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
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.
CDEC 1321 The Infant and Toddler
3 Hours (2-2-0)
This course is a study of appropriate infant and toddler programs, (birth to 3 years) including an overview of development, quality routines, appropriate environments, materials and activities and teaching/guidance techniques. Prerequisite: TECA 1354.

CDEC 1332 Observation and Assessment
3 Hours (2-2-0)
This course is a study of observation skills, assessment techniques, and documentation of children’s development.

CDEC 1356 Emergent Literacy for Early Childhood
3 Hours (2-2-0)
This course is an exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

CDEC 1358 Creative Arts for Early Childhood
3 Hours (2-2-0)
This course is an exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

CDEC 1359 Children with Special Needs
3 Hours (2-2-0)
This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role and legislative issues.

CDEC 2307 Math and Science for Early Childhood
3 Hours (2-2-0)
This course is an exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

CDEC 2315 Diverse Cultural/Multilingual Education
3 Hours (2-2-0)
This course is an overview of multicultural education to include relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children.

CDEC 2326 Administration of Programs for Children I
3 Hours (2-4-0)
This course is a practical application of management procedures for early care and education programs, including a study of planning, operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication will be covered.

CDEC 2328 Administration of Programs for Children II
3 Hours (2-4-0)
This course is 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. Prerequisite: CDEC 2326.

CDEC 2336 Administration of Programs for Children III
3 Hours (2-4-0)
This course is an advanced study of the skills and techniques in managing early child care education programs.

CDEC 2340 Instructional Techniques for Children with Special Needs
3 Hours (2-2-0)
This course is in an exploration of the development and implementation of curriculum for children with special needs.

CDEC 2341 The School Age Child
3 Hours (2-2-0)
This course is a study of appropriate programs for the school age child (5 to 13 years) including an overview of development, appropriate environments, materials, activities and teaching/guidance techniques.

CDEC 2366 Practicum in Child Development and Early Childhood
3 Hours (0-0-21)
This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Basic skills certificate or AAS majors only.

CETT 1402 Electricity Principles
4 Hours (3-3)
Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation. Students will identify basic principles of electricity (A/C and D/C), voltage, current, and circuitry; apply Ohm’s law to electrical calculations; use test equipment to measure continuity voltage, and current values; and use electrical safety practices.

CETT 2380 Cooperative Education - Computer Engineering Technology/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 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. Prerequisite: 12 semester credit hours.

CHEM 1104 Chemical Calculations
1 Hour (1-0)
Study of the mathematical application used in chemistry. Designed for science and engineering students. Lab fee required.

CHEM 1405 Introductory Chemistry
4 Hours (3-4)
This survey course for non-science majors will enable these students to comprehend the fundamental concepts of chemistry and will fulfill four credit hours of the lab science requirement.

CHEM 1411 General Inorganic Chemistry I
4 Hours (3-3)
This course will enable students to become proficient in stoichiometry, chemical equations, atomic structure, chemical bonding, reactions, gas laws, liquids and solids, and solutions. A knowledge of algebra is needed.

CHEM 1412 General Inorganic Chemistry II
4 Hours (3-3)
This course will enable students to become proficient in acid-base theory, oxidation-reduction reactions, chemical kinetics, aqueous equilibria, electrochemistry, and organic chemistry. Prerequisite: “C” or greater in CHEM 1411.
ENER 1330 Basic Mechanical Skills for Energy
3 Hours (2-2)
Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench work, basic mechanical drawings, and basic shop calculations (English and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power, and come-alongs. Students will use basic hand, hand power, and stationary power tools; select appropriate Bill of Materials (BOM); interpret basic mechanical drawings and perform associated calculations; apply measuring tools; perform bench work including part layout, drilling, reaming, tapping, press fitting, location of hole centers; perform preventative maintenance on tools; describe basic lubrication practices; demonstrate basic rigging procedures; and employ good housekeeping, environmental awareness, safety procedures, sensory skills, and preventative maintenance.

ENGL 0171 Intermediate Writing II
1 Hour (0-1)
Required for student taking ENGL 1301 under the “C” or better option. Student must make a “C” in this course and a “C” in ENGL 1301 to fulfill college writing readiness requirement.

ENGL 0270 Intermediate Writing I
2 Hours (0-2)
A writing-intensive lab course designed to prepare the student for college writing readiness. Prerequisite: ENGL 0371/0371.

