

ABDR Autobody Repair

ABDR 1419 Basic Metal Repair 2-7-4

In-depth coverage of basic metal principles and working techniques including proper tool usage and product application.

ABDR 1431 Basic Refinishing 2-6-4

An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts. Prerequisite: ABDR 1419.

ABDR 1441 Structural Analysis and Damage Repair I 2-7-4

Expanded training in the roughing and shaping procedures on automotive sheet metal necessary to make satisfactory body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids. Prerequisites: ABDR 1419 and 2447.

ABDR 1442 Structural Analysis and Damage Repair II (C&I Locations only) 3-3-4

Continuation of general repair and replacement procedures for damaged structural parts and collision damage. Prerequisites: ABDR 1419, 1441, and 2447.

ABDR 1449 Automotive Plastic and Sheet Molded Compound Repair 2-6-4

A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives and plastic welding. Prerequisite: ABDR 1419.

ABDR 1472 Auto Body Glass, Hardware & Trim 2-7-4

This course is designed to provide the student with instruction in the removal, replacement, and service of both stationary and moveable automotive glass as well as related interior and exterior hardware such as manual and power lock mechanisms and regulators. The removal and replacement/repair of exterior and interior trim is also covered. Prerequisite: ABDR 1419.

ABDR 2402 Auto Body Mechanical and Electrical Service (C&I Locations only) 2-7-4

A course in the repair, replacement, and/or service of collision damaged mechanical or electrical systems. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. Prerequisite: ABDR 1419.

ABDR 2435 Structural Analysis and Damage Repair IV (C&I Locations only) 2-6-4

Extension of Structural Analysis and Damage Repair III providing skill development in the auto body application of theories to the repair and replacement of complete body units. Prerequisites: ABDR 1419, 1442 and 2447.

ABDR 2437 Structural Analysis and Damage Repair V (C&I Locations only) 2-7-4

Advanced development in the operation of equipment and the procedures involved in the repair of body structures. Special emphasis on conducting a thorough damage analysis as well as demonstrating proper pulling and anchoring techniques. Prerequisites: ABDR 1419, 2447, and 2435.

ABDR 2447 Advanced Auto Body Welding 2-7-4

This course is designed to provide the student with instruction in the use of those gas and electrical welding and cutting processes required in Auto Collision Repair. Basic gas welding and cutting, GMAW (MIG), resistance spot welding, and plasma arc cutting will be covered. Emphasis will be placed on safety; equipment selection and set up; the design, preparation, and fitting of weld joints; and the application of correct welding procedures to specific repair requirements. Prerequisite: ABDR 1419.

ABDR 2449 Advanced Refinishing 2-7-4

Skill development in multi-stage refinishing techniques. Further development in identification of problems and solutions in color matching and partial panel refinishing. Prerequisites: ABDR 1419 and 1431.

ABDR 2488 Internship- Autobody/Collision and Repair Technology/Technician 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

ACCT Accounting

ACCT 2301 Principles of Financial Accounting 3-0-3

An introduction to accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset, liability, and equity accounting in proprietorships, partnerships, and corporations.

ACCT 2302 Principles of Managerial Accounting 3-0-3

An introduction to the use of accounting information as an aid to management decision making. Topics include the statement of cash flows, financial analysis, cost behavior, budgeting, responsibility accounting, cost control, and product costing. Prerequisite: ACCT 2301.

ACNT Accounting

ACNT 1311 Introduction to Computerized Accounting 2-4-3

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Prerequisites: ACNT 1325 or equivalent recommended.

ACNT 1325 Principles of Accounting I 2-4-3

A study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasis on accounting cycle for service and merchandising enterprises.

ACNT 1326 Principles of Accounting II 2-4-3

A study of the fundamentals of managerial accounting. Emphasis on budgeting, planning, management decision making, and analysis of financial reports. Prerequisites: ACNT 1325 or equivalent recommended.

AERM Aviation Maintenance Technology

Not offered in Texas

AERM 1203 Shop Practices-G 2-2-2
An introduction to the correct use of hand tools and equipment and precision measurement; identification of aircraft hardware; and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating, and inspection of aircraft structures.

AERM 1205 Weight and Balance-G 2-2-2
An introduction to Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations, and appropriate maintenance record entries.

AERM 1208 Federal Aviation Regulations-G 2-2-2
A course in the use and understanding of the Federal Aviation Administration and aircraft manufacturers' publications, forms, and records; and the exercise of mechanic privileges within prescribed limitations.

AERM 1210 Ground Operations-G 2-2-2
An introductory course in fuels, servicing methods and procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control.

**AERM 1243 Instruments and Navigation/
Communications-G** 2-1-2
A study of aircraft instruments and electronic flight instrument systems including testing and installing instruments; inspecting, checking, and troubleshooting navigation and communication systems; and inspecting and repairing antennas and electronic equipment installations.

AERM 1254 Aircraft Composites-A 2-2-2
A study of the inspection and repair of composite, fiberglass, honeycomb, and laminated structural materials including doors, windows, bonded structures, and interior furnishings.

AERM 1314 Basic Electricity-G 2-4-3
A study of aircraft electrical systems and their requirements including the use of ammeter, voltmeter, and ohmmeter; series and parallel circuits; inductance and capacitance; magnetism; converting alternating current (AC) to direct current (DC); controlling devices; maintenance and servicing of aircraft batteries; and reading and interpreting aircraft electrical diagrams to include solid state devices and logic functions.

AERM 1340 Aircraft Propellers-P 2-4-3
Fundamentals of construction of propellers. Skill development in inspection, servicing, and repair of fixed-pitch, constant-speed, and feathering propellers and governing systems. Instruction in removal, balancing, and installation of propellers.

AERM 1357 Fuel Metering & Induction System-P 2-4-3
A study of fuel metering and induction systems used on reciprocating and turbine engines including fuel metering systems, carburetors, induction systems, heat exchangers, and cooling systems.

AERM 1444 Aircraft Reciprocating Engines-P 3-4-4
A study of reciprocating engines and their development, operating principles, and theory. Instruction in engine instruments, lubricating, and exhaust systems.

AERM 1445 Airframe Electrical Systems-A 3-4-4
A study of airframe electrical systems including installation, removal, disassembly, and repair of electrical components and related wiring.

**AERM 1449 Hydraulic, Pneumatic, and
Fuel Systems-A** 3-4-4
Skill development in inspecting, servicing, and maintaining aircraft fluid systems including hydraulics, pneumatics, and fuel. Application of basic concepts through detailed maintenance procedures.

AERM 1452 Aircraft Sheet Metal-A 2-6-4
A course in inspection and repair of sheet metal structures including forming, lay out, and bending of sheet metal and identification, selection, and installation of rivets and fasteners.

AERM 1456 Aircraft Powerplant Electrical 3-4-4
Theory, operation, and maintenance of powerplants including electrical, ignition, starting, and fire protection systems.

AERM 2231 Airframe Inspection-A 2-2-2
A study of the materials and procedures for completing a One Hundred Hour Inspection as per Federal Aviation Regulations and manufacturers' service information.

**AERM 2341 Power Plant and Auxiliary Power
Units-P** 2-3-3
General principles of auxiliary power unit (APU) and powerplant systems and components.

AERM 2351 Aircraft Turbine Engine Overhaul-P 2-4-3
Topics address inspection, disassembly, reassembly, and replacement of gas turbine engines, sections, and components and operational troubleshooting and analysis.

AERM 2370 A&P Mechanic General Course 3-0-3
A course intended to prepare experienced aircraft mechanics to successfully complete the written, oral and practical exams for certification by the Federal Aviation Administration as Aviation Maintenance Technician. In-depth coverage of topics for A&P certification will include maintenance publications, FAA Regulations, weight & balance determination, blueprints, diagrams, corrosion control, basic electricity, aircraft materials and hardware, basic math and physics, basic aerodynamics and aircraft inspection fundamentals.

AERM 2371 Aircraft Airframe Course 3-0-3
A course intended to prepare experienced aircraft mechanics to successfully complete the written, oral and practical exams for certification by the Federal Aviation Administration as an Airframe Maintenance Technician. An in-depth coverage of topics pertaining to Airframe certification to include inspection, fabrication and repair of aircraft structures and components; application of aircraft finishes; sheet metal and composite structures; fuel systems; instrumentation; hydraulics; pneumatics and airframe electrical systems.

AERM 2372 Aircraft Power Plants and Systems 3-0-3
A course intended to prepare experienced aircraft mechanics to successfully complete the written, oral and practical exams for certification by the Federal Aviation Administration as a Powerplant Maintenance Technician. An in-depth coverage of topics pertaining to Power plant certification to include proper technique and procedures for maintaining, servicing, overhaul and inspections of both reciprocating and turbine engines. Other subjects to be covered include engine electrical, fuel, oil, cooling and propeller subsystems.

ANTH Anthropology

ANTH 2301 Physical Anthropology 3-0-3
Principles of physical anthropology, human evolution, race, heredity, the organic basis of culture, and cultural history through the Paleolithic stage.

ANTH 2302 Introduction to Archeology 3-0-3
Overview of human origins and biocultural adaptations. Introduces methods and theory in the excavation and interpretation of material remains of past cultures.

ANTH 2346 General Anthropology 3-0-3
Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major sub-fields: physical and cultural anthropology, archeology, linguistics, and ethnology.

ANTH 2351 Cultural Anthropology 3-0-3
Study of human behavior (nations and societies) the world over, comparing and describing their cultural patterns. An introduction to the various theories and anthropologists is reviewed as well as the relationship of Cultural Anthropology to the other social sciences (Psychology, Sociology, History, etc.).

ARAB Arabic

ARAB 1311 Beginning Arabic I 3-0-3
Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

ARAB 1312 Beginning Arabic II 3-0-3
Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: ARAB 1311 with a grade of "C" or above.

ARAB 1411 Beginning Arabic I 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

ARAB 1412 Beginning Arabic II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: ARAB 1411 with a grade of "C" or above.

ARAB 2311 Intermediate Arabic I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisites: ARAB 1411 and ARAB 1412 with a grade of "C" or above.

ARAB 2312 Intermediate Arabic II 3-0-3
This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: ARAB 2311 with a grade of "C" or above.

ARCE Computer Aided Drafting and Design see also DFTG

ARCE 1452 Structural Drafting 3-3-4
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Prerequisite: Sophomore standing in the drafting program.

ARTS Arts

ARTS 1303 Art History I 3-0-3
This course is a survey of the major and minor arts from prehistoric times to the 14th century. Prerequisite: None

ARTS 1304 Art History II 3-0-3
This course is a survey of the major and minor arts from the 14th century to the present. Prerequisite: None.

AUMT Automotive Service and Repair

AUMT 1405 Introduction to Automotive Technology 3-3-4
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance.

AUMT 1407 Automotive Electrical Systems 2-7-4
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. Prerequisites: AUMT 1405 and 2305.

AUMT 1410 Automotive Brake Systems 2-6-4
Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. Prerequisite: AUMT 1405.

AUMT 1416 Automotive Suspension and Steering Systems 2-6-4
A study of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. Prerequisite: AUMT 1405.

AUMT 1419 Automotive Engine Repair 3-3-4
Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. Prerequisites: AUMT 1405, 2305 and 2434.

AUMT 1445 Automotive Heating and Air Conditioning 2-6-4
Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. Prerequisites: AUMT 1405, 1407, 1472 and 2437.

AUMT 1472 Automotive Computer Systems 2-7-4
This course provides the student with a working knowledge of automotive computer systems. It includes principles of operation, components and function, tools and test equipment, diagnosis, and service and repair of automotive computerized systems. Prerequisites: AUMT 1405, 1407, 2417 and 2437.

AUMT 2305 Automotive Engine Theory 2-2-3
Fundamentals of engine operation and diagnosis including lubrication and cooling systems. Emphasis on identification of components, measurements, inspections, and repair methods. Prerequisite: AUMT 1405.

AUMT 2413 Automotive Drive Train and Axles 2-6-4
A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on the diagnosis and repair of transmissions/transaxles and drive lines. May be taught with manufacturer specific instructions. Prerequisite: AUMT 1405.

AUMT 2417 Automotive Engine Performance Analysis I 2-7-4

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught with manufacturer specific instructions. Prerequisites: AUMT 1405, AUMT 1407, AUMT 2305, and AUMT 2437.

AUMT 2425 Automotive Automatic Transmission and Transaxle 2-6-4

A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. May be taught with manufacturer specific instructions. Prerequisite: AUMT 2413.

AUMT 2434 Automotive Engine Performance Analysis II 2-7-4

A study of diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. Prerequisites: AUMT 1407, 1471, 1472, 2305, and 2437.

AUMT 2437 Automotive Electronics 3-3-4

Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. Prerequisites: AUMT 1405 and 1407.

AUMT 2488 Internship - Automobile/Automotive Mechanics Technology/Technician 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

BCIS Computer Science see also COSC

BCIS 1405 Business Computer Applications 3-3-4

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the internet. Prerequisite: None.

BIOL Biology

BIOL 1308 Biology for Non Science Majors I 3-0-3

A study of selected topics of biological science for the non-science major. Topics include the cell concept, systems of the human body, aging, and introduction to genetics, evolution, and ecology.

BIOL 1322 Nutrition and Diet Therapy I 3-0-3

A study of the essential nutrients, including nutrient functions, food source, deficiency symptoms, and toxicity symptoms; the nutritional requirements throughout life; the effects of nutrition on health and fitness; nutrition fads and controversies; and evaluation of personal eating habits. Prerequisite: One semester of chemistry is recommended.

BIOL 1406 Biology for Science Majors I 3-3-4

Study of the fundamental principles of living organisms at the cellular level. Includes cell structure and function, photosynthesis/cellular respiration, mitosis/meiosis, DNA, Mendelian and modern genetics, bacterial structure and gene control. Prerequisite: Test score of 240 on both math and reading sections of the THEA exam or equivalent. No students are exempt from testing. Co-requisite: BIOX 1406.

BIOL 1407 Biology for Science Majors II 3-3-4

Aspects of systematics, survey of plant kingdom (structure/functioning/life cycles), survey of the animal kingdom, structure and functioning of animal systems, and aspects of ecology. Prerequisite: Test score of 240 on both math and reading sections of the THEA exam or equivalent. No students are exempt from testing. Co-requisite: BIOX 1407.

BIOL 1411 General Botany 3-3-4

The study of structure and function of plant cells, tissues, and organs with emphasis on angiosperms. An evolutionary survey of the following representative groups: algae, fungi, mosses, ferns, and seed plants (angiosperms and gymnosperms). Lecture and laboratory aspects are integrated. Co-requisite: BIOX 1411. Completion of BIOL 1406 is recommended prior to enrollment in this course.

BIOL 1413 General Zoology 3-3-4

A survey of important invertebrate and vertebrate groups of the animal kingdom emphasizing relevant biological concepts. Includes laboratory experiments and dissections; lifestyles, structures, and classification of protozoa, sponges, jellyfish, worms, molluscs, arthropods, echinoderms, and vertebrates. Co-requisite: BIOX 1413. Completion of BIOL 1406 is recommended. Completion of a college level science course is recommended.

BIOL 2401 Anatomy and Physiology I 3-3-4

Study of the structure and function of the human body. Main systems covered include; skeletal system, muscular system, integumentary system, immune system, digestive system, urinary system, lymphatic system, and reproductive system. Co-requisite: BIOX 2401. Completion of BIOL 1406 is recommended.

BIOL 2402 Anatomy and Physiology II 3-3-4

Study of the structure and function of the human body. Emphasis is on the function of body systems and interactions among body systems with emphasis on cardiovascular, respiratory, nervous, and endocrine systems. Integration of body systems is emphasized. Problem solving and interpretation of biomedical research is also stressed. Prerequisite: BIOL 2401. Co-requisite: BIOX 2402.

BIOL 2421 Microbiology for Science Majors 3-3-4

Fundamental principles of microbiology. Includes study of morphology, physiology, and classification of microbes and their relationships with soil, food, water, disease, and immunology. Designed for nursing and all allied health-related majors. Prerequisite BIOL 1406 with a grade of "C" or above, must have been taken within the last 5 years. Co-requisite: BIOX 2421.

BMGT Business Administration and Management see also BUSG, HRPO and MRKG

BMGT 1301 Supervision 3-0-3

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

BMGT 1325 Office Management 3-0-3

Systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills.

BMGT 1327 Principles of Management 3-0-3

Concepts, terminology, principles, theory, and issues that are in the field of management.

BMGT 2370 Management Applications I 1-5-3

A management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision-making case studies, computer-assisted models, or other instructional techniques. It serves as a program Capstone for those students whose situation precludes an internship. The course may be repeated (if topics and learning outcomes vary). Note: Should be taken during the last semester of a certificate program or at about the halfway point in a degree plan. Prerequisite: Consent of the Department Chair.

BMGT 2371 Management Applications II 1-5-3

A management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision-making case studies, computer-assisted models, or other instructional techniques. It serves as a program Capstone for those students whose situation precludes an internship. Prerequisite: BMGT 2370 and Consent of the Department Chair.

BMGT 2488 Internship - Business Administration and Management, General 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

BMGT 2489 Internship - Business Administration and Management, General 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: BMGT 2488 and Consent of the Department Chair.

BUSG Business Administration and Management see also BMGT, HRPO and MRKG**BUSG 1315 Small Business Operations 3-0-3**

Central Campus Only. A course in the unique aspects of operating a small business. Emphasizes management functions including how managers plan, exercise leadership, organize, and control the operations. Members of the Students in Free Enterprise (SIFE) organization that participate during the entire training program and document a minimum of 50 hours of active participation, can be awarded credit for this course with the approval of the SIFE Faculty Advisor.

BUSG 1370 Small Business Accounting 3-0-3

A course designed to introduce small business owners to basic accounting/financial information necessary to the successful operation of a business. Topics covered include, but are not limited to, cost behavior, cost-volume-profit relationships, budgeting, relevant cost, pricing decisions, payroll accounting and taxes.

BUSG 1371 Entrepreneurship and Business Plan Development 3-0-3

Involves the development and presentation of a plan to create or expand a business. It provides the student with an opportunity to develop and demonstrate a mastery of the essential competencies required for business opportunity analysis, the development of a marketing plan, and the development of a business financial plan. Students will prepare a business plan for a business that they want to develop or expand.

BUSG 1372 Financial Management of Personal Accounts 3-0-3

Personal and family accounts, budgets, and budgetary controls, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting, home ownership, wills, and trust plans.

BUSG 2305 Business Law/Contracts 3-0-3

Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

BUSG 2309 Small Business Management 3-0-3

A course on starting and operating a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

BUSI Business Administration and Management**BUSI 1301 Business Principles 3-0-3**

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

BUSI 2301 Business Law 3-0-3

Principles of law which form the legal framework for business activity.

CBFM Maintenance Technology see also CNBT, ELPT, MBST, PFPB, and WDWK**CBFM 1334 Interior and Exterior Painting and Refinishing 2-4-3**

Interior and exterior painting and refinishing for commercial and residential applications. Prerequisite: CRPT 1429.

CBFM 2487 Internship—Building/Property Maintenance and Manager 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

CDEC Early Childhood Professions

*All CDEC courses require a lab except CDEC 1195.

CDEC 1170 Deployment and Military Families (Europe only) 1-0-1

This course explores the effects of deployments on military families and children. Techniques for supporting children of military families during deployments will be covered.

CDEC 1171 American Sign Language (Europe only) 1-0-1

This course provides a forum to learn and to practice developmentally appropriate ASL along with providing creative ways to use sign with children both in the classroom and at home. Basic signs and useful phrases will be introduced that are specific to a child's environment. Appropriate use of an ASL interpreter in the classroom will also be included.

