210 Evoked Potentials (2 credits)

Evoked potentials (EP) instrumentation, EP history, signal averaging, statistics, A/D converter, amplifiers, filters, and stimulators. Includes recording evoked potentials from volunteers and observing the effect of different variables. Emphasizes somatosensory, visual and brainstem auditory evoked responses, and practical application and evaluation of EP data. (2 lecture hours per week) Prerequisites: ENDT 1345, ENDT 1350. [CIP 51.0903]

#### ENDT 2215 Nerve Conduction Studies (2 credits)

Electrodiagnostics, principles of nerve conduction studies, and methods designed to assess neuromuscular transmission. Includes conventional and single-fiber electromyography and methods designed for reaching less accessible regions of the nervous system. (2 lecture hours per week) Prerequisites: ENDT 1345, ENDT 1350 [CIP 51.0903]

#### ENDT 2320 Electroneurodiagnostics Technology I (3 credits)

Electroneurodiagnostics and normal functional neuroanatomy and physiology. Explores abnormal functional neuroanatomy and physiological conditions and correlates. Includes an examination of electroencephalographic sign of cerebral disorders, the study of specific neurological disease entities, and the integration of electroencephalography patterns for cerebral disorders and diagnosis. (2 lecture hours & 2 lab hours per week) Prerequisites: ENDT 1350 & ENDT 1345. [CIP 51.0903]

#### ENDT 2425 Electroneurodiagnostics Technology II (4 credits)

Electroneurodiagnostics and normal and abnormal functional neuroanatomy and physiology. This course is designed to further explore and introduce specific neurological disease processes and integrate electroencephalographic patterns for these processes. Identifies abnormal functional neuroanatomy & physiological conditions and electroencephalographic correlates. (3 lecture & 2 lab hours per week) Prerequisites: ENDT 1463 Co-requisites: ENDT 2463. [CIP 51.0903]

#### **ENDT 2463**

## Clinical II - Electroneurodiagnostics Technology (4 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (12 clinical hours per week) Prerequisites: ENDT 1463 Co-requisite: ENDT 2425. [CIP 51.0903]

#### **ENDT 2661**

## Clinical III - Electroencephalography (6 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (24 clinical hours per week) Prerequisites: ENDT 1463, ENDT 2463. [CB23.1301.5112]

#### ENGL 1301 Composition I

(3 credits)

Intensive study of and practice in writing process, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (3 lecture hours per week). Prerequisite: TSI R/W Met. [CB23.1301.5112]

#### ENGL 1302 Composition II (3 credits)

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. (3 lecture hours per week). Prerequisite: ENGL 1301 or its equivalent. [CB23.1301.5112]

#### ENGL 2307 Creative Writing (3 credits)

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. (3 lecture hours per week). Prerequisite: ENGL 1301. [CB23.1302.5112]

#### ENGL 2311 Technical & Business Writing (3 credits)

Intensive study of in practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedure, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. (3 lecture hours per week). Prerequisite: ENGL 1301 [CB23.1303.5112]

#### ENGL 2322 British Literature I (3 credits)

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth, Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (3 lecture hours per week). Prerequisite: ENGL 1301. [CB23.1404.5112]

#### ENGL 2323 British Literature II (3 credits)

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (3 lecture hours per week). Prerequisite: ENGL 1301. [CB23.1404.5112]

#### ENGL 2327 American Literature I (3 credits)

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. (3 lecture hours per week) Prerequisite: ENGL 1301 [CB 23.1402.5112]

#### ENGL 2328 American Literature II (3 credits)

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. (3 lecture hours per week) Prerequisite: ENGL 1301.

[CB 23.1402.5112]

#### ENGL 2332 World Literature I (3 credits)

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (3 lecture hours per week). Prerequisite: ENGL 1301. [CB16.0104.5213]

#### ENGL 2333 World Literature II (3 credits)

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB16.0104.5213]

#### **ENGL 2351**

## Mexican-American Literature (3 credits)

A survey Mexican-American/Chicno/a literature including fiction, non-fiction, poetry, and drama. (3 lecture hours per week). Prerequisite: ENGL 1301. [CB05.0203.5525]

#### ENTC 1423 Strength of Materials (4 credits)

Study of the relationship between externally applied forces and internally induced stresses and the resulting deformations in structural members. Identify the principles behind moments of interim and explain the relationship between that principle and the shape's cross-sectional geometry and reference axis; and calculate the torsional shearing stress on a solid round shaft subjected to various torques and horsepower requirements. Prerequisite: TECM 1317 (2 lecture and 6 lab hours per week). [CIP15.0000]

#### ESOL 0301 ESOL Oral Communication (3 credits)

Develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. Focus on increasing English fluency from basic to mid-intermediate levels. Blends classroom instruction and computer-based instruction. (3 lecture & 1 lab hour per week). [CB32.0108.5512]

## ESOL 0302 ESOL Reading and Vocabulary (3 credits)

Develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society. Focus on increasing English fluency from mid-intermediate to advanced levels, with an emphasis on preparation for academic classes. Blends classroom instruction and computer-based instruction. (3 lecture & 1 lab hour per week). [CB32.0108.5612]

#### FREN 1411 Beginning French I (4 credits)

This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. (3 lecture and 2 lab hours per week). [CB16.0901.5113]

#### FREN 1412 Beginning French II (4 credits)

This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. Prerequisite: Successful completion of FREN 1411 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 2 lab hours per week). [CB16.0901.5113]

### FREN 2311 Intermediate French I

This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of FREN 1412 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) [CB16.0901.5213]

## FREN 2312 Intermediate French II

This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of FREN 2311 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) [CB16.0901.5213

# GEOG 1303 World Regional Geography (3 credits)

A survey of the world's major geographic regions, with emphasis on intra-regional and inter-regional similarities and differences in climates, land and water resources, population distribution, and the extent of resource utilization. Physical and human factors that enhance, hinder, or threaten economic development and living conditions in the respective regions are also stressed. (3 lecture hours per week). Prerequisites: TSI RW Met [CB45.0701.5325]

#### GEOL 1301 Earth Sciences for Non-Science Majors I (3 credits)

Offered only for Texas Dept. of Criminal Justice students.

