AUMT 1307 Automotive Electrical Systems
3 Hours (2-4)
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer specific. Co-requisite: AUMT 1305 or instructor approval.

AUMT 1310 Automotive Brake Systems
3 Hours (2-4)
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. May be taught manufacturer specific. Co-requisite: AUMT 1305 or instructor approval.

AUMT 1316 Suspension and Steering
3 Hours (2-4)
Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer specific. Prerequisite: AUMT 1305 or instructor approval.

AUMT 1319 Automotive Engine Repair
3 Hours (2-4)
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. May be taught manufacturer specific. Co-requisite: AUMT 1305 or instructor approval.

AUMT 1345 Automotive Heating and Air Conditioning
3 Hours (2-4)
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. May be taught manufacturer specific. Prerequisite: AUMT 1305 or instructor approval.

AUMT 1380 Cooperative Education - Auto/Automotive Mechanic/Technician
3 Hours (1-0-20)
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Enrollment must be approved by the instructor.

AUMT 2301 Automotive Management
3 Hours (3-1)
Instruction in human relations, customer relations, and customer satisfaction. Emphasis on management techniques and building relationships between the service department and the customer.

AUMT 2313 Manual Drive Train and Axle
3 Hours (2-4)
A study of automotive clutches, clutch operation devices, standard transmissions, transaxles and rear axles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. May be taught manufacturer specific. Prerequisite: AUMT 1305 or instructor approval.

AUMT 2317 Engine Performance Analysis I
3 Hours (2-4)
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 manufacturer specific. Prerequisite: AUMT 1307 or instructor approval.

AUMT 2321 Automotive Electrical Lighting and Accessories
3 Hours (2-4)
Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific. Prerequisite: AUMT 1307 or instructor approval.

AUMT 2325 Automatic Transmission and Transaxle
3 Hours (2-4)
A study of the operation, hydraulic principles, and related circuits of modern automatic transmission and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. May be taught manufacturer specific. Prerequisite: AUMT 1307 or instructor approval.

AUMT 2428 Automotive Service
4 Hours (2-4)
Mastery of automotive vehicle service and component systems repair. Emphasis on mastering current automotive competencies covered in related theory courses. Maybe taught manufacturer specific.

AUMT 2437 Automotive Electronics
4 Hours (3-4)
Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. May be taught manufacturer specific. Prerequisite: AUMT 1307 or instructor approval.

AUMT 2455 Automotive Engine Machining
4 Hours (2-4)
An in-depth study of precision engine rebuilding, cylinder reconditioning, and crack repair. Instruction in machines and equipment necessary to complete an engine repair. Maybe taught manufacturer specific.

AVIM 1301 Introduction to Aviation Management
3 Hours (3-0)
An introduction to small aviation business management. Emphasis on financial marketing, human resources, and administrative and information systems essential for successful business operations.

BCIS 1405 Business Computer Applications
4 Hours (3-3)
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. This course is designed for business majors who plan to transfer to a four year school.
BMGT 1327 Principles of Management
3 Hours (3-0)
A study of the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. Students will explain the processes involved in management strategy development; and develop an organizational strategic management plan.

BMGT 2341 Strategic Management
3 Hours (3-0)
Concepts, terminology, principles, theories, and issues in the field of management. Students will explain various theories, processes, and functions of management; apply theories to a business environment; identify leadership roles in organizations; and describe elements of the communication process.

BUSA 1313 Investments
3 Hours (3-0)
An overview of the theory and mechanics of business investment decisions and management of business financial assets using quantitative management techniques. Topics include time value of money, cash flow, capital budgeting, sources of funds, break-even analysis, and investment decisions. Students will define terms related to investments; apply basic concepts and calculations to planning and control of investments; and identify analytical models used for financial decision-making.

BUSG 1191 Special Topics in Business
1 Hour (1-0)
The student will gain exposure to a variety of topics that pertain to current issues and problems in the business administration field. This course may be repeated for additional credit using a different topic.

BUSG 1291 Special Topics in Business
2 Hours (2-0)
The student will gain exposure to a variety of topics that pertain to current issues and problems in the business administration field. This course may be repeated for additional credit using a different topic.

BUSG 1303 Principles of Finance
3 Hours (3-0)
Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money. Students will identify the processes and structures of monetary policy; relate the sources of capital to business, consumers, and government; define the time value of money and its relationship to credit; and describe the characteristics of financial intermediaries and related markets.

BUSG 1304 Introduction to Financial Advising
3 Hours (3-0)
A study of the financial problems encountered by financial advisors when managing family financial affairs. Includes methods to advise clients on topics such as estate planning, retirement, home ownership, savings, and investment planning. The student will identify the concepts associated with the time value of money; identify the differences among various savings and investment programs and classes of securities; identify the options for personal insurance; describe retirement and estate planning techniques; explain owning versus renting real property; and describe consumer protection legislation.

BUSG 1315 Small Business Operations
3 Hours (3-0)
How to operate a small business. Emphasizes management functions including planning, leading, organizing staffing, and controlling operations. Students will identify the aspects of operation a small business; describe human resource functions including employee development; explain the elements of total quality management; and compare purchasing procedures, inventory control, and computerized operations between/among small businesses.

BUSG 1391 Special Topics in Business
3 Hours (3-0)
The student will gain exposure to a variety of topics that pertain to current issues and problems in the business administration field. Prerequisite: 12 hours of business-related courses or permission of instructor. This course may be repeated for additional credit using a different topic.

BUSI 2380, 2381 Cooperative Education - Business, General
3 Hours (1-0-20)
Career-related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through work experience. This course may be repeated if topics and learning outcomes vary.

BUSI 3101 Business Principles
3 Hours (3-0)
Students will learn business operations, will develop a business vocabulary, and will direct their thinking to the field of business best suited to their interests and talents. Students will analyze the specialized fields within the business organization, such as management, accounting, personnel, marketing, and finance. Students will also explore the role of business in modern society.