CDEC 1172 Mentoring for Early Childhood Educators (Europe only) 1-0-1

This course covers an in-depth look at early childhood mentoring, an important professional facet of a teacher's development. Students will explore what it means to be a mentor and work directly with new people entering into the early childhood field. This is a practical course designed to teach skills to new and experienced mentors in Early Childhood Education.

CDEC 1173 Parenting for Healthy Families (Europe only) 1-0-1

This course covers different models of parenting, and includes identification and reflection, of one's chosen style of parenting. The effects of parenting methods on children as well as a model of parenting that is correlated with healthy children will be presented and taught.

CDEC 1174 Technology in the Classroom (Europe only) 1-0-1

This course is designed to teach the specific use of technology in the classroom, including preschool management software, recording children's work, and current software available for brochures, flyers, etc., that will be used commonly for preschool/school settings. Recommended for the student who has completed 3 credit hours of computer studies.

CDEC 1195 Special Topics in Child Care Provider/Assistant 1-0-1

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 has different topics and may be repeated.

CDEC 1303 Families, School and Community 2-2-3

A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, multi-culture instruction, child abuse, and current issues. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1311 Educating Young Children 2-2-3

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1313 Curriculum Resources for Early Childhood Programs 2-2-3

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1317 Child Development Associate Training I 2-2-3

Based on the requirements for the Child Development Associate (CDA) National Credential. Three of the 13 functional areas of study include family, program management and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1318 Wellness of the Young Child 2-2-3

A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles apply to a variety of settings. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1319 Child Guidance 2-2-3

An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1321 The Infant and Toddler 2-2-3

A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1335 Early Childhood Development: 3-5 Years 2-2-3

This course covers the principles of normal growth and development from three to five years. Emphasis is on physical, emotional, and social development. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1354 Child Growth & Development 2-2-3

A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development.

CDEC 1356 Emergent Literacy for Early Childhood 2-2-3

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1358 Creative Arts for Early Childhood 2-2-3

An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1359 Children with Special Needs 2-2-3

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1371 Physical Development and Disorder in Children 2-2-3

This course is designed for the paraprofessional working in integrated early childhood settings. Roles and responsibility of the paraprofessional, including IEP and ISFP lesson plan teaching strategies, and hands-on training in physical management and care skills of the child with special needs are emphasized. Instruction in basic sign language, and an overview of current learning technologies to assist the child with disabilities, is included. Emphasis is placed on methods and materials for promoting activities of daily living. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1391 Special Topics in Family Life and Relations Studies 2-2-3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. The focus is on setting up a FDCH and activities for children. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1393 Special Topics in Early Childhood Education and Teaching 2-2-3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2307 Math & Science for Early Childhood 2-2-3

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2322 Child Development Associate Training II 2-2-3

A continuation of the study of the requirements for the Child Development Associate (CDA) National Credential. The six functional areas of study include safety, health, learning environment, self, social, and guidance. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2324 Child Development Associate Training III 2-2-3

A continuation of the study of the requirements for the Child Development Associate (CDA) National Credential. The four functional areas of study are creative, cognitive, physical, and communication. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2326 Administration of Programs for Children I 2-2-3

A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2328 Administration of Programs for Children II 2-2-3

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 and planning parent education/partnerships, and technical applications in programs. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2340 Instructional Techniques for Children with Special Needs 2-2-3

Exploration of development and implementation of curriculum for children with special needs. The focus is on how to adapt curriculum activities for children with special needs. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2341 The School Age Child 2-2-3
A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2384 Cooperative Education in Child Development 1-14-3
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. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Includes a lecture component.

CETT Computer Electronics Technology see also CPMT, EECT, ELMT, ITCC and ITNW

CETT 1403 DC Circuits 3-3-4
A study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.

CETT 1405 AC Circuits 3-3-4
A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. Prerequisite: CETT 1403.

CETT 1421 Electronics Fabrication 3-3-4
A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

CETT 1425 Digital Fundamentals 3-3-4
An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis on circuit logic analysis and troubleshooting digital circuits.

CETT 1429 Solid State Devices 3-3-4
A study of diodes and bipolar semiconductor devices, including analysis of static and dynamic characteristics, bi techniques, and thermal considerations of solid state devices. Prerequisite: CETT 1405.

CETT 1441 Solid State Circuits 3-3-4
A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. Prerequisite: CETT 1429.

CETT 1449 Digital Systems 3-3-4
A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital to-analog circuits, and large-scale integrated circuits. Prerequisites CETT 1425 and CETT 1429.

CETT 1491 Special Topics in Computer Engineering Technology/Technician 3-3-4
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. Prerequisites CETT 1429 and CETT 1449.

CETT 1509 DC-AC Circuits 4-3-5
Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

CETT 2449 Research and Project Design 3-3-4
Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. Prerequisites: CETT 1429 and CETT 1449.

CETT 2489 Internship-Computer Engineering Technology/Technician 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.

CHEF Hospitality Management see also HAMG, IFWA, PSTR, RSTO and TRVM

CHEF 1301 Basic Food Preparation 1-8-3
A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. National Restaurant Association (NRA) Food Production Certificate Examination.

CHEF 1305 Sanitation and Safety 3-0-3
A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

CHEF 1341 American Regional Cuisine 2-4-3
A study of the development of regional cuisine 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. Prerequisite: CHEF 1301.

CHEF 1345 International Cuisine 2-4-3
The study of classical cooking skills associated with the preparation and service of international and ethnic cuisine. Topics include similarities between food production systems used in the United States and other regions of the world. Prerequisite: CHEF 1301.

CHEF 1410 Garde Manger 2-6-4
A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Prerequisite: CHEF 1301.

CHEF 2301 Intermediate Food Preparation 1-8-3

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. Prerequisite: CHEF 1301.

CHEF 2302 Saucier 2-3-3

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Prerequisite: CHEF 1301.

CHEF 2332 Buffet Theory and Production 2-4-3

Advanced concepts in the construction of inedible display items. Emphasis on buffet production, presentation, and service. The student will produce tallow, butter, and ice sculptures, and organize a buffet layout. Prerequisite: CHEF 1301.

CHEM Chemistry**CHEM 1406 Introductory Chemistry I 3-3-4**

This course is a survey of the fundamentals of general chemistry with applications from medicine, modern living, agriculture, and the environment. This course is designed for non-science majors who need a lab science credit, for nursing students seeking a B.S. degree or background for physiology, and also for students who have very little or no chemical background. Prerequisite: minimum math THEA score of 230 or completion of DSMA 0301, Developmental Mathematics II. Co-requisite: CHEX 1406.

CHEM 1407 Introductory Chemistry II 3-3-4

A survey of the fundamentals of organic and biochemistry for nursing students interested in the processes of life. Basic principles, nomenclature, principle reactions and methods of synthesis, and the major classes of physiologically important compounds are studied. Prerequisite: CHEM 1406, or CHEM 1411. Co-requisite: CHEX 1407.

CHEM 1411 General Chemistry I 3-4-4

The first of two courses for science-related majors, this course is a study of the fundamental theories and laws of chemistry, chemical nomenclature, metals and non-metals and their compounds, states of matter, solutions, and the quantum theory of structure. Emphasis is placed on problem solving. Prerequisite: MATH 1414 or consent of the Department Chair. Co-requisite: CHEX 1411.

CHEM 1412 General Chemistry II 3-4-4

The second of two courses for science-related majors, this course covers kinetics, chemical equilibrium, acid-base concepts, electrochemistry, elementary thermodynamics, and introduction to nuclear chemistry. Prerequisite: CHEM 1411. Co-requisite: CHEX 1412.

CHEM 2423 Organic Chemistry I 3-4-4

The first of two courses designed to provide a foundation in organic chemistry, a study of the chemistry of carbon and its compounds. The course is a study of structural theory, functional groups, nomenclature, stereochemistry, reaction mechanisms, synthesis, and properties of organic compounds. This course is designed for both science majors and minors. Prerequisites: CHEM 1411 and CHEM 1412. Co-requisite: CHEX 2423.

CHEM 2425 Organic Chemistry II 3-4-4

As a continuation of CHEM 2423 this course involves a more in-depth study of the topics covered in CHEM 2423 in addition to the study of aliphatic and aromatic compounds and spectroscopic analysis concepts. Designed for both science majors and minors. Prerequisite: CHEM 2423. Co-requisite: CHEX 2425.

CHIN Chinese**CHIN 1311 Beginning Chinese I 3-0-3**

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

CHIN 1312 Beginning Chinese II 3-0-3

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: CHIN 1311 with a grade of "C" or above.

CHIN 1411 Beginning Chinese I 3-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

CHIN 1412 Beginning Chinese II 3-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: CHIN 1411 with a grade of "C" or above.

CHIN 2311 Intermediate Chinese I 3-0-3

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: CHIN 1411 and 1412 with a grade of "C" or above.

CHIN 2312 Intermediate Chinese II 3-0-3

This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: CHIN 2311 with a grade of "C" or above.

CHLT Mental Health Services See also CMSW, DAAC, GERS, PSYT and SCWK**CHLT 1309 Community Ethics 3-0-3**

This course will include discussions on the role of ethics as it pertains to health care and community settings. It will include ethical decision-making, teamwork and the impact of illness on the individual and the social setting. Professional ethical and legal conduct in human services will be explored.

CJCR Criminal Justice See also CJLE, CJSA and SLPS**CJCR 1304 Probation and Parole 3-0-3**

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.

CJCR 1307 Correctional Systems and Practices 3-0-3

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

CJCR 1358 Rights of Prisoners 3-0-3

Analysis of the legal rights of the convicted offender incarcerated in state and federal penal institutions. Emphasis on constitutional principles, case law, and federal and state statutes concerning prisoner rights.

CJCR 1391 Special Topics in Corrections/Correctional Administration 3-0-3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisites: Consent of the Department Chair.

CJCR 1400 Basic Jail Course 4-1-4

Provides instruction in human relations; observation; evaluation of prisoners, booking procedures; classification; mug shots; fingerprinting, strip searches; meals, medical services, visitation; inmates rights and privileges; detention areas; key; knife and tool control; disturbances; riots; fire procedures; and release procedures. Taught in accordance with the current TCLEOSE instructor guides provided by the Commission for course #1005.

CJCR 2324 Community Resources in Corrections 3-0-3

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.

CJCR 2325 Legal Aspects of Corrections 3-0-3

A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff.

CJCR 2466 Practicum (or Field Experience) Corrections/Correctional Administration 0-28-4

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Consent of the Department Chair.

CJLE Criminal Justice see also CJCR, CJSA and SLPS**CJLE 1211 Basic Firearms 1-2-2**

Instruction in firearm safety, cleaning and care techniques, proper shooting principles, and proficiency with a handgun and shotgun. Prerequisite: Department approval required.

CJLE 1329 Basic Peace Officer V 3-0-3

Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. This course taken in conjunction with Basic Peace Officer I, II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

CJLE 1333 Traffic Law and Investigation 3-0-3

Instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.

CJLE 1345 Intermediate Crime Scene Investigation 3-0-3

Topics include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; fingerprints as physical evidence, fingerprint identification and classification, types of impressions and techniques for locating and developing impressions. Prerequisites: CRIJ 2314/CJSA 1342 or Police Academy.

CJLE 1506 Basic Peace Officer I 3-7-5

Introduction to fitness and wellness, history of Policing, professionalism and ethics, United States Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course, taken in conjunction with Basic Peace Officer II, III, and IV, will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

CJLE 1512 Basic Peace Officer II 3-7-5

Basic preparation for a new peace officer. Covers field note taking, report writing, "use of force" law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course, taken in conjunction with Basic Peace Officer I, III, and IV, will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

CJLE 1518 Basic Peace Officer III 3-7-5

Basic preparation for a new peace officer. Covers laws pertaining to controlled substances, crowd management, personal property, and crime scene investigation. This course, taken in conjunction with Basic Peace Officer I, II, and IV, will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

CJLE 1524 Basic Peace Officer IV 3-8-5

Basic preparation for a new peace officer. Covers laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also includes study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This course, taken in conjunction with Basic Peace Officer I, II, and III, will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

CJLE 2345 Vice and Narcotics Investigation 3-0-3

Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques; and identify proper interdiction procedures and techniques. Prerequisite: CRIJ 2314/CJSA 134 2.

CJLE 2486 Internship-Criminal Justice/Police Science 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

CJSA Criminal Justice see also CJCR, CSLE and SLPS**CJSA 1170 Alcohol Awareness/Intervention (Europe only) 1-0-1**

This course will provide the student with a basic overview of alcohol as a drug of abuse and the methodology for developing an action plan of intervention at a local level. Focus on alcohol fueled offenses and problems, identifying and dealing with alcohol abusers and the criminal justice implications of alcohol related convictions.

CJSA 1172 Topics for Parents (Europe only) 1-0-1

The course will focus on areas of concern for today's parents; on-line predators, teenage alcohol and drug abuse and teenage domestic violence. This course will provide students with knowledge concerning these areas that will provide additional avenues of communication.

CJSA 1173 Drug Recognition for Law Enforcement (Europe only) 1-0-1

The course will provide the student with the basics of the most common controlled substances a law enforcement officer will encounter. The student will gain knowledge of classifications of, identification of, and effects of “street drugs”.

CJSA 1174 Terrorism as a Strategy (Europe only) 1-0-1

The course will consider the definition of terrorism and its place in the spectrum of political violence as well as comparing different classifications of insurgency. The course will introduce students to how terrorism is used as a strategy of insurgency and how it is a strategy based on the psychological impact.

CJSA 1175 Investigation of Sexual Abuse (Europe only) 1-0-1

This course discusses the different formats used to investigate the crime of sexual assault. It includes strategies to investigate sexual assault, interview victims and witnesses, document evidence in accordance with state laws, and conduct case studies.

CJSA 1176 Introduction to Gangs and Gang Infiltration of the Military (Europe only) 1-0-1

This course offers an introduction to gangs in America and the infiltration of gangs in the United States military. Topics include gang identification, the role of the criminal justice system and the community in suppressing, intervening and preventing gang activity, how and why gang members join the military and the impact of gangs on the military.

CJSA 1177 International Criminal Justice (Europe Only) 1-0-1

This course will provide an introduction to the history, policy, and practices of criminal justice in an international environment. The history of the development of the laws and judicial structures that serve to administer international criminal justice will be examined, particularly post World War II. The agencies involved in international criminal justice, from INTERPOL to the Federal Bureau of Investigation, will be studied as will the differing policing practices in particular comparative cases. Specific attention will be paid to the international issues arising for criminal justice practitioners in both domestic and foreign jurisdictions and the bodies of international law that will affect a criminal justice practitioner. Finally, the 21st Century international terrorist threat will be studied for its affects on the practice of criminal justice in civil and military contexts.

CJSA 1178 Criminal Deviance (Europe Only) 1-0-1

This course is an examination of criminal behavior with a special emphasis on the deviation from societal norms. The course will discuss ideas about crime, criminal intent, and criminal motivation. The course offers a survey of theories and research on the rationality of criminal behavior and stimulus of offenders. The course also offers a review of the social response to criminal behavior.

CJSA 1192 Special Topics in Criminal Justice/Law Enforcement Administration 1-0-1

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.

CJSA 1302 Private Security Officer Training 3-0-3

A critical study of the provisions of the Texas Private Investigators and Private Security Agencies Act. Topics include the impact of the code on procedures and policies, judicial interpretation of statutes and related procedures, and rules and regulations. Satisfies the requirements for Commissioned Security Officer Skill Certification. Prerequisite: Consent of Department Chair.

CJSA 1308 Criminalistics I 3-0-3

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. Prerequisites: CRIJ 2314/CJSA 1342.

CJSA 1312 Crime in America 3-0-3

The study of American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and crime prevention.

CJSA 1313 Court Systems and Practices 3-0-3

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

CJSA 1317 Juvenile Justice System 3-0-3

A study of the juvenile justice process. Topics 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.

CJSA 1318 Court Management 3-0-3

Exploration of operational issues in the administration of American courts. Topics include responsibilities of court personnel, records management, and organizational management topics.

CJSA 1322 Introduction to Criminal Justice 3-0-3

The study of the history and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement, court system; prosecution and defense; trial process; corrections.

CJSA 1327 Fundamentals of Criminal Law 3-0-3

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.

CJSA 1342 Criminal Investigation 3-0-3

Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, case and trial preparation.

CJSA 1348 Ethics in Criminal Justice 3-0-3

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

CJSA 1351 Use of Force 3-0-3

A study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the TCLEOSE Use of Force Intermediate Certificate requirement. Prerequisite: Consent of Department Chair.

CJSA 1359 Police Systems and Practices 3-0-3

Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

CJSA 1393 Special Topics in Criminal Justice Studies 3-0-3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite: CRIJ 1301/CJSA 1322 and consent of Department Chair.

CJSA 2300 Legal Aspects of Law Enforcement 3-0-3

Exploration of police authority. Topics include responsibilities and constitutional constraints, law of arrest, search and seizure, and police liability.

CJSA 2302 Police Management, Supervision, and Related Topics 3-0-3

Techniques and theories regarding dealing with people, their performance and problems. Topics include basic supervision, leadership, time management, first-line supervision, and management by objectives.

CJSA 2331 Child Abuse, Prevention and Investigation 3-0-3

Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law, and conduct case studies. Prerequisites: CRIJ 2314/CJSA 1342 or CRIJ 1313/CJSA 1317, or Police Academy.

CJSA 2334 Contemporary Issues in Criminal Justice 3-0-3

A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve. Prerequisite: Consent of Department Chair.

CJSA 2488 Internship-Criminal Justice Safety Studies 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

CMSW Mental Health Services see also CHLT, DAAC, GERS, PSYT and SCWK**CMSW 1167 Practicum (or Field Experience) - Clinical and Medical Social Work 0-10-1**

This course provides the student with practical general training and experience in the workplace through assignment to a specific field placement site. The guided external experience is conducted under the supervision of professionals from the host agency. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, and medical insurance will be provided by the student. This course is the Capstone Experience for students exiting the program with an Advanced Certificate or Associates in Applied Science (AAS) Degree in Mental Health Services with an At-Risk Youth Specialization, or an AAS with a Social Work Specialization. It provides a final external learning experience that allows the student to apply broad knowledge of the profession. Prerequisites: Departmental Approval, PSYT 1329, CMSW 1309, DAAC 1319, DAAC 2354 Recommended Prerequisites: (CMSW 1313, SOCW 2361 Depending on Specialization).

CMSW 1309 Problems of Children and Adolescents 2-4-3

This course will provide an examination of the particular problems of children and youth; and their implications for the delivery of social services. Emphasis is on social service institutions of a preventive and rehabilitative nature.

CMSW 1370 Adolescent Development 3-0-3

The study of the development phases from adolescence through young adulthood will be explored. Identification of the task and goals to be achieved during these stages of development will be discussed. Topics include physical and psychological changes as well as the areas of interpersonal relationships and the individual's ability to relate to the social environment.

CNBT Maintenance Technology see also CBFM, CRPT, ELPT, MBST, PFPB and WDWK**CNBT 1446 Construction Estimating I 3-3-4**

Fundamentals of estimating materials and labor costs in construction. Prerequisite: Department approval required.

COSC Computer Science see also BCIS**COSC 1301 Introduction to Computing 3-1-3**

Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

COSC 2425 Computer Organization and Machine Language 3-3-4

Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. Prerequisite: None.

CPMT Computer Electronics Technology see also CETT, EECT, ELMT, ITCC and ITNW**CPMT 1403 Introduction to Computer Technology 3-3-4**

A fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

CPMT 1404 Microcomputer Systems Software 3-3-4

Skills development in the installation, configuration, maintenance and troubleshooting of system software in microcomputers.