Survey of geology, meteorology, oceanography, and astronomy. (3 lecture hours per week). Prerequisite: TSI Reading Met. [CB40.0601.5103]

## GEOL 1303 Physical Geology (3 credits)

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. (3 lecture hours per week). Prerequisite: TSI Readubg Met. [CB40.0601.5403]

## GEOL 1401 Earth Science for Non-Science Majors I (4 credits)

Survey of geology, meteorology, oceanography, and astronomy. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. [CB40.0601.5103]

## GEOL 1403 Physical Geology (4 credits)

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. [CB40.0601.5403]

#### GEOL 1404 Historical Geology (4 credits)

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. (3 lecture & 3 lab hours per week) Prerequisite: GEOL 1403. [CB40.0601.5403]

## GEOL 1405 Environmental Science (4 credits)

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. (3 lecture and 3 lab hours per week). Prerequisite: TSI Reading Met. [CB03.0103.5301]

## GEOL 1445 Oceanography (4 credits)

Survey of oceanography and related sciences. (3 lecture & 3 lab hours per week) Prerequisite: TSI R/W/M Met. [CB40.0601.5103]

# GEOL 1447 Meteorology (4 credits)

Survey of meteorology and related sciences. (3 lecture & 3 lab hours per week) Prerequisite: TSI R/W/M Met. [CB40.0601.5103]

#### GERS 1301 Introduction to Gerontology (3 credits)

Overview of the social, psychological, and biological changes that accompany aging and an overview of the implications of these changes for the individual, as well as for the larger society. (3 lecture hours per week) [CIP30.1101]

## GOVT 2305 Federal Government (3 credits)

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CB 45.1002.5125]

#### **GOVT 2306**

## Texas Government (3 credits)

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CIP 45.1002.5125]

# GOVT 2311 Mexican-American Politics (3 credits)

The study of Mexican-American/Chicano/a politics within the American political experience. (3 lecture hours per week). [CB05.0203.5425]

### HAMG 1321 Introduction to the Hospitality Industry (3 Credits)

Explain the elements of the hospitality industry; discuss current issues facing food service; discuss current guest needs; and explain general hotel/motel operations. Explain and discuss the role of service in the hospitality industry. (3 lecture hours per week). [CIP52.0901]

#### HAMG 1324 Hospitality Human Resources Management (3 Credits)

A study of the principles and procedures of managing people in the hospitality workplace. Topics include a systematic approach to human resources planning and implementation as it applies to the hospitality industry; including the procedures involved in making hiring decisions; training and federal laws related to employment. (3 lecture hours per week). [CIP52.0901]

#### HECO 1322

#### Nutrition & Diet Therapy

\* The classroom course is only offered face to face in the fall semester. The internet course is offered each semester.

#### (3 credits)

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (3 lecture hours per week). Cross-listed with BIOL 1322. [CIP19.0501.5109]

### HIST 1301 United States History I

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. (3 lecture hours per week). Prerequisites: TSI R/W Met.

[CB54.0102.5125]

#### HIST 1302 United States History II and an accompanied (3 credits)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CB54.0102.5125]

# HIST 2301 Texas History (3 credits)

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CB 54.0102.5225] \*Texas law stipulates that three hours in Texas history may be applied toward satisfying the United States history requirement.

# HIST 2321 World Civilizations I (3 credits)

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. (3 lecture hours per week). Prerequisites: TSI R/W Met [CB54.0101.5325

#### HIST 2322 World Civilizations II (3 credits)

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CB54.0101.5325]

# HIST 2327 Mexican-American History I (3 credits)

Historical, economic, social, and cultural development of Mexican-Americans/Chicanos/as to 1918. (3 lecture hours per week). Prerequisites: TSI R/W Met [CB05.0203.5225]

## HIST 2328

## Mexican-American History II (3 credits)

Historical, economic, social, and cultural development of Mexican-Americans/Chicanos/as. (3 lecture hours per week). Prerequisites: TSI R/W Met [CB05.0203.5225]

#### **HIST 2389**

#### Academic Cooperative

(3 credits)

An instructional program designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (3 lecture hours per week) [CB45.0101.5125]

## HITT 1305 Medical Terminology I

(3 credits)

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (3 lecture hours per week). [CIP51.0707]

## HPRS 1304 Basic Health Profession Skills (3 credits)

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. Emphasis will be placed on hospital skills and assessment. Prerequisite: Requires departmental apporvoa (Faa-Neurodiagnostics, Spring-Polysomnography, Summer-Diagnostic Medical Sonography) (2 lecture and 2 lab hours per week). [CIP51.0000]

## HRPO 1311 Human Relations

Human Relation (3 credits)

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (3 lecture hours per week). [CIP52.1003]

# HRPO 1391 Special Topics in Human Resources Management (3 credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (3 lecture hours per week). [CIP52.1001]

#### HRPO 2301 Human Resources Management (3 credits)

Behavioral and legal approaches to the management of human resources in organizations. The student will describe and explain the development of human resources management; evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation; discuss management's ethical, socially responsible, and legally required actions; assess methods of compensation and benefits planning; and examine the role of strategic human resource planning in support of organizational mission and objectives. (3 lecture hours per week). [CIP52.1001]

#### HRPO 2307 Organizational Behavior (3 credits)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. (3 lecture hours per week). [CIP52.1003]

## HUMA 1301 Introduction to Humanities I (3 credits)

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. (3 lecture hours per week). Prerequisites: TSI R/W Met.

[CB 24.0103.5112]

# HUMA 1302 Introduction to Humanities II and all all all apparent (3 credits)

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CB24.0103.5112]

#### **HUMA 1305**

#### Introduction to Mexican-American Studies (3 credits)

This interdisciplinary survey examines the different cultural, artistic, economic, historical, political, and social aspects of the Mexican-American/Chicano/a communities. It also covers issues such as dispossession, immigration, transnationalism, and other topics that have shaped the Mexican-American experience. (3 lecture hours per week) [CB 05.0203.5125]

#### **HUMA 1311**

#### Mexican-American Fine Arts Appreciation (3 credits)

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, drama, and dance) and the ways in which they express the values of the Mexican-American/Chicano/a experience. (3 lecture hours per week) [CB 50.0703.5426]

#### IFWA 1210/1310\*\*\* Nutrition and Menu Planning (2 Credits/3 credits)

Application of principles of nutrition in planning menus for the food service industry. (2 lecture & 1 lab hour per week / 3 lecture hours per week)

