<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours (X-Y-Z)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 1327</td>
<td>Principles of Management</td>
<td>3 Hours (3-0)</td>
<td>A study of the strategic management process, including analysis of how ordanizations 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.</td>
</tr>
<tr>
<td>BMGT 2341</td>
<td>Strategic Management</td>
<td>3 Hours (3-0)</td>
<td>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.</td>
</tr>
<tr>
<td>BUSG 1303</td>
<td>Principles of Finance</td>
<td>2 Hours (2-0)</td>
<td>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.</td>
</tr>
<tr>
<td>BUSG 1301</td>
<td>Special Topics in Business</td>
<td>1 Hour (1-0)</td>
<td>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.</td>
</tr>
<tr>
<td>BUSG 1309</td>
<td>Special Topics in Business</td>
<td>2 Hours (2-0)</td>
<td>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.</td>
</tr>
<tr>
<td>BUSG 1303</td>
<td>Principles of Finance</td>
<td>3 Hours (3-0)</td>
<td>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.</td>
</tr>
<tr>
<td>BUSG 1304</td>
<td>Introduction to Financial Advising</td>
<td>3 Hours (3-0)</td>
<td>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.</td>
</tr>
<tr>
<td>BUSG 1315</td>
<td>Small Business Operations</td>
<td>Hours (3-0)</td>
<td>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.</td>
</tr>
<tr>
<td>BUSG 1391</td>
<td>Special Topics in Business</td>
<td>3 Hours (3-0)</td>
<td>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.</td>
</tr>
<tr>
<td>BUSG 2380, 2381</td>
<td>Cooperative Education - Business, General</td>
<td>3 Hours (1-0-20)</td>
<td>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.</td>
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<tr>
<td>BUSI 1301</td>
<td>Business Principles</td>
<td>3 Hours (3-0)</td>
<td>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.</td>
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<tr>
<td>BUSI 2301</td>
<td>Business Law</td>
<td>3 Hours (3-0)</td>
<td>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.</td>
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<tr>
<td>CDEC 1313</td>
<td>Curriculum Resources for Early Childhood</td>
<td>3 Hours (2-2-0)</td>
<td>This course is a study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.</td>
</tr>
<tr>
<td>CDEC 1319</td>
<td>Child Guidance</td>
<td>3 Hours (2-2-0)</td>
<td>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.</td>
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### 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 works, 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 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 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.
ITCC 2410 Cisco Exploration 4 – Accessing the WAN
4 Hours (3-3)
This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). Students will describe the impact of applications (Voice Over IP and Video Over IP) on a network; implement basic switching and security (port security, trunk access, management vlan other than vlan1, etc.); configure, verify, and troubleshoot DHCP and DNS operation on a router (CLI/SDM); describe today’s increasing network security threats and explain the need to implement a comprehensive security policy to mitigate the threats; configure and apply ACLs based on network filtering requirements (CLI/SDM); configure and apply an ACLs to limit telnet and SSH access to the router using (SDM/CLI); configure NAT for given network requirements using (CLI/SDM); configure and verify a basic WAN serial connection; configure and verify Frame Relay on Cisco routers; and describe VPN technology (importance, benefits, role, impact, components). Prerequisite: ITCC 2408.

ITNC 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 1351 Fundamentals of Wireless LANs
3 Hours (3-1)
A course in the designing, planning, implementing, operating, and troubleshooting of wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. The class will explain wireless technologies, topographies, and standards; design, install, configure, monitor, maintain, and troubleshoot wireless solutions; and implement wireless security using MAC filtering, WEP, LEAP, EAP, and 802.1x technologies. Prerequisite: ITCC 1401 or ITNW 1425.

ITNW 1380 Cooperative Education - Business Systems Networking and Telecommunications
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. 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.

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 replication; 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.
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), wellformed 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.
LGLA 1311 Introduction to Law
3 Hours (3-0)
This course introduces the student to legal terminology, fundamental legal concepts, and the judicial system. Students will utilize legal terminology; explain fundamental legal concepts and the judicial system; and identify ethical considerations of the paralegal.

LGLA 1313 Introduction to Paralegal Studies
3 Hours (3-0)
This course provides an overview of the paralegal profession including ethical obligations, regulation, professional trends and issues, and the paralegal’s role in assisting the delivery of legal services. The student will develop a legal vocabulary; explain the ethical obligations of the legal professional, particularly the paralegal; explain the paralegal’s role in assisting the delivery of legal services; and discuss topics relating to the paralegal profession.