CPMT 1445 Computer Systems Maintenance 3-3-4

Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. Prerequisite CETT 1425 and CETT 1429

CPMT 1449 Computer Networking Technology 3-3-4

Networking fundamentals, terminology, hardware, software, and network architecture. Includes local and wide area networking concepts and networking installations and operations. Prerequisite: CETT 1425 and CPMT 1403.

CPMT 2350 Industry Certification Preparation 2-3-3

Overview of the objectives for industry specific certification exam(s). Prerequisite: ITCC 2408.

CPMT 2434 Network Security 3-3-4

Overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies, products and solutions; firewall and secure router design, installation, configuration and maintenance; AAA implementation using routers and firewalls; VPN implementation using routers and firewalls.

CPMT 2445 Computer System Troubleshooting 3-3-4

Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. Prerequisite: CPMT 1445

CRIJ Criminal Justice

CRIJ 1301 Introduction to Criminal Justice 3-0-3

History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.

CRIJ 1306 Court Systems and Practices 3-0-3

The study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

CRIJ 1307 Crime in America 3-0-3

The study of 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.

CRIJ 1310 Fundamentals of Criminal Law 3-0-3

Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.

CRIJ 1313 Juvenile Justice System 3-0-3

A study of the juvenile justice process. Topics 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.

CRIJ 2301 Community Resources in Corrections 3-0-3

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.

CRIJ 2313 Correctional Systems and Practices 3-0-3

A study of the role of corrections in the criminal justice system. Topics include organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatments and rehabilitation, and current and future issues.

CRIJ 2314 Criminal Investigation 3-0-3

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

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

Exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability.

CRIJ 2328 Police Systems and Practices 3-0-3

Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

CRPT Maintenance Technology See also CBFM, CNBT, ELPT, MBST, PFPB and WDWK

CRPT 1411 Conventional Roof Systems 3-3-4

Principles of design and construction of a conventional roof system incorporating gable, hip, and intersections. Emphasis given to safe work practices and the selection, use, and maintenance of tools and equipment. Prerequisite: CRPT 1429.

CRPT 1415 Conventional Wall Systems 3-3-4

Conventional wall systems with emphasis on wood frame construction. Includes identification of components; construction of wall systems; safe work practices; and the selection, use, and maintenance of tools and equipment. Prerequisite: CRPT 1429.

CRPT 1423 Floor Systems 3-3-4

An introduction to common floor systems. Includes component identification; construction of a floor system; safe work practices; and the selection, use, and maintenance of tools and equipment. Prerequisite: CRPT 1429.

CRPT 1429 Introduction to Carpentry 3-3-4

An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

CZEC Czech

CZEC 1311 Beginning Czech I 3-0-3

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

CZEC 1312 Beginning Czech II 3-0-3

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: CZEC 1311 with a grade of "C" or above.

DAAC Mental Health Services see also CHLT, CMSW, GERS, PSYT and SCWK

DAAC 1304 Pharmacology of Addiction 2-4-3

This course will study the psychological, physiological, and sociological effects of mood altering substances and behaviors. The course emphasizes pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction.

DAAC 1309 Assessment Skill of Alcohol and other Drug Addictions 2-2-3

This course examines procedures and tools used to identify and assess a client's strengths, weaknesses, problems and needs in order to develop treatment strategies. Emphasis is on current tools in the field. Prerequisite: DAAC 1319.

DAAC 1311 Counseling Theories 2-2-3

This course provides an introduction to the major counseling theories and current treatment modalities used in working with individuals, families and groups.

DAAC 1319 Introduction to Alcohol and other Drug Addictions 2-4-3

Causes and consequences of drug abuse and addiction as they relate to the individual, family, community, and society are discussed. Overview of alternatives regarding intervention, treatment, education, and prevention are reviewed.

Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented.

DAAC 2301 Therapeutic Communities in a Criminal Justice Setting 2-4-3

Insight into the use of the therapeutic community as an approach in rehabilitation of the incarcerated substance abuser. Emphasizes therapeutic community issues such as lifestyle change, abstinence, elimination of antisocial activity, employability and pro-social attitudes and values. Includes integration of social and psychological goals. Prerequisite: DAAC 1304, DAAC 1309, DAAC 1319.

DAAC 2307 Addicted Family Intervention 2-2-3

This course will explore the family as a dynamic system focusing on the effects of addiction on family roles, rules, and behavior patterns. The course will discuss the impact of mood altering substances, behaviors, and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

DAAC 2330 Multicultural Counseling 2-4-3

Characteristics of minorities and diverse populations encountered by counselors will be explored. The primary focus will include issues among those groups which affect the counseling process including communication patterns.

DAAC 2341 Counseling Alcohol and other Drug Addictions 2-4-3

Special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client will be explored. Development and utilization of advanced treatment planning and case management skills are surveyed. Prerequisites: Departmental Approval, DAAC 1167, DAAC 1304, DAAC 1309, DAAC 1319, DAAC 2354, CMSW 1309, PSYT 1329, PSYT 2321, PSYT 2331.

DAAC 2354 Dynamics of Group Counseling 2-4-3

This course provides for exploration of group counseling skills and techniques. Stages of group development and working with multicultural groups will be discussed. Prerequisites: Departmental Approval, CMSW 1309, DAAC 1304, DAAC 1319, PSYT 1329, PSYT 2321, PSYT 2331.

DAAC 2367 Practicum (or Field Experience) - Substance Abuse/Addiction Counseling 0-22-3

This advanced placement helps students gain practical experience in the discipline, enhances skills, and integrates knowledge gained from the classroom. Direct supervision at an advanced level is provided by clinical professionals at the host agency. The guided external experiences may be paid or unpaid. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, background check, drug screen and medical insurance will be provided by the student. This course is the Capstone Experience for the student exiting the program with an Advanced Certificate and the AAS Degree in Chemical Dependency Counseling. It provides a final external learning experience that allows the student to apply broad knowledge of the profession. Prerequisites: Departmental Approval; CMSW 1309, DAAC 1167, DAAC 1304, DAAC 1309, DAAC 1319, DAAC 2307, DAAC 2341, DAAC 2354, PSYT 1329, PSYT 2321, PSYT 2331.

DFTG Computer-Aided Drafting and Design see also ARCE

DFTG 1405 Technical Drafting 3-3-4

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes.

DFTG 1409 Basic Computer-Aided Drafting 3-3-4

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Prerequisites: ENGR 1304 or DFTG 1405 or concurrent enrollment.

DFTG 1417 Architectural Drafting - Residential 3-3-4

Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for a residential structure with emphasis on light frame construction methods. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

DFTG 1458 Electrical/Electronics Drafting 3-3-4

A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

DFTG 2402 Machine Drafting 3-3-4

Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Prerequisites: ENGR 1304 or DFTG 1405, ENGR 1305 or DFTG 2417, or concurrent enrollment.

DFTG 2412 Technical Illustration and Presentation 3-3-4

Introduction to pictorial drawings as used in industrial catalogs, assembly sheets, new paper publications and promotional literature. Topics include pictorial drawing including isometrics, oblique, perspectives, charts, and graphs, shading, and use of different media including pencil and ink. Prerequisite: ENGR 1304 or DFTG 1405, or concurrent enrollment

DFTG 2417 Descriptive Geometry 3-3-4

Examination of the graphical solution to problems involving points, lines, and planes in space. Prerequisite: ENGR 1304 or DFTG 1405.

DFTG 2421 Topographical Drafting 3-3-4

A course in map drafting. Emphasis is given to plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. All drawing assignments will be computer generated. Prerequisite: Second semester Sophomore standing in the Drafting Program.

DFTG 2423 Pipe Drafting 3-3-4

A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

DFTG 2438 Final Project - Advanced Drafting 3-3-4

A general drafting course in which students participate in a simulated project. The process from conception to conclusion is studied. All work done in this class will typify actual industrial projects. An employment resume, cover letter, and portfolio will be completed as part of the course requirements. All projects will be completed with the use of Computer-Aided Drafting (AutoCAD). Prerequisites: Second semester Sophomore standing in the Drafting program.

DFTG 2440 Solid Modeling/Design 3-3-4

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. Prerequisite: DFTG 1409 and consent of the Department Chair.

DRAM Drama**DRAM 2366 Development of the Motion Picture I 3-3-3**

This course focuses on the development of motion picture; analyzing visual, aural, dramatic and narrative aspects of films. A survey of historical growth and the sociological effect of film as an art is included. Prerequisite: None

DS— Developmental Studies

The credit received from these courses is not transferable and cannot be applied towards degree completion.

DSED 0300 College Study Skills 3-0-3

This course is designed to provide an opportunity for students to develop, select, and use strategies necessary in becoming prepared and successful in college and life. Emphasis in this particular course will be placed on the transference of high-level study skills to practical classroom situations and include the areas of time management, effective listening and note taking, concentration, learning through media, reading, retention of information, taking examinations, creativity, and leadership.

DSMA 0101 Basic Developmental Mathematics 1-1.5-1

This course helps students prepare to pursue college-level academic work. It uses varied instructional techniques to identify deficiencies and provide a review of fundamental operations in mathematics.

DSMA 0300 Developmental Mathematics I 5-1-3

Developmental Mathematics I is designed to help the student make the transition from arithmetic to algebra. This is accomplished through in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, sign numbers, order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations. A computer lab where students practice math skills is required.

DSMA 0301 Developmental Mathematics II 5-1-3

Developmental Mathematics II is designed to provide instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. A computer lab where students practice math skills is required. The prerequisite for this course is DSMA 0300 or DSMA 0304 or DSMA 0305 or an appropriate placement test score.

DSMA 0303 Developmental Mathematics IV 5-1-3

Developmental Mathematics IV requires an understanding of the topics taught in DSMA 0301. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. A computer lab where students practice math skills is required. The prerequisite for this course is DSMA 0301 or DSMA 0306 or DSMA 0309 or an appropriate placement test score.

DSMA 0304 Fundamentals of Mathematics II 3-0-3

Fundamentals of Mathematics II is designed to help the student make the transition from arithmetic to algebra. This is accomplished through in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, sign numbers, order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations.

DSMA 0305 Pre-Algebra 4-0-3

This course is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. This course includes an in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, sign numbers, order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations. A computer, internet connection, and designated course software to facilitate interactive learning must be available.

DSMA 0306 Introductory Algebra 3-0-3

Introductory Algebra is designed to provide instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. The prerequisite for this course is DSMA 0304 or DSMA 0300 or DSMA 0305 or an appropriate placement test score.

DSMA 0307 Intermediate Algebra 3-0-3

Intermediate Algebra requires an understanding of the topics taught in DSMA 0306. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. The prerequisite for this course is DSMA 0306 or DSMA 0301 or DSMA 0309 or an appropriate placement test score.

DSMA 0309 Fundamentals of Algebra 4-0-3

Fundamentals of Algebra is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. This course provide instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. A computer, internet connection, and designated course software to facilitate interactive learning must be available. The prerequisite for this course is DSMA 0305 or DSMA 0300 or DSMA 0304 or an appropriate placement test score.

DSMA 0310 Intermediate Algebra 4-0-3

Intermediate Algebra is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. This course requires an understanding of the topics taught in DSMA0309. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. A computer, internet connection, and designated course software to facilitate interactive learning must be available. The prerequisite for this course is DSMA 0309 or DSMA 0301 or DSMA 0306 or an appropriate placement test score.

DSRE 0101 Developmental Reading 1-1.15-1
Developmental Reading laboratory.**DSRE 0300 Developmental Reading I 2-2-3**

Developmental Reading I (DSRE 0300) is a fundamental reading course designed to aid students in acquiring and improving the basic skills needed for reading college-level materials. This course was developed specifically for those who scored below 35 percent on the reading section of the Asset test. Emphasis will be on word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. A computer lab where students practice reading skills is required.

DSRE 0301 Developmental Reading II 2-2-3

Developmental Reading II (DSRE 0301) is designed to aid students in developing and reinforcing the skills needed for reading college-level materials; specifically those who scored between 35-40 percent on the reading section of the Asset test or passed DSRE 0300. Emphasis will be on vocabulary development, literal and critical comprehension skills, and fluency. A computer lab where students practice reading skills is required. Successful completion of DSRE 0301 should provide a student with an adequate background to successfully pass the reading section of the THEA as well as any college course that requires extensive reading.

DSRE 0302 Fundamentals of Reading I 3-0-3

Fundamentals of Reading I (DSRE 0302) is a fundamental reading course designed to aid students in acquiring and improving the basic skills needed for reading college-level materials. This course was developed specifically for those who scored below 35 percent on the reading section of the Asset test. Emphasis will be on word attach skills, vocabulary development, comprehension, fluency, and study and test-taking skills.

DSRE 0303 Fundamentals of Reading II 3-0-3

Fundamentals of Reading II (DSRE 0303) is designed to aid students in developing and reinforcing the skills needed for reading college-level materials; specifically those who scored between 35-40 percent on the reading section of the Asset test or passed DSRE 0302. Emphasis will be on vocabulary development, literal and critical comprehension skills, and fluency. Successful completion of DSRE 0303 should provide a student with an adequate background to successfully pass the reading section of the THEA as well as any college course that requires extensive reading.

DSRE 0311 Developmental Reading II 4-0-3

Developmental Reading II is designed for the student who requires a flexible schedule and possesses the commitment and self discipline to benefit from interactive on-line learning. This course's purpose is to aid students in developing and reinforcing the skills needed for reading college-level materials; specifically those who scored between 50-69 percent on the college placement reading section or passed DSRE 0300. This course emphasizes vocabulary development, literal comprehension skills, critical reading and thinking skills, and fluency. A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: A course comparable to DSRE 0300 or appropriate test scores.

DSWR 0301 Developmental Writing I 3-1-3

Developmental Writing I is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on sentence and paragraph development, with additional attention given to problems in grammar and usage as these problems occur in the paragraphs. This is a required course for students who have scored below 200 on the writing section of the THEA or below 35 on the ASSET and a 2 or 3 on the writing section. Intended for native English speakers or for those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL). A computer lab where students practice writing skills is required.

DSWR 0302 Developmental Writing II 3-1-3

Developmental Writing II is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on essay development, with attention given to problems in grammar and usage as these problems occur in the essays. This is a required course for students who have scored between 200 and 239 on the THEA or between 35 and 40 on the ASSET and a 4 or 5 on the writing section or for students who have successfully completed DSWR-0301. Intended for native English speakers or for those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL). A computer lab where students practice writing skills is required.

DSWR 0303 Fundamentals of Writing I 3-0-3

Fundamentals of Writing I is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on sentence and paragraph development, with additional attention given to problems in grammar and usage as these problems occur in the paragraphs. This is a required course for students who have scored below 200 on the writing section of the THEA or below 35 on the ASSET and a 2 or 3 on the writing section. Intended for native English speakers or for those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL).

DSWR 0304 Fundamentals of Writing II 3-0-3

Fundamentals of Writing II is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on essay development, with attention given to problems in grammar and usage as these problems occur in the essays. This is a required course for students who have scored between 200 and 239 on the THEA or between 35 and 40 on the ASSET and a 4 or 5 on the writing section or for students who have successfully completed DSWR 0303. Intended for native English speakers or for those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL).

DSWR 0305 Developmental Studies Basic Grammar Review 3-0-3

Basic Grammar Review is an elective developmental studies course designed for those with native or near-native English speaking background who want to improve their grammar and writing skills by specifically focusing on grammar, punctuation, and mechanics in the context of the utilization of standard English sentences and paragraphs through intensive practice and revision.

DSWR 0311 Developmental Writing II 4-0-3

Developmental Writing II is designed for the student who requires a flexible schedule and possesses the commitment and self discipline to benefit from interactive on-line learning. This course's purpose is to aid students in developing and reinforcing the skills needed for college-level writing; specifically those who scored between 50-69 percent on the college placement writing section or passed DSWR 0301. This course emphasizes essay writing, with attention given to grammar, mechanical, and usage problems as they occur in the context of the essay intended for native English speakers or for those students who scored 550 or above on the Test of English as a Foreign Language (TOEFL). A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: A course comparable to DSWR 0301 or appropriate test scores.

DS— English as a Second Language (ESL)

The credit received from these courses is not transferable and cannot be applied towards degree completion.

DSED 0302 College Study Skills for Foreign Students (ESL) 3-1-3

This elective for ESL students at levels 2 and 3 prepares students for the Test of English as a Foreign Language (TOEFL iBT), the test required for entry into most college-level institutions. Advanced reading, listening, speaking, writing, test-taking, and research techniques are taught. Prerequisites: Completion of all courses in Level 1 DSLA.

DSLA 0310 Reading and Vocabulary I (ESL) 3-2-3

This course is designed for beginning non-native speakers who need to develop basic vocabulary and reading skills such as identifying the main idea, locating details, and using word analysis to sound out new words. A laboratory is required.

DSLA 0314 Writing I (ESL) 3-2-3

This course, designed for intermediate non-native speakers, is a continuation of Grammar I. It covers grammatical structures, beginning with clauses in complex sentences. The course focuses on the development of correct simple, compound, and complex sentences; basic process paragraphs; and expository paragraphs. A laboratory is required. Prerequisite: DSLA 0315

DSLA 0315 Grammar I (ESL) 3-1-3

This course is for beginning-intermediate non-native speakers. It covers basic elements of English sentence structure and linguistic problem areas such as countable/uncountable nouns, articles, prepositions, phrasal verbs, word order, and simple sentence construction.

DSLA 0316 Listening Comprehension I (ESL) 3-2-3

This course, for beginning non-native speakers, develops aural comprehension of simple conversations, short radio announcements, brief stories, and American language reductions such as “won’ cha” (won’t you) and “would ja” (would you).

DSLA 0317 Speaking I (ESL) 3-1-3

This course, for beginning non-native speakers, moves students from language recognition to oral production through the use of dictation and conversational dialogues.

DSLA 0318 English for Foreign Students I (ESL) 3-2-3

This course offers an integrated approach to speaking, listening, reading, and writing. Though primarily conversational in nature, grammatical concepts, reading, and writing are covered. This course may be substituted for Listening I and Speaking I.

DSLA 0320 Reading and Vocabulary II (ESL) 3-2-3

This course, for intermediate non-native speakers, provides instruction in vocabulary, reading comprehension, structural analysis, and organizational patterns. A laboratory is required. Prerequisite: DSLA 0310.

DSLA 0321 Writing II (ESL) 3-2-3

This course is a continuation of Grammar I and Writing I. Students continue their study of grammar while learning to write narrative and persuasive paragraphs. A laboratory is required. Prerequisite: DSLA 0314.

DSLA 0322 Academic Listening and Speaking II (ESL) 3-2-3

In this course, designed for intermediate non-native speakers, students develop beginning note-taking and speaking skills to prepare them for academic environments. Prerequisites: DSLA 0316 and DSLA 0317.

DSLA 0330 Reading and Vocabulary III (ESL) 3-2-3

This course is a continuation of DSLA 0320, Reading and Vocabulary II, in the Certificate Program for English-as-a-Second Language. It provides advanced vocabulary acquisition and comprehension skills through the study of short stories and informational articles. A laboratory is required.

DSLA 0332 Academic Listening and Speaking III (ESL) 3-2-3

In this course for advanced non-native speakers, students improve note taking, and oral reporting skills to prepare for college-level courses. Prerequisite: DSLA 0322.

ECON Economics

ECON 2301 Principles of Macroeconomics 3-0-3

Introduction to economic analysis, price-level changes, the creation of money, the Federal Reserve System and monetary policy, the national accounts, the consumption function, taxation, fiscal policy, public debts, the theory of economic growth and population problems, and foreign economic policy.

ECON 2302 Principles of Microeconomics 3-0-3

Determination of relative prices, consumer demand analysis, the competitive firm; agricultural policy, the monopolistic firm, imperfect competition, business organization and government regulation, determinants of demand, the economic view of taxation and public expenditure, regional economics, international trade and finance.