[CIP 12.0508] Adiabilities Independent for the

### IFWA 1217

## Food Production and Planning

Skill development in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes. (2 lecture hours per week). [CIP12.0508]

#### IFWA 1305\*\*\*

## Food Service Equipment & Planning

A study of various types of food service equipment and the planning of equipment layout for product flow and efficient operation. (3 lecture hours per week) Prerequisite: CHEF 1301. [CIP 12.0508]

#### **IFWA 1318**

#### Nutrition for the Food Service Professional (3 Credits)

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. (3 lecture hours per week). [CIP12.0508]

#### IFWA 1527\*\*\*

#### Food Preparation II (5 Credits)

Continuation of the fundamental principles of food preparation. Emphasis on preparation of food items such as meats, poultry and fish. (2 lecture and 4 lab hours per week) [CIP 12.0508]

#### IFWA 2446\*\*\*

#### Quantity Procedures (4 Credits)

Exploration of the theory and application of quantity procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution. (4 lecture hours per week) [CIP 12.0508]

#### **IMED 1316**

#### Web Page Design I

#### (3 credits)

Instruction in web page design and related graphic design including markup languages, web sites, and browser issues. Identify how the Internet functions with specific attention to the file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; design, create, test, and maintain a web site. (3 lecture and 3 lab hours per week) [CIP11.0801] hoo bas less

#### IMED 2415 Web Design (4 credits)

A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues. (3 lecture and 3 lab hours per week) [CIP 11.0801]

#### **INRW 0309**

## Developmental Integrated Reading & Writing I

INRW 0309 is an introductory course that prepares students for college success through the integration of critical reading and academic writing skills. (3 lecture and 1 lab hours per week and academic coaching). Prerequisite: Appropriate TSI R/W test scores. [CB32.0108.5912] NEGOT (CBA) gnishowing

#### **INRW 0310**

#### Developmental Integrated Reading & Writing II (3 credits)

INRW 0310 is the more advanced course that prepares students for college success through the integration of critical reading and academic writing skills. (3 lecture, 1 lab hour per week and academic coaching). Successful completion of this course fulfills TSI requirements for reading and/or writing. Prerequisite: INRW 0309 or appropriate TSI R/W test scores. [CB32.0108.5912]

### **IONM 1270**

#### Modalities for Spine Surgery (2 credits)

A comprehensive course covering all aspects of spinal cord surgeries. Introduces a review of basic spine anatomy and clinical indications for spine surgery, such as, spinal deformities, stabilization, tumor removal and decompression. Detailed review of instrumentation and recording modalities, signal averaging, statistics, A/D converter, amplifiers, filters, and stimulators as it applies to the environment of operating room. (2 lecture hours per week). Prerequisites: ENDT 1310 ENDT 1345, IONM 1570; Co-requisites: ENDT 2210, ENDT 1350, IONM 1572. [CIP 51.0903]

#### **IONM 1570**

#### Introduction to IONM Topics (5 credits)

Introduction to IONM is a course that will explore the field of intraoperative neurophysiologic monitoring and give students an opportunity to learn the basics of neuroprotection in the operating room, including evoked potential, nerve conduction and electromyography testing modalities. The course will also cover basic patient care skills, medical terminology, and anesthesia topics. (3 lecture and 6 lab hours per week). Prerequisite: BIOL 2401, Co-requisite: ENDT 1310. [CIP 51.0903]

#### **IONM 1572**

## Clinical I - IONM

#### (5 credits)

A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (16 clinical hours per week). Prerequisite: IONM 1570, ENDT 1310, ENDT 1345, Co-requisites: IONM 1270, ENDT 2210, ENDT 1350. [CIP 51.0903]

#### **IONM 2270**

#### Modalities in Specialty Procedures (2 credits)

Includes an in depth review of neurosurgical, cardiovascular and epilepsy surgeries and the types of neurophysiologic monitoring used to ensure neuroprotection during critical stages of the surgery. A review of instrumentation components and settings. Details of each type of surgery and properly identifying critical points with emphasis on expected response, anesthesia, and troubleshooting techniques during such critical points. (2 lecture hours per week). Prerequisites: IONM 1270, IONM 1572, ENDT 2210, ENDT 1350, Co-requisites: ENDT 2215, IONM 2570. [CIP 51.0903]

#### **IONM 2570**

#### Clinical II - IONM

#### (5 credits)

A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (24 clinical hours per week). Prerequisites: IONM 1270, IONM 1572, ENDT 2210, ENDT 1350, Co-requisites: IONM 2270, ENDT 2215. [CIP 51.0903]

#### **ITMT 1302**

#### Windows Seven Configuration (3 credits)

A study of Windows Seven operating system; installation, configuration, and troubleshooting; file management; users accounts and permissions/ security features; network connectivity; setup of external devices; optimization and customization; and deployment of application, with hand-on experience. (2 lecture and 2 lab hours per week). [CIP 11.0901]

**ITMT 2301** 

Windows Server 2008 Network Infrastructure Configuration

(3 credits)

A course in Windows Server 2008 networking infrastructure to include installation, configuration, and troubleshooting of Internet Protocol (IP) addressing, network services and security. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. [CIP 11.0901]

**ITMT 2302** 

Windows Server 2008 Active Directory Configuration

(3 credits)

A study of Active Directory Service on Windows Server 2008. Concepts of resource management within an enterprise network environment. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. [CIP 11.0901]

**ITMT 2322** 

Windows Server 2008 Applications Infrastructure Configuration

(3 credits)

A course in the installation, configuring, maintaining, and troubleshooting of an Internet Information Services (IIS) 7.0 web server and Terminal Services in Windows Server 2008. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. [CIP 11.0901]

**ITMT 2351** 

Windows Server 2008: Server Administrator (3 credits)

Knowledge and skills for the entry-level server administrator or information technology (IT) professional to implement, monitor and maintain Windows Server 2008 servers. Prerequisite: ITMT 1302. (2 lecture & 2 lab hours per week). [CIP 11.0901]

**ITMT 2356** 

Windows Server 2008: Enterprise Administrator (3 credits)

A capstone course in the design of Windows Server 2008 Enterprise Network Infrastructure that meets business and technical IT requirements for network services. (2 lecture & 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. [CIP 11.0901]

**ITNW 1313** 

Computer Virtualization

(3 credits)

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. [CIP 11.0901]

**ITNW 1325** 

**Fundamentals of Networking** 

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (2 lecture and 2 lab hours per week). Prerequisite: ITNW-1358. [CIP 11.1002]

**ITNW 1353** 

Supporting Network Server Infrastructure (3 credits)

Installing, configuring, managing, and suporting a network infrastructure. Install and configure DHGP, DNS, remote access, network security using public key infrastructure; integrate network services; and deploy operating systems using remote installation services. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302.

