Course Descriptions

Numbers in parentheses identify the number of classroom and lab hours per week. For example, (3-2) indicates three hours in the classroom plus two hours in the lab. When present, a third number indicates clinical, practicum or internship hours.

ABDR 1431 Basic Refinishing
4 Hours (2-4)
An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts.

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

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

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

ACCT 2402 Principles of Accounting II
4 Hours (3-3)
A continuation of ACCT 2401, this course includes the study of corporate financial accounting for cost control and management decision making. The student is required to learn accounting methodology used by corporations to account for stocks, bonds, treasury stock, and investments. The student will learn how to prepare all the corporate financial statements. The student will use financial statement analysis to determine a firm’s liquidity, profitability, and solvency, and to track trends. The student will learn the basics of manufacturing cost accounting and product costing, as well as basic planning and control tools such as break-even and marginal analysis. The course of study will include the planning and budgeting function, including cash budgeting and the use of standard costs for cost control. The student will learn

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

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

ACNT 1392 Special Topics in Accounting Technician
3 Hours (3-0)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Special topics include: Governmental & Not-for-Profit Accounting, Auditing, and Intermediate Accounting. Prerequisite: ACCT 2402 or instructor permission.

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

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

ACNT 1413 Computerized Accounting Applications
4 Hours (3-3)
Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. Students will utilize general ledger, spreadsheet and/or database software for accounting and management applications; and complete a comprehensive project. Prerequisite: ACCT 2401 or ACNT 1403 or instructor permission.
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.
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours (Lab/Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCIS 2390</td>
<td>Systems Analysis &amp; Design</td>
<td>3 (3-0)</td>
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<tr>
<td>BIOL 1322</td>
<td>Nutrition &amp; Diet Therapy</td>
<td>3 (3-0)</td>
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<tr>
<td>BIOL 1406</td>
<td>Biology for Science Majors I</td>
<td>4 (3-3)</td>
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<tr>
<td>BIOL 1407</td>
<td>Biology for Science Majors II</td>
<td>4 (3-3)</td>
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<tr>
<td>BIOL 1408</td>
<td>Introduction to Biology I</td>
<td>4 (3-3)</td>
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<tr>
<td>BIOL 1409</td>
<td>Introduction to Biology II</td>
<td>4 (3-3)</td>
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<tr>
<td>BIOL 1424</td>
<td>Systematic Botany</td>
<td>4 (3-3)</td>
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<td>BMGT 1305</td>
<td>Communications in Management</td>
<td>3 (3-0)</td>
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<tr>
<td>BMGT 1301</td>
<td>Supervision</td>
<td>3 (3-0)</td>
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<tr>
<td>BMGT 2289</td>
<td>Academic Cooperative</td>
<td>2 (2-3)</td>
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<tr>
<td>BIOL 2106</td>
<td>Environmental Biology Lab</td>
<td>1 (0-3)</td>
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**Course Descriptions**

**BCIS 2390 Systems Analysis & Design**
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**
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**
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**
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**
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 science for non-biology majors and may not be substituted for BIOL 1406.

**BIOL 1409 Introduction to Biology II**
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**
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**
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**
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**
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**
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**
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**
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**
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**
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**
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.
BMGT 1327 Principles of Management
3 Hours (3-0)
A study of the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. Students will explain the processes involved in management strategy development; and develop an organizational strategic management plan.

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

BUSG 1303 Principles of Finance
3 Hours (3-0)
An overview of the theory and mechanics of business investment decisions and management of business financial assets using quantitative management techniques. Topics include time value of money, cash flow, capital budgeting, sources of funds, break-even analysis, and investment decisions. Students will define terms related to investments; apply basic concepts and calculations to planning and control of investments; and identify analytical models used for financial decision-making.

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

BUSG 1305 Small Business Operations
Hours (3-0)
How to operate a small business. Emphasizes management functions including planning, leading, organizing staffing, and controlling operations. Students will identify the aspects of operation a small business; describe human resource functions including employee development; explain the elements of total quality management; and compare purchasing procedures, inventory control, and computerized operations between/among small businesses.

BUSG 1301 Business Principles
3 Hours (3-0)
The student will gain exposure to a variety of topics that pertain to current issues and problems in the business administration field. Prerequisite: 12 hours of business-related courses or permission of instructor. This course may be repeated for additional credit using a different topic.

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

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

BUSG 1305 Small Business Operations
Hours (3-0)
How to operate a small business. Emphasizes management functions including planning, leading, organizing staffing, and controlling operations. Students will identify the aspects of operation a small business; describe human resource functions including employee development; explain the elements of total quality management; and compare purchasing procedures, inventory control, and computerized operations between/among small businesses.

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

BUSI 2301 Business Law
3 Hours (3-0)
The student 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.