EDUC Education see also TECA

EDUC 1301 Introduction to the Teaching Profession 3-1-3

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. Classroom course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course includes a minimum of 16 contact hours of field experience in P-12 classrooms.

EDUC 2301 Introduction to Special Populations 3-1-3

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. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course includes a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC-1301.

EECT Communications Electronics see also CETT, CPMT, ELMT, ITCC and ITNW

EECT 1474 Basic Communications Circuits 3-3-4

An introduction to communications circuits used in both the two way and broadcast medium of transmission and reception with heavy emphasis on reception. Prerequisite: CETT 1429.

EECT 1476 Digital Communications 3-3-4

A broad coverage of digital communications including telephone data communications and voice synthesis. Prerequisite: CETT 1425 and CETT 1429.

EECT 2439 Communications Circuits 3-3-4

A study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers. Prerequisite: EECT 1474.

ELMT Communications Electronics see also CETT, CPMT, EECT, ITCC and ITNW

ELMT 1301 Programmable Logic Controllers 2-4-3

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment. Prerequisites: CETT 1425 and CETT 1429.

ELMT 2339 Advanced Programmable Logic Controllers 2-4-3

Advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing of equipment. Prerequisite: ELMT 1301.

ELMT 2435 Certified Electronics Technician Training 3-3-4

Review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency. Prerequisite: CETT 1449.

ELMT 2437 Electronic Troubleshooting, Service, and Repair 3-3-4

In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventive maintenance. Emphasis on safety and proper use of test equipment. May be offered as a capstone course. Prerequisites: CETT 1449.

ELPT Maintenance Technology see also CBFM, CNBT, CRPT, MBST, PFPB and WDWK

ELPT 1411 Basic Electrical Theory 3-3-4

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

ELPT 1429 Residential Wiring 3-3-4

Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. Prerequisite: ELPT 1411.

EMAP Public Administration/ Homeland Security see also HMSY

EMAP 1345 Hazard Mitigation and Debris Management 3-0-3

Hazard mitigation process and available methodologies which, when applied, will contribute to reducing the vulnerability of a jurisdiction. Includes an in-depth study of potential funding mechanisms including the Hazard Mitigation Grant Program.

EMAP 1400 Principles of Basic Emergency Management 4-0-4

Overview of the Texas Emergency Management System and the concepts of emergency management and its integration of systems, basic definitions, identification of hazards, the role of the local emergency manager, including instruction among various government entities. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G230 and G610.

EMAP 1440 Disaster Exercise Design & Evaluation 4-0-4

Twelve-step process in the development of emergency management exercises, beginning with assessing a jurisdiction's exercise needs and continuing through criteria-based evaluation and after-action reporting. This course will provide students with detailed information concerning the system for command, control and coordination of emergency response. This course is equivalent to the Texas Department of Emergency Management and the Federal Management Agency course G920.

EMAP 2300 Developing Volunteer Resources and Decision Making 3-0-3

Management of volunteer services. Emphasizes decision-making, problem solving, and effective donation management planning and implementation. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G241 and G288.

EMAP 2301 Leadership and Effective Communication 3-0-3

Analysis of personal and group dynamics in an emergency management setting. Examines the interpretation of the spoken and unspoken word and the effective utilization of public information processes of print, radio, and television media. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G240 and G242.

EMAP 2302 Managing Mass Casualty and Fatality Incidents 3-0-3

Disaster scene control involving large numbers of casualties and coordination of the responding agencies. Includes observation and critique of mass casualty disaster drills and critical incident stress debriefing.

EMAP 2355 Disaster Recovery 3-0-3

Policies, concepts, and procedures of recovery. Addresses the various federal and state assistance programs. Emphasizes coordination of damage assessment, preparing documentation, and recovery procedures. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency course G620.

EMSP Emergency Medical Technology

EMSP 1108 Emergency Vehicle Operations 0-2-1

Instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.

EMSP 1145 Basic Trauma Life Support 1-0-1

Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements.

EMSP 1147 Pediatric Advanced Life Support 1-0-1

A course in a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies.

EMSP 1149 Pre-Hospital Trauma Life Support 1-0-1

The course is designed to provide the practicing pre-hospital provider with specific knowledge related to the pre-hospital assessment and care of the trauma patient. Advances in pre-hospital trauma intervention techniques, along with new combinations and applications of existing skills and knowledge are included. Offered at Europe Campus only.

EMSP 1160 Clinical-Emergency Medical Technology/Technician 0-6-1

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Upon successful completion of this course and EMSP 1401, students are eligible to take the exam to be certified as an EMT-Basic. This course is only offered with EMSP 1401.

EMSP 1166 Practicum/Field Experience-Emergency Medical Technology/Technician 0-7-1

An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. Upon successful completion of this course, EMSP 1441 and EMSP 1355, students are eligible to take the exam to be certified as an EMT-I. This course is only offered with EMSP 1441 and EMSP 1355.

EMSP 1167 Practicum/Field Experience-Emergency Medical Technology/Technician 0-8-1

An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. This course is designed to meet Practicum requirements for EMSP 2444 and EMSP 2434. Prerequisites: Current CPR certification. co-requisites: EMSP 2444 and 2434. See also admission requirements.

EMSP 1170 Rapid Patient Assessment (Europe only) 1-0-1

The course is designed to train medical care providers to determine the seriousness of a patient's condition in the first few minutes of a patient encounter. It focuses on the "Sick not Sick" method of assessment; a systematic initial assessment aimed at recognizing life threatening conditions. The method is then applied to multiple scenarios.

EMSP 1268 Practicum/Field Experience-Emergency Medical Technology/Technician 0-14-2

An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. Upon successful completion of this course and EMSP 2143, students are eligible to take the exam to be certified as an EMT-P by the Texas Department of Health and/or National Registry of EMT. Prerequisites: Current CPR certification. co-requisite: EMSP 2143. See also admission requirements.

EMSP 1270 Emergency Medical Technician - Basic Refresher 1-2-2

The EMT-Basic refresher course is designed to provide training in skills and equipment necessary to help maintain basic life support. Instruction is given in basic Anatomy and Physiology, patient assessment, and the theory behind the procedures used in giving pre-hospital care to the sick and injured. This course will serve as a First Responder, Emergency Care Attendant and an Emergency Medical Technician-Basic refresher course. Emphasis of this course will be on the requirements of the national and state accrediting agencies.

EMSP 1271 Sports and Physical Training Injuries (Europe only) 2-0-2

The course is designed for the pre-hospital care provider emphasizing musculoskeletal injuries incurred during physical activity. The course is designed to build upon and extend the knowledge gained by pre-hospital care providers during an EMT-B certification course; or similar training.

EMSP 1272 EMT-B Refresher (Europe only) 2-0-2

The course is designed to refresh the Certified Emergency Medical Technician Basic with changes in trends; policies; and procedures. This course includes a review of basic knowledge and skills required to meet the National Registry of Emergency Medical Technician Basic Recertification. The course follows the Department of Transportation's EMT-B Refresher curriculum.

EMSP 1273 Advanced Airway Management (Europe only) 2-0-2

The anatomy and physiology of the respiratory system; the use of airway adjuncts; oxygen therapy; and airway care are reviewed. Then anatomical considerations and the steps in the performance of endotracheal and esophageal intubation in the adult are considered. Endotracheal intubation in the infant is presented. The steps to be followed in assisting an EMT-P during intubation are presented.

EMSP 1291 Special Topics in Emergency Medical Technology/Technician 2-0-2

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.

EMSP 1305 Emergency Care Attendant 2-3-3

Basic first responder course in basic emergency medical care. Emphasis on requirements of national and state accrediting agencies.

EMSP 1338 Introduction to Advanced Practice 3-0-3

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

EMSP 1355 Trauma Management 2-3-3

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Upon successful completion of this course, EMSP 1441 and EMSP 1166, students are eligible to take the exam to be certified as an EMT-Intermediate. Prerequisites: Current CPR certification, EMSP 1401, EMSP 1160, or national registry certification, or any state certification as an EMT-Basic. See also admission requirements.

EMSP 1356 Patient Assessment and Airway Management 2-3-3

A detailed study of the knowledge and skills required to perform patient assessment and airway management.

EMSP 1370 Emergency Medical Technician - Paramedic Refresher 2-4-3

This course is designed to provide training in skills and equipment necessary to help maintain basic life support. Instruction is given in basic Anatomy and Physiology, patient assessment, and the theory behind the procedures used in giving pre-hospital care to the sick and injured. Emphasis of this course will be on the requirements of the national and state accrediting agencies. Upon successful completion of the course, the student is eligible to take the exam to be certified as an Emergency Medical-Paramedic and/or to renew EMT-paramedic by the Texas Department of Health and/or National Registry EMT.

EMSP 1391 Special Topics in Emergency Medical Technology/Technician 2-4-3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

EMSP 1401 Emergency Medical Technician-Basic 2-6-4

Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Upon successful completion of this course and EMSP 1160, students are eligible to take the exam to be certified as an EMT-Basic by the Texas Department of Health and/or National Registry of EMT. Prerequisite: Current CPR certification. See also admission requirements.

EMSP 2135 Advanced Cardiac Life Support 1-0-1

Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties.

EMSP 2143 Assessment Based Management 0-3-1

The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. Upon successful completion of this course and EMSP 1268, students are eligible to take the exam to be certified as an EMT-P by the Texas Department of Health and/or National Registry of EMT. Prerequisites: Current CPR certification, EMSP 2330. co-requisite: EMSP 1268. See also admission requirements.

EMSP 2147 Pediatric Education for Pre-Hospital Providers 1-0-1

A course in a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma-related emergencies.

EMSP 2160 Clinical – Emergency Medical EMT Paramedic 0-3-1

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.

EMSP 2300 Methods of Teaching Emergency Medical Service 2-2-3

Instruction in teaching methodology for instructors of emergency medical services.

EMSP 2330 Special Populations 2-2-3

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. Upon successful completion of this course, EMSP 2444, EMSP 2434, EMSP 1167, EMSP 2143 and EMSP 1268, students are eligible to take the exam to be certified as an EMT-P by the Texas Department of Health and/or National Registry of EMT. Prerequisites: Current CPR certification, EMSP 1167. See also admission requirements.

EMSP 2338 EMS Operations 3-0-3

A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. Prerequisites: Current CPR certification, EMSP 1401. See also admission requirements.

EMSP 2434 Medical Emergencies 3-3-4
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. Upon successful completion of this course, EMSP 2444, EMSP 1167, EMSP 2330, EMSP 2143 and EMSP 1268, students will be eligible to take the exam to be certified as an EMT-P by the Texas Department of Health and/or National Registry of EMT. Prerequisites: Current CPR certification, EMSP 1401 and EMSP 1160. See also admissions requirements.

EMSP 2444 Cardiology 3-3-4
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. Upon successful completion of this course, EMSP 2434, EMSP 1167, EMSP 2330, EMSP 2143 and EMSP 1268, students will be eligible to take the exam to be certified as an EMT-P by the Texas Department of Health and/or National Registry of EMT. Prerequisites: Current CPR certification, EMSP 1401 and EMSP 1160. See also admission requirements.

EMSP 2458 Critical Care Paramedic 3-3-4
Prepares healthcare personnel to function as members of a critical care transport team.

ENGL English

ENGL 1301 Composition I 3-0-3
A study of the principles and techniques of written compositions including sentence structure, paragraph development, and paper organization. Also stresses the development of critical thinking as it applies to the textual analysis of expository prose. Prerequisite: Appropriate test score(s).

ENGL 1302 Composition II 3-0-3
A continuation of ENGL 1301, emphasizing in more depth the principles and techniques of written compositions. Focus of compositions is on the development of critical thinking as it relates to the textual analysis of literary genres: the short story, poetry, drama, and the novel. Formal research paper is required. Prerequisite: ENGL 1301, or equivalent, with a grade of "C" or above.

ENGL 2307 Creative Writing I 3-0-3
This course provides practical experience in the techniques of imaginative writing. It is designed to engage students in practical criticism and contemporary trends while emphasizing the development of creative skills. Students will receive guidance and instruction in the skills and craft necessary to construct successful fiction (short stories) and poetry. Prerequisite: ENGL 1301, or equivalent, with a grade of "C" or above.

ENGL 2311 Technical and Business Writing 3-0-3
Study of technical, scientific, and business writing including reports, proposals, and other papers. The course also includes presentation of oral reports. Prerequisite: ENGL 1301 or ENGL 1312, or equivalent, with a grade of "C" or above.

ENGL 2322 British Literature I 3-0-3
A survey of English literature from Beowulf to the major writers of the 18th Century. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on individual selections themselves as outstanding expressions of the English literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

ENGL 2323 British Literature II 3-0-3
A survey of English literature from the early Romantic writers to the Twentieth Century. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on the individual selections themselves as outstanding expressions of the English literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

ENGL 2327 American Literature I 3-0-3
A survey of American literature from selected Pre-Colonial and Colonial literature to selected major writers of the American Renaissance period. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on the individual selections themselves as outstanding expressions of our American literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

ENGL 2328 American Literature II 3-0-3
A survey of American literature beginning with Walt Whitman and ending with selected major writers from the present. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis is on the individual selections themselves as outstanding expressions of our American literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

ENGL 2332 World Literature I 3-0-3
A survey of the major works of world writers from ancient epics to Renaissance poetry. Emphasis will be placed on individual selections of literature as outstanding examples of literary masterpieces and on significant themes represented across the literature. Social, intellectual and historical developments will be examined to highlight literary development through the ages. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected reading. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

ENGL 2333 World Literature II 3-0-3
A survey of the major works of world writers from the Enlightenment to the Twenty-first Century. Emphasis will be placed on individual selections of literature as outstanding examples of literary masterpieces and on significant themes represented across the literature. Social, intellectual and historical developments will be examined to highlight literary development through the ages. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

ENGR Engineering

ENGR 1201 Introduction to Engineering 2-0-2
Introduction to engineering as a discipline and a profession. Includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society. Prerequisite: MATH 1414 or equivalent with a grade of "C" or above.

ENGR 1304 Engineering Graphics I 2-4-3
Freehand and instrument drawing, dimensioning, fastening, pictorial methods, charts and graphs, projections drawing, geometry of graphical construction and an introduction to Computer-Aided Drafting. Required for beginning engineering students.

ENGR 1305 Engineering Graphics II 2-4-3
Involves point, line, and plane relationships; auxiliary views; intersections; and flat-pattern development. Emphasis is placed on practical solutions to realistic engineering problems relating to aerospace, mining, and geology. Prerequisite: ENGR 1304.

ENVR Environmental Science

ENVR 1401 Environmental Science I 3-3-4
Environmental science is an interdisciplinary study that draws from the physical, biological, and social sciences. It attempts to understand how life on Earth is sustained, what leads to environmental problems, and how to manage these problems. This course satisfies the science requirements in most curricula. As a four semester credit hour course, there is a lecture and laboratory component. Prerequisite: Test score of 240 on both math and reading sections of the THEA exam or equivalent. No students are exempt from testing. Co-requisite: ENVX 1401.

FIRT Fire Protection

FIRT 1301 Fundamentals of Fire Protection 3-0-3
Overview to fire protection, career opportunities in fire protection and related fields, philosophy and history of fire protection/service, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local governments, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, and basic fire chemistry and physics. Includes introduction to fire protection systems and introduction to fire strategy and tactics.

FIRT 1303 Fire and Arson Investigation I 3-0-3
In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

FIRT 1307 Fire Prevention Codes & Inspections 3-0-3
Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures.

FIRT 1309 Fire Administration I 3-0-3
Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

FIRT 1311 Fire Service Hydraulics 3-0-3
Principles of the use of water in fire protection. Includes application of hydraulic principles to analyze and solve water supply problems. Not offered in Texas.

FIRT 1315 Hazardous Materials I 3-0-3
Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

FIRT 1319 Firefighter Health and Safety 3-0-3
Study of firefighter occupational safety and health in emergency and non-emergency situations.

FIRT 1329 Building Codes and Construction 3-0-3
Examination of building codes and requirements, construction types, and building materials. Topics include walls, floorings, foundations, and various roof types and the associated dangers of each. Not offered in Texas.

FIRT 1333 Fire Chemistry I 3-0-3
Introduction to the chemical nature and properties of inorganic compounds as related to the fire service. Topics include fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics with applications to various industrial processes. Not offered in Texas.

FIRT 1338 Fire Protection Systems 3-0-3
Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers.

FIRT 1345 Hazardous Materials II 3-0-3
In-depth study of mitigation practices and techniques to effectively control hazardous material spills and leaks. Not offered in Texas.

FIRT 1347 Industrial Fire Protection 3-0-3
Study of industrial emergency response teams and specific concerns related to business and industrial facilities. Not offered in Texas.

FIRT 1349 Fire Administration II 3-0-3
In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies. Not offered in Texas.

FIRT 2309 Firefighting Strategies and Tactics I 3-0-3
Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.

FIRT 2319 Fire Chemistry II 3-0-3
Chemical compounds related to the fire service. Includes effective selection of extinguishing agents and method of application. Not offered in Texas.

FIRT 2331 Firefighting Strategies and Tactics II 3-0-3
Continuation of Firefighting Strategies and Tactics I. Emphasis on use of incident command in large scale command problems and other specialized fire problems. Not offered in Texas.

FREN French

FREN 1411 Beginning French I 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

FREN 1412 Beginning French II 4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: FREN 1411 with a grade of "C" or above.

FREN 2311 Intermediate French I 3-0-3
This course includes grammar review, composition, and reading of French masterpieces, with conversation based on material read. Prerequisite: FREN 1411 and 1412 with a grade of "C" or above.

FREN 2312 Intermediate French II 3-0-3
This course continues reading of French masterpieces and drill on syntax as needed for reading, composition, and conversation. Prerequisite: FREN 2311 with a grade of "C" or above.

GAME Computer Science See also IMED, ITNW, ITSC, ITSE, ITSW and ITSY

GAME 1403 Introduction to Game Design and Development 3-3-4
Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. Prerequisites: 4 hours of computer science courses.

GEOL Geology

GEOL 1403 Physical Geology 3-3-4
An introductory course about the materials and processes of the Earth. Topics included are: minerals, rocks, plate tectonics, continental evolution, earthquakes, seismology, volcanoes, weathering, running water, ground water, mass wasting, and others. The study of regional rocks and minerals and the opportunity for field observation and collection are provided. Co-requisite: GEOX 1403.

GEOL 1404 Historical Geology 3-3-4
The course involves a study of the record of life forms that have developed throughout geological time. It also covers the development of the Earth from its cosmic beginning to current land forms. Principles of stratigraphy, sedimentary processes, paleontology, geologic time, plate tectonics, and hypotheses of the Earth's origin are studied in the course. The study of local and regional fossil fauna and the opportunity for field observation and collection of rocks and the fossils are provided. Co-requisite: GEOX 1404.

GEOL 1405 Environmental Geology 3-2-4
An interdisciplinary course which includes an overview of Earth materials and processes, which then goes on to focus upon specific geologic problems and possible solutions. A major emphasis of this course is that of the relationship of geology with other academic and practical matters and studies.

GERM German

GERM 1411 Beginning German I 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

GERM 1412 Beginning German II 4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: GERM 1411 with a grade of "C" or above.

GERM 2311 Intermediate German I 3-0-3
This course includes grammar review, composition and practice in conversation, with readings in contemporary German writings. Includes short stories and some longer works, providing a conversational basis. Prerequisite: GERM 1411 and 1412 with a grade of "C" or above.

GERM 2312 Intermediate German II 3-0-3
This course continues reading in contemporary German writings and drill on syntax as needed for reading, composition, and conversation. Prerequisite: GERM 2311 with a grade of "C" or above.