ENGL 0370 Developmental Writing I
3 Hours (3-1)
A course designed to assist students to become more proficient in grammar, mechanics, expository writing, vocabulary, and critical reading. Students are required to work on writing, vocabulary, grammar, and punctuation in writing lab.

ENGL 0371 Developmental Writing II
3 Hours (3-1)
A course designed to assist students to become more proficient in grammar, mechanics, expository writing, vocabulary, and critical reading. Students are required to work on writing, vocabulary, grammar, and punctuation in writing lab.

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.
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 foundations 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 refrigerator 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.
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 appropriate 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 decisionmaking. Students will demonstrate proficient keyboarding techniques; apply mailability standards to business documents; demonstrate the importance of coherent, ethical communication principles in business and industry. 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; 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 developmental 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.
SPAN 2321 Introduction to Spanish Literature
3 Hours (3-0)
This course is designed for those students who wish to acquire a basic background in Spanish and Latin American literature and culture. The course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish. Prerequisite: SPAN 2312.

SPAN 2324 Hispanic Literature
3 Hours (3-0)
A course designed to enable students through reading, discussion and writing to explore the fiction, drama, and poetry of Hispanic authors who write in English or who have been translated into English.

SPCH 1144, 1145, 2144, 2145 Speech Communication
1 Hour (0-3)
A course designed to enable students to participate in speech communication activities and research.

SPCH 1311 Introduction to Speech Communication
3 Hours (3-0)
A course designed to enable students to practice speech communication in interpersonal, small group, and public communication situations and to apply the concepts of communication theory.

SPCH 1315 Public Speaking
3 Hours (3-0)
A course designed to enable students to research, compose, organize, and deliver speeches for various purposes and occasions with emphasis on listener analysis and informative and persuasive techniques.

SPCH 1318 Interpersonal Communication
3 Hours (3-0)
A course designed to enable students to analyze and practice person-to-person communication with focus on the development, maintenance, and termination of relationships. Oral presentations and listening skills are emphasized and developed.

SPCH 1321 Business and Professional Speaking
3 Hours (3-0)
A course designed to enable students to apply the skills of speech communication as they relate to business and professional situations. Practice in public presentations, organizational and small group settings, interviewing, and leadership techniques are emphasized.

SPCH 1342 Voice and Diction
3 Hours (3-0)
A course designed to enable students to study the physiology and mechanics of effective voice production with practice in articulation, pronunciation, enunciation, and practical use of the International Phonetic Alphabet. Recommended for students studying English as a Second Language.

SPCH 2289 Academic Cooperative
2 Hours (2-2)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of speech communication.

SPCH 2301 Introduction to Technology and Human Communication
3 Hours (3-0)
A survey of emerging interactive communication technologies and their influence on human communication, including interpersonal, group decision-making, and public and private communication contexts.

SPCH 2316 Interviewing
3 Hours (3-0)
A course designed to enable the student to apply communication concepts in selected interview settings with emphasis on dyadic communication, questioning techniques, interview structure, and persuasion.

SPCH 2333 Discussion and Small Group Communication
3 Hours (3-0)
A course designed to enable students to apply discussion and small group theories and techniques as they relate to group processes and interaction.

SPCH 2335 Argumentation and Debate
3 Hours (3-0)
A course designed to enable students to study the principles of argumentation and debate. Practice in briefing, evidence, and refutation.

SPCH 2341 Oral Interpretation
3 Hours (3-0)
A course designed to enable students to practice techniques of analyzing and interpreting literature through preparation and presentation of various literary forms.

SPCH 2389 Academic Cooperative
3 Hours (3-3)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of speech communication.

SSP 0170 Student Success
1 Hour (1-1)
This course is designed to introduce specific strategies that will assist a college student to prepare for college classes, determine educational goals, and identify personal strengths in learning and career interests. Each student will confer with an academic mentor to help the student connect to the college community and support their endeavor to be successful in college.

SSP 0270 Student Success: Health Care Studies
2 Hours (2-0)
For all students planning to enter the health care profession, this course is designed to introduce specific strategies that will assist college students in preparing for college classes, to determine their educational goals, and to identify their personal strengths in learning and career interests. Students will confer with an academic mentor who will help them connect to the college community and support their endeavor to be successful in college. In addition, this course includes an overview of the roles of the various members of the health care system, educational requirements, and issues affecting the delivery of health care.

