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 2334 Engine Performance Analysis II
3 Hours (2-4)
Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Prerequisite: AUMT 2317 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.
BCIS 2390 Systems Analysis & Design
3 Hours (3-0)
Analysis of business information needs and preparation of specifications and requirements for appropriate data system solutions. Includes instruction in information requirements analysis, specification development and writing, prototype evaluation, and network application interfaces.

BIOL 1322 Nutrition & Diet Therapy
3 Hours (3-0)
Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. May not be used as a core science requirement.

BIOL 1406 Biology for Science Majors I
4 Hours (3-3)
This general biology course (first semester) is devoted to principles shared by all organisms. These principles are cell biology, energy, genetics, evolution, and ecology.

BIOL 1407 Biology for Science Majors II
4 Hours (3-3)
This general biology course (second semester) is devoted to particular organisms. Much of the emphasis is on vertebrate biology. The principles studied are diversity, plant biology, animal biology, and behavior. Dissection required. Prerequisite: BIOL 1406.

BIOL 1408 Introduction to Biology I
4 Hours (3-3)
Fundamental principles of living organisms including physical and chemical properties of life, organization, and function. Concepts of reproduction, genetics, and the scientific method are included. This course is suitable as a required lab sciences for non-biology majors and may not be substituted for BIOL 1406.

BIOL 1409 Introduction to Biology II
4 Hours (3-3)
Fundamental principles of living organisms including evolutionary adaptation and classification. Concepts of evolution, ecology, and the scientific method are included. This course is suitable as a required lab science for non-biology majors and may not be substituted for BIOL 1407. Prerequisite: BIOL 1408

BIOL 1424 Systematic Botany
4 Hours (3-3)
Introduction to the identification, classification, and evolutionary relationships of vascular plants with emphasis on flowering plants. Includes the importance of herbaria, collection techniques, and the construction and use of taxonomic keys.

BIOL 2289 Academic Cooperative
2 Hours (2-3)
An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. Prerequisite: BIOL 1406 and 1407 or BIOL 2401 and 2402.

BIOL 2106 Environmental Biology Lab
1 Hour (0-3)
This course is designed to enable students to become proficient in human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems. Co-requisite: BIOL 2306.

BIOL 2306 Environmental Biology
3 Hours (3-0)
This course is designed to enable students to become proficient in human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems. Co-requisite: BIOL 2106.

BIOL 2401 Anatomy and Physiology I
4 Hours (3-4)
This course is designed to produce student proficiency in body organization, the skeletal system, the muscular system, and the nervous system. Laboratory work will include dissection of a mammal. Dissection required. Prerequisite: BIOL 1406 highly recommended.

BIOL 2402 Anatomy and Physiology II
4 Hours (3-4)
This course is designed to enable students to become proficient in the following biological systems: the circulatory system with special emphasis on the blood and heart, the respiratory system, the digestive system, and the reproductive system. Laboratory work will include dissection of a mammal. Dissection required. Prerequisite: Requires “C” or greater in BIOL 2401.

BIOL 2416 Genetics
4 Hours (3-4)
This course is designed to enable students to become familiar with the following topics in genetics: the physical basis and the chemical basis of heredity, the laws of heredity and variation, mitotic and meiotic cell division, and the study of human diseases that are caused by genetic defects. Prerequisite: BIOL 1406 and 1407 or BIOL 2401 and 1402.

BIOL 2421 Microbiology for Science Majors
4 Hours (3-4)
The study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. Prerequisite: BIOL 1406 or BIOL 2401 or CHEM 1405 or CHEM 1411 or permission of instructor.

BMGT 1301 Supervision
3 Hours (3-0)
The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills. Students will explain the role, characteristics, and skills of a supervisor; identify the principles of management at the supervisory level; identify and discuss the human relations skills necessary for supervision; explain motivational techniques; and cite examples of how motivational techniques can be used by a supervisor in a working environment.