GERS Mental Health Services See also CMSW, DAAC, CHLT, PSYT and SCWK

GERS 1343 Psychology of Adult Development and Aging 3-0-3
This course is the scientific study of a lifelong process of development with specific focus on the physical, cognitive, and psychosocial aspects of adult development and aging. The course includes a study of common cognitive disorders that affect the elderly with emphasis on mental health and optimum development.

GOVT Government

GOVT 2301 American Government I 3-0-3
An introductory, survey course on various United States, Texas, and local government topics. This course includes study of the U.S. and Texas constitutions, federalism, local governments, national elections (state and local), civil liberties, interest groups, and political parties.

GOVT 2302 American Government II 3-0-3
An introductory, survey course on various United States, Texas, and local government topics. This course includes studying institutions of national and Texas governments including the executive, legislative, and judicial branches; the bureaucracy; and public policy including defense and foreign relations.

GOVT 2304 Introduction to Political Science 3-0-3
This course is designed to introduce the student to the general area of political science and to provide knowledge and understanding of political fundamentals, public law, political dynamics, public policy, theory and organization of the modern state, and international relations.

HAMG Hospitality Management see also CHEF, IFWA, PSTR, RSTO and TRVM

HAMG 1313 Front Office Procedures 3-0-3
A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine-assisted, and computer-based methods for each front file function.

HAMG 1319 Computers in Hospitality 2-3-3
An introduction to computers and their relationship as an information system to the hospitality industry. This course includes an overview of industry specific software.

HAMG 1321 Introduction to the Hospitality Industry 3-0-3
Introduction to the elements of the hospitality industry.

HAMG 1324 Hospitality Human Resource Management 3-0-3
A study of the principles and procedures of managing people in the hospitality workplace. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

HAMG 1340 Hospitality Legal Issues 3-0-3
A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws.

HAMG 1342 Guest Room Maintenance 3-1-3

Demonstrates the working relationship in the lodging industry between housekeeping and maintenance. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

HAMG 2301 Principles of Food and Beverage Operations 3-0-3

An introduction to food, beverage, and labor cost controls with an overview of the hospitality industry from procurement to marketing. Examination of cost components including forecasting, menu planning and pricing, logistical support, production, purchasing, and quality assurance.

HAMG 2307 Hospitality Marketing and Sales 3-0-3

Identification of the core principles of marketing and their impact on the hospitality industry.

HAMG 2332 Hospitality Financial Management 3-0-3

Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis.

HAMG 2337 Hospitality Facilities Management 3-0-3

Identification of building systems, facilities management, security and safety procedures. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

HAMG 2370 Hospitality Financial Management II 3-0-3

This course serves as a bridge between basic accounting and managerial accounting courses. Covers such areas as specialized accounting for hotel revenue and expenses; periodic inventory accounting for food and beverage areas; hospitality payroll accounting; intangible assets; accounting for inventory, property and equipment; financial information systems; hotel departmental financial statements; the income statement, balance sheets and statement of cash flow; the analysis of financial statements; and interim and annual reports. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification. Prerequisite: HAMG 2332.

HAMG 2372 Hospitality Industry Training 3-0-3

This course provides a thorough look at training by addressing how to assess and analyze the training needs of new and established operations; design, implement, and evaluate training programs for non-management employees; manage the basic training functions; and train the trainer programs.

HAMG 2388 Internship - Hospitality Administration and Management 0-17-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Program Director.

HART Heating, Air Conditioning and Refrigeration**HART 1401 Basic Electricity for HVAC 3-3-4**

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Prerequisite: department consent required.

HART 1403 Air Conditioning Control Principles 3-3-4

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits. Prerequisite: HART 1401.

HART 1407 Refrigeration Principles 3-3-4

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. Prerequisite: department consent required.

HART 1441 Residential Air Conditioning 3-3-4

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisite: HART 1407.

HART 1445 Gas and Electric Heating 3-3-4

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Prerequisite: HART 1401.

HART 2431 Advanced Electricity for HVAC 3-3-4

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices. Prerequisites: HART 1401 and HART 1403.

HART 2436 Air Conditioning Troubleshooting 3-3-4

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Prerequisites: HART 1401, 1403, 1407, 1441, 1445.

HART 2438 Air Conditioning Installation and Startup 3-3-4

A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Prerequisite or co-requisite: HART 1407.

HART 2441 Commercial Air Conditioning 3-3-4

A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Prerequisites: HART 1401, HART 1407, HART 1441.

HART 2442 Commercial Refrigeration 3-3-4

Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines. Prerequisites: HART 1401 and HART 1407.

HART 2445 Residential Air Conditioning System Design 3-3-4

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Prerequisite: HART 1407.

HART 2449 Heat Pumps 3-3-4

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Prerequisites: HART 1401, HART 1403, HART 1407, and HART 1441.

HART 2488 Internship - Heating, A/C, Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR) 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

HIND Hindi

HIND 1411 Beginning Hindi I 3-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

HIND 1412 Beginning Hindi II 3-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: HIND 1411 with a grade of "C" or above.

HIND 2311 Intermediate Hindi I 3-0-3

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: HIND 1411 and 1412 with a grade of "C" or above.

HIND 2312 Intermediate Hindi II 3-0-3

This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: HIND 2311 with a grade of "C" or above.

HIST History

HIST 1301 United States History I 3-0-3

English colonization, the Revolution, adoption of the Constitution, growth of nationalism, cotton and the slavery problem, civil war, and reconstruction.

HIST 1302 United States History II 3-0-3

New social and industrial problems, rise of the progressive movement, United States' emergence as a world power, World War I, reaction and the New Deal, World War II, and contemporary America.

HIST 2301 Texas History 3-0-3

A survey of Texas from the Spanish exploration to the present.

HIST 2311 Western Civilization I 3-0-3

A survey course examining social, political, economic, and technological developments of early civilizations of the Near East through European exploration and conquests of the Far East and the New World. Additional topics include examination of the Greek and Roman civilizations, the European Medieval Period, the rise and spread of Islam, the Middle Ages, and the European Renaissance and Reformation.

HIST 2312 Western Civilization II 3-0-3

A survey course examining social, political, economic, and technological developments of Europe from the Seventeenth through Twentieth centuries. Particular topics include the formation of modern nation-states, the Enlightenment, the scientific and industrial revolutions, political upheavals in Europe and the New World, the clash of ideologies, imperialism, nationalism, the world wars, and the Cold War.

HIST 2381 African-American History 3-0-3

The purpose of this course is to familiarize students with the general study of African-American history from the early days of West Africa to American slavery and freedom and ending with the modern civil-rights movement of the 1950s and 1960s.

HITT Office Technology *see also MDCA, MRMT, POFI, POFM, and POFT*

HITT 1249 Pharmacology 1-3-2

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Recommended prerequisites: HITT 1305 or MDCA 1409.

HITT 1301 Health Data Content and Structure 2-4-3

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.

HITT 1303 Medical Terminology II 2-4-3

A continuation of word origin and structure. Includes prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. Prerequisite: HITT 1305 or equivalent.

HITT 1305 Medical Terminology I 2-4-3

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.

HMSY Public Administration/ Homeland Security *see also EMAP*

HMSY 1337 Introduction to Homeland Security 3-0-3

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

HMSY 1338 Homeland Security Emergency Communications Management 3-0-3

A study of public safety communication system interactions. Topics include political and policy basis of emergency management, technology, mitigation, and disaster recovery. Includes an overview of incident command systems, emergency management, mitigation for emergency managers, and individual and community disaster education.

HMSY 1339 Homeland Security Emergency Contingency Planning 3-0-3

Procedures for developing, implementing, and updating an Emergency Contingency Plan that outlines public agencies and private industry response, recovery, and mitigation. Includes types of aid available to individuals and communities after a disaster. Also covers interagency and intergovernmental emergency preparedness, planning, training, and exercises are included.

HMSY 1340 Homeland Security Intelligence Operations 3-0-3

A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, cycle, management of operations, classification, production and analysis, assessment of targets, and assessment of threat vulnerability. Source development will be conducted.

HMSY 1341 Critical Infrastructure Protection 3-0-3

Identification and analysis of critical infrastructure systems including security and threat assessments. Includes mitigation of threats as well as evaluation and revision of security measures in order to protect critical infrastructures.

HMSY 1342 Understanding and Combating Terrorism 3-0-3

Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism.

HMSY 1343 Weapons of Mass Destruction 3-0-3

This course covers hazard and risk assessment, crime scene preservation, chemical agents, biological agents, radiological agents, explosive devices, detection-sampling and plume models, and personal protection methods. The critical role of first responders in weapons of mass destruction, mitigation, and survival will also be presented. Discussion will include historical events related to the use of weapons of mass destruction.

HMSY 1370 Information Technology Security for Homeland Security Specialists 3-0-3

This course covers the basics of information technology security. Topics covered are: the uses of cyber crime by terrorist organizations and their impact on our nation's information-based infrastructure, government, corporate, and private institutions and citizens; how to protect data and infrastructure from cyber crimes and electronic terrorism. Desktop computer, organizational infrastructure, communications infrastructure, and network security will also be covered. The course includes a study of the uses of computer forensics and methods to defend against cyber attacks. It will examine applications with proven success and tie them to real-life scenarios.

HMSY 1371 Counter Terrorism 3-0-3

This course will provide students with a broad understanding of the basic structure, roles and missions of the counterterrorism community in homeland security. The course will examine the definition of terrorism by investigating what motivates individuals to commit acts of terrorism, the political, legal, and policy measures that must be in place to execute counterterrorism measures, the rules of engagement in counterterrorism that affects commanders and policy makers, the role of both the legislature and courts regarding counterterrorism, the role of state sponsored terrorism and how the media influences counterterrorism operations and the implications of counterterrorism on homeland security and policies for the United States.

HMSY 1470 Final Project in Homeland Security and Emergency Management 4-0-4

Students will participate in a comprehensive project from conception to conclusion. The student will be required to plan and develop a project consisting of research, design, and layout. A formal written report and a demonstration and presentation of the process and results are required.

HMSY 2337 Managing a Unified Incident Command 3-0-3

A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Also covers one or more practical application exercises and/or scenarios.

HMSY 2476 Internship- Homeland Security and Emergency Management 0-12-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

HRPO Business Administration and Management see also BMGT, BUSG and MRKG

HRPO 1311 Human Relations 3-0-3

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO 2301 Human Resources Management 3-0-3

Behavioral and legal approaches to the management of human resources in organizations.

HUMA Humanities

HUMA 1315 Fine Arts Appreciation 3-0-3

This is an introductory course designed to give the student a fundamental understanding and appreciation of diverse modes of expression through the visual arts, within the context of Fine and Applied Arts. Prerequisite: None

IFWA Hospitality Management see also CHEF, HAMG, PSTR, RSTO and TRVM

IFWA 1318 Nutrition for the Food Service Professional 3-0-3

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

IMED Computer Science see also GAME, ITNW, ITSC, ITSE, ITSW and ITSY

IMED 1416 Web Design I 3-3-4

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers.

IMED 2409 Internet Commerce 3-3-4

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include dynamic data integration, data collection, and online transactions. Prerequisite: ITNW 1437, or ITSC 1409, or BCIS 1405.

INDO Indonesian

INDO 1411 Beginning Indonesian I 3-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

INDO 1412 Beginning Indonesian II 3-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: INDO 1411 with a grade of "C" or above.

INDO 2311 Intermediate Indonesian I 3-0-3

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: INDO 1411 and 1412 with a grade of "C" or above.

INDO 2312 Intermediate Indonesian II 3-0-3

This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: INDO 2311 with a grade of "C" or above.

ITAL Italian

ITAL 1311 Beginning Italian I 3-0-3

This course is designed to help learners build proficiency in Italian and appreciation for the Italian language. It will also help students to develop an understanding of the Italian culture while providing contexts that reinforce the usefulness of the Italian language while living and traveling in Italy. This course is only available, under contract, to the Navy Pace Campus.

ITAL 1312 Beginning Italian II 3-0-3

This course is a continuation of ITAL 1311, Beginning Italian I. This course will build upon skills developed in Beginning Italian I, with continued emphasis on understanding Italian culture. Prerequisite: ITAL 1311. This course is only available, under contract, to the Navy Pace Campus.

ITAL 1411 Beginning Italian I 4-2-4

This course includes basic grammar drill, simple reading, and conversation.

ITAL 1412 Beginning Italian II 4-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: ITAL 1411 with a grade of "C" or above.

ITAL 2311 Intermediate Italian I 3-0-3

This course includes grammar review, composition, and reading of Italian masterpieces, with conversation based on material read. Prerequisite: ITAL 1411 and ITAL 1412 with a grade of "C" or above.

ITAL 2312 Intermediate Italian II 3-0-3

This course continues reading of Italian masterpieces and drill on syntax as needed for reading composition and conversation. Prerequisite: ITAL 2311 with a grade of "C" or above.

ITNW Computer Science *see also GAME, IMED, ITSC, ITSE, ITSW and ITSY*

ITNW 1408 Implementing and Supporting Client Operating Systems 3-3-4

Skills development in the management of client as desktop operating systems. Emphasis will be on the MS Windows Server environment. Presents information needed to prepare for and take the Microsoft Exam 70-270. Co-requisite: ITNW-1458 should be taken concurrently with ITNW-1408.

ITNW 1416 Network Administration 3-3-4

An introduction to Network administration as applied to Microsoft Server 2008. Topics include the role of directory services; access to network services, configuring file and print services; IP address and name resolution and services. This course prepares the individual to take the Microsoft MCITP 70-642 exam leading to certification for Microsoft Server 2008.

ITNW 1425 Fundamentals of Networking Technologies 3-3-4

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

ITNW 1437 Introduction to the Internet 3-3-4

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, publish information, and create web pages in HTML; creating simple web pages using internet and DHTML. Survey of emerging technologies on the Internet. Prerequisite: None.

ITNW 1454 Implementing and Supporting Servers 3-3-4

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Emphasis will be on the MS Windows Server environment. Presents information needed to prepare for and take the Microsoft Exam 70-290. Prerequisite: None.

ITNW 1458 Network+ 3-3-4

Presents information needed to prepare for and take the Computing Technology Industry Association (CompTIA) Network+ certification exam and for a career as a network professional. Prerequisite: None.

ITNW 2405 Network Administration 3-3-4

Topics include network components, user accounts and groups, network file systems, file system security, and network printing.

ITNW 2435 Network Troubleshooting and Support 3-2-4

Troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software. Prepares individuals to sit for the MS A+ Training exam. Prerequisite: ITNW 2405 or concurrent enrollment.

ITNW 2454 Internet/Intranet Server 3-3-4

Designing, installing, configuring, maintaining, and managing an Internet/Intranet server. Configure Domain Name System (DNS), configure Active Directory. This course prepares the individual to take the Microsoft MCITP 70-640 exam leading to certification for Microsoft Server 2008.

ITNW 2456 Designing a Network Directory Infrastructure 3-3-4

Design, implement, and support a network directory infrastructure in a multi-domain environment. Emphasis will be on the MS Windows Server environment. Presents information needed to prepare for and take the Microsoft Exam 70-291. Prerequisite: None.

ITNW Electronics *see also CETT, CPMT, EECT, ELMT and ITCC*

ITNW 1451 Fundamentals of Wireless LANs 3-3-4

Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. Prerequisite: Department approval.

ITSC Computer Science *see also GAME, IMED, ITNW, ITSE, ITSW and ITSY*

ITSC 1301 Introduction to Computers 3-1-3

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Prerequisite: None

ITSC 1405 Introduction to PC Operating Systems 3-3-4

An introduction to personal computer operating systems including installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

ITSC 1409 Integrated Software Applications I 3-3-4

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Prerequisite: None

ITSC 1415 Project Management Software 3-3-4
Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools. Prerequisites: 4 hours of computer science courses.

ITSC 2439 Personal Computer Help Desk Support 3-3-4
Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. Prerequisite: 12 semester hours of computer science courses.

ITSC 2486 Internship - Computer and Information Sciences, General 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: 24 semester hours of computer science courses.

ITSE Computer Science see also GAME, IMED, ITNW, ITSC, ITSW and ITSY

ITSE 1407 Introduction to C++ Programming 3-3-4
Introduction to programming using C++. Emphasis on the fundamentals of object-oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisite: None.

ITSE 1431 Introduction to Visual Basic Programming 3-3-4
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. Prerequisite: None.

ITSE 1450 System Analysis and Design 3-3-4
Introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Prerequisites: Must have 16 semester hours of computer science courses.

ITSE 2413 Web Authoring 3-3-4
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Prerequisites: ITNW 1437 or IMED 1416.

ITSE 2417 JAVA Programming 3-3-4
Introduction to object oriented JAVA programming, including the fundamental syntax and semantics of JAVA for applications and web applets. Prerequisite: ITSE 1431.

ITSE 2431 Advanced C++ Programming 3-3-4
Further application of C++ programming techniques including file access, abstract data structures, class inheritance modeling, and other advanced techniques. Prerequisite: ITSE 1407.

ITSE 2486 Internship - Computer Programming/ Programmer, General 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: 24 hours in computer science courses.

ITSW Computer Science see also GAME, IMED, ITNW, ITSC, ITSE and ITSY

ITSW 1401 Introduction to Word Processing 3-3-4
An overview of the production of documents, tables, and graphics. Prerequisites: none.

ITSW 1404 Introduction to Spreadsheets 3-3-4
Instruction in the concepts, procedures, and application of electronic spreadsheets. Prerequisites: none.

ITSW 1407 Introduction to Database 3-3-4
Introduction to database theory and the practical applications of a database. Prerequisites: ITSW 1401 OR ITSW 1404 OR ITSC 1409, OR BCIS 1405.

ITSW 2486 Internship - Data Processing and Data Processing Technology/Technician 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: 24 hours in computer science courses.

ITSY Computer Science see also GAME, IMED, ITNW, ITSC, ITSE and ITSW

ITSY 1400 Fundamentals of Information Security 3-3-4
An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed. Prerequisite: None

ITSY 1442 Information Technology Security 3-3-4
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Prerequisite: None

ITSY 2400 Operating System Security 3-3-4
Safeguard computer operating systems by demonstrating server support skills and understanding the design and implementation of a security system. Identify security threats and monitor network security implementations. Understand how to configure operating systems to industry security standards. Prerequisite: 15 hours of computer science courses or ITSC 1405

ITSY 2401 Firewalls and Network Security 3-3-4
Identify elements of firewall design, types of security threats and responses to security attacks. Understand how to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. Prerequisites: ITSY 1400 or concurrent enrollment.

ITSY 2441 Security Management Practices 3-3-4
In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. Prerequisite: ITSY 1400.

ITSY 2459 Security Assessment and Auditing 3-3-4
Capstone experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place to assure regulatory compliance. Prerequisite: ITSY 1400.

JAPN Japanese

JAPN 1311 Beginning Japanese I 3-0-3
Introduction to Japanese with emphasis on conversation, grammar, and the written forms. There will also be readings of simple texts dealing with Japanese life and culture.

JAPN 1312 Beginning Japanese II 3-0-3

Continuation of Japanese conversation, grammar and the written forms. Emphasis is on reading texts dealing with Japanese life and culture. Prerequisite: JAPN 1311 with a grade of "C" or above.

JAPN 1411 Beginning Japanese I 4-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

JAPN 1412 Beginning Japanese II 4-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: JAPN 1411 with a grade of "C" or above.

JAPN 2311 Intermediate Japanese I 3-0-3

Review and application of skills in listening, comprehension, and speaking; introduction to advanced grammar patterns; and acquisition of additional Japanese characters. Prerequisite JAPN 1411 and 1412 with a grade of "C" or above.

JAPN 2312 Intermediate Japanese II 3-0-3

This course continues reading in contemporary Japanese writings and drill on syntax as needed for reading, composition, and conversation. Prerequisite: JAPN 2311 with a grade of "C" or above.