BUSI 2301 Business Law
3 Hours (3-0)
The student will develop an understanding of the legal framework of business and will develop an awareness of legal responsibilities and rights when dealing with persons and institutions in the business world. The student will understand the basic principles of law of torts, contracts, bailments and personal property. Special emphasis will be placed on sales contracts.

CDEC 1313 Curriculum Resources for Early Childhood Programs
3 Hours (2-2-0)
This course is a study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

CDEC 1319 Child Guidance
3 Hours (2-2-0)
This course is an exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. An emphasis on positive guidance principles and techniques, family involvement and cultural influences is also covered. Practical application is gained through direct participation with children.
HART 2434 Advanced Air Conditioning Controls
4 Hours (3-3)
Theory and application of electrical control devices, electromechanical controls and/or pneumatic controls. This course covers the proper methods for troubleshooting electrical control devices and control circuits. The student will study the correct wiring for components such as lock-out relays, oil failure controls, and thermostats. The student will be introduced to solid state controls and their functions. Prerequisite: HART 1401.

HART 2436 Air Conditioning Troubleshooting
4 Hours (3-3)
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. The student will use knowledge gained from previous classes or industry experience in order to improve their skill in determining system problems. Prerequisite: HART 1401 and HART 2442.

HART 2442 Commercial Refrigeration
4 Hours (3-3)
Theory of and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines. The student will be introduced to various controls and components used in these applications. This course covers piping procedures, wiring, operation, and troubleshooting. The student will also study air cooled, water cooled, and evaporative condensers and their applications. Prerequisite: HART 1401 and HART 1407.

HART 2445 Air Conditioning Systems Design
4 Hours (4-0)
A 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. This course covers psychometrics and design procedures developed to select proper equipment for air conditioning systems. The student will be introduced to Manual J for heating and cooling loads. The student will also study proper duct sizing and design techniques. Prerequisite: HART 1401 or Instructor Approval. Capstone course.

HART 2449 Heat Pumps
4 Hours (3-3)
A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. This course covers specialized refrigeration systems such as heat pumps, cascade systems, chill water systems, and gas absorption systems. The student will learn the distinctive type controls and equipment necessary for these systems. Prerequisite: HART 1401 and HART 1407.

HIST 1301 United States History To 1877
3 Hours (3-0)
This course is a survey of U.S. history from the beginnings through Reconstruction. It includes such topics as the European heritage, the colonies in North America, the creation and development of the American nation, and the sectional differences that led to the Civil War and Reconstruction.

HIST 1302 United States History Since 1877
3 Hours (3-0)
This class is a survey of U.S. history from Reconstruction to the present. Topics include the development of the West, the growth of big business and its accompanying problems, American Imperialism, the causes and results of World Wars I and II, and the post war world. May be taken before 1301.

HIST 1316 History of Christianity
3 Hours (3-0)
This course is an historical survey of the development of Christianity and its role in world history, from its origins to the present time covering theological and institutional issues. Course may be taken for either credit or non-credit. Also PHIL 1316.

HIST 2301 Texas History
3 Hours (3-0)
This class covers the history of Texas from pre-Columbian times to the present. Topics will include native American cultures, colonization by Europeans, the Texas Republic, the Civil War, and modern Texas. Emphasis will be given to the roles of ethnic groups and women. May be substituted for one semester of U.S. History.

HIST 2311 Western Civilization I
3 Hours (3-0)
This course is a history of Western civilization before c. 1500, stressing the origin and development of political, economic, and religious institutions. The class also covers the theory and practice of historical research.

HIST 2312 Western Civilization II
3 Hours (3-0)
This course is a history of Western civilization since c. 1500, stressing imperialism, nationalism, revolution, and the rise of science. The class also covers the theory and practice of historical research.

HIST 2321 World Civilizations I
3 Hours (3-0)
This class surveys the origin and development of civilizations in Asia, Africa, Europe, and the Americas from the beginning to c 1500. Material stresses the origin and development of political, economic, and religious institutions. The class also covers the theory and practice of historical research.

HIST 2322 World Civilizations II
3 Hours (3-0)
This course continues the development of world civilizations in response to Western expansion from c. 1500. Topics stress imperialism, nationalism, revolution, and rise of science. The class also covers the theory and practice of historical research.

HIST 2323 Eastern Civilization
3 Hours (3-0)
This course is a history of Eastern civilization. It covers Islamic, Indian, Chinese, and Japanese civilizations from their beginnings to the present. The class also covers the theory and practice of historical research.

HIST 2327 Mexican- American History
3 Hours (3-0)
This course is a general survey of the experience of Americans of Mexican ancestry in the development of American society. The class will emphasize Native American and Spanish culture along with political, economic, and social events.
ABDR 1431 Basic Refinishing  
4 Hours (2-4)  
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.

ABDR 1458 Intermediate Refinishing  
4 Hours (2-4)  
Expanded training in mixing and spraying of automotive topcoats. Emphasis on formula ingredient, reducing, thinning, and special spraying techniques. Introduction to partial panel refinishing techniques and current industry paint removal techniques. Prerequisite: ABDR 1431

ABDR 2449 Advanced Refinishing  
4 Hours (2-4)  
Skill development in multi-stage refinishing techniques. Further development in identification of problems and solutions in color matching and partial panel refinishing. Prerequisite: ABDR 1458

ACCT 2401 Principles of Accounting I  
4 Hours (3-3)  
This course is designed to present a general knowledge of accounting principles and procedures for the sole proprietorship and partnership form of business organization. Topics and problems include the complete accounting cycle, accounting systems and special purpose journals, internal controls and merchandising transactions, and the preparation of financial statements in accordance with generally accepted accounting principles. The student will study short-term liquid assets, including uncollectible accounts and notes receivable; several methods of inventory valuation and their effect upon operations; current liabilities and payroll accounting, including employer payroll taxes; the acquisition, depreciation (several methods), and disposal of plant property and equipment; intangible assets; and natural resources. Also studied are the accrual and cash bases of accounting and the effects of inflation and price-level changes.