BMGT 1305 Communications in Management
3 Hours (3-0)
Basic theory and processes of communication skills necessary for the management of an organization’s workforce. Students will explain the communication process; identify and remedy major communication barriers; describe how communication contributes to effective management.
ENGL 1301 Composition and Literature
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 1303 Technical Writing
3 Hours (3-0)
A course designed to enable students to analyze audience and present oral and written reports. 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.
HITT 1167 Field Experience - Coding
1 Hour (0-0-7)
This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is an unpaid learning experience. Prerequisite: HITT 1301, HITT 1305 and HITT 1341. Co-requisite: HITT 1345 and HITT 2335.

HITT 1253 Legal and Ethical Aspects of Health Information
2 Hours (2-0-0)
This course covers the concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

HITT 1255 Health Care Statistics
2 Hours (2-0-0)
This course will cover general principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data will also be covered. Prerequisite: Approval of program director.

HITT 1301, Health Data Content and Structure
3 Hours (2-0-0)
This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. The course will cover instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. Prerequisite: Approval of program director.

HITT 1305 Medical Terminology I
3 Hours (3-0-0)
This course is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

HITT 1311 Computers in Health Care
3 Hours (2-0-0)
This course is an introduction to the concepts of computer technology related to health care data and the tools and techniques for collecting, storing, and retrieving health care data. Prerequisite: ITSC 1409, BCIS 1405, or COSC 1401.

HITT 1341 Coding and Classification Systems
3 Hours (2-4-0)
This course covers an application of basic coding rules, principles, guidelines, conventions and the assigning of appropriate ICD-9CM codes. Prerequisite: HITT 1305 and BIOL 2401 or SCIT 1407.

HITT 1342, Ambulatory Coding
3 Hours (3-0-0)
This course will cover basic ambulatory coding rules, conventions, and guidelines. Prerequisites: BIOL 2401 or SCIT 1407 and BIOL 2402 or SCIT 1408.

HITT 1345 Health Care Delivery Systems
3 Hours (3-0-0)
This course is an introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.

HITT 2260 Clinical I
2 Hours (0-0-0)
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. This is an unpaid learning experience. Prerequisite: HITT 1253, 1305 and 1301.

HITT 2335, Coding and Reimbursement Methodologies
3 Hours (2-4-0)
This course covers the development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. The assigning of appropriate ICD-9CM codes will also be covered in this course. Prerequisite: Approval of program director.

HITT 2339 Health Information Organization and Supervision
3 Hours (3-0-0)
This course covers the principles of organization and supervision of human, fiscal, and capital resources. Prerequisite: HITT 1301.

HITT 2340, Advanced Medical Billing and Reimbursement
3 Hours (3-0-0)
This course is a study of health insurance and reimbursement in various health care settings. It includes the study of coding skills to prepare reimbursement forms in various health care settings for submission to payers. Prerequisite: HITT 1341.

HITT 2343 Quality Assessment and Performance Improvement
3 Hours (2-3-0)
This course is a study of the many facets of quality standards and methodologies in the health information management environment. Topics will include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Prerequisite: HITT 1255 and 1301.

HITT 2361 Clinical II
3 Hours (0-0-10)
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. This is an unpaid learning experience. Prerequisite: HITT 2260.

HMSY 1337 Introduction to Homeland Security
3 Hours (3-0)
Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and the private sector; identify the legal changes required to combat terrorism; and present the results of terrorism research.

HMSY 1342 Understanding and Combating Terrorism 3 Hours (3-0)
Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime’s impact on terrorism. Students will identify terrorist groups and organizations; examine terrorism’s political, economic, and environmental impact on public administration and the private sector; identify the legal changes required to combat terrorism; and present the results of terrorism research.
HUMA 1301 Humanities I
3 Hours (3-0-0)
“Humanities I” invites students to expand their appreciation of the cultural side of human experience on the premise that a complete education should stimulate the intellect as well as provide skills and job training. This course will offer selected, interrelated topics in philosophy, literature, religion, and the arts and sciences from ancient times to about the year 1500. Coverage will be interdisciplinary and multi-cultural, and will include readings, various media, and performance.

HUMA 1302 Humanities II
3 Hours (3-0-0)
“Humanities II” complements Humanities I by inviting students to expand their appreciation of the cultural side of human experience still further on the premise that a complete education must stimulate the intellect as well as provide skills and job training. This course will offer selected and varying topics in philosophy, literature, religion, and the arts and sciences from about 1500 to the present. Coverage will be interdisciplinary and multi-cultural, and will include readings, various media, and performance. **THERE IS NO PREREQUISITE FOR THIS COURSE.**

IMED 1316 Web Design I
3 hours (3-1)
Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers. Students will identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; and design, create, test, and maintain a web site.