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

CDEC 1319 Child Guidance
3 Hours (2-2-0)
This course is an exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. An emphasis on positive guidance principles and techniques, family involvement and cultural influences is also covered. Practical application is gained through direct participation with children.
HMSY 1343 Weapons of Mass Destruction
3 Hours (3-0)
This course covers hazard and risk assessment, crime scene preservation, chemical agents, biological agents, radiological agents, explosive devices, detection-sampling and plume models, and personal protection methods. The critical role of first responders in weapons of mass destruction, mitigation, and survival will also be presented. Discussion will include historical events related to the use of weapons of mass destruction. Students will identify weapons of mass destruction and means of dissemination; and compare the different biological, chemical, and radiological materials used in weapons of mass destruction.

HPR 1106 Essentials of Medical Terminology
1 Hour (1-0-0)
This course is a study of common medical terminology, word origin, structure, and application.

HPRS 2200 Pharmacology for Health Professions
2 Hours (2-0-0)
This course is a study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Co-requisite: BIOL 2401 or VNSG 1420.

HPRS 2301 Pathophysiology
3 Hours (3-0-0)
This course is a study of the pathology and general health management of diseases and injuries across the life span. Topics will include etiology, symptoms, pharmacology and the physical and psychological reactions to diseases and injuries. Prerequisite: BIOL 2401.

HUMA 1301 Humanities I
3 Hours (3-0)
“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)
“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.

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 subnetting.

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.
ITNW 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 switched 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: ITNW 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 2408.

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; implement security and error trapping; and develop menu-driven database systems. Prerequisite: ITSE 1331 and ITSE 2409 or instructor permission.

**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 file management and keyboarding skills.
KINE 1100, 2100 Physical Fitness: Coed
1 Hour (0-3)
Participation in a variety of fitness activities for men and women.

KINE 1101, 2101 Physical Fitness: Women
1 Hour (0-3)
Participation in a variety of fitness activities designed specifically for women.

KINE 1102, 2102 Physical Fitness: Men
1 Hour (0-3)
Participation in a variety of fitness activities designed specifically for men.

KINE 1103, 2103 Physical Fitness: Circuit Weight Training
1 Hour (0-3)
Participation in resistance and cardio stations that alternate on a one minute timed interval.

KINE 1104, 2104 Physical Fitness: Walk/Jog
1 Hour (0-3)
Participation in cardio-respiratory conditioning through the development of walking, jogging techniques.

KINE 1105, 2105 Physical Fitness: Individualized Fitness
1 Hour (0-3)
Participation in an individually designed program. Enrollment only with departmental approval.

KINE 1106, 2106 Physical Fitness: Pilates
1 Hour (0-3)
Participation in a series of exercises designed to incorporate a mind/body relationship to strengthen the body’s core along with the entire body.

KINE 1107, 2107 Physical Fitness: Swimming
1 Hour (0-3)
Participation in cardio-respiratory development, and muscular toning and strengthening, through lap swimming. Basic swimming skills are required for enrollment.

KINE 1108, 2108 Physical Fitness: Step Aerobics
1 Hour (0-3)
Participation in cardio workouts that incorporate step patterns utilizing an aerobic step. Other equipment may also be utilized.

KINE 1109, 2109 Physical Fitness: Kick-boxing Aerobics
1 Hour (0-3)
Participation in cardio workouts that incorporate the use of martial art techniques performed to music.

KINE 1110, 2110 Physical Fitness: Water Aerobics
1 Hour (0-3)
Participation in cardio workouts that utilize a swimming pool and a variety of floatation equipment. Basic swimming skills are not required.

KINE 1113, 2113 Physical Fitness: Yoga
1 Hour (0-3)
Participation in a series of poses designed to incorporate a mind/body relationship to strengthen the entire body.

KINE 1117, 2117 Physical Fitness: Aikido
1 Hour (0-3)
Non-combative self defense.

KINE 1118, 2118 Physical Fitness: Tae Kwon Do
1 Hour (0-3)
Introduction to the basic techniques, applications, and philosophy of Tae Kwon Do.

KINE 1119, 2119 Physical Fitness: Judo
1 Hour (0-3)
The “gentle way” martial art widely used by police departments and women in the military. It utilizes grappling and throws.

KINE 1120, 2120 Physical Fitness: Self Defense
1 Hour (0-3)
The development of basic, realistic and practical self defense strategies.

KINE 1125, 2125 Basketball
1 Hour (0-3)
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours (Lecture-Tutorial-Laboratory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGLA 2335</td>
<td>Advanced Civil Litigation</td>
<td>3 Hours (2-4)</td>
</tr>
<tr>
<td>LGLA 2331</td>
<td>Advanced Legal Research and Writing</td>
<td>3 Hours (2-4)</td>
</tr>
<tr>
<td>LGLA 2315</td>
<td>Oil and Gas Law</td>
<td>3 Hours (3-0)</td>
</tr>
<tr>
<td>LTCA 2314</td>
<td>Long Term Care Law</td>
<td>3 Hours (3-0-0)</td>
</tr>
<tr>
<td>LTCA 2315</td>
<td>Financial Management of Long Term Care Facilities</td>
<td>3 Hours (3-0-0)</td>
</tr>
</tbody>
</table>

**LGLA 2335 Advanced Civil Litigation**
3 Hours (2-4)
This course presents fundamental concepts of advanced civil litigation with emphasis on the paralegal's role. Students will analyze complex case 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 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 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.