ACCT 2402 Principles of Accounting II  
4 Hours (3-3)  
A continuation of ACCT 2401, this course includes the study of corporate financial accounting data for cost control and management decision making. The student is required to learn accounting methodology used by corporations to account for stocks, bonds, treasury stock, and investments. The student will learn how to prepare all the corporate financial statements. The student will use financial statement analysis to determine a firm’s liquidity, profitability, and solvency, and to track trends. The student will learn the basics of manufacturing cost accounting and product costing, as well as basic planning and control tools such as break-even and marginal analysis. The course of study will include the planning and budgeting function, including cash budgeting and the use of standard costs for cost control. The student will learn the variable costing method, incremental cost analysis, and the use of present value and other techniques to analyze alternatives such as capital expenditures, make-or-buy, sales mix and other managerial accounting decision making techniques. Prerequisite: ACCT 2401 or instructor permission.

ACNT 1329 Accounting Payroll and Business Tax Accounting  
3 Hours (3-0)  
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Student will calculate employee payroll, employer related taxes and prepare related tax forms; and maintain payroll records required under current laws.

ACNT 1331 Federal Income Tax: Individual  
3 Hours (3-0)  
A study of the federal tax law for preparation of individual income tax returns. Students will prepare federal income tax forms and related schedules for individuals.

ACNT 1392 Special Topics in Accounting Technician  
3 Hours (3-0)  
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. Special topics include: Governmental & Not-for-Profit Accounting, Auditing, and Intermediate Accounting. Prerequisite: ACCT 2402 or instructor permission.

ACNT 1403 Introduction to Accounting I  
4 Hours (3-3)  
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Students will define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle; prepare financial statements; and apply accounting concepts related to cash and payroll. Co-requisite: ITSW 1404 or instructor permission.

ACNT 1411 Introduction to Computerized Accounting  
4 Hours (3-3)  
Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. Students will utilize an application software to perform accounting tasks; maintain records and prepare and analyze reports for a business entity; complete a comprehensive project; and explain the components of general ledger software. Prerequisite ACNT 1403 or ACCT 2401 or instructor permission.

ACNT 1413 Computerized Accounting Applications  
4 Hours (3-3)  
Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. Students will utilize general ledger, spreadsheet and/or database software for accounting and management applications; and complete a comprehensive project. Prerequisite: ACCT 2401 or ACNT 1403 or instructor permission.
ENGL 1301 Composition and Rhetoric
3 Hours (3-0)
A course designed to help students develop reading and writing skills by studying diction, syntax, paragraph development, grammar, vocabulary and essay organization and by writing expository paragraphs and essays. Course assignments will include a minimum of 6000 words of writing. Prerequisite: 220+ THEA Writing and 230 THEA Reading or 70/6 Compass Writing and 81 Compass Reading or successful completion of developmental education sequence. Co-requisite: ENGL 0181, when taken as culmination of developmental education sequence.

ENGL 1302 Composition and Literature
3 Hours (3-0)
A course designed to enable students to further their composition skills by writing multi-paragraph essays, including a research paper; to write logically; and to read, research, analyze, and discuss the literary genres of poetry, short fiction, and drama. Course assignments will include a minimum of 6000 words of writing. Prerequisite: ENGL 1301.

ENGL 2307 Creative Writing
3 Hours (3-0)
A course designed to enable students to investigate and discuss the creative process, to study and practice techniques of creative writing; and to read, analyze, discuss, and write two or more of the following: narrative essays, poems, short stories, and researched reviews/abstracts. Course assignments will include a minimum of 6000 words of writing. Credit will be given only once for ENGL 2307.

ENGL 2308 Advanced Studies in Creative Writing
3 Hours (3-0)
An advanced course designed to enable students to investigate and discuss the creative Process; to study and practice techniques of creative writing; and to read, analyze, discuss, and write one or more of the following: narrative essays, poems, short stories, and plays. Credit will be given only once for ENGL 2308. Prerequisite: ENGL 1301.

ENGL 2311 Technical Writing
3 Hours (3-0)
A course designed to enable students to organize and prepare basic technical materials in the following areas: abstracts; proposals, technical descriptions, instructional processes, informational processes, technical definitions, progress reports; formal technical reports, graphics, and business correspondence. Course is designed also to enable students to analyze audience and present oral reports. Course assignments will include a minimum of 6000 words of writing. Prerequisite: ENGL 1301.

ENGL 2314 Technical & Business Writing I
3 Hours (3-0)
First semester of a study designed to enable students to organize and prepare materials for college-level scientific, technical, or business writing. Course assignments will include a minimum of 6000 words of writing. Prerequisite: ENGL 1301.

ENGL 2315 Technical & Business Writing II
3 Hours (3-0)
Second semester of a study designed to enable students to organize and prepare materials for college-level scientific, technical, or business writing. Course assignments will include a minimum of 6000 words of writing. Prerequisite: ENGL 2314.

ENGL 2321 Masterworks of British Literature
3 Hours (3-0)
The study of longer significant works of British literature, including study of movements, schools, or periods. Prerequisite: ENGL 1302. Course assignments will include a minimum of 6000 words of writing.

ENGL 2322 British Literature Anglo-Saxon Period through Neo-Classical
3 Hours (3-0)
A course designed to enable students to develop a historical perspective on the development of ideas and literary techniques by studying major authors, works, and trends in English literature from the Anglo-Saxon Period through the Neo-classical Age. Students will develop their critical thinking, research, and writing skills. Course assignments will include a minimum of 6000 words of writing. Prerequisite: ENGL 1302.
MATH 0372 Intermediate Algebra
3 Hours (3-0)
This course is intermediate in difficulty between the introductory and college algebra courses and is designed to bridge the gap between the courses. This course will enable students to become proficient in factoring, solving quadratic equations and systems of equations, working with conic sections, and functions Co-requisite: Requires a “C” or greater in MATH 0371 and a “P” in MATH 0170 or “P” in MATH 0174-0176 (FLEX Introductory Algebra sequence) or a satisfactory score on an algebra placement test or 230 on THEA. Course fee.