KINE Kinesiology

Course	Title	Prerequisite	Credit
KINE 1112	Golf I	None	0-3-1
KINE 1113	Golf II	KINE 1112	0-3-1

KORE Korean**KORE 1311 Beginning Korean I 3-0-3**

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

KORE 1312 Beginning Korean II 3-0-3

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: KORE 1311 with a grade of "C" or above.

KORE 1411 Beginning Korean I 3-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

KORE 1412 Beginning Korean II 3-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: KORE 1411 with a grade of "C" or above.

KORE 2311 Intermediate Korean I 3-0-3

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: KORE 1411 and 1412 with a grade of "C" or above.

KORE 2312 Intermediate Korean II 3-0-3

This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: KORE 2311 with a grade of "C" or above.

LGLA Paralegal/Legal Assistant**LGLA 1300 Elder Law 3-0-3**

This course presents the fundamental concepts of elder law, including financial and estate planning, public benefits, health care, personal planning and protection, and consumer protection.

LGLA 1303 Legal Research 3-0-3

Identify and locate primary and secondary legal authority; and implement effective research strategies utilizing standard and electronic legal research tools with emphasis on the paralegal's role and ethical considerations in legal research.

LGLA 1304 Military and National Security Legal Issues 3-0-3

This course presents the fundamentals of the United States military legal system includes an introduction to the Uniform Code of Military Justice, military regulations, and court decisions involved in military law with emphasis on emerging issues of national security laws including terrorism and national security crimes, national security detentions and trials, military tribunals, and clandestine operations.

LGLA 1307 Introduction to Law and the Legal Profession 3-0-3

This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal.

LGLA 1317 Law Office Technology 2-2-3

This course introduces computer technology and its applications within the law office. Topics include the use of computer technology in the delivery of legal services with particular emphasis on the paralegal's role. Lab included. Recommended co-requisite: ITSW 1401.

LGLA 1343 Bankruptcy 3-0-3

This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal's role. Topics include individual and business liquidation and reorganization.

LGLA 1345 Civil Litigation 3-0-3

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post trial phases of litigation.

LGLA 1349 Constitutional Law 3-0-3

This course provides an overview of the United States Constitution and its articles, amendments, and judicial interpretations. Topics include separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government.

LGLA 1351 Contracts 3-0-3

This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code.

LGLA 1353 Wills, Trust and Probate Administration 3-0-3

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. Recommended co-requisite: LGLA 1345.

LGLA 1355 Family Law 3-0-3

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

LGLA 1357 Juvenile Law 3-0-3

This course presents fundamental concepts of juvenile law with emphasis on the paralegal's role. Topics include differences between the criminal and juvenile justice systems, detention, adjudication and certification procedures, and related issues within the public education system. Prerequisites: LGLA 1307 and LGLA 1355.

LGLA 1391 Special Topics in Paralegal/ Legal Assistance 3-0-3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

LGLA 2303 Torts and Personal Injury Law 3-0-3

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

LGLA 2307 Law Office Management 3-0-3

Analyze the fundamental principles of management, administration and substantive systems of the law office; implement use of technology in the management and administration of the law office; and describe the role and ethical considerations of the paralegal in the law office. Recommended Pre-requisite: LGLA-1307.

LGLA 2309 Real Property 3-0-3

This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

LGLA 2311 Business Organizations 3-0-3

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations, and other emerging business entities. Recommended prerequisite LGLA 1351.

LGLA 2313 Criminal Law and Procedure 3-0-3

This course presents the fundamental concepts of criminal law from arrest to final disposition, principles of federal and state law, and the role of the paralegal in the preparation of pleadings and motions.

LGLA 2321 Military Law 3-0-3

This course presents an overview of the operation and management of military law as applied to paralegals including detailed coverage of Uniform Code of Military Justice (UCMJ), claims, military administrative law, legal assistance, and civil law as it applies to the military.

LGLA 2331 Advanced Legal Research and Writing 3-2-3

Standard and electronic research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms with emphasis on the paralegal's role.

LGLA 2433 Advanced Legal Document Preparation 3-3-4

Preparation of legal documents based on hypothetical fact situations drawn from various areas including real estate, family law, contracts, litigation, and business organizations (lab included).

LGLA 2435 Advanced Civil Litigation 3-3-4

Implementation of advanced civil litigation techniques with emphasis on the paralegal's role. Builds upon skills required in prior civil litigation courses. Prerequisite: LGLA 1345

LGLA 2480 Cooperative Education - Paralegal/ Legal Assistant 0-22-4

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.

LGLA 2488 Internship- Paralegal/ Legal Assistant 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

MATH Mathematics**MATH 1314 College Algebra 3-0-3**

A study of relations and functions, polynomial functions and equations of degree higher than two, exponential and logarithmic functions and equations, matrices, and determinants, sequences and series, the binomial theorem, and mathematical induction. This course meets the college core requirement and is recommended for students planning to transfer to bachelor's degree programs. Prerequisites: DSMA 0303 or equivalent with a grade of "C" or better or acceptable evaluation scores. NAVY AND PACIFIC FAR EAST CAMPUSES ONLY. DO NOT PULL FOR TEXAS, CONTINENTAL CAMPUS.

MATH 1316 Plane Trigonometry 3-0-3

Topics include trigonometric functions, radian and degree measure, circular functions, solving right and oblique triangle problems, deriving and verifying trigonometric identities, inverse trigonometric functions, and solving conditional equations. Prerequisites: DSMA 0303 or equivalent with a grade of "C" or above or acceptable evaluation scores.

MATH 1324 Mathematics for Business and Social Sciences I (Finite Mathematics) 3-0-3

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. Prerequisite: A score on the CTC approved assessment that is equivalent to a 270 on the THEA or DSMA 0303 with a grade of "C" or above.

MATH 1325 Mathematics for Business and Social Sciences II (Business Calculus) 3-0-3

Topics include elementary, differential and integral calculus that apply to business and economics. Prerequisites: MATH 1414 or MATH 1324 with a grade of "C" or above.

MATH 1332 Contemporary Mathematics I 3-0-3

Topics include sets, logic, number theory, geometric concepts, consumer finance, and an introduction to probability and statistics. Prerequisite: Minimum passing score on the CTC approved assessments or DSMA 0301 or equivalent with a grade of "C" or above. This course is for non-mathematics, non-science, and non-business students seeking mathematics credit for an AAS degree only. This course is not above the level of College Algebra and does not satisfy the CTC Core Curriculum mathematics (020) requirements for AA or AS degrees.

MATH 1342 Elementary Statistical Methods 3-0-3

Topics include the collecting, organizing, and displaying of data; measures of central tendency, measures of variation, histograms, probability; probability distributions, binomial distributions, normal distributions, linear regression and their applications. Prerequisites: A score on the CTC approved assessments that is equivalent to a 240 on the THEA, or DSMA 0301 with a minimum grade of "C", or DSMA 0303 (Intermediate Algebra or equivalent*) with a minimum grade of "C", or MATH 1332 with a minimum grade of "C". This course is not above the level of College Algebra and does not satisfy the CTC Core Curriculum mathematics (020) requirements for AA or AS degrees. This course will however satisfy the mathematics requirement of many of the Associate of Applied Science degrees offered at CTC. * DSMA 0307, DSMA 0310, DSMA 0316 and DSMA 0317.

MATH 1350 Fundamentals of Mathematics I 3-0-3

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is the first semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of elementary analysis. Prerequisite: A grade of "C" or better in MATH 1414.

MATH 1351 Fundamentals of Mathematics II 3-0-3

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This is the second semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of these concepts. Prerequisite: For students seeking certification for K-4, MATH 1350 with a grade of "C" or better and MATH 1414 with a grade of "C" or better is required. For students seeking certification for 4-8, MATH 1350 with a grade of "C" or better and MATH 1316 with a grade of "C" or better is required.

MATH 1414 College Algebra 4-0-4

A study of relations and functions, polynomial functions and equations of degree higher than two, exponential and logarithmic functions and equations, matrices, and determinants, sequences and series, the binomial theorem, and mathematical induction. This course meets the college core requirement and is recommended for students planning to transfer to bachelor's degree programs. Graded exercises, guided practice, and graded quizzes will be completed in a non-lecture, lab environment requiring a minimum of one contact hour per week of activity. Prerequisites: DSMA 0303 or equivalent with a grade of "C" or better or acceptable evaluation scores.

MATH 2318 Linear Algebra 3-0-3

An introductory course in linear algebra covering vector spaces, linear transformations, matrices, systems of linear equations. Prerequisite: MATH 2414 with a grade of "C" or above.

MATH 2412 Precalculus Math 4-0-4

Topics include applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Prerequisite: MATH 1414 with a grade of "C" or above. (A previous study of trigonometry is helpful but not required.)

MATH 2413 Calculus I 4-0-4

Calculus I is a first course in calculus which emphasizes limits and continuity; the Fundamental Theorem of Calculus; derivatives and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule; the mean value theorem; rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions; and an application to calculation of areas. Prerequisite: MATH-2412 with a grade of "C" or above.

MATH 2414 Calculus II 4-0-4

Calculus II is a second course in calculus which emphasizes differentiation and integration techniques of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; and improper integrals. Prerequisite: MATH-2412 and MATH-2413 with a grade of "C" or above.

MATH 2415 Calculus III 4-0-4

Calculus III is a third course in calculus which emphasizes vectors and vector-valued functions; partial differentiation; Lagrange multipliers; multiple integrals; Jacobians; and application of the line integral which includes Green's Theorem, the Divergence Theorem, and Stoke's Theorem. Prerequisite: MATH-2414 with a grade of "C" or above.

MBST Maintenance Technology see also CBFM, CBPT, ELPT, PFPB and WDWK**MBST 1507 Masonry I 2-7-5**

Introduction to masonry including safety, tools and equipment, masonry materials, theory, terminology, federal and state guidelines, building plans, mortar mixing and spreading. Emphasis on the fundamentals of laying bricks and block. Prerequisite: CRPT 1429.

MDCA Office Technology see also HITT, MRMT, POFI, POFM and POFT**MDCA 1409 Anatomy and Physiology for Medical Assistants 3-4-4**

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

MGMT Military Contract Courses (Air Force Reserve)**MGMT 2172 Introduction to Management Theory 1-0-1**

This course examines management theories and also covers management functions, problem solving, and decision making. Air Force Reserve Contract Only

MGMT 2173 Leadership Communications in Management 1-0-1

The major objective of the course is to improve professional managerial capabilities through the enhancement of supervisor-worker communications skills. Air Force Reserve Contract Only

MRKG Business Administration and Management see also BMGT, BUSG and HRPO**MRKG 1302 Principles of Retailing 3-0-3**

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

MRKG 1311 Principles of Marketing 3-0-3
Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MRKG 2333 Principles of Selling 3-0-3
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.

MRMT Office Technology see also HITT, MDCA, POFI, POFM, and POFT

MRMT 1307 Medical Transcription I 2-4-3
Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Recommended prerequisite: HITT 1305 or concurrent enrollment. Keyboarding proficiency and written communication skills recommended.

MRMT 2166 Practicum - Medical Transcription/Transcriptionist 0-8-1
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Student will spend 15-20 hours per week working with practicum employer. Prerequisite: completion of all courses in the certificate and Departmental approval.

MRMT 2333 Medical Transcription II 2-4-3
Transcription of advanced medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Prerequisite: MRMT 1307.

MRMT 2357 Advanced Medical Transcription 2-4-3
Practical application of highly developed medical transcription skills. Includes use of sophisticated transcription equipment and medical resources to produce correct medical documents from their inception as dictated materials to their inclusion in the patient health record. Prerequisite: MRMT 2333 or Departmental approval.

MT- Military Contract Courses

BMGT 1177 Critical and Creative Thinking 1-0-1
This course is designed to provide the students with the skills and knowledge required to develop structured approaches to critical/creative thinking and problem solving in the workplace.

MTBC 1170 Conducting Briefings (NCO Lead SUMT/ASMC) (Europe) (Bolling) 1-0-1
Teaches how to prepare and conduct military style information briefings. Special attention is given to organizing material, to developing effective delivery skills and the use of audiovisual aids to enhance briefings.

MTBC 1171 Effective Writing I (NCO Lead SUMT/ASMC) (Europe) 1-0-1
The course explains the communications process; describes the writing process; and covers identifying, analyzing and constructing effective sentences and paragraphs.

MTBC 1173 Effective Writing II (NCO Lead SUMT/ASMC) (Europe) 1-0-1
Building on the student's basic knowledge of grammar and writing techniques, this course concentrates on improving writing skills through the use of practical exercises.

MTBC 1370 Briefing Techniques (Fort Stewart/Hunter) 3-0-3
A course designed to provide the manager with the capability to employ proper briefing methods and to develop the skills required to produce briefing aids to include charts, graphs, posters, slides, filmstrips, transparencies, opaque, and other media.

MTCS 1173 Introduction to Computers (NCO Lead MISP/SUMT) 1-0-1
A beginner course designed to help students with little or no computer experience understand computer hardware and software, computer terminology, and the Windows desktop operating system. This course should be followed up with other computer courses.

MTCS 1174 Academic Research Using the Internet (NCO Lead MISP/SUMT/ASMC) 1-0-1
This course is designed to help students conduct research online by teaching them a variety of online search strategies, how to evaluate sources, the ethical responsibility associated with plagiarism and how to avoid it, using online library databases to conduct research, and creating and using the Modern Language Association (MLA) AND/OR THE American Psychological Association (APA) DOCUMENTATION STYLES IN Microsoft Word. Students should be able to demonstrate basic computer, internet, and word processing skills. MTCS 1173 Introduction to computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding Using the Computer, and MTMC 1172 Word Processing are recommended, but not required.

MTCS 1175 Basic Keyboarding for Computers 1-0-1
This course is designed to teach students the basics of ergonomics, proofreading, basic correspondence and touch typing using a personal computer. Students should be able to type a minimum of 25 WPM to successfully complete the course. Prerequisite: Student must be able to demonstrate basic computer skills or have successfully completed MTCS 1173 Introduction to Computers.

MTEs 1170 Professional Ethics (NCO Lead SUMT/ASMC) (Europe) 1-0-1
This course examines current definitions of ethics and provides opportunities for group and personal analysis of ethical issues. Participants will gain experience in making ethically-related decisions through exercises with case studies. The lecture material and group exercises will increase participant awareness in the principles involved in ethical decision making.

MTEs 1171 Professional Values (NCO Lead SUMT/ASMC) 1-0-1
This course is a study of the Seven Army values and their application to military and personal life. It is designed to acquaint the student with the Army Seven Values, distinguish between professional values and personal values, and understand how they apply to their unit, community and nation.

MTHO 1170 Historical Principles of War (NCO Lead SUMT/ASMC) 1-0-1

This course provides the student with an understanding of the nine principles of war with specific battle examples of each; discusses their application to the history of the United States military; enables the student to apply the military concepts and principles used in past engagements to that of the present and future missions of the military.

MTHO 1171 Middle East Culture (Europe Military Science Management) 1-0-1

To provide soldiers with a general knowledge of the culture of the people who inhabit the Middle East. This course will provide a brief overview of the history and culture to include: governmental structure, politics, influence of nomadic tribes, religious influence, heritage, family roles, arts, education, business wealth, poverty, jobs, language, health and medicine. Food, drink, dress, etiquette, holidays, organizations, and media are also covered. (Military Science Management-AAS)

MTHO 1370 Historical Principles of War (Europe Military Science Management) 3-0-3

This course focuses on the history of the United States Military and the professional values and ethics of the military profession. Strategies and tactics used by the United States Military in selected engagements throughout its history will be covered. (Military Science Management-AAS)

MTHR 1170 Preparing Efficiency Reports (NCO Lead SUMT/ASMC) (Europe) 1-0-1

This course is designed to teach the student aspects of the NCO Evaluation Reporting System (NCOERS) to include its development, functions, purpose, forms, preparation of forms, and proper processing of forms. The student will learn how to record counseling sessions; prepare and process the efficiency report; recognize prohibited comments on the efficiency report; and become familiar with the various avenues of appeal.

MTHR 1171 Performance Oriented Training (NCO Lead SUMT/ASMC) 1-0-1

This course is designed to provide the student with a basic knowledge and understanding of the rationale, methods, techniques, and procedures for determining training needs; the selection of resources to enhance training effectiveness; and how to prepare, present and evaluate training.

MTHR 1172 Prevention of Sexual Harassment (NCO Lead SUMT/ASMC) (Europe) 1-0-1

This course provides students with an overview of sexual harassment including definition, cause, impact, and suggested approaches for dealing with sexual harassment problems when they arise in the workplace. It examines ethical guidelines and actions supervisors can take to avoid sexual harassment. It also includes how to objectively handle complaints.

MTHR 1173 Counseling Practicum Technique (NCO Lead SUMT/ASMC) (Europe) 1-0-1

Examines the counseling role of supervisors. Emphasizes speaking, listening, and writing skills through simulated counseling situations and the preparation of the leadership counseling forms. The course reviews leadership principles and positive counseling techniques by analyzing various case studies.

MTHR 1174 Time Management (NCO Lead SUMT/ASMC) (Europe) 1-0-1

Teaches efficient use of time management and organizational skills. Supervisors learn to eliminate time wasters, increase productivity, better distribute work and schedule tasks more efficiently.

MTHR 1175 Career Management (NCO Lead SUMT/ASMC) (Europe) 1-0-1

This course provides students with the basic management techniques for career management. It will assist individuals in building a base of information for career planning, training and professional development and establishing and working with career goals for themselves and their subordinates.

MTHR 1176 Stress Management (NCO Lead SUMT/ASMC) 1-0-1

This course explores the relationship between stress and work performance. Provides mechanisms that will enable participants to manage personal stress constructively, help subordinates cope with stress, and reduce stress in the workplace. Emphasis on reducing stress levels to achieve high performance in organizations.

MTHR 1373 Performance Counseling (Fort Stewart/Hunter) 3-0-3

Systematic study of major theories of personnel counseling with supervised exercises in role-playing utilizing these approaches.

MTIR 1170 Interpersonal Relationships (NCO Lead SUMT/ASMC) (Europe) 1-0-1

This course provides the student with the tools to become more understanding of themselves and others. It presents techniques to better deal with difficult people. It defines the basic differences between people in an attempt to create a better understanding of those with whom we work. It reviews the basic model for dealing with these differences.

MTLE 1170 Crime Prevention 1-0-1

This course will provide a basic understanding of crime prevention. It will also cover the historical background, fundamental concepts, and techniques for the deterrence and prevention of crime.

MTLM 1170 Managerial Planning (NCO Lead SUMT/ASMC) (Europe) 1-0-1

Develops complex skills in setting goals, planning and coordinating objectives, and allocating resources. Managerial styles and models are applied to simulated and real problems.

MTLM 1171 Managing Resources (NCO Lead SUMT/ASMC) (Europe) 1-0-1

Working with management problems such as inventory control, planning the efficient use of available resources and creative problem-solving within the limitations of budget constraints.

MTMM 1170 Increasing Work Site Efficiency (NCO Lead SUMT/ASMC) (Europe) 1-0-1

This course is designed to assist supervisors to increase knowledge about performance, job satisfaction, and efficiency of oneself and subordinates at the work site. The course will suggest and demonstrate a systematic process to organize work methods and work environments in order to accomplish more work in less time using fewer resources. The course provides techniques for increasing productivity at the work site.

MTMM 1171 Problem Solving (NCO Lead SUMT/ASMC) (Europe) 1-0-1

This course presents an effective problem solving and decision making model for management settings and offers hands-on practice in using problem solving techniques. This course includes defining, analyzing, and solving management problems. It is designed to present a logical approach to problem solving, and step-by-step process for the achievement of desired results.