[CIP 11.0901]

ITNW 1354 In this intest aged date in notable

Implementing and Supporting Servers

(3 credits)

Configure peripherals and devices; set up servers; configure directory replication; manage licensing; create and manage system policies and profiles; administer remote servers and disk resources; create and share resources; implement faulttolerance; configure servers for interoperability; install and configure Remote Access Service (RAS); and identify and monitor performance bottlenecks and resolve configuration problems. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. [CIP 11.0901]

ITNW 1358 2 saged dew pridemo not seuprinost Network+Lord first tone book topics only bright soil

(3 credits) abriate villateseous of pribrosos sales Prepares individuals for a career as a Network Engineer in the Information Technology support industry. Includes the various responsibilities and tasks required for service engineer to successfully perform in a specific environment. Prepares individuals to pass the Computing Technology Industry Association (CompTIA) Network+ certification exam. (2 lecture & 2 lab hours per or entire realing and acade [1000.1 lecture and 1 rebinouts per week. coaching). Prerequisier Approximate week). [CIP 11.0901]

ITNW 2321

Networking with TCP/IP (3credits)

Set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. Configure IP addressing and routing; design and implement a domain name server; implement static and dynamic IP addressing; explain subnets and supernets; and use network management utilities to manage and troubleshoot IP networks. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. [CIP 11.0901]

**ITSE 1331** 

Introduction to Visual BASIC Programming

(3 credits)

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (2 lecture and 4 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309; Co-requisite: BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201]

**ITSE 2409** 

Database Programming associated of noticeborial

(4 credits)

Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CIP11.0802] while all borgada event facilities adquites

ITSW 1404

Introduction to Spreadsheets

(4 credits)

This course is an instruction in the concepts, procedures, and application of electronic spreadsheets. This course will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/ DIRR 0309 or READ 0309. [CIP11.0301]

**ITSY 1342** 

Information Technology Security

(3 credits)

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. [CIP11.1003]

LGLA 1301 spensored ebuloni solgot vrtaubili Legal Research & Writing

(3 credits)

This course presents the fundamentals of effective legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CIP 22.0302]

LGLA 1311 solvines boot to segyt auchev to your A Introduction to Law

(3 credits)

This course presents legal terminology relating to substantive areas of law and the federal and state judicial systems and emphasizes the paralegal's role in the legal system.(3 lecture hours per week). Prerequisites: TSI R/W Met. [CIP 22.0302]

LGLA 1323 May smort? Matodation bas noticed Employment Law

(3 credits)

This course presents fundamental concepts of employment law, including employment contracts, at-will employment, governmental regulations, and discrimination issues, emphasizing the paralegal's role in employment law. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CIP 22.0302]

#### LGLA 1345 Civil Litigation

(3 credits)

This course presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in the civil litigation process. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CIP 22.0302]

#### LGLA 1351 Contract Law (3 credits)

This course presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CIP 22.0302]

### LGLA 1353 of Varianceses pallochem to sorishoom

#### Wills, Trusts, and Probate Administration (3 credits)

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CIP nas Pholitechnaki ni zolgo i 22.0302]

#### LGLA 1355 Family Law (3 credits) and cabilities notices, appearance, all

This course presents fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property and the parentchild relationship with emphasis on the paralegal's role in family law. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CIP 22.0302]

### LGLA 1380 Cooperative Education I - Paralegal

Career-related activities encountered in the student's areas of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Students must contact the department chair well in advance of taking this course, to arrange a co-op (internship) site. Students should be aware a co-op (internship) is typically an unpaid experience. (1 lecture & 20 lab hours per week Fall & Spring semester; 25 lab hours per week, Summer semester) Prerequisites: TSI R/W Met. [CIP 22.0302]

#### LGLA 2303 Torts and Personal Injury Law (3 credits)

This course presents fundamental concepts of tort and personal injury law including intentional torts, negligence and strict liability with emphasis on the paralegal's role. (3 lecture hours per week). Prerequisites: LGLA 1301, 1345, 1353, 1355, 2303, 2313, POFI 1301, TSI R/W Met. [CIP 22.0302]

#### LGLA 2305

#### Interviewing and Investigating and approximation (3 credits)

A study of techniques used to locate, gather,document and manage information with emphasis on developing interview and investigative skills and the paralegal's role in interviewing and investigating legal matters. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CIP 22.0302]

#### LGLA 2311 Business Organizations (3 credits)

This course presents basic concepts of business organizations including law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities with emphasis on the paralegal's role. (3 lecture hours per week) Prerequisites: TSI R/W Met. [CIP 22.0302]

#### LGLA 2313 Criminal Law and Procedure will carrol standard (3 credits)

This course present fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system. (3 lecture hours per week.) Prerequisites: TSI R/W Met. [CIP 22.0302]

#### LGLA 2323 Intellectual Property lutions, series solutions, singul (3 credits)

This course presents the fundamentals of intellectual property law, including creation, procurement, preparation, and filing of documents related to patents, copyrights, trademarks and processes of intellectual property litigation. Emphasizes the paralegal's role in intellectual property law. (3 lecture hours per week). Prerequisites: TSI R/W Met. [CIP 22.0302]

## LGLA 2381 erentisses autuoisa sot adigot sertio bas Cooperative Education II - Paralegal

Career-related activities encountered in the student's areas of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Students must contact the department chair well in advance of taking this course, to arrange a co-op (internship) site. Students should be aware a co-op (internship) is typically an unpaid experience. (1 lecture & 20 lab hours per week Fall & Spring semester; 25 lab hours per week, Summer semester) Prerequisites: LGLA 1301, 1345, 1353, 1355, 2303, 2313, POFI 1301, TSI R/W Met. [CIP 22.0302]

#### MATH 0309 Pre-Algebra Salous & asonicus not solismentis.

This course offers instruction and practice in basic arithmetic operations, geometry, and statistics. Topics covered include operations on whole numbers, fractions, decimals, percents, descriptive statistics, geometry, and a study of signed numbers. The purpose of MATH 0309 is to prepare the students for MATH 0310. Enrollment in this course is based upon a self-perceived need to develop the skills covered or upon the college placement

### **MATH 0310**

[CB32.0104.5119]

#### **Developmental Mathematics - Beginning Algebra** (3 credits)

test. (3 lecture hours and 1 lab hour per week).