MATH 1314 College Algebra
3 Hours (3-0)
This course is designed to enable students to become proficient in the following algebraic topics: polynomials, rational expressions, exponents, radicals, linear equations and inequalities, quadratic equations, exponential and logarithmic equations, applications systems of equations, and binomial expansion. Prerequisite: Requires a “C” or greater in MATH 0392 and a “P” in MATH 0170 or a “P” in MATH 0177-0179 or a satisfactory score on an algebra placement test or 270 on THEA. Course fee.

MATH 1316 Trigonometry
3 Hours (3-0)
This course is designed to enable students to become proficient in trigonometric and inverse trigonometric functions, the solution of triangles, identities, trigonometric equations, applications complex numbers, and logarithms. Prerequisite: Requires a “C” or greater in MATH 1314 or a satisfactory score on an algebra placement test. Course fee.

MATH 1324 Mathematics for Business & Social Sciences I
3 Hours (3-0)
This course is designed to enable students to solve elementary business problems involving the following topics: sets, linear relations and functions, elementary matrix theory, systems of linear equations and inequalities, linear programming by the simplex method, simple and compound interest, annuities, amortization, and bonds. Requires a “B” or greater in MATH 0391 and a “P” in MATH 0190 or a satisfactory score on an algebra placement test. Course fee.

MATH 1325 Mathematics for Business & Social Sciences II
3 Hours (3-0)
This course is designed to enable students to learn quantitative methods for analyzing business problems. The topics to be studied are: Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business. Prerequisite: Requires a “C” or greater in MATH 1324. Course fee.

MATH 1342 Statistics
3 Hours (3-0)
This course is designed to enable students to learn the introductory techniques of collection, presentation, analysis, and interpretation of data. Correlation methods, analysis of variance, dispersion, sampling, quality control, reliability, mathematical models, and regression analysis are also studied. Students will become proficient in use of computer technology such as Excel. Prerequisite: Requires a “B” or greater in MATH 0391 and a “P” in MATH 0190 or a higher level math course or a satisfactory score on an Algebra placement test. Course fee.

MATH 1350 Fundamentals of Mathematics I
3 Hours (3-0)
Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. Prerequisite: Requires a “C” or greater in MATH 1314 or equivalent. Course fee.

MATH 1351 Fundamentals of Mathematics II
3 Hours (3-0)
Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. Prerequisite: Requires a “C” or greater in MATH 1350, or “C” or greater in MATH 1314 or equivalent. Course fee.

MATH 1414 College Algebra
4 Hours (4-0)
This course is designed to enable students to become proficient in the following algebraic topics: polynomials, rational expressions, exponents, radicals, linear equations and inequalities, quadratic equations, exponential and logarithmic equations, systems of equations, and binomial expansion. Prerequisite: Requires a “C” or greater in MATH 0391 and a “P” in MATH 0190 or a “P” in MATH 0196-0199 or a satisfactory score on an algebra placement test or 270 on THEA. This course is designed for students needing more time to successfully complete College Algebra. Course fee.

MATH 2412 Pre-Calculus
4 Hours (4-0)
This course is designed to enable students to become proficient in applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Some topics from analytical geometry are discussed. Prerequisite: Requires a “C” or greater in MATH 1314 or a satisfactory score on Trigonometry placement test. Course fee.

MATH 2413 Calculus I
4 Hours (4-0)
This course is designed to enable students to become proficient in introductory analytic geometry, the theory of limits, differential calculus of algebraic and trigonometric functions, applications of differentiation, antiderivatives, and the definite integral. Prerequisite: Requires a “C” or greater in MATH 1316 or a “C” or better in MATH 2412 or a satisfactory score on a precalculus placement test. Course fee.

MATH 2414 Calculus II
4 Hours (4-0)
This course is designed to enable students to become proficient in the differentiation and integration of transcendental functions, techniques of integration, and applications of the definite integral, indeterminate forms, and improper integrals. Prerequisite: Requires a “C” or greater in MATH 2413. Course fee.

MATH 2415 Calculus III
4 Hours (4-0)
This course will enable students to become proficient in indeterminate forms, improper integrals, sequences, series, vectors, and the differential and integral calculus of functions of several variables. Prerequisite: Requires a “C” or greater in MATH 2414. Course fee.
**MATH 2420 Differential Equations**  
*4 Hours (4-0)*  
This course is designed to produce student proficiency in first order equations, linear differential equations, differential operators, Laplace transforms, and the applications of differential equations. It also introduces power series methods, linear systems, and numerical methods. Prerequisite: Requires a “C” or greater in MATH 2415. Course fee.

**MCHN 1320 Precision Tools and Measurement**  
*3 Hours (3-0)*  
An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

**MRKG 1311 Principles of Marketing**  
*3 Hours (3-0)*  
Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Students will identify the marketing mix components in relation to market segmentation; explain the environmental factors which influence consumer and organizational decision-making processes; and outline a marketing plan.