ITCC 1401 Cisco Exploration 1-Network Fundamentals
4 Hours (3-3)
A course introducing the architecture, structure, functions, components, and models of the Internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Students will identify and describe internet architecture, structure, functions, components, and models; describe the use of OSI and TCP layered models; identify and describe the nature and roles of protocols and services at the application, network, data link, and physical layers; describe principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations; and build simple LAN topologies by applying basic principles of cabling, device configuration, and IP subnenting.

ITCC 1404 Cisco Exploration 2-Routing Protocols and Concepts
4 Hours (3-3)
This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes. Students will describe the purpose, nature, and operations of a router; describe the purpose and nature of routing tables; describe the purpose and procedure of configuring static routes; design and implement a classless IP addressing scheme for a given network; describe the basis features and concepts of link-state routing protocols; and configure and verify basic RIPv1, RIPv2, single area OSPF, and EIGRP operations in a small routed network. Prerequisite: ITCC 1401.

ITCC 2408 Cisco Exploration 3-LAN Switching and Wireless
4 Hours (3-3)
This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. Students will identify and correct common network problems at layers 1, 2, 3, and 7 using a layered model approach; select the appropriate media, cables, ports, and connectors to connect switches to other devices and hosts; perform and verify Initial switch configuration tasks including remote access management; configure, verify, and troubleshoot VLANs, VLAN Trunking, Inter-VLAN routing, VTP, and RSTP; verify network status and switch operation using basic utilities (ping, traceroute, telnet, SSH, arp, ipconfig); identify and describe the purpose of the components in a small wireless network (SSID, BSS, ESS); and identify the basic parameters to configure on a wireless network to ensure that devices connect to the correct point. Prerequisite: ITCC 1404.
ITCN 2336 Distributed Control and Programmable Logic
3 Hours (2-2)
An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment. Students will configure programmable logic controllers (PLC’s) to perform various tasks; explain how programmable logic controllers control the process environment; operate and troubleshoot digital systems. Pre-requisite: ELMT 1371 or Instructor permission.

ITNW 1425 Fundamentals of Networking Technologies
4 hours (3-2)
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Students will identify and use network transmission media; explain the OSI model; identify the characteristics of network topologies and protocols; identify the functions of a network operating system and distinguish between centralized, client/server, and peer-to-peer systems; and distinguish between Local Area Networks (LANs) and Wide Area Networks (WANs) and identify the components used to expand a LAN into a WAN.

ITNW 1454 Implementing and Supporting Servers
4 hours (3-3)
Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Students will configure peripherals and devices; set up servers; configure directory replications; manage licensing; create and manage system policies, and profiles; administer remote servers and disk resources; create and share resources; implement fault-tolerance; configure servers for interoperability; install and configure Remote Access Service (RAS); and identify and monitor performance bottlenecks and resolve configuration problems.

ITSC 1191 Special Topics in Computer and Information Sciences, General
1 Hour (1-0)
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. This course was designed to be repeated multiple times to improve student proficiency. The Student will learn to use the Internet including performing simple searches, learn how to use the Microsoft Office Suite of application software, and learn how to organize files and folders.

ITSC 1407 UNIX Operating System I
4 Hours (3-3)
A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. The student will demonstrate proper use of basic UNIX commands; define and apply terminal emulation; use the system editor to create script files; create and manage user accounts; and effectively manage the user file system.

ITSC 1409 Integrated Software Applications I
4 Hours (3-3)
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Students will use word processing, spreadsheet, database, and/or presentation software; and integrate applications to produce documents.

ITSC 2437 UNIX Operating System II
4 Hours (3-3)
Continued study of the UNIX operating system commands. Includes topics such as CGI and scripting languages. Students will solve intermediate problems using UNIX commands such as SED, AWK, and GREP from the command line and in the basic scripts; and develop CGI script using a scripting language. Prerequisite: ITSC 1407 or instructor permission.
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 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 (1-4-20)
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.
RSPT 1213 Basic Respiratory Care Pharmacology
2 Hours (2-0-0)
In this course the student will study basic pharmacological principles/practices of respiratory care drugs. Emphasis will be on classification, routes of administration, dosages/calculations, and physiological interaction.