TECA 1303 Families, School and Community
3 Hours (3-0-0)
This course is a study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. The course includes 15 hours of field experience.

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>TMGT 3301</td>
<td>Organizational Theory and Practice</td>
<td>3 Hours</td>
<td>A comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employee work life. Topics include motivation, goal setting and rewards, job design, group dynamics, work stress, power and politics, international aspects of organizations, organizational structure, communication and organizational change and development.</td>
</tr>
<tr>
<td>TMGT 3302</td>
<td>Business and Economic Statistics</td>
<td>3 Hours</td>
<td>A study of the skills necessary to communicate effectively in the workplace. Topics include selection of the proper channel and medium for information delivery, team building, business etiquette, and professionalism. Students will analyze and prepare correspondence, proposals, and reports. Students are required to deliver industry-related oral presentations of each student’s choosing.</td>
</tr>
<tr>
<td>TMGT 3303</td>
<td>Managerial Communications</td>
<td>3 Hours</td>
<td>This course addresses the overview of marketing mix, functions, processes, and impact predictions and assessments. The course includes identification of consumer and organizational needs and the relationship of environmental issues. Students will identify the marketing mix components in relation to market segmentation; explain the environmental factors that influence consumer and organizational decision-making processes; complete a marketing plan; and use assessment methodology to predict impact on organizational performance.</td>
</tr>
<tr>
<td>TMGT 3310</td>
<td>Decision Making</td>
<td>3 Hours</td>
<td>Analytic and systematic approach to the study of decision making through management science processes and techniques. Topics include quantitative analysis and decision-making relationships, simulation and risk analysis, and decision analysis using various criteria.</td>
</tr>
<tr>
<td>TMGT 3311</td>
<td>Human Resources Management</td>
<td>3 Hours</td>
<td>This course examines the major trends in human resources management, including problems and issues faced by organizations and individuals in times of change. Responsibilities of the human resources department and the roles that every manager plays, both as a supervisor and as a client of the human resources department, are studied. Topics include human resources forecasting and planning, job design, employee selection, equal employment opportunity laws and judicial rulings, performance appraisal, compensation and benefits, career development, and labor relations.</td>
</tr>
<tr>
<td>TMGT 3336</td>
<td>Legal Issues for Managers</td>
<td>3 Hours</td>
<td>This course explores the State and federal laws that affect management behavior and organizational practices including contracts, business organizations, employment law, products liability, safety issues, and environmental regulation. Pre-requisite: BUSI 2301 or Instructor Permission.</td>
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<tr>
<td>TMGT 3337</td>
<td>Economics for Managers</td>
<td>3 Hours</td>
<td>A study of economics and its role in managerial decision making. The course is focused on modern economic thinking and its relevance to business and management. Topics include market structure, production and cost, and public policy towards business. Prerequisite: ECON 2301, ECON 2302 or instructor permission.</td>
</tr>
<tr>
<td>TMGT 3338</td>
<td>Accounting for Managers</td>
<td>3 Hours</td>
<td>The use of accounting information by non-financial managers. Emphasis is placed on the interpretation, rather than the construction, of accounting information. The course will examine the technical managerial skills required to sustain and enhance the organizations performance through the accounting and finance processes of reporting, compliance, research, analysis, interpretation and application. Topics such as activity-based costing, cost accounting, break-even and decision analysis, and budgeting and control are covered. Prerequisite: ACCT 2401, ACNT 1403 or instructor permission.</td>
</tr>
<tr>
<td>TMGT 3347</td>
<td>Ethics and Corporate Social Responsibility</td>
<td>3 Hours</td>
<td>This course will examine the role of ethics and social responsibility in the management of public and private sector organizations. An emphasis will be on contemporary trends in corporate responsibilities with respect to ethical, legal, economic and regulatory conditions in the global marketplace.</td>
</tr>
<tr>
<td>TMGT 3352</td>
<td>Entrepreneurship</td>
<td>3 Hours</td>
<td>This course presents a comprehensive study of the various factors of production in meeting the needs of consumers in creative and profitable ways. Topics include market segment research, starting a new enterprise, forming an entrepreneurial team, venture capital sources, and formulation of a business plan.</td>
</tr>
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Core Curriculum Course List

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 1342, 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, GEOG 1401, GEOG 1403, GEOG 1404, GEOG 1405, GEOG 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