**MUAP 1166, 1167 Woodwind Instruments I, II**  
*1 Hour (2-1)*

**MUAP 1168 Brass Instruments**  
*1 Hour (2-1)*

**MUAP 1169, 1170, 2169, 2170 Brass Instruction I, II, III, IV**  
*1 Hour (0-2)*

**MUAP 1171, 1172, 2171, 2172 String Instruction I, II, III, IV**  
*1 Hour (0-2)*

**MUAP 1173, 1174, 2173, 2174 Percussion Instruction I, II, III, IV**  
*1 Hour (0-2)*

**MUAP 1175, 1176, 2175, 2176 Woodwind Instruction I, II, III, IV**  
*1 Hour (0-2)*

**MUAP 1177, 1178, 2177, 2178 Keyboard Instruction I, II, III, IV**  
*1 Hour (0-2)*  
Intermediate piano. A series of courses designed to provide students with the skills necessary to perform artistically at the piano in a variety of performance settings. One 30-minute private lesson per week. Prerequisite: Instructor’s permission.

**MUAP 1179, 1180, 2179, 2180 Voice Instruction I, II, III, IV**  
*1 Hour (0-2)*

**MUAP 1188 Percussion Instruments**  
*1 Hour (2-1)*

**MUAP 1190, 2190 String Instruments I, II**  
*1 Hour (2-1)*

**MUAP 1269, 1270, 2269, 2270 Brass Instruction I, II, III, IV**  
*2 Hours (0-2)*

**MUAP 1271, 1272, 2271, 2272 String Instruction I, II, III, IV**  
*2 Hours (0-2)*

**MUAP 1273, 1274, 2273, 2274 Percussion Instruction I, II, III, IV**  
*2 Hours (0-2)*

**MUAP 1275, 1276, 2275, 2276 Woodwind Instruction I, II, III, IV**  
*2 Hours (0-2)*

**MUAP 1277, 1278, 2277, 2278 Keyboard Instruction I, II, III, IV**  
*2 Hours (0-2)*  
Advanced Piano. Prerequisite: MUSI 2178 or instructor’s permission.

**MUAP 1279, 1280, 2279, 2280 Keyboard Instruction I, II, III, IV**  
*2 Hours (0-2)*  
Advanced piano. A series of courses designed to provide students with the skills necessary to perform artistically at the piano in a variety of performance settings. One 60-minute private lesson per week. Prerequisite: Instructor’s permission.

**MUAP 2240 Instrumental Techniques**  
*2 Hours (2-2)*

**MUEN 1121, 1122, 2121, 2122 Wind Ensemble I, II, III, IV**  
*1 Hour (0-5)*

**MUEN 1123, 1124, 2123, 2124 Band I, II, III, IV**  
*1 Hour (0-5)*

**MUEN 1125, 1126, 2125, 2126 Orchestra I, II, III, IV**  
*1 Hour (0-5)*

**MUEN 1131, 1132, 2131, 2132 Studio Ensemble I, II, III, IV**  
*1 Hour (0-4)*

**MUEN 1133, 1134, 2133, 2134 Brass Ensemble I, II, III, IV**  
*1 Hour (0-4)*

**MUEN 1135, 1136, 2135, 2136 String Ensemble I, II, III, IV**  
*1 Hour (0-4)*

**MUEN 1137, 1138, 2137, 2138 Woodwind Ensemble I, II, III, IV**  
*1 Hour (0-4)*

**MUEN 1139, 1140, 2139, 2140 Percussion Ensemble I, II, III, IV**  
*1 Hour (0-4)*

**MUEN 1141, 1142, 2141, 2142 Chamber Singers I, II, III, IV**  
*1 Hour (0-5)*

**MUEN 1143, 1144, 2143, 2144 Chorale I, II, III, IV**  
*1 Hour (0-5)*

**MUEN 1145, 1146, 2145, 2146 Women’s Choir I, II, III, IV**  
*1 Hour (0-5)*
DMSO 2357 Advanced Ultrasound Professionalism and Registry Review
3 Hours (3-1-0)
This capstone course covers the Sonographic profession principles and the scope of practice including legal and ethical issues for the sonographer. The following topics will also be covered in the course: department management protocols; application of advanced techniques and instrumentation; ergonomics of scanning and injury prevention; and essential concepts of registry preparation.

DMSO 2405 Sonography of Obstetrics/Gynecology
4 Hours (4-1-0)
This course is a detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Prerequisite: DMSO 1405.

DMSO 2460 Clinical III
4 Hours (0-0-23)
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisite: DMSO 1361.

DMSO 2461 Clinical IV
4 Hours (0-0-22)
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisite: DMSO 2460.

DRAM 1310 Theatre Appreciation
3 Hours (3-0)
This course is an introduction to theatre, designed to give students an understanding and appreciation for theatre as an art form and career choice. Students will study theatre practice and dramatic literature from various genres and periods and view at least one live performance.

DRAM 1330 Stagecraft I
3 Hours (3-0)
This course covers all basic areas of the art of stagecraft, including elementary drafting, scenic construction, carpentry, lighting, material selection and application, properties, costumes, sound, and elementary design.

DRAM 1351 Acting I
3 Hours (3-0)
Students are introduced to the basic skills and techniques of acting that are developed with individual work in the use of mind, body, and voice. Exercises in improvisation, relaxation, and open scenes illustrate and stress the importance of the working process.

DRAM 1352 Acting II
3 Hours (3-0)
This course is a continuation of Acting I with further development of mind, body, and voice. Students will also learn the process of character analysis through the preparation and performance of scenes from plays. Prerequisite: DRAM 1351 or permission of the instructor.

DRAM 2331 Stagecraft II
3 Hours (3-0)
Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization.

DRAM 2336 Voice and Movement
3 Hours (3-0)
This course focuses on understanding the application of the performer’s use of the voice and body as effective creative instruments of effective communication. It encourages an awareness of the need for vocal proficiency and teaches techniques to improve speaking and mobility on stage.

DRAM 2361 History of the Theatre I
3 Hours (3-0)
This course covers the history of the theatre from the earliest times through the Renaissance, examining different aspects of the theatre such as historical staging and techniques, styles of acting, social and cultural context of drama, and themes and genres of plays produced.

DRAM 2362 History of the Theatre II
3 Hours (3-0)
This course is a continuation of History of the Theatre I, covering the time period from the Renaissance to the present.