LGLA 1317 Law Office Technology
3 Hours (3-0)
Computer technology and software applications within the law office. Students will select and use appropriate legal software to manage electronic files; and create accurate billing, documents, calendaring and case management.

LGLA 1345 Civil Litigation
3 Hours (3-0)
This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal’s role. Topics include pretrial, trial, and post trial phases of litigation. The student will define and properly use terminology relating to civil litigation; locate, describe, and analyze sources of law relating to the civil litigation process; describe the role and ethical obligation of the paralegal in civil litigation; and draft documents commonly used in civil litigation.

LGLA 1349 Constitutional Law
3 Hours (3-0)
This course provides an overview of the United States Constitution and its articles, amendments, and judicial interpretations. Topics include separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government. Students will define and use terminology relating to constitutional law; locate, describe, and analyze other sources of law relating to constitutional law; analyze the U.S. Constitution and its amendments; and describe the role and ethical considerations of the paralegal relating to constitutional law practice.

LGLA 1353 Wills, Trusts and Probate Administration
3 Hours (3-0)
This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal’s role. The student will define and properly use terminology relating to wills, trusts, and probate administration; locate, describe, and analyze sources of law relating to wills, trusts, and probate administration; describe the role and ethical obligations of the paralegal in wills, trusts, and probate administration; and draft documents commonly used in wills, trusts, and probate administration.

LGLA 1355 Family Law
3 Hours (3-0)
This course presents fundamental concepts of family law with emphasis on the paralegal’s role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship. The student will define and properly use terminology relating to family law; locate, describe, and analyze sources of law relating to family law; describe the role and ethical obligations of the paralegal in family law; and draft documents commonly used in family law.

LGLA 1391 Special Topics in Paralegal / Legal Assistant
3 Hours (3-0)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behavior pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends.

LGLA 2239 Certified Legal Assistant Review
2 Hours (2-0)
This course provides a review of the mandatory and optional topics covered in the Certified Legal Assistant Examination administered by the National Association of Legal Assistants. The student will demonstrate knowledge of the subject matter areas covered in the Certified Legal Assistant Examination.
LGLA 2303 Torts and Personal Injury Law
3 Hours (3-0)
This course presents fundamental concepts of tort law with emphasis on the paralegal’s role. Topics include intentional torts, negligence, and strict liability. The student will define and properly use terminology relating to tort law; describe the role and ethical obligations of the paralegal in tort law; and draft documents commonly used in tort law.

LGLA 2305 Interviewing and Investigating
3 Hours (3-0)
This course is a study of principles, methods, and investigative techniques utilized to locate, gather, document, and manage information with emphasis on developing interview and investigative skills to prepare the paralegal to communicate effectively while recognizing ethical problems. Students will employ effective interviewing techniques with clients and witnesses in legal settings; utilize investigative methods; and describe the role and ethical considerations of the paralegal in interviewing and investigating.

LGLA 2315 Oil and Gas Law
3 Hours (3-0)
This course presents fundamental concepts of oil and gas law including the relationship between landowners and oil and gas operators, government regulations, and documents used in the industry. The student will define and properly use terminology relating to oil and gas law; describe the role and ethical obligations of legal professionals in oil and gas law; and draft documents commonly used in oil and gas law.

LGLA 2331 Advanced Legal Research and Writing
3 Hours (2-4)
Standard and electronic research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms with emphasis on the paralegal’s role. Students will analyze complex legal issues; apply effective research strategies to address legal issues; report the results in written legal format; and describe the role of the paralegal relating to advanced legal research and writing.

LGLA 2335 Advanced Civil Litigation
3 Hours (2-4)
Implementation of advanced civil litigation techniques with emphasis on the paralegal’s role. Builds upon skills acquired in prior civil litigation courses. Students will analyze complex fact situations; identify legal issues; research applicable sources of law; formulate theories; generate litigation documents; and describe the role and ethical considerations of the paralegal relating to advanced civil litigation.

LGLA 2380 OR 2381 Cooperative Education Paralegal/Assistant
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.

LTCA 1300 Assisted Living Facilities Management
3 Hours (3-0-0)
This course is a focused study of assisted living facility management. Topics include: an overview of federal, state and local laws and regulations, organizational principles, human resources, resident care and rights including assessment of resident needs and service delivery, environment, financial management, and Alzheimer’s disease and other conditions of dementia.