MTOB 1170 Styles of Leadership (NCO Lead SUMT/ASMC) (Europe) 1-0-1

A study of the current Army thoughts on leadership with hands-on practice in developing and practicing a leadership style within the framework of the military organization.

MTOB 1171 Improve Work Performance (NCO Lead SUMT/ASMC) (Europe) 1-0-1

This course is designed to provide students with the knowledge and tools needed to define desired work performance and design/implement appropriate strategies to improve performance. Topics include a behavioral approach to management, performance standards, motivation, leadership, communication, and worker training. Participants will learn behavioral theories and complete practical exercises that provide experience leading to improved work performance.

MTPF 1170 Personal Financial Management I (NCO Lead SUMT/ASMC) (Europe) 1-0-1

This course provides students with the basic management techniques for planning personal financial affairs and developing a base of information to use during the counseling of subordinates, including budgetary controls, family budgets, financial concepts, credit, debt, and risk management, bank accounts, borrowing, investing, and insurance.

MTPF 1171 Personal Financial Management II (NCO Lead SUMT/ASMC) (Europe) 1-0-1

This course provides students with the basic management techniques for planning personal financial affairs and developing a base of information to use during the counseling of subordinates, including investment concepts, mutual funds, IRAs, retirement, and estate planning. Prerequisite: MTPF 1170.

MTMC NCO Lead Microcomputer Courses

MTMC 1170 Internet (NCO Lead MISP/ASMC) 1-0-1

This is an introductory course designed to teach students about the World Wide Web, using search engines, information security, e-commerce, e-mail, Ethernet and wireless networks, and installing a home network. Prerequisite: Student should be able to demonstrate basic computer skills. MTCS 1173 Introduction to Computers and MTCS 1175 Basic keyboarding Using the computer are recommended, but not required.

MTMC 1171 Spreadsheet Applications (NCO Lead MISP/ASMC) 1-0-1

A basic course of instruction to Microsoft Excel, a spreadsheet application. Learning objectives include: Working with formulas and functions, formatting worksheets, and linking worksheets.

MTMC 1172 Word Processing Applications (NCO Lead MISP/ASMC) 1-0-1

A basic course of instruction with Microsoft Word. The class will emphasize creating new documents, working with autotext, creating styles, use of proofreading tools, copying, cutting and pasting. The course will also cover manipulating the screen display, creating sections & columns, using pictures with text, and creating headers & footers. Pre-requisite: Basic knowledge of Windows required.

MTMC 1173 Data Base Applications (NCO Lead MISP/ASMC) 1-0-1

This is an introductory course for Microsoft Access, a database management software program, designed to help students create and modify simple databases, filter and sort records, format a datasheet, create and modify a table and its fields, join related tables, create forms for data entry, and create reports and queries to analyze data. Prerequisite: Students should be able to demonstrate basic computer and word processing skills. MTCS 1173 Introduction to Computers, MTCS 1175 Basic keyboarding Using the Computer, MTMC 1172 Word processing, and MTMC 1171 Spreadsheet Applications are recommended, but not required.

MTMC 1174 Microsoft Outlook (NCO Lead MISP) 1-0-1

A course of instruction to Microsoft Outlook, a desktop management program that helps you organize and share information on your desktop and communicate with others. You can use Outlook to manage your intranet and Internet e-mail, appointments, contacts, and tasks; and to make notes and journal entries.

MTMC 1175 Web Page Development I (NCO Lead MISP) 1-0-1

This is an introductory course for SharePoint Designer, a web authoring program, designed to teach students how to create, modify, and format simple web pages for personal or professional use. Prerequisite: MTMC 1172 Word processing is required. Students should also be able to demonstrate basic computer and internet skills. MTCS 1175 Basic Keyboarding Using the Computer and MTMC 1170 Internet are recommended, but not required.

MTMC 1176 Microsoft Power Point (NCO Lead MISP) 1-0-1

This is an introductory course for Microsoft PowerPoint, a presentation software program, designed to teach students how to create, modify, and format custom electronic presentations for personal school, or professional use. Students will learn presentation basics and work with images, sounds, movie clips, and custom animation effects. Students should be able to demonstrate basic computer skills. Prerequisite: MTCS 1173 Introduction to Computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding Using the Computer, and MTMC 1172 Word Processing are recommended, but not required.

MTMC 1177 Desktop Publishing Application (NCO Lead MISP) 1-0-1

This is an introductory course for Microsoft Publisher, a desktop publishing software program, designed to teach students how to create personal or professional looking publications such as letterhead, envelopes, advertisements, business cards, flyers, postcards, and more. Prerequisite: Students should be able to demonstrate basic computer and word processing skills. MTCS 1173 Introduction to computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding Using the Computer and MTMC 1172 Word Processing are recommended but not required.

MTMC 2171 Microsoft Excel Advanced (NCO Lead MISP) 1-0-1

This is an advanced course for Microsoft Excel, a spreadsheet software program, designed to teach students advanced formulas and functions, how to create and modify Pivot Tables, analyze and organize data, work with Excel on the web, import external data, and work with simple macros and other objects. Prerequisite: Students should be able to demonstrate basic computer, internet, and word processing skills. MTCS 1173 Introduction to Computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding Using the Computer, MTMC 1172 Word Processing, and MTMC 1171 Spreadsheet applications are recommended, but not required.

MTMC 2172 Microsoft Word Advanced (NCO Lead MISP) 1-0-1

This is an advanced course for Microsoft Word, a word processing software program, designed to teach students about mail merge, collaboration tools working with long documents, forms, templates, and macros. Prerequisite: Student should be able to demonstrate basic computer, internet and word processing skills. MTCS 1173 Introduction to computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding using the computer, and MTMC 1172 Word Processing are recommended, but not required.

MTMC 2173 Microsoft Power Point Advanced (NCO Lead MISP) 1-0-1

This course advances the principles learned in Microsoft Power Point MTMC 1176 by exploring more features of Power Point including graphics, portability, design and presentations. MTMC 1176 is recommended but not required.

MTMC 2175 Web Page Development II (NCO Lead MISP) 1-0-1

This is an advanced course for SharePoint Designer, a web authoring program, designed to teach students to create simple web pages using frames, basic Hypertext Markup Language (HTML) codes, online forms, and publish and manage web pages. Prerequisite: Student must be able to demonstrate basic computer, internet, and word processing skills. MTCS 1173 Introduction to Computers, MTMC 1170 Internet, MTCS 1175 Microsoft FrontPage are recommended, but not required.

MTMC 2176 Microsoft Access Advanced Topics (NCO Lead MISP) 1-0-1

This is an advanced course for Microsoft Access, a database management software program, designed to teach students how to create advanced queries, modify form controls and properties, modify report controls and properties, create calculating fields, and create and modify simple macros. Prerequisites: Students must be able to demonstrate basic computer, internet and word processing skills. MTCS 1173 Introduction to Computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding using the Computer, MTMC 1172 Word processing, MTMC 1171 spreadsheet Applications, and MTMC 1173 Database Applications are recommended, but not required.

MTMS Military Science Management

MTMS 1170 Military Science I 1-0-1

A study of first-line to mid-level supervision. The course reviews procedures in the context of the standard supervisory roles of directing, problem solving, decision-making, and personal relations at the primary leader level.

MTMS 1171 Psychology of Personal Adjustment I 1-0-1

The course is designed to meet the needs of Soldiers, Sailors, Marines and Airmen and their families before, during, and after deployments. Students will be able to demonstrate the skills of problem solving, goal setting, and conflict resolution. Instruction to take place in either a classroom or on-line setting with 16 hours of instruction.

MTMS 1172 Psychology of Personal Adjustment II 1-0-1

The course is designed to meet the needs of Soldiers, Sailors, Marines and Airmen and their families before, during, and after deployments. Students will be able to demonstrate the skills of problems solving, goal setting, and conflict resolution. Instruction to take place in either a classroom or on-line setting with 16 hours of instruction.

MTMS 1173 Psychology of Personal Adjustment III 1-0-1

The course is designed to meet the needs of Soldiers, Sailors, Marines and Airmen and their families before, during, and after deployments. Students will be able to demonstrate the skills of problem solving, goal setting, and conflict resolution. Instruction to take place in either a classroom or on-line setting with 16 hours of instruction.

MTMS 1174 Terrorism in the Middle East 1-0-1

This course will examine various elements of terrorism in the Middle East and is designed to explore the origins, characteristics and current trends in worldwide terrorism. The course will look at the difference between political and fundamentalist terrorist activities and their targets. The class will examine the key characteristics or traits of known terrorist groups and the psychological aspects of the suicide bomber. The course will also explore the relationship of terrorism to international relations and how the future of military action may be changed.

MTMS 1270 Military Science II 2-0-2

A fundamental course on the basics of applied management in the context of the military, its missions, organization, and operations. The course concentrates on the basic leadership level of employing personnel and equipment. Prerequisite: MTMS 1170 or consent of the instructor.

MTMS 1271 Setting Goals, and Objectives 2-0-2

Combination of formal instruction and practical exercises in establishing objectives under conditions of constrained resources. An in-depth look at the military mission essential task list approach for defining training goals, setting strategies, and assessing effectiveness.

MTMS 1272 Job Performance and Motivation 2-0-2

An in-depth personnel management study of motivational theories and their application to the military. Includes both older needs theory and more current equity and group behavior models and their implications for leaders in today's environments.

MTMS 1273 Fundamentals of Leadership 2-0-2

An introduction to the theories of motivation, with a focus on their practical application reflected in current military leadership fundamentals. This course includes an overview of the traits, techniques, and styles common to all effective leaders.

MTMS 1274 Professionalism and Responsibility 2-0-2

An organizational behavior approach that examines the beliefs, values, and norms of the organization; how they impact on the individual; and implications for managers. Military culture is used throughout the course to illustrate how professionalism and responsibility are defined and measured by the degree of similarity between the individual and the organization.

MTMS 1275 Personnel Counseling 2-0-2

Personnel Counseling is intended to provide managers and other professionals with a systematic set of skills to help them and their subordinates cope effectively with the challenges and problems of the organization, the job, and the people.

MTMS 1371 Human Dimensions of Leadership 3-0-3
(Fort Lewis)

This course will examine critical elements of leadership and the various aspects of inter-relationships between people in a combat environment or contingency operation. This course will look at different forms of motivation, communications, group interaction and leadership. Also, it addresses itself to the development of individual skills so as to enable one to operate independently and make critical decisions if necessary. The course will incorporate various disciplines, specifically human relations, history and sociology. This will ensure the material is relevant to current events by interweaving past examples that show the dynamic aspects of leadership. The course will use various resources, current films, guest speakers, and current events.

MTMS 1372 Terrorism, Looking for Answers 3-0-3
(Fort Lewis)

This course will examine various elements of terrorism and is designed to explore the origins, characteristics and current trends in worldwide terrorism. The course will look at the differences between political and fundamentalist terrorist activity and their targets. The class will examine the key characteristics or traits of known terrorist groups and the psychological aspects of the suicide bomber. The course will also explore the relationship of terrorism to international relations and how the future of military action may be changed. Finally, the class will examine terrorism and organized crime in small contingency areas.

MTMS 2270 Professional Development of the Manager 2-0-2

Course explores effective training of junior-level leaders. Studies the tools of proper delegation of tasks and assistance to subordinates in problem solving. Emphasis will be placed on the effectiveness of active and passive styles of leadership in reinforcing good performance and motivating towards excellence.

MTMS 2271 Military Science III 2-0-2

An applied management course at the advanced leadership level, concentrating on the mid-level management skills required to employ assets at higher levels of command. Course covers situational analysis, staffing procedures, communications, planning and controlling operations, and evaluations.

MTMS 2272 Management and Learning Strategies 2-0-2

A course for leaders who want to explore further into the arena of training in organizations, including needs assessment, instruction techniques, and evaluation procedures. Also addressed is training for career changes, cross training, and the implications of fair labor standards.

MTMS 2370 Advanced Leadership 3-0-3

Advanced management study with an in-depth look at the differences and similarities of leadership and management. This course includes all elements of the management function, leadership styles, and communication.

MTMS 2371 Management Problems 3-0-3

Case study approach in practical application of management theory to the everyday problems of managers. Study groups work out their own solutions and exchange ideas with other groups in presentation and critique forums.

MTMS 2372 Ethics in Management 3-0-3

The purpose of this course is to study the major ethics theories and their relationship to business management. The course provides actual case studies in which ethical principles are used in solving today's business management problems.

MUSI Music

MUSI 1306 Music Appreciation 3-0-3

This course is designed for the general college student. It emphasizes intelligent, directed listening to music with attention focused on the materials, the forms and the periods and styles of music. Course work will also cover the relation of music to other areas of cultural development. Prerequisite: None

MUSI 1307 Music Literature 3-0-3

An in-depth study of the music, literature and history from the 15th through the 20th centuries. Emphasis will be placed on principle forms and composers of the literature of those historical periods. This course is designed for music majors, but is also appropriate for any student who has prior musical knowledge. Prerequisite: None.

OACS Military Contract Courses (Continental Campus)

OACS 1190 Computer Operating Systems 1-0-1

A study of microprocessor architecture, file creation/deletion, data entry and manipulation, automatic file execution, configuration, and directory commands.

OACS 1191 Word Processing Applications 1-0-1

An overview of the production of documents, tables, and graphics.

OACS 1192 Data Base Applications 1-0-1

Introduction to database theory and the practical applications of a database

OACS 1193 Spreadsheet Applications 1-0-1

Skill development in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features, and graphics.

OACS 1194 Integrated Software Applications 1-0-1

Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

OACS 1195 Presentation Media Applications 1-0-1

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

OACS 1196 Desktop Publishing Applications 1-0-1

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays.

PASH Pashtu

PASH 1411 Beginning Pashtu I 3-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PASH 1412 Beginning Pashtu II 3-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PASH 1411 with a grade of "C" or above.

PASH 2311 Intermediate Pashtu I 3-0-3

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PASH 1411 and 1412 with a grade of "C" or above.

PASH 2312 Intermediate Pashtu II 3-0-3

This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PASH 2311 with a grade of "C" or above.

PERS Persian-Iranian/Afghan

PERS 1411 Beginning Persian-Iranian/Afghan I 3-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PERS 1412 Beginning Persian-Iranian/Afghan II 3-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PERS 1411 with a grade of "C" or above.

PERS 2311 Intermediate Persian-Iranian/Afghan I 3-0-3

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PERS 1411 and 1412 with a grade of "C" or above.

PERS 2312 Intermediate Persian-Iranian/Afghan II 3-0-3

This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PERS 2311 with a grade of "C" or above.

PFPB Maintenance Technology see also CBFM, CNBT, CRPT, ELPT, MBST and WDWK

PFPB 2409 Residential Construction Plumbing I 3-3-4

Skill development in the procedures and techniques employed by a plumber in the rough-in and top-out stages of a new home or the remodeling of an older home. Prerequisite: CRPT 1429.

PFPB 2445 Residential Construction Plumbing II 3-3-4

Installation of residential bathroom and kitchen fixtures in single- and multi-family housing. Prerequisite: PFPB 2409.

PHIL Philosophy

PHIL 1301 Introduction to Philosophy 3-0-3

A general introduction to critical and reflective thinking as applied to the basic problems of existence and the meaning of human life and institutions; study of methods and types of evidence utilized by authority, intuition, revelation, reason and scientific methods, and a study of the nature of philosophy, including its relation to religion, science, and art.

PHIL 1304 Introduction to World Religions 3-0-3

A survey course dealing with the origins, tenets, and development of the major world religions. Deductive method used to understand religion as a phenomenon in man's life. Discussion of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

PHIL 1316 History of Religions I 3-0-3

In a historical survey of major religions, this course focuses on the history and literature of Ancient Judaism during the Old Testament period emphasizing its development of social, political, and religious institutions and ideas.

PHIL 1317 History of Religions II 3-0-3

In a historical survey of major religions, this course focuses on the history and literature of Early Christianity during the New Testament period emphasizing its origin, development, and expansion of religious institutions and ideas.

PHIL 2303 Introduction to Logic 3-0-3

Nature and methods of correct reasoning, deductive proof, inductive proof, fallacies, and arguments.

PHIL 2306 Introduction to Ethics 3-0-3

Study of basic principles of the normal life, with critical examination of traditional and current theories of the nature of goodness, happiness, duty, and freedom.

PHIL 2307 Introduction to Social and Political Philosophy 3-0-3

Critical examination of the major philosophical theories concerning the organization of societies and the role and scope of government.

PHYS Physical Science

PHYS 1401 College Physics I 3-3-4

This is the first part of a one-year algebra-based physics course. This course includes the fundamentals of classical Mechanics, Thermal Physics, and Wave Motion. The student will be introduced to the basic principles of linear and rotational Kinematics and Dynamics, Newton's laws of motion, work and Energy, Impulse and Momentum, Elasticity, Simple Harmonic Motion, Fluids, Temperature and Heat, The Transfer of Heat, The Ideal Gas Laws and Kinetic Theory, Thermodynamics, Waves and Sound, Linear Superposition and Interference Phenomena. This is a required course for students who plan to major in Medicine, Dentistry, Veterinary Science, Pharmacy, and all other Biological or Health science disciplines. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course includes three hours of lecture and three hours of laboratory per week, usually offered in the fall and summer semesters. Prerequisite: MATH 1414 or concurrent enrollment. Co-requisite: PHYX 1401.

PHYS 1402 College Physics II 3-3-4

This is the second part of a one-year algebra-based physics course. This course includes the basic principles of Electricity and Magnetism, Light and Optics, and modern advances in physics, namely, Relativity, Atomic and Nuclear Physics. The topics covered in this course are as follows: Electrostatics (Electric forces, Electric fields and Electric Potentials); Electric Circuits, (DC and AC); Magnetic Forces and Magnetic Field; Electromagnetic Induction and Electromagnetic Waves; Light (Geometrical and Wave Optics); Special Relativity; The Nature of the Atom; Nuclear Physics and Radioactivity. This is a required course for students who plan to major in any Health science disciplines. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course includes three hours of lecture and three hours of laboratory per week, usually offered in the spring semester only. Prerequisite: PHYS 1401 or consent of the Department Chair and Instructor. Co-requisite: PHYX 1402.

PHYS 1405 Elementary Physics I 3-3-4

A survey of the fundamental principles of physics designed to acquaint students with the basic concepts of classical and modern physics which are the foundation of everyday phenomena. Offered at C&I locations only.

PHYS 1415 Physical Science I 3-3-4

This is an introductory course on Physical Science for the first year non-science majors; strongly recommended for students in teacher training program. It is designed to provide skills needed for success in other science classes and for improving science literacy. The course emphasizes the basic concepts in Physics, Chemistry, Earth Science, and Astronomy. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course is structured around the lecture-lab format (i.e., depending on the topic, it may be necessary to do a hands-on activity before lecturing on the concept). The class meets twice a week, three hours per day. Prerequisite: None. Co-requisite: PHYX 1415.

POFI Office Technology see also HITT, MDCA, MRMT, POFM and POFT

POFI 1301 Computer Applications I 2-4-3

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

POFI 1349 Spreadsheets 2-4-3

Spreadsheet software for business applications. Prerequisite: An introduction to a computer application course or equivalent recommended.

POFI 2301 Word Processing 2-4-3

Word processing software focusing on business applications. Prerequisite: Keyboarding proficiency recommended.

POFI 2331 Desktop Publishing 2-4-3

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Prerequisite: Keyboarding and word processing skills or concurrent enrollment in word processing course recommended.

POFI 2340 Advanced Word Processing 2-4-3

Advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. Prerequisites: Keyboarding and word processing skills recommended.