DRAM 2366 Introduction to Film
3 Hours (3-1)
This course is an introduction to cinema, designed to give students an understanding and appreciation for cinema as an art form. Students will study the visual, aural, dramatic narrative, sociological, and historical elements of cinema. Students will study the terminology and techniques of filmmaking and will study various genres by viewing films.

DVLP 0190 Strategic Studies, non-course based remediation
1 Hour (1-0)

DVLP 0290 Strategic Studies, non-course based remediation
2 Hours (2-0)

DVLP 0390 Strategic Studies non-course based remediation
3 Hours (3-0)
These one, two, or three-credit hour courses above are designed to teach students how to enhance their prospects of being successful in college. The techniques that are taught include general-purpose learning strategies and content specific strategies. Computer related activities and instruction complement traditional methods of instruction.

ECON 2301 Principles of Macroeconomics
3 Hours (3-0)
The student will study macroeconomic concepts as they relate to the aggregate economy. Topics will include the public sector, GDP measurements, the Federal Reserve System, inflation and unemployment, and the different approaches to public policy.
ECON 2302 Principles of Microeconomics
3 Hours (3-0)
The students will study microeconomic theory and the operation of individual firms and industries. Topics will include supply and demand, opportunity costs, the concept of utility, cost curves and revenue curves, and the various forms of business organizations.

EDUC 1200 Student Success Seminar
2 Hours (2-1)
Addresses the knowledge necessary for college success; develops the skills necessary to study and learn; and develops competence in finding information and resources. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual bases for this introduction to college-level student academic strategies. Students develop educational plans and use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. (Cross-listed as PSYC 1200)

EDUC 1301 Introduction to the Teaching Professions
3 Hours (3-1)
An enriched integrated pre-service course designed to provide active recruitment and institutional support for students interested in a teaching career, Early Childhood (EC)-12. This Course meets State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Includes 16 contact hours of field experience.

EDUC 2301 Introduction to Special Populations
3 Hours (3-1)
An enriched integrated pre-service course 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. Content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and includes 16 contact hours of field experience. Prerequisite: EDUC 1301.

ELMT 1305 Basic Fluid Power
3 Hours (2-2)
Basic fluid power course covering pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls. Students will identify fluid power symbols; demonstrate knowledge of basic fluid power theory; demonstrate knowledge of component operation; generate basic fluid power circuits; and demonstrate fluid power circuits using electrical and manual controls.

ELMT 1371 Automation
3 Hours (2-2)
Electrical and electronic principles and basic programming techniques. Includes terminology, classification, basic components, control systems, alternating current and hydraulic servomechanisms, programming, sensors, types of drive, and safety and design procedures. The student will demonstrate integration of automated systems; describe operations and applications of hydraulic and electro-hydraulic controls; maintain, troubleshoot, repair, or replace electrical devices found in automated systems; and apply programming techniques.

ELMT 2370 Pumps and Electromechanical Drives
3 Hours (2-2)
A study of basic electro-mechanical devices found in energy-related equipment. Includes pumps, compressors, and components of mechanical power transmission systems. The student will describe the operation and characteristics of mechanical power transmission systems and troubleshoot problems with pumps, compressors, and mechanical drives.

ELMT 2371 Electromechanical Troubleshooting
3 Hours (2-2)
Techniques used to troubleshooting various types of mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasizes the use of schematics and diagrams in conjunction with proper troubleshooting procedures. The student will apply proper test equipment for problem analysis; find test point locations and perform troubleshooting procedures using schematics and diagrams; isolate faults; and perform routine maintenance.

EMAP 1400 Principles of Basic Emergency Management
4 Hours (4-0)
Overview of the Texas Emergency Management System and the concepts of emergency management and its integration of systems, basic definitions, identification of hazards, role of the local emergency manager, including interaction among various government entities. This course is equivalent to the Texas Department of Emergency Management and the Federal Agency courses G230 and G610.

EMAP 1440 Disaster Exercise Design and Evaluation
4 Hours (4-0)
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. Provides 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 Agency course G920.

EMAP 2300 Developing Volunteer Resources and Decision Making
3 Hours (3-0)
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 Hours (3-0)
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 2355 Disaster Recovery
3 Hours (3-0)
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 Management Agency course G620.
**GERM 1412 Elementary German II**
4 Hours (3-4)
This is a conversation course conducted primarily in German for the student who has completed German 1411 or its equivalent. Intensive oral-aural drill and classroom interaction will enable students to master the lexical and grammatical structures necessary in carrying on conversations in German. Prerequisite: GERM 1411.

**GERM 2311 Intermediate German I**
3 Hours (3-2)
This course is conducted in German, and it includes a comprehensive review of German grammar and structure. Through classroom drill, discussion, and composition, the course emphasizes vocabulary expansion and the acquisition of a basic knowledge of German culture and literature. Prerequisite: GERM 1412.

**GERM 2312 Intermediate German II**
3 Hours (3-2)
A course designed to provide fluency in spoken and written German through intensive grammar presentation and review, through conversational practice, and through composition and reading. The course is conducted in German. Prerequisite: GERM 2311.

**GOVT 2301 Federal and State Government I**
3 Hours (3-0)
This course is a comparative investigation of federal and state government. It covers the foundation and development of the constitutions of the United States and Texas (Federalism), local governments, political parties, and interest groups.

**GOVT 2302 Federal and State Government II**
3 Hours (3-0)
In this class students will study the legislative, executive (including the bureaucracy), and judicial systems of the U.S. and Texas, and selected problems of public policy.

**GOVT 2304 Introduction to Political Science**
3 Hours (3-0)
This course is the introduction to the study of political science as a discipline-political philosophy, the theory and organization of the modern state, comparative political systems, and international relations.

**GOVT 2311 Mexican-American Politics**
3 Hours (3-0)
This course examines the historical and socio-political culture, and the political experience of Mexican-Americans at the local, state, and national level in the United States.