**LTCA 2314 Long Term Care Law**
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 also address rules, regulations, 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 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 values 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.

PHYS 2425 University Physics I  
4 Hours (3-3)  
This course will enable students of the physical sciences, engineering, and mathematics to become proficient in classical mechanics and thermodynamics. Prerequisite or Co-requisite: MATH 2413.

PHYS 2426 University Physics II  
4 Hours (3-3)  
This course will enable students to become proficient in classical electricity and magnetism, wave motion, and optics. Prerequisite: PHYS 2425 or Co-requisite: MATH 2414.

POFI 1204 Computer Fundamentals  
2 Hours (2-1)  
Computer applications specific to business-related software. Emphasizes the concurrent development of office skills and computer knowledge. Students will differentiate among systems, applications, and utility software; format, edit, and enhance a document; and manage files and folders.

POFI 1270 Field Reports and Data Transfer  
2 Hours (2-0)  
Essential computer application, writing, and computational skills required by the energy industry for completion of reports. The student will demonstrate computer applications, writing, and computational skills to produce reports used by the energy industry in various field-related activities.

POFI 2401 Word Processing  
4 Hours (3-3)  
Word processing software focusing on business applications. Students will produce documents using word processing applications. Prerequisite: POFI 1227 or instructor permission.

POFI 2431 Desktop Publishing for the Office  
4 Hours (3-3)  
In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. The student will define desktop publishing terminology; manipulate text and graphics to create a balanced and focused layout; and create flyers, brochures, and multiple-page documents according to specified procedures. Prerequisite: ITSW 1401 or instructor permission.

POFI 2440 Advanced Word Processing  
4 Hours (3-3)  
Advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. Students will implement advanced features; import data; and incorporate graphic, collaborative, and special functions to enhance documents. Prerequisite: ITSW 1401.

POFM 1302 Medical Software Applications  
3 Hours (3-0)  
Medical software applications for the management and operation of health care information systems. Students will utilize medical software applications; manage patient database; process billing; maintain schedules; and generate reports.
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 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits (Lecture-Tutorial-Peer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 2321</td>
<td>Introduction to Spanish Literature</td>
<td>3 Hours (3-0)</td>
</tr>
<tr>
<td>SPCH 2289</td>
<td>Academic Cooperative</td>
<td>2 Hours (2-2)</td>
</tr>
<tr>
<td>SPCH 1342</td>
<td>Voice and Diction</td>
<td>3 Hours (3-0)</td>
</tr>
<tr>
<td>SPCH 1321</td>
<td>Business and Professional Speaking</td>
<td>3 Hours (3-0)</td>
</tr>
<tr>
<td>SPCH 1318</td>
<td>Interpersonal Communication</td>
<td>3 Hours (3-0)</td>
</tr>
<tr>
<td>SPCH 2301</td>
<td>Introduction to Technology and Human Communication</td>
<td>3 Hours (3-0)</td>
</tr>
<tr>
<td>SPCH 2316</td>
<td>Interviewing</td>
<td>3 Hours (3-0)</td>
</tr>
<tr>
<td>SPCH 2333</td>
<td>Discussion and Small Group Communication</td>
<td>3 Hours (3-0)</td>
</tr>
<tr>
<td>SPCH 2341</td>
<td>Oral Interpretation</td>
<td>3 Hours (3-0)</td>
</tr>
<tr>
<td>TECA 1303</td>
<td>Families, School and Community</td>
<td>3 Hours (3-0-0)</td>
</tr>
</tbody>
</table>

**SPAN 2321 Introduction to Spanish Literature**  
3 Hours (3-0)  
This course is designed for those students who wish to acquire a basic background in Spanish and Latin American literature and culture. The course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish. Prerequisite: SPAN 2312.

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

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

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

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

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

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

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

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

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

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

**TECA 1303 Families, School and Community**  
3 Hours (3-0-0)  
This course is a study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. The course includes 15 hours of field experience.
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>Area</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>010 - Communications</td>
<td>ENGL 1301 and 1302, one course chosen from SPCH 1311, 1315, 1318, or 1321</td>
<td></td>
</tr>
<tr>
<td>020 - Mathematics</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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<tr>
<td>030 - Natural Sciences</td>
<td>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</td>
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<tr>
<td>040 - Humanities</td>
<td>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, GERMAN 2312, HUMA 1301, HUMA 1302, LATI 2311, LATI 2312, PHIL 1301, PHIL 2303, PHIL 2306, SPAN 2311, SPAN 2312</td>
<td></td>
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<tr>
<td>050 - Visual and Performing Arts</td>
<td>ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309, MUSI 1310</td>
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<tr>
<td></td>
<td>Government/Political Science (6): GOVT 2301, GOVT 2302</td>
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<td>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</td>
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<tr>
<td>090 - Fitness and Wellness</td>
<td>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</td>
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**Total**: 42 semester credit hours