This course includes linear equations and inequalities, applications, polynomial, and rational expression operations and equations. The purpose of MATH 0310 is to prepare students for MATH 0312. Students enrolling in this course must meet the developmental algebra standard on the placement test. Prerequisite: NCBM 0200 or MATH 0309. (3 lecture hours and 1 lab hour per week). [CB32.0104.5119]

### MATH 0311 Foundations of Math Reasoning

Development of mathematical reasoning and problem-solving abilities for non-STEM students. Includes concepts from algebra, a number systems, probability, and use of formulas. The purpose of MATH 0311 is to prepare students for MATH 1332 or MATH 1342 or MATH 1324. Students enrolling in this course must meet the developmental algebra standard on the placement test. Prerequisite: NCBM 0200 or MATH 0309. (3 lecture hours and 1 lab hour per week). [CB32.0104.5119]

### MATH 0312 Developmental Mathematics - Intermediate

(3 credits)

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Student enrolling in this course must meet the intermediate algebra standard on the placement test or have passed MATH 0310 with a grade of A, B, or C. Prerequisite: MATH 0310. (3 lecture hours per week). [CB32.0104.5219]

### MATH 1314 rely faut geonog and appuloni it reliate bas College Algebra non anotomit also privolot en

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Students enrolling in this course must meet the college algebra standard on the placement test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). Prerequisite: TSI Math Met. [CB27.0101.5419]

#### **MATH 1324**

## Mathematics for Business & Social Sciences

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational functions, to problems in business, economics, and the social sciences is addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. (3 lecture hours per week). Prerequisite: TSI Math Met MATH 0311 or 0312. [CB27.0301.5219]

#### **MATH 1325**

#### Calculus for Business & Social Sciences (3 credits)

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics and social sciences. (3 lecture hours per week). Prerequisite: MATH 1314 or MATH 1324. [CB27.0301.5319]

#### **Quantitative Reasoning**

(3 credits)

Intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and 183 statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered. (3 lecture hours per week). Prerequisite: TSI Math Metor MATH 0311 or 0312. [CB27.0101.5119]

#### MATH 1342 Elementary Statistical Methods (3 credits)

This course includes collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. (3 lecture hours per week). Prerequisites: TSI Math Met or MATH 0311 or 0312. [CB27.0501.5119]

#### MATH 1350 Mathematics for Teachers I want to lead this means to

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. (3 lecture hours per week) Prerequisite: MATH 1314 or equivalent or higher level math. [CB27.0101.5619]

#### **MATH 1351**

#### Mathematics for Teachers II (3 credits)

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. (3 lecture hours per week) Prerequisite: MATH 1314 or MATH 1350 or equivalent. [CB27.0101.5719]

#### **MATH 2318** Linear Algebra

(3 credits) Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science engineering. (3 lecture hours per week). Prerequisite: MATH 2414 or departmental approval. [CB27.0101.6319]

#### MATH 2320 Differential Equations

(3 credits)

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. (3 lecture hours per week). Prerequisite: MATH 2414 or departmental approval. [CB27.0101.6419]

#### MATH 2412

## Pre-Calculus Math

(4 credits)

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. (4 lecture hours per week). Prerequisite: MATH 1314 or departmental approval. [CB27.0101.5819]

#### MATH 2413 Calculus I

(4 credits)

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. (4 lecture hours per week). Prerequisites: MATH 2412 or departmental approval. [CB27.0101.5919]

#### **MATH 2414** Calculus II

(4 credits)

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; and improper integrals. (4 lecture hours per week). Prerequisites: MATH 2413 or equivalent course. [CB27.0101.6019]

#### MATH 2415 Calculus III

(4 credits)

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. (4 lecture hours per week). Prerequisite: MATH 2414 or equivalent course. [CB27.0101.6119]

#### **MRKG 1311**

#### Principles of Marketing

(3 credits)

Offered Spring Semester Only

This course is an introduction to basic marketing functions, identification of consumer and organizational needs, explanation of environmental, economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. The student will identify the marketing mix components in relation to market segmentation and interpret market research data to forecast industry trends and meet customer demands. (3 lecture hours per week). [CIP52.1401]

#### Special Topics in Marketing and Marketing Management

(3 Credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. This course examines the characteristics of the service domain which today is the dominate industry in the United States. The planning, organization, production and marketing of quality services will be the focus of the course. It is designed to help develop an understanding of the unique marketing needs and management challenges faced by service organizations through examining customer interactions and perceptions to service experiences. (3 lecture hours per week). Prerequisite: MRKG 1311 [CIP 52.1401]

#### MRKG 2333 Principles of Selling

(3 credits)

Offered Fall Semester Only

Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople. (3 lecture hours per week). [CIP 52.1401]

#### **MRKG 2349**

#### Advertising & Sales Promotions

(3 credits)

Integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints. (3 lecture hours per week). Prerequisite: MRKG-1311. [CIP52.1401]

#### MUAP 1217, 1218

### Applied Music Woodwind

(2 credits each)

These courses provides individual instruction in bassoon, clarinet, flute, oboe, or saxophone. (2 lecture hours per week). [CB50.0903.5426]

#### MUAP 1237, 1238

#### Applied Music Brass

(2 credits each)

These courses provides individual instruction in trumpet, trombone, French horn or tuba. (2 lecture hours per week). [CB50.0903.5426]

#### MUAP 1257, 1258

#### Applied Music Percussion

(2 credits each)

These courses provides individual instruction in the use of percussion instruments. (2 lecture hours per week). [CB50.0903.5426]

#### MUAP 1261, 1262

## Applied Music Guitar (2 credits each)

(2 credits each)

These courses provides individual instruction in guitar. (2 lecture hours per week). [CB50.0903.5426]

#### MUAP 1269, 1270

#### Applied Music Piano

(2 credits each) on land aline prime simebase

These courses provides individual instruction in piano. (2 lecture hours per week). [CB50.0903.5426]