**GOVT 2389 Government Internship**
3 Hours (3-4)
This course is designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of government.

**GRPH 1359 Object Oriented Computer Graphics**
3 Hours (2-4)
Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use of the capabilities specific to vector (object oriented) drawing software to manipulate both text and graphics with emphasis on the use of bezier curves. Acquisition of images via scanning and the creative use of clip art is included.

**HART 1380, 2380 Cooperative Education**
3 Hours (1-0-20)
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. The student is required to work for wages at least 20 hours per week in air conditioning, refrigeration or a related field.

**HART 1391 Special Topics in Heating, Air Conditioning, and Refrigeration Technologies/Technicians**
3 Hours (2-2)
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.

**HART 1401 Basic Electricity for HVAC**
4 Hours (3-3)
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. The class will begin with basic electricity and progress through the study of transformers, power distribution, electric motors, motor controls and circuitry. The student will be introduced to the proper operation of various electrical meters and test instruments. This course, and HART 1407 must be taken first as the prerequisite to all the HART classes.

**HART 1407 Refrigeration Principles**
4 Hours (3-3)
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. The student will learn proper soldering and brazing techniques using oxy-acetylene and air-acetylene. The student will also be introduced to the proper use of hand tools and test instruments required in both service and installation. This course, and HART 1401 must be taken first as the prerequisite for all the other HART courses.

**HART 1441 Residential Air Conditioning**
4 Hours (3-3)
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. This course covers proper recovery, recycle, and reclaim procedures. The student will also study the chemical make-up of refrigerants and how they affect the atmosphere. Replacement refrigerants and the problems they pose will also be covered. The student will gain a working knowledge of the various components used in air conditioning and refrigeration systems. The student will study various refrigerant oils and the type refrigerants they are designed for. Prerequisite: HART 1401 and HART 1407.

**HART 1445 Gas and Electric Heating**
4 Hours (3-3)
A study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces. The student will be introduced to proper testing and troubleshooting techniques. The class will cover proper wiring, gas controls, thermostats, spark ignition and venting procedures. Prerequisite: HART 1401.
ITSE 1331 Introduction to Visual BASIC Programming
3 Hours (3-1)
Introduction to computer programming using Visual Basic. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Students will use structured programming techniques; develop executable programs; create appropriate documentation; and create applicable graphical user interfaces.

ITSE 1356 Extensible Markup Language (XML)
3 Hours (3-0)
Introduction of skills and practices related to Extensible Markup Language (XML). Includes Document Type Definition (DTD), well-formed and valid XML documents, XML schemes, and Extensible Style Language (XSL). Students will design and apply XML to create markup language for data and document centric application; use XSL to transform XML documents to different formats including HTML, text XML, and others; and render an XML document on a browser.

ITSE 1380, 2380 Cooperative Education - Computer Programming/Programmer
3 Hours (1-0-20)
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. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable technical language of the occupation and the business or industry. Prerequisite: 12 semester credit hours or instructor permission.

ITSE 1445 Introduction to Oracle SQL
4 Hours (3-3)
An introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). The student will write Structured Query Language (SQL) statements using Oracle; select and sort data; and produce reports with SQL Plus. The student will create and manage tables which include constraints; create Views and other database objects; and develop procedures and functions using PL/SQL.

ITSE 2313 Web Authoring
3 Hours (3-1)
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. The student will create functional web pages and supporting elements using current authoring tools; and maintain web pages and supporting elements.

ITSE 2349 Advanced Visual BASIC Programming
3 Hours (3-1)
Advanced Visual Basic programming including file access methods, data structures, modular programming, program testing and documentation. Students will design and write Visual Basic programs containing data structures and input/output file handling; develop graphical user interfaces; and integrate external programs and libraries with Visual Basic applications. Prerequisite: ITSE 1331 and ITSE 2409 or instructor permission.

ITSE 2409 Database Programming
4 Hours (3-3)
Database development using database programming techniques emphasizing database structures, modeling, and database access. Students will develop database applications using a structured query language; create queries and reports from database tables; implement data integrity; optimize query performance; create and maintain indexes; and create appropriate documentation.

ITSE 2447 Advanced Database Programming
4 Hours (3-3)
Database development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access. Students will develop complex database applications using a structured query language; implement security and error trapping; and develop menu-driven database systems. Prerequisite: ITSE 1331 and ITSE 2409 or instructor permission.

ITSE 2454 Advanced Oracle PL/SQL
4 Hours (3-3)
A continuation of Oracle SQL. Topics include hierarchical queries, set based queries, correlated subqueries, scripting, and scripting generation. The student will retrieve data including SET operators, correlated subqueries, and hierarchical queries; write SQL scripts that generate other SQL scripts; and write and execute a script that generates a script of drop table commands and insert commands; create procedures and functions; create a package to group together variables, cursors, exceptions, procedures, and functions; and invoke a package constraint. Prerequisite ITSE 1445 or instructor permission.

ITSW 1401 Introduction to Word Processing
4 Hours (3-3)
An overview of the production of documents, tables, and graphics. The student will identify word processing terminology and concepts; create technical documents; format and edit documents; use simple tools and utilities; and print documents. Prerequisite: POFT 1227 or instructor permission.

ITSW 1404 Introduction to Spreadsheets
4 Hours (3-3)
Instruction in the concepts, procedures, and importance of electronic spreadsheets. The student will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports.

ITSW 1407 Introduction to Database
4 Hours (3-3)
Introduction to database theory and the practical applications of a database. The student will identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries. Prerequisite: Knowledge of software files management and keyboarding skills.
POFT 1227 Introduction to Keyboarding
2 Hours (2-0)
Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy. Students will demonstrate basic keyboarding techniques, with acceptable accuracy and speed of at least 30 words per minute.