POFI 2386 Internship - Business/Office Automation/Technology/Data Entry 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

POFI 2387 Internship - Business/Office Automation/Technology/Data Entry 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of second year Office Technology courses recommended. Departmental approval required.

POFM Office Technology see also HITT, MDCA, MRMT. POFI and POFT

POFM 1300 Medical Coding Basics 2-4-3

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305, HITT 1303 or Department consent.

POFM 1302 Medical Software Applications 2-4-3

Medical software applications for the management and operation of health care information systems. Keyboarding proficiency recommended.

POFM 1317 Medical Administrative Support 2-4-3

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

POFM 1327 Medical Insurance 2-4-3

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. Prerequisite: Medical Terminology, Keyboarding and Computer Skills or Department consent.

POFM 2386 Internship - Medical Administrative/Executive Assistant and Medical Secretary 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Departmental approval required upon completion of certificate requirements.

POFM 2387 Internship - Medical Administrative/Executive Assistant and Medical Secretary 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Departmental approval required upon completion of certificate requirements.

POFT Office Technology see also HITT, MDCA, MRMT. POFI and POFM

POFT 1207 Proofreading and Editing 2-1-2

Instruction in proofreading and editing skills necessary to assure accuracy in business documents.

POFT 1301 Business English 2-4-3

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Keyboarding skills recommended.

POFT 1309 Administrative Office Procedures I 2-4-3

Study of current office procedures, duties, and responsibilities applicable to an office environment. Keyboarding skills or current enrollment in a keyboarding course required.

POFT 1319 Records and Information Management I 2-4-3

Introduction to basic records and information management, including manual and electronic filing. Keyboarding skills or other computer literacy course recommended.

POFT 1325 Business Math and Machine Applications 2-4-3

Business math problem-solving skills using office technology.

POFT 1329 Beginning Keyboarding 2-4-3

Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 1349 Administrative Office Procedures II 2-4-3

In-depth coverage of office applications with emphasis on decision making, goal setting, management theories, and critical thinking. Prerequisite: POFT 1301, POFT 1329 and concurrent enrollment in or completion of second year office technology courses recommended.

POFT 2312 Business Correspondence and Communication 2-4-3

Development of writing and presentation skills to produce effective business communications. Prerequisites: Keyboarding and document formatting skills recommended. POFT 1301 recommended

POFT 2333 Advanced Keyboarding 2-4-3

A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making. Keyboarding and word processing skills recommended.

POFT 2386 Internship - Administrative Assistant and Secretarial Science, General 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

POFT 2387 Internship - Administrative Assistant and Secretarial Science, General 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of second year Office Technology courses recommended. Departmental approval required.

POFT 2388 Internship - General Office Occupations and Clerical Services 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

POFT 2389 Internship - General Office Occupations and Clerical Services 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of second year Office Technology courses recommended. Departmental approval required.

PORT Portuguese**PORT 1411 Beginning Portuguese I 3-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PORT 1412 Beginning Portuguese II 3-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PORT 1411 with a grade of "C" or above.

PORT 2311 Intermediate Portuguese I 3-0-3

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PORT 1411 and 1412 with a grade of "C" or above.

PORT 2312 Intermediate Portuguese II 3-0-3

This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PORT 2311 with a grade of "C" or above.

PSTR Hospitality Management see also CHEF, HAMG, IFWA, RSTO and TRVM**PSTR 1301 Fundamentals of Baking 2-4-3**

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours.

PSTR 1302 Cake Baking and Production 2-4-3

Principles and techniques of cake production. Emphasizes ingredient identification, functions, mixing, and baking. Prerequisite: PSTR 1301.

PSTR 1306 Cake Decorating I 2-4-3

Introduction to skills, concepts and techniques of cake decorating.

PSTR 2307 Cake Decorating II 1-5-3

A course in decoration of specialized and seasonal products. Prerequisite: PSTR 1306.

PSTR 2331 Advanced Pastry Shop 2-4-3

A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques. Prerequisite: PSTR 1301.

PSTR 2350 Wedding Cakes 1-7-3

Skills, concepts, and techniques for preparing wedding cakes. Includes marzipan, plastic chocolate-rolled fondant, chocolate garnish, flower making, and royal icing piping work. Prerequisite: PSTR 1306.

PSYC Psychology**PSYC 1300 Learning Framework 3-0-3**

This course is a study of the research and theory of the psychology of learning, cognition and motivation. It will explore factors that impact learning and the application of learning strategies. Theoretical modes of strategic learning, cognition and motivation will serve as the conceptual basis for the introduction of college-level student academic strategies. A holistic approach will be taken in guiding students as they assess their personality type, learning styles, vocational interest and identify their strengths and weaknesses as strategic learners. The student will evaluate factors that impact learning and development and will discuss the application of effective learning strategies. The role of relationships, money and health to a student's ability to perform and remain motivated to learn

will be explored. Students will be able to apply the knowledge, skills and attitudes developed in this course to their future college studies.

PSYC 2301 General Psychology 3-0-3

Basic principles of human experience and behavior involving biological, environmental and sociocultural studies. An overview course including an introduction to the major studies of psychology.

PSYC 2308 Child Psychology 3-0-3

The purpose of this course is to develop an understanding of children and to engender a real interest in them. Consideration is given to the human organism as it develops physically, mentally, emotionally, and socially from birth through adolescence.

PSYC 2314 Life Span Growth and Development 3-0-3

This course will study the relationship of the physical, emotional, social and mental factors of growth and development of children and adults through the life span.

PSYC 2315 Psychology of Adjustment 3-0-3

A study of psychological concepts and principles related to healthy personality and social adjustments.

PSYC 2316 Psychology of Personality 3-0-3

The study of various approaches to determinants, development, and assessment of personality. Prerequisite: PSYC 2301.

**PSYT Mental Health Services see also
CHLT, CMSW, DAAC, GERS and SCWK**

PSYT 1309 Health Psychology 2-2-3

This course provides for an exploration of behavioral medicine and the interdependence of mind, body, and spirit. Topics include stress and its effect on body systems, mind/body interactions, and techniques for improving and maintaining health.

PSYT 1313 Psychology of Personal Adjustment 2-2-3

This course focuses on the development of personal, social, and work adjustment skills. Students will explore a variety of issues relevant to health social interactions.

PSYT 1325 Death and Dying 2-2-3

This course is a study of the cultural and social norms, values, beliefs, and activities associated with the dying and their survivors. Topics include theories, communication skills, and activities to assist with coping for the dying and their survivors.

PSYT 1329 Interviewing and Communication Skills 2-4-3

This course provides instruction for the development of interviewing and communication skills in professional relationships. Students are encouraged to explore personal issues which may affect their ability to remain objective in the clinical setting. Demonstration of skills learned serves as an integral part of the lab process.

PSYT 2303 Social Psychology 2-2-3

This course will focus on the study of social perception, social influence, and social relations on individual and group interactions. Recommended prerequisite: PSYC 2301

PSYT 2321 Crisis Intervention 2-2-3

This course is a study of the principles and theories of assisting the individual in a crisis situation. Topics include coping skills to increase potential reinstatement of equilibrium to an individual's lifestyle and suicide prevention.

PSYT 2331 Abnormal Psychology 2-2-3

This course provides for the study of the theories and processes involved in the diagnosis and treatment of mental disorders. Recommended prerequisite: PSYC 2301.

PSYT 2345 Principles of Behavior Management and Modification 2-2-3

This course provides for the study of behavior management and cognitive theories and techniques with emphasis on their applications. Recommended prerequisite: PSYC 2301.

PTMC PFEC NCO-LEAD

PTMC 1170 Internet 1-0-1

This course provides a basic instruction of the internet. The course covers the history of the internet, using a web browser, using search engines, understanding net etiquette, navigating the World Wide Web, searching the internet, using Web integration and Active Desktop features, using electronic mail and e-mail enhancements, exploring newsgroups and using other internet resources.

PTMC 1171 Spreadsheet Applications 1-0-1

This course introduces participants to the worksheet and graphics capabilities of spreadsheet applications software. The course is occupationally related and will prepare the learner to use spreadsheets both in their military profession and, if applicable, to business-related careers.

PTMC 1172 Word Processing Application 1-0-1

The course is an overview of word processing for the operator. The learner will demonstrate applications in directory/files management.

PTMC 1173 Data Base Application 1-0-1

The purpose of this course is to provide the student with hands-on experience with automated records and reports management utilizing computers and software programs. The database management program used in this course is Microsoft Access.

PTMC 1174 Microsoft Outlook 1-0-1

This course provides intermediate level instruction in the use of Microsoft Outlook. The course covers communicating through email, utilization of the task manager, schedule, and journal function, as well as, security measures, reminder options, and information management skills. Additionally, the integration of Outlook with Microsoft Office components will be taught.

PTMC 1175 Microsoft Front Page 1-0-1

An introductory course to webpage design and creation. Front Page is a desktop application used to author, modify, publish, and manage webpage content.

PTMC 1176 Microsoft Power Point 1-0-1

An introductory course in Microsoft Power Point. Creating and editing presentations, inserting graphical elements, building slide shows and presenter preparation will be covered.

PTMC 2171 Microsoft Excel Advanced 1-0-1

Advanced course of instruction on spreadsheets using Microsoft Excel. This course advances the principles learned in Spreadsheet Applications PTMC 1171 by teaching advanced formulas and functions as well as the database, analytical and report features of Excel. Spreadsheet applications PTMC 1171 is recommended but not required.

PTMC 2172 Microsoft Word Advanced 1-0-1

An advanced course of instruction for word processing using Microsoft Word that extends and enhances what is taught in Word Processing Applications PTMC 1172. Instruction will focus on creating and working with reports and large documents that include; tables, charts, images and worksheets. Completion of PTMC 1172 Word processing Applications is recommended, but not required.

PTMC 2175 Microsoft Front Page Advanced 1-0-1

An advanced course in webpage design and creation. The course will integrate advanced features of FrontPage with basic Hyper Text Mark-up Language (HTML).

PTMC 2176 Microsoft Access Advanced 1-0-1

This course expands and builds upon skills developed in Database Applications, PTMC 1173. Relational Databases, related data-tables, sub-forms, advanced form features, advanced report features, queries and customizing charts will be covered.

PTMC 2179 MS Access Application Development 1-0-1

This course is an introduction to Database Development that expands and builds upon skills developed in an Introductory Database Management course. This course will teach students how to use Access as an application generator.

PUNJ Punjabi

PUNJ 1411 Beginning Punjabi I 3-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PUNJ 1412 Beginning Punjabi II 3-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PUNJ 1411 with a grade of "C" or above.

PUNJ 2311 Intermediate Punjabi I 3-0-3

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PUNJ 1411 and 1412 with a grade of "C" or above.

PUNJ 2312 Intermediate Punjabi II 3-0-3

This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PUNJ 2311 with a grade of "C" or above.

RSTO Hospitality Management see also CHEF, HAMG, IFWA, PSTR and TRVM

RSTO 1204 Dining Room Service 1-3-2

Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

RSTO 1221 Menu Management 2-0-2

A study of the food service principles involved in menu planning, layout, and evaluation for a variety of types of facilities and service methods. Emphasis on analysis of menu profitability, modification, commodity use, and other activities generated by the menu.

RSTO 1301 Beverage Management 3-0-3

A study of the beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

RSTO 1313 Hospitality Supervision 3-0-3

Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, and applicable personnel laws and regulations. Emphasis on leadership development.

RSTO 1325 Purchasing for Hospitality Operations 3-0-3

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

RSTO 2301 Principles of Food and Beverage Controls 3-0-3

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.

RSTO 2307 Catering 2-2-3

Principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

RSTO 2405 Management of Food Production and Service 2-4-4

A study of quantity cookery and management problems pertaining to commercial and institutional food service, merchandising and variety in menu planning, and customer food preferences. Includes laboratory experiences in quantity food preparation and service.

RUSS Russian

RUSS 1411 Beginning Russian I 3-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

RUSS 1412 Beginning Russian II 3-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: RUSS 1411 with a grade of "C" or above.

RUSS 2311 Intermediate Russian I 3-0-3

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisites: RUSS 1411 and 1412 with a grade of "C" or above.

RUSS 2312 Intermediate Russian II 3-0-3

This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: RUSS 2311 with a grade of "C" or above.

SCWK Mental Health Services see also **CHLT, CMSW, DAAC, GERS and PSYT**

SCWK 1321 Orientation to Social Services 3-0-3
Introduction to the basic concepts, information, and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal, and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services.

SCWK 2301 Assessment and Case Management 2-2-3
Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for assessment, screening, intervention, prevention, case management, and referral.

SCWK 2307 Human Behavior and the Social Environment 3-0-3
In-depth analysis of human behavior and the social environment. A study of social systems, life span, and strength approaches to understanding human behavior and environmental impact. Emphasis on the impact of human diversity, discrimination, and oppression on the individual's ability to reach or maintain optimal health and well-being.

SLPS Criminal Justice see also **CJCR, CJLE, CJSA and HMSY**

SLPS 2488 Internship–Security and Loss Prevention Services 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

SOCI Sociology

SOCI 1301 Introduction to Sociology 3-0-3
The study of human society, human behavior and personality as a product of group life, community organization, social change and current social problems.

SOCI 1306 Social Problems 3-0-3
A study of identification and analysis of contemporary social problems and development of criteria for evaluating these issues for social betterment.

SOCI 2301 Marriage and The Family 3-0-3
A study of problems in courtship, marriage, and family living as they relate to the social structure of American society.

SOCW Mental Health Services

SOCW 2361 Introduction to Social Work 3-0-3
This course explores the development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

SOCW 2362 Social Welfare as a Social Institution 3-0-3
Introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives are explored.

SPAN Spanish

SPAN 1411 Beginning Spanish I 4-2-4
The study of basic Spanish grammar with the development of frequently used vocabulary. This course develops students' speaking, listening, reading and writing skills so they will be able to express their own ideas and interact with others. Some culture points are integrated to introduce students to the everyday lives of Spanish speakers in the twenty-one countries of the Spanish-speaking world.

SPAN 1412 Beginning Spanish II 4-2-4
The study of basic Spanish grammar and vocabulary development continued from the SPAN 1411 curriculum. Prerequisite: SPAN 1411 with a "C" or above.

SPAN 2311 Intermediate Spanish I 3-0-3
The study of grammar and vocabulary with emphasis on conversation and writing. This course will introduce students to Spanish culture and history as well as Latin American culture and history. Prerequisites: SPAN 1411 and SPAN 1412 with a "C" or above.

SPAN 2312 Intermediate Spanish II 3-0-3
The continuation of SPAN 2311. Emphasis on complex grammar, composition and conversation about Spanish American topics. Prerequisite: SPAN 2311 with a "C" or above.

SPCH Speech

SPCH 1144 Forensic Activities I 1-0-1
Study and practice of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments as a member of CTC's speech team.

SPCH 1145 Forensic Activities II 1-0-1
Study and practice of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments as a member of CTC's speech team.

SPCH 1315 Public Speaking 3-0-3
Course encompasses both theory and practice of communicating with others and includes research, composition, organization, and delivery of speeches for various purposes and occasions.

SPCH 1318 Interpersonal Communication 3-0-3
Theory, examples, and participation in exercises to improve effective one-to-one and small-group communication.

SPCH 1321 Business and Professional Communication 3-0-3
Theories and skills of speech communication as applied to business and professional situations. Includes participating in an interview, preparing a resume and cover letter, engaging in problem-solving discussions, and delivering public speeches.

SPCH 2144 Forensic Activities III 1-0-1
Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments as a member of CTC's speech team.

SPCH 2145 Forensic Activities IV 1-0-1
Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments as a member of CTC's speech team.

SPCH 2341 Oral Interpretation 3-0-3
Study and practice in the principles of oral reading of literature. Stresses analyzing good literature and recreating the logical and emotional content for an audience. Also includes group oral interpretation.

TECA Early Childhood Professions

TECA 1303 Families, School and Community 2-2-3
A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, multicultural instruction techniques, and current issues.

TECA 1311 Educating Young Children 2-2-3
An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.

TECA 1318 Wellness of the Young Child 2-2-3
A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings.

TECA 1354 Child Growth & Development 3-0-3
A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development.

TRVM Hospitality Management see also CHEF, HAMG, IFAW, PSTR and RSTO

TRVM 1300 Introduction to Travel and Tourism 3-0-3
An overview of the travel industry. Emphasis on travel careers and the impact of tourism on society.

TRVM 2301 Introduction to Convention/Meeting Management 3-0-3
Overview of the meetings and convention industry and the various aspects and skills involved in planning and managing meetings and conventions. Emphasis on types of meetings, meeting markets, industry suppliers, budget and program planning, site selection and contract negotiations, registration and housing, food and beverage requirements, function and meeting room setup, and audiovisual requirements. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

TURK Turkish

TURK 1411 Beginning Turkish I 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

TURK 1412 Beginning Turkish II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: TURK 1411 with a grade of "C" or above.

TURK 2311 Intermediate Turkish I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisites: TURK 1411 and 1412 with a grade of "C" or above.

TURK 2312 Intermediate Turkish II 3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: TURK 2311 with a grade of "C" or above.

URDU Urdu

URDU 1411 Beginning Urdu I 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

URDU 1412 Beginning Urdu II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: URDU 1411 with a grade of "C" or above.

URDU 2311 Intermediate Urdu I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisites: URDU 1411 and 1412 with a grade of "C" or above.

URDU 2312 Intermediate Urdu II 3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: URDU 2311 with a grade of "C" or above.

WDWK Maintenance Technology

WDWK 1413 Cabinet Making I 2-5-4
Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools. Prerequisite: CRPT 1429.

WDWK 2451 Cabinet Making II 3-3-4
Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation. Prerequisite: WDWK 1413.

WLDG Welding

WLDG 1313 Introduction to Blueprint Reading for Welders 2-4-3
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Prerequisite: WLDG 1323.

WLDG 1323 Welding Safety, Tools, and Equipment 2-4-3
An introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of the hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols, and blueprints.

WLDG 1417 Introduction to Layout and Fabrication 3-3-4

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting 3-3-4

An introduction to oxy-fuel welding and cutting, safety, set up and maintenance of oxy-fuel welding, and cutting equipment and supplies. Prerequisite: WLDG 1323.

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) 3-3-4

An introduction to shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Prerequisites: WLDG 1323 and WLDG 1425.

WLDG 1430 Introduction to Gas Metal Arc (GMAW) Welding 3-3-4

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs. Prerequisites: WLDG 1323 and WLDG 1428.

WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding 3-3-4

An introduction to the principles of gas tungsten arc welding (GTAW) setup and use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Prerequisites: WLDG 1323 and WLDG 1428.

WLDG 1435 Introduction to Pipe Welding 3-3-4

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Prerequisite: WLDG 1457.

WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW) 3-3-4

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Prerequisite: WLDG 1428.

WLDG 2406 Intermediate Pipe Welding 3-3-4

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices. Prerequisite: WLDG 1435.

WLDG 2413 Intermediate Welding Using Multiple Processes 2-7-4

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW) or any other approved welding process. Prerequisite: Department approval required.

WLDG 2435 Advanced Layout and Fabrication 3-3-4

An advanced course in layout and fabrication. Includes production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills. Prerequisite: WLDG 1417.

WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) 3-3-4

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Prerequisites: WLDG 1323 and WLDG 1457.

WLDG 2447 Advanced Gas Metal Arc Welding (GMAW) 3-3-4

Advanced topics in gas metal arc welding (GMAW). Includes welding in various positions and directions. Prerequisite: WLDG 1430.

WLDG 2451 Advanced Gas Tungsten Welding (GTAW) 3-3-4

Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: WLDG 1434.

WLDG 2453 Advanced Pipe Welding 3-3-4

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Prerequisite: WLDG 2406.

WLDG 2488 Internship - Welder/Welding Technology 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.