RSPT 1260 Clinical I
2 Hours (0-0-8)
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: Admission to the program.

RSPT 1307 Cardiopulmonary Anatomy and Physiology
3 Hours (3-0-0)
In this course the student will gain an increased understanding of the anatomy and physiology of the cardiovascular, renal, and pulmonary systems. This will include the terminology used in respiratory physiology.

RSPT 1360 Clinical II
3 Hours (0-0-16)
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: RSPT 1260.

RSPT 1410 Respiratory Care Procedures I
4 Hours (2-6-0)
This course provides students with the essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary diseases and their clinical application. The following areas are discussed in-depth: medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, chest physiotherapy, pulse oximetry, arterial puncture, and interpretation. Patient assessment skills will also be addressed.

RSPT 1411 Respiratory Care Procedures II
4 Hours (3-3-0)
This course provides students with essential knowledge of airway care and mechanical ventilation. Airway care includes indications, techniques, equipment, and hazards and complications. Mechanical ventilation includes indications, initiation, modes, clinical application, management, complications, and weaning. Prerequisite: RSPT 1410.

RSPT 1425 Respiratory Care Sciences
4 Hours (4-1-0)
This course will provide a study of physics, math, chemistry and statistics as related to Respiratory Care.

RSPT 2130 Respiratory Care Examination Preparation
1 Hour (0-2-0)
This course is a comprehensive review for selected respiratory care credentialing examinations. Test matrices and exam content areas for selected exams will be presented.

RSPT 2135 Pediatric Advanced Life Support
1 Hour (0-2-0)
This is a comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the infant and child. Strategies for preventing cardiopulmonary arrest and identification of high risk infants and children will be presented.

RSPT 2139 Advanced Cardiac Life Support
1 Hour (1-0-0)
This is a comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Strategies for managing and stabilizing the cardiopulmonary arrested patient will be included.

RSPT 2247 Specialties in Respiratory Care
2 Hours (2-0-0)
This course provides an introduction to emerging specialty practice in which the Respiratory Therapist may find application and/or employment. The depth of instruction will provide the indications, expected outcomes, hazards and methods for hyperbaric oxygen (HBO), extracorporeal membrane oxygenation (ECMO), nitric oxide (NO), sleep studies, nutritional assessment, metabolic monitoring, exercise/stress testing, and electroencephalograms.

RSPT 2255 Critical Care Monitoring
2 Hours (1-3-0)
In this course the students will be introduced to advanced monitoring techniques used clinically in the critical care setting.

RSPT 2305 Pulmonary Diagnostics
3 Hours (2-2-0)
In this course the student will study the theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography.

RSPT 2310 Cardiopulmonary Disease
3 Hours (3-0-0)
This course will provide a discussion of etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.

RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care
3 Hours (3-0-0)
In this course the student will study advanced concepts of acute care, monitoring, and management as applied to the neonatal and pediatric patient.

RSPT 2360 Clinical V
3 Hours (0-0-16)
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: RSPT 1161.

RSPT 2361 Clinical VI
3 Hours (0-0-16)
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: RSPT 2360.

SCIT 1407 Applied Human Anatomy and Physiology I
4 Hours (3-3-0)
This course is an indepth coverage of the structure and function of the human body. Topics include anatomical terminology, cell structure and function; tissues; body organization; and the integumentary, skeletal, muscular, nervous, and endocrine systems. The course emphasis is on homeostasis.
SCIT 1408 Applied Human Anatomy and Physiology II
4 Hours (3-3-0)
This course is a continuation of Applied Human Anatomy and Physiology I with an indepth coverage of the structure and function of the human body. Topics include the digestive, respiratory, cardiovascular, lymphatic/immune, renal/excretory, and reproductive systems. The course emphasis is on homeostasis. Prerequisite: SCIT 1407.

SGNL 1401 Beginning American Sign Language I
4 Hours (4-0)
Introduction to American Sign Language, covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to communicate with the hearing impaired/deaf.