POFT 1301 Business English
3 Hours (3-0)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. The student will apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills, and write effective sentences and paragraphs for business applications. Does not count toward major in “Psychology.”

POFT 1309 Administrative Office Procedure I
3 Hours (3-0)
Study of current office procedures, duties, and responsibilities applicable to an office environment. Students will develop time management techniques; demonstrate communication skills; and identify the basic skills of an office professional.

POFT 1325 Business Mathematics and Machine Applications
3 Hours (3-1)
Business math problem-solving skills using office technology. Students will solve business application problems using office technology.

POFT 2312 Business Correspondence and Communications
3 Hours (3-0)
Development of writing and presentation skills to produce effective business communications. Students will compose, produce, and present effective business documents and strategies to meet industry standards; apply critical evaluation techniques to business documents and demonstrate the importance of coherent, ethical communication principles in business and industry. Prerequisite: POFT 1301 or instructor permission.

POFT 2333 Advanced Document Formatting and Skill Building
3 Hours (2-4)
A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision making. Students will demonstrate proficient keyboarding techniques; apply mailability standards to business documents using word processing software; and implement decision-making skills. Prerequisites: POFT 1227 and POFT 2401.

POFT 2380 Cooperative Education-Administrative/Secretarial, General Science
3 Hours (1-0-20)
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through work experience. This course may be repeated if topics and learning outcomes vary. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable technical language of the occupation and the business or industry. Prerequisite: Two Business Applications courses or instructor permission.

POFT 2401 Document Formatting and Skill Building
4 Hours (3-3)
A continuation of keyboarding skills emphasizing acceptable speed, and accuracy levels and formatting documents. Students will demonstrate proficient keyboarding techniques; and apply mailability standards to business documents using word processing software. Prerequisites: POFT 1227 and ITSW 1401 or instructor permission.

POFT 2431 Administrative Systems
4 Hours (3-3)
Advanced concepts of project management and office procedures integrating software applications. Students will select materials, procedures, and equipment; and manage business projects using technology, critical thinking, and problem-solving skills. Prerequisites: ITSW 1401, ITSW 1404, ITSW 1407 and ITSW 1410.

PSYC 1200 Student Success Seminar
2 Hours (2-1)
Addresses the knowledge necessary for college success; develops the skills necessary to study and learn; and develops competence in finding information and resources. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual bases for this introduction to college-level student academic strategies. Students develop educational plans and use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. (Cross-listed as EDUC 1200)

PSYC 2301 Introduction to Psychology
3 Hours (3-0)
“Introduction to Psychology” deals with the scientific study of the behavior of individuals and their mental processes. The focus is on the perceptions, thoughts, emotions, and social interactions of people in their everyday lives. Psychological theories of mental health, mental disorders, and therapy will be addressed.

PSYC 2302 Applied Psychology
3 Hours (3-0)
This course is the application of psychological principles and methods to the development of the cognitive and social skills of students in the collegiate setting. Does not count toward major in Psychology.

PSYC 2306 Human Sexuality
3 Hours (3-0)
“Human Sexuality” provides a comprehensive introduction to the biological, psychological, behavioral, and cultural aspects of sexuality. Contemporary research addressing such issues as communication, love, relationships, sexual problems, therapies, pregnancy, and childbirth is discussed. Also SOCI 2306.

Students may receive credit for only two of PSYC 2308, PSYC 2311 and PSYC 2314.

PSYC 2308 Child Psychology
3 Hours (3-0)
This course covers the first part of the human development process. It focuses on psychological, cognitive, social, and environmental factors that shape human behavior from prenatal development through adolescence. Prerequisite: PSYC 2301 or permission of instructor.
All degrees with the exception of the AAS require students to complete the Core Curriculum. The Core Curriculum was established by the Texas legislature and the Texas Higher Education Coordinating Board to facilitate the transfer of courses between state supported institutions of higher education in Texas and to provide students with the basis of a liberal education. In order to obtain most degrees from a state supported institution in Texas, a student must complete the Core Curriculum. Thus, once a student has completed the Core Curriculum at one institution, it has been completed at all state supported institutions. Courses are chosen from the following areas. Consult degree programs for specific requirements. The required number of semester credit hours is noted in parenthesis beside each area.

### 010 - Communications (9)
ENGL 1301 and 1302, one course chosen from SPCH 1311, 1315, 1318, or 1321

### 020 - Mathematics (3)
MATH 1314, MATH 1316, MATH 1324, MATH 1414, MATH 2412, MATH 2413, MATH 2414, MATH 2415

### 030 - Natural Sciences (8)
BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 1424, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, GEOL 1401, GEOL 1403, GEOL 1404, GEOL 1405, GEOL 1447, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 1415, PHYS 1417, PHYS 2425, PHYS 2426

### 040 - Humanities (3)
ENGL 2321, ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, FREN 2311, FREN 2312, GERM 2311, GERM 2312, HUMA 1301, HUMA 1302, LATI 2311, LATI 2312, PHIL 1301, PHIL 2303, PHIL 2306, SPAN 2311, SPAN 2312

### 050 - Visual and Performing Arts (3)
ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309, MUSI 1310

### 060 - 070 - 080 - Social and Behavioral Sciences (15)
**U.S. History (6):** HIST 1301, HIST 1302, HIST 2301  
**Government/Political Science (6):** GOVT 2301, GOVT 2302  
**Other Social/Behavioral Sciences (3):** ANTH 2302, ANTH 2351, COMM 2300, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, SOCI 1301, SOCI 1306

### 090 - Fitness and Wellness (1)
KINE 1100, KINE 1101, KINE 1102, KINE 1103, KINE 1104, KINE 1105, KINE 1106, KINE 1107, KINE 1108, KINE 1109, KINE 1110, KINE 1113, KINE 1117, KINE 1118, KINE 1119, KINE 1120, KINE 1125, KINE 1126

**Total:** 42 semester credit hours