LTCA 1311 Introduction to Long Term Care Administration
3 Hours (3-0-0)
This course is an overview of the long term care industry. It includes a survey of the history and philosophy of long term care administration and provides an introduction to and application of regulatory standards. Specializations within the long term health care industry are also discussed.

LTCA 1312 Resident Care in the Long Term Care Facility
3 Hours (3-0-0)
This course is a study of the delivery of quality services to residents of long term care facilities. An overview of the methods for assessing and implementing strategies to promote quality resident care and a presentation of philosophical and ethical considerations are also covered.

LTCA 1313 Organization and Management of Long Term Care Facilities
3 Hours (3-0-0)
An overview of the functional organizational structures common to long term health care facilities. An examination of the departments in long term care facilities, chain of command, personnel, regulatory requirements, quality indicators, and the role of the long term care administrator.

LTCA 2310, Environment of the Long Term Care Facility
3 Hours (3-0-0)
This course is an examination of the long term care facility as a home-like environment with particular attention to building, grounds, and equipment. The course will address rules, regulations, policies, and procedures affecting environmental safety.

LTCA 2486 Internship I
4 Hours (0-0-16)
This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

LTCA 2314 Long Term Care Law
3 Hours (3-0-0)
This course is an examination of the types and sources of law relating to the long term care industry by studying federal, state and local statutes and regulations affecting the long term care industry.

LTCA 2315 Financial Management of Long Term Care Facilities
3 Hours (3-0-0)
This course is a study of the techniques used in the financial management of the long term care facility. It includes special accounting requirements of Medicare, Medicaid, and other third-party payor sources. The course also covers strategies to promote financial viability such as risk management.
PHIL 1304 Introduction to World Religions
3 Hours (3-0)
Is a survey of the major belief systems in society today- Judaism, Christianity, Islam, Hinduism, and Buddhism, how they are different from ancient belief systems and how they are influencing new religious movements.

PHIL 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 HIST 1316.

PHIL 2303 Introduction to Logic
3 Hours (3-0)
“Introduction to Logic” introduces the students to the nature and methods of correct reasoning; deductive and inductive proof; fallacies; argumentation.

PHIL 2306 Ethics
3 Hours (3-0)
This course covers the major classic philosophies of life with consideration of some of the value or “goodness” involved in the moral, religious, aesthetic, and scientific points of view.

PHIL 2321 Philosophy of Religion
3 Hours (3-0)
“Philosophy of Religion” is a study of the nature and philosophical implications of religious beliefs, experiences, and practices, and the relation of these to other major human concerns.

PHYS 1401 College Physics I
4 Hours (3-4)
This course will enable students to become familiar with classical mechanics, thermodynamics, and wave motion. This course is designed for students planning to study medicine, dentistry, veterinary medicine, optometry, biology, architecture, and the technical disciplines. A knowledge of algebra and elementary trigonometry is needed.

PHYS 1402 College Physics II
4 Hours (3-4)
This course will enable students to become proficient in optics, electricity, magnetism, and selected topics from modern physics. Prerequisite: PHYS 1401.

PHYS 1403 Stars and Galaxies
4 Hours (3-3)
Study of stars, galaxies, and the universe outside our solar system. Non-majors.

PHYS 1404 Solar System
4 Hours (3-3)
Study of the sun and its solar system, including its origin. Non-majors.

PHYS 1415 Physical Science I
4 Hours (3-3)
This is a survey course in the physical sciences and scientific methods and is intended for non-science majors. The course introduces topics in physics, chemistry, geology, meteorology, and astronomy with an emphasis on physics topics. A lab is included, and basic mathematics is required.

PHYS 1417 Physical Science II
4 Hours (3-3)
This is a continuation of PHYS 1415 with an emphasis on topics in chemistry, geology, meteorology, and astronomy. A lab is included, and basic mathematics is required.
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 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 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.
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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Minimum Credit Hours</th>
<th>Required Courses</th>
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<tbody>
<tr>
<td>010</td>
<td>9</td>
<td>ENGL 1301 and 1302, one course chosen from SPCH 1311, 1315, 1318, or 1321</td>
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<td>020</td>
<td>3</td>
<td>MATH 1314, MATH 1316, MATH 1324, MATH 1342, MATH 1414, MATH 2412, MATH 2413, MATH 2414, MATH 2415</td>
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Total: 42 semester credit hours