SGNL 1402 Beginning American Sign Language II
4 Hours (4-0)
A continuation of Beginning American Sign Language I. Prerequisite: SGNL 1401.

SGNL 2301 Intermediate American Sign Language I
3 Hours (3-0)
Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Prerequisite: SGNL 1402.

SGNL 2302 Intermediate American Sign Language II
3 Hours (3-2)
A continuation of Intermediate American Sign Language I. Prerequisite: SGNL 2301.

SOCl 1301 Introduction to Sociology
3 Hours (3-0)
In this class students are introduced to the basic concepts of sociology with emphasis on the relationship of culture and social interaction to group behavior; the analysis of social organization, human ecology, and social change.

SOCl 1306 Social Problems
3 Hours (3-0)
In “Social Problems” sociological concepts are applied to current social issues such as family and community disorganization and crime and delinquency.

SOCl 2301 Marriage and the Family
3 Hours (3-0)
In this course sociological analysis is applied to human relationships pertaining to the varied aspects of courtship, mate selection and marital adjustment, and to the problem of adjustment in each stage of the life cycle.

SOCl 2306 Human Sexuality
3 Hours (3-0)
“Human Sexuality” includes units relating to the biological, psychological, social and cultural aspects of sexuality. Also PSYC 2306.

SOCl 2319 American Minorities
3 Hours (3-0)
“American Minorities” is a sociological analysis of minority-majority group relations, past and present. It examines the causes and consequences of prejudice and discrimination and ways of combating them; it emphasizes the effects of social inequality of race and ethnicity. The sociological significance and historic contributions of the principal minority groups are presented.

SOCl 2320 Minority Issues
3 Hours (3-0)
“Minority Issues” examines current minority group issues and problems associated with the policies and programs of public and private agencies that impact the family, education, religion, and the economy.

SOCl 2326 Social Psychology
3 Hours (3-0)
“Social Psychology” is the study of how thoughts, feelings, and behaviors of individuals are influenced by the actual, imagined, and implied presence of others. Also PSYC 2319.

SOCl 2340 Drugs and Society
3 Hours (3-0)
The study of the use and abuse of drugs in today’s society, emphasizing the sociological context in association with the physiological and phycological features. Examines the social and cultural factors that impact the addition process. Explores the effects of substance abuse on social institutions (Family, Education, Religion, Economics, Government, Health Care and Sports), as well as society’s responses in the areas of prevention and rehabilitation.

SPAN 1300 Conversational Spanish
3 Hours (3-0)
This introductory course emphasizes the acquisition of comprehension, pronunciation, and reading skills. Mastery of vocabulary and standard idiomatic expressions is stressed through intensive conversational drill and practice in the classroom and laboratory. Material is presented in a Hispanic culture context.

SPAN 1411 Elementary Spanish I
4 Hours (3-4)
This course is for those students who have no previous instruction in the language. It is designed to acquaint the students with the four basic language skills: listening comprehension, speaking, reading, and writing. Grammar and vocabulary are presented through intensive drills in class and in the lab.

SPAN 1412 Elementary Spanish II
4 Hours (3-4)
This is a course for the student who has completed Spanish 1411 or the equivalent. Course will include continued work in the four basic language skills: listening comprehension, speaking, reading, and writing. Intensive drill and classroom interaction will enable the student to master the lexical and grammatical structures of Spanish. Prerequisite: SPAN 1411.

SPAN 2311 Intermediate Spanish I
3 Hours (3-2)
This course includes a review of Spanish grammar and structure and provides further work with the four basic language skills: listening comprehension, speaking, reading, and writing. Through classroom drill, oral presentations, reading, and composition, the course emphasizes vocabulary expansion and the acquisition of a basic knowledge of Spanish culture. Prerequisite: SPAN 1412 or equivalent.

SPAN 2312 Intermediate Spanish II
3 Hours (3-2)
A course designed to increase fluency in Spanish and provides further work with the four basic language skills: listening comprehension, speaking, reading, and writing. Course also emphasizes knowledge of Spanish culture and language through intensive grammar presentation and review, oral presentations, reading, and composition. Prerequisite: SPAN 2311 or equivalent.
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, 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