## MUAP 1281, 1282 Applied Music Voice

(2 credits each)

These courses provides individual instruction in voice. (2 lecture hours per week). [CB50.0903.5426]

#### MUAP 1291

#### Applied Music Composition

(2 credits each)

These courses provides individual instruction in composition, composing in small forms for simple media in both traditional styles and styles of the student's choice.. (2 lecture hours per week). [CB50.0903.5426]

#### MUAP 1292

## Applied Music Composition

(2 credits each)

These courses provide individual instruction in composing in small forms for simple media in both traditional styles and styles of the student's choice. (2 lecture hours per week) [CB50.0903.5426]

## MUAP 2217, 2218 See Bloom spill the revolution

#### Applied Music Woodwind

(2 credits each)

These courses provides individual instruction in bassoon, clarinet, flute, oboe, or saxophone. (2 lecture hours per week). [CB50.0903.5426]

#### MUAP 2237, 2238

#### Applied Music Brass

(2 credits each)

These courses provides individual instruction in trumpet, trombone, French horn or tuba. (2 lecture hours per week). [CB50.0903.5426]

#### MUAP 2257, 2258

### Applied Music Percussion

(2 credits each)

These courses provides individual instruction in percussion instruments. (2 lecture hours per week). [CB50.0903.5426]

### MUAP 2261, 2262 SAPS IZUM

## Applied Music Guitar (2 credits each) (2 credits each)

These courses provides individual instruction in guitar. (2 lecture hours per week). [CB50.0903.5426]

# MUAP 2269, 2270 Applied Music Piano (2 credits each)

These courses provides individual instruction in piano. (2 lecture hours per week). [CB50.0903.5426]

#### MUAP 2281, 2282

### Applied Music Voice

(2 credits each)

These courses provides individual instruction in voice. (2 lecture hours per week). [CB50.0903.5426]

#### Applied Music Composition

(2 credits each)

These courses provide individual instruction in composing in larger forms in both traditional styles and styles of the student's choice. (2 lecture hours per week) [CB50.0903.5426]

#### MUEN 1122, 1123, 2122, 2123

Concert Band (1 credit each)

This large instrumental ensemble rehearses and performs standard and contemorary wind ensemble literature. This course can be repeated for credit. (4 rehearsal hours per week). [CB50.0903.5526]

#### MUEN 1125, 1126, 2125, 2126

### Jazz Band

(1 credit each)

This small instrumental ensemble rehearses and performs standard and contemporary jazz and rock music. Membership is open to all students by approval of the instructor. This course can be repeated for credit. (4 rehearsal hours per week). [CB50.0903.5526] | principle of the little o

#### MUEN 1135, 2135

#### Jazz Lab A salahatan Againea di Kalana Lainda

(1 credit each)

This small instrumental ensemble rehearses and performs standard and contemporary combo literature. This course can be repeated for credit. (3 hours per week). [CB50.0903.5626]

#### MUEN 1141, 1142, 2141, 2142

#### **Concert Choir**

(1 credit each)

This large vocal ensemble rehearses and performs traditional and contemporary choral literature. This course can be repeated for credit. (4 rehearsal hours per week). [CB50.0903.5726]

#### MUEN 1151, 1152, 2151, 2152

#### Chamber Singers

(1 credit)

This small vocal ensemble rehearses and performs traditional and contemporary chamber choir literature. Membership is available to all students by audition. Students are expected to also enroll in Concert Choir. This course can be repeated for credit. (4 rehearsal hours per week). [CB50.0903.5826]

#### MUEN 1159, 2159

#### Vocal Ensemble (Musical Theater)

(1 credit each)

This course can be repeated for credit. This course stresses the study and performance of works selected from the musical theater repertoire. (4 rehearsal hours per week). [CB50.0903.5826]

#### MUSI 1181

#### Class Piano I

(1 credit)

Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week). [CB50.0907.5126]

#### MUSI 1182

#### Class Piano II

(1 credit)

Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week). [CB50.0907.5126]

#### MUSI 1183 molection, premiest use vestriomete, eticht

#### Voice Class and vigos son aeob aeuoCl) .molyth

(1 credit)

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. (1 lecture and 2 lab hours per week). [CB50.0908.5126]

## MUSI 1188 Percussion Class Common Republic Repub

(1 credit)

Class instruction in the fundamentals techniques of playing and teaching percussion instruments. (1 lecture and 2 lab hours per week). [CB50.0903.5126]

## MUSI 1192

#### Guitar Class

(1 credit)

Class instruction in the fundamental techniques of playing guitar. (1 lecture and 2 lab hours per week). [CB50.0911.5126] bels teath as aboliso legisle

#### MUSI 1211

#### Music Theory I

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. (3 lecture hours per week). Prerequisite: TSI Reading; Co-requisite: MUSI 1216. [CB50.0911.5126]

#### MUSI 1212 Music Theory II

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. (3 lecture per week). Prerequisite: TSI Reading; Co-requisite: MUSI 1217. [CB50.0911.5126]

#### MUSI 1216 Passentings and ST SEPS 1981 MEDITAL Sight Singing & Ear Training I (2 credit)

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. (3 lecture per week). Co-requisite: MUSI 1211. [CB50.0911.5126]

### Sight Singing & Ear Training II (2 credit)

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. (3 lecture per week). Prerequisite: MUSI 1216; Co-requisite: MUSI 1212. [CB50.0911.5126]

#### MUSI 1301 Fundamentals of Music (3 credits) and the basic parallel and applicable

Introduction to the basic elements of music theory, for non-music majors; scales, intervals, keys, triads, elementary ear training, notation, meter, and rhythm. (Course does not apply to a music major degree.) (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB50.0904.5526]

#### MUSI 1306 mod del S bas esubel à) painter solovi Music Appreciation [3018.3008.0380] (3 credits)

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.) (3 lecture hours per week). Prerequisites: INRW 0309, DIRW/DIRR 0309 or READ 0309 . [CB50.0902.5126]

#### MUSI 1307 3119 22510 xx1100 Music Literature (3 credits)

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. (3 lecture hours per week). Prerequisites: INRW 0310, DIRW/DIRR 0310 or ENGL/READ 0310 . [CB50.0902.5126]

### MUSI 1310 wholesh tenot has pathwy hors reisuland. American Music

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309 [CB50.0902.5326]

#### MUSI 2181 Class Piano III (1 credit)

Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week). [CB50.0907.5126]

## MUSI 2182 Class Piano IV (1 credit)

Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week) [CB50.0907.5126]

### MUSE 2269, 2270 AUM Planton Colored State 1221 IZM Music Theory III (2 credit)

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the tranditional large forms of composition. Completed study at the keyboard. (2 lecture and 1 lab hour per week) Co-requisite: MUSI 2216. [CB50.0907.5126]

#### MUSI 2212 Music Theory IV (2 credit) leni isubhribni ebiyong sestuop esenT

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. (3 lecture hour per week) Co-requisite: MUSI 2217. [CB50.0907.5126]

### performs standard and contemprary whole seasonals MUSI 2216 Sight Singing & Ear Training III q and a second (2 credits)

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. (3 lecture hour per week). Prerequisite: MUSI 1217. Corequisite: MUSI 2211. [CB50.0904.5726] ....

## approval of the instructor This coursewaste. MUSI 2217 hours Telepasted for credit (4 reheares) hours telepaste. Sight Singing & Ear Training IV

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. (3 lecture hour per week). Prerequisite: MUSI 2216. Corequisite: MUSI 2212. [CB50.0904.5726]

#### NCBM 0200 Non-Course Based Mathematics (2 credits)

This course includes topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real number systems. (1.5 lecture hours and 1/2 lab hour per week). [CB32.0104.5319]

#### NCCI 0101 Writing for Non-Native Speakers

(1 credit) Focuses on strategies and techniques of writing and composition. Open only to non-native speakers. NCCI is a companion non-course based option to ENGL 1301 and ENGL 1302 for international students and non-native speakers. Topics include American academic rhetorical structure, cultural expectations, student-specific English grammar and language patterns, as well as supporting ENGL 1301 instruction. NCCI is a Non-Course Based ESOL

class. (1 lecture hour per week). [CB32.0108.6312]

#### NCCN 0101 ESOL Self Paced Study

(1 credit)

Develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. Combines technologybased instruction with tutorials to help students pursue personal goals. (1 lecture hour per week) .[CB32.0108.6412]

#### NCRW 0200 Non-Course Basic Reading and Writing (2 credit)

Features the integration of critical reading and academic writing skills. Small group, project-based instruction to improve literacy skills, build confidence and expand knowledge of the English language. (2 lecture hours per week.). [CB32.0108.6912]

## Individual and Dual Sports - Defensive Measures for Women

This course provides instruction and participation in the areas of crime victimization, basic defensive measures, firearms familiarization and related laws. (3 lab hours per week).

#### PHED 1122, 1123, 2122, 2123 Physical Fitness and Weight Training (1 credit)

This course includes a study of basic fundamental skills and techniques of an overload, strength, and conditioning program. (3 lab hours per week)

#### PHED 1134 (figure alibero S) Aerobic Exercise what abword assured east? (1 credit)

This course consists of a planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 lab hours per week).

#### PHED 1138, 2138 Fitness Walking a good with tennels mosesal (1 credit)

This course provides instruction and participation in powerwalking in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 lab hours per week)

#### **PHRA 1413**

#### Community Pharmacy Practice

(4 credits)

Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, overthe-counter drugs, inventory management and legal parameters. (3 lecture and 3 lab hours per week) [CIP51.0805]

#### PHRA 1441

#### Pharmacy Drug Therapy and Treatment (4 credits)

Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. (3 lecture and 2 lab hours per week). [CIP 51.0805]

#### **PHRA 1449** Institutional Pharmacy Practice (4 credits)

Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control. (3 lecture and 3 lab hours per week).

#### PHRA 2262

[CIP 51.0805]

## Clinical II - Pharmacy Technician

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (6 clinical hours per week). Prerequisites: PHRA 1313. [CIP 51.0805]

#### PHRA 2263 Clinical III - Pharmacy Technician (2 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (6 clinical hours per week). Prerequisites: PHRA 2262. [CIP 51.0805]

#### PHYS 1301 Essentials of College Physics (3 credits)

This is a survey course for non-majors to study mechanics, heat, electricity, magnetism, light, and nuclear physics. Note: Some mechanical engineering programs will accept the course ENGR 1201 for transfer credit and as applicable to the engineering major, while others will accept the course for transfer credit only. The student is advised to check with the school to which he or she wants to transfer for specific applicability of this course to the engineering major. (3 lecture hours per week) Prerequisite: TSI Reading Met. [CB 40.0801.5303]

#### **PHYS 1401** College Physics I (4 credits)

Fundamental principles of physics, using algebra and trigonometry; the principles and applications-of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. (3 lecture and 3 lab hours per week). Prerequisite: MATH 2412, TSI Reading Met. [CB40.0801.5303]

#### **PHYS 1402** College Physics II

(4 credits)

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. It is recommended that a student receive a grade of a "C" or better in PHYS 1401 before taking this course. (3 lecture and 3 lab hours per week). Prerequisite: PHYS 1401. [CB40.0801.5303] in a solidosolido tolam

#### PHYS 1403 Stars and Galaxies (4 credits)

Study of stars, galaxies, and the universe outside our solar system. Cross-listed as ASTR 1403. (3 lecture and 3 lab hours per week). [CB40.0201.5103]

#### PHYS 1404 Solar System (4 credits)

Study of the sun and its solar system, including its origin.. Cross-listed as ASTR 1404. (3 lecture and 3 lab hours per week). [CB40.0201.5203]

#### PHYS 2425 University Physics I (4 credits)

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. (3 lecture and 3 lab hours per week). Prerequisites: TSI Reading Met, and MATH 2413. [CB 40.0101.5403]

### PHYS 2426 University Physics II

(4 credits)

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. It is recommended that a student receive a grade of a "C" or better in PHYS 2425 before taking this course. (3 lecture and 3 lab hours per week). Prerequisites: TSI Reading Met, and PHYS 2425. [CB 40.0101.5703]

#### **PMHS 1380**

#### Cooperative Education I - Psychiatric/Mental **Health Services Technician**

(3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture hour and 20 lab hours per week) [CIP51.1502]

#### **PMHS 1381**

#### Cooperative Education II - Psychiatric/Mental **Health Services Technician**

(3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1380. [CIP51.1502]

#### **PMHS 2380** Cooperative Education III - Psychiatric/Mental Health Services Technician

(3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1381 [CIP51.1502]

### Computer Fundamentals (2 credits)

Microsoft Word, PowerPoint, Excel, Visio and Outlook. Emphasizes the concurrent development of office skills and computer knowledge. For Industrial Design Technology majors. (1 lecture and 4 lab hours per week). [CIP 51.0707]

#### POFI 1301 Computer Applications I

(3 credits)

Overview of computer office applications using Microsoft Office 2013 including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (2 lecture and 3 lab hour per week) [CIP 52.0407]

#### POFI 1341 Computer Applications II (3 credits)

Continued study of current computer terminology and technology. Advanced skill development in computer software applications and procedures. End-of-Course Outcomes: Apply advanced skills to produce documents using Visio, Adobe Acrobat, SAP Publisher and Mcrosoft Project. Prerequisite: POFI 1301, POFI 1401 or BCIS 1305. (2 lecture and 3 lab hours per week). [CIP 52.0407]

#### **POFI 1349**

#### Spreadsheets

(3 credits)

Spreadsheet software Microsoft Excel 2013 for business applications. Prerequisite: POFI 1301, POFI 1401 or BCIS 1305 or departmental approval. (2 lecture and 3 lab hours per week) [CIP 52.0407]

### POFI 2301

### Word Processing

(3 credits)

Word processing software Microsoft Word 2013 focusing on business applications. Prerequisite: POFI 1301, POFI 1401 or BCIS 1305. (2 lecture and 3 lab hours per week). [CIP 52.0407]

#### POFI 2350

### Databases (Access)

(3 credits)

In-depth instruction of database applications using Microsoft Access 2013. Prerequisite: POFI 1301. POFI 1401 or BCIS 1305. (2 lecture and 3 lab hours per week). [CIP 52.0407]

#### POFL 1340

#### Legal Office Procedures II

(3 credits)

Advanced administrative duties of the legal administrative assistant. Distinguish the types of activities legal support personnel perform; implement office technology; evaluate organizational and time management principles; and analyze traits of professionalism for the legal administrative assistant. Prerequisite: POFT 1309 (2 lecture and 3 lab hours per week). [CIP 22.0301

#### **POFM 1317**

### Medical Administrative Support

(3 credits)

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing collecting, and third party reimbursement. Prerequisite: HITT 1305 and POFI 1301. (2 lecture and 3 lab hours per week). [CIP 51.0716]

#### **POFT 1300**

#### Career Exploration & Planning

(3 credits)

An introduction to career exploration, educational planning, and job searching. The student will have the opportunity to identify career options and aptitudes; explain the nature of the career decisionmaking process and its ongoing application; develop a resume and cover letter; demonstrate interviewing skills; and describe follow-up procedures. (2 lecture & 3 lab hour per week). [CIP 52.0401]

#### POFT 1309

#### Business Office Procedures I

(3 credits)

Study of current office procedures, duties, and responsibilities applicable to an office environment. (2 lecture and 3 lab hours per week) [CIP 52.0401]

#### **POFT 1319**

## Records & Information Management I

Introduction to basic records information management filing systems including manual and electronic filing. (2 lecture and 3 lab hours per week). [CIP 52.0401]

#### POFT 1325

### Business Math Using Technology

(3 credits)

Skill development in business math problem-solving using electronic technology. (2 lecture & 3 lab hour per week). [CIP 52.0408]

#### POFT 1329

#### Beginning Keyboarding

(3 credits)

For Non-OFAD Majors

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (2 lecture and 3 lab hours per week) [CIP 52.0408]

#### POFT 1382, 2382

#### Cooperative Education - Office Occupations and **Clerical Services**

(3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP 52.0408]

#### **POFT 1425**

#### **Business Math & Machine Applications** (4 credits)

Business Math problem-solving skills using office technology. (3 lecture & 3 lab hours per week). [CIP 52.0408] risingpleved bins ritworia rising-etil.

#### POFT 1429

### Beginning Keyboarding

(4 credits)

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (3 lecture and 3 lab hours per week). [CIP 52.0408]

#### PSGT 1191

### Special Topics in ENDT

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (2 lab hours per week). Prerequisite: PSGT 2411. [CIP 51.0903]

#### **PSGT 1205**

#### Neurophysiology of Sleep

(2 credits)

Review of the human central nervous system as related to sleep. Emphasis on associated wave patterns and collection and utilization of sleep histories. Requires departmental approval. (2 lecture hours per week) [CIP 51.0903]

#### **PSGT 1260**

## Clinical I - Polysomnography

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (12 clinical hours per week) Prerequisite: PSGT-1400. [CIP 51.0903]

#### PSGT 1310

### Neuroanatomy and Physiology

(3 credits)

Basic neuroanatomy and physiology. Includes neurologic history, neurologic exam, and diagnostic tools applied to the study of various neurologic disorders. Requires departmental approval. (3 lecture hours per week) [CIP 51.0903]

#### PSGT 1340

#### Sleep Disorders

(3 credits)

Disorders that affect sleep. Includes insomnia, circadian rhythm disorders, narcolepsy, sleep disordered breathing, REM Behavior, movement and neuromuscular disorders, medical, and psychiatric. Requires departmental approval. (2 lecture & 2 lab hours per week) [CIP 51.0903]

#### Polysomnography I

(4 credits)

Introduction to polysomnographic technology. Includes terminology, instrumentation, patient safety, infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions. Requires departmental approval. (2 lecture and 5 lab hours per week). [CIP 51.0903]

#### **PSGT 2205**

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(2 credits)

Development of skills for sleep scoring, staging, and record preparation. Prerequisite: PSGT 1400. (1 lecture and 3 lab hours per week) [CIP 51.0903]

#### **PSGT 2250**

## Infant and Pediatric Polysomnography

Sleep physiology and the normal sleep patterns of the infant and pediatric population. Includes opportunities to perform a pediatric study. (2 lecture hours per week). Prerequisite: PSGT 2411. [CIP 51.0903]

#### **PSGT 2411** Polysomnography II

Current practices in polysomnography. Includes the use of specialized equipment used to record and monitor various physiological parameters involved with sleep testing. Emphasizes sleep disorders, theory of testing and treatment procedures, and analysis of polysomnography data. (2 lecture and 5 lab hours). Prerequisite: PSGT 1400. [CIP 51.0903]