



Tarrant County College®
SUCCESS WITHIN REACH.

2016-2017 CATALOG



Tarrant County College
is a Leader College.

Additional general information available at

www.tccd.edu

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GENERAL INFORMATION

Accreditation and Affiliations

Tarrant County College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, or <http://www.sacscoc.org>, for questions about the accreditation of Tarrant County College.

The threefold purpose for publishing the Commission's address and contact number is to enable interested constituents (1) to learn about the accreditation status of Tarrant County College District, (2) to file a third-party comment at the time of Tarrant County College District's decennial review or (3) to file a complaint against Tarrant County College District for alleged noncompliance with a standard or requirement.

Normal inquiries about Tarrant County College District, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Tarrant County College District and not to the Commission's Office.

TCC's educational programs and courses are approved by the Texas Higher Education Coordinating Board. Memberships also are held in the Texas Association of Community Colleges, Association of Texas Colleges and Universities, and the American Association of Community Colleges.

Achieving the Dream™

Achieving the Dream is a national movement promoting evidence-based practices aimed at increasing student completion, retention, and graduation. For Tarrant County College District, Achieving the Dream is about transforming the institution to use data to guide the design and implementation of strategies to increase student success. Since May 2010, TCC has been an active member involved with Achieving the Dream. Broad engagement has included all segments of the college community, the Tarrant County College District Board of Trustees, and the greater Tarrant County community. All have been involved in reviewing data on the success of our students and dialoguing about what is needed to improve their success. Based on these dialogues, TCC is focusing on two priority areas: 1) create a comprehensive first-year-experience program for TCC students, and 2) increase student success in developmental education and gateway courses.

TCC is committed to providing access to all students and is working to improve student success through Achieving the Dream.

Mission Statement

Tarrant County College District, a comprehensive two-year institution established in 1965, is dedicated to providing quality education that exceeds the expectations of the people of Tarrant County. Accordingly, the mission is as follows:

Tarrant County College provides affordable and open access to quality teaching and learning.

Institutional Goals

Tarrant County College District has developed the following goals to fulfill the mission of the College.

- I. **Support student learning and success** through excellence in teaching and learning, support services, flexible instructional delivery systems, student engagement, learning outcomes assessment, and dynamic curricula.
- II. **Ensure affordability, accessibility and diversity** reflective of the community.
- III. **Promote institutional effectiveness** through continuous improvement, collaboration with and service to the community, employee engagement, professional development and optimal environment conducive to quality teaching and learning

Role and Scope

The College implements its mission through a clearly defined set of programs, services and partnerships that include:

- University transfer programs;
- Workforce education programs;
- Technical programs;
- Developmental courses;
- Adult literacy courses;
- Online courses;
- Community & Industry Education;
- An extensive curriculum; a highly qualified, enthusiastic, innovative faculty and staff; appropriate technology, equipment, and learning resources; diverse modes of instruction and delivery; support services to foster student success; work and partnerships in support of the cultural and economic development of the community; and
- A commitment to institutional effectiveness, an ongoing process of self-examination, self-improvement, and an unending pursuit of excellence.

Statement of Vision

Tarrant County College will be a nationally recognized community college of choice for academic excellence and lifelong learning.

Statement of Values

Tarrant County College is committed to the following values:

Student Success—belief in providing quality instruction, resources, and support services to assist our students in achieving their lifelong goals;

Access—belief in providing educational opportunities for all members of the community;

Excellence—belief in providing outstanding quality in educational programs, administrative support, and services to its students, faculty and staff;

Service to the Community—belief in the importance of engaging with the community to enhance economic vitality and quality of life;

Diversity—belief that the College should reflect the diversity of the community;

Innovation and Creativity—belief in cultivating a learning environment that evaluates and incorporates emerging technologies and methodologies to enhance the quality of instruction and administrative support for our students, faculty and staff.

GENERAL REGULATIONS

Administrative Withdrawal

The College reserves the right to withdraw a student from class if, in the judgment of College officials, such withdrawal is in the best interest of the student or the student body at large.

Change of Address

Students who change their home address or mailing address are expected to notify the College of this change immediately using Web Advisor, or by contacting the campus Registrar's Office. Documentation may be required.

Official Communications

A request that a student report to an administrative or faculty office may be made by letter, email, or telephone. Failure to comply with such a request may result in disciplinary action. Each student is responsible for monitoring his/her MyTCC email account for official communications.

Communications to the entire student body are considered properly delivered when they are placed on official campus bulletin boards, on MyTCC (Blackboard) and/or on the TCC website. Each student is responsible for regularly checking the bulletin boards and websites.

Religious Holy Days

In accordance with state law, TCC allows an excused absence to students for the observance of a "religious holy day," defined as a holy day observed by a religion whose places of worship are exempt from property taxation under section 11.20, Tax Code.

Students shall be excused from attending classes or other required activities, including exams, during time needed for travel for the purpose of the observance of a religious holy day. The law mandates that students be required to complete assignments or exams missed during the absence within a reasonable time.

Student Conduct and Discipline

Tarrant County College has established rules and regulations for student conduct and behavior. These items may be found in the Student Handbook, which is available on the TCC website at www.tccd.edu. Failure to abide by all rules and regulations may be grounds for disciplinary action.

The vice president for Student Development Services is responsible for enforcing campus student discipline as outlined in the Student Handbook and makes recommendations to the president regarding student violations of College Regulations and adherence to the District's disciplinary procedures. These procedures will assure prompt and appropriate action, as well as provide due process in accordance with the guidelines stipulated by the Texas Higher Education Coordinating Board.

Use of Legal Name

Students are required to provide their full legal name to the College. Students' permanent records, including official transcripts, are required to identify students by their full legal name.

Use of Student Number

A student number is required to identify students' permanent records. The automated student information system assigns a random number, called the Colleague ID, to every student. The Colleague ID is used for all internal printed materials and provides additional protection to students' privacy. Students are urged to become familiar with their Colleague ID and to use it when communicating with College offices.

Students are requested to provide their Social Security Number to the College for maintenance of their student records. This number allows the College to meet federal and State reporting requirements, enables communication with financial aid providers and service agencies, allows reporting to IRS regarding eligibility for the American Opportunity Tax Credit and Lifetime Learning Credit, and substantially eases transfer of information between the College and other colleges and universities. Students who do not provide their Social Security Number risk loss of services and benefits and may encounter delays when transferring from or to other institutions. The College makes every effort to protect students' Social Security Numbers from inappropriate disclosure. Questions about College use of the Social Security Number should be forwarded to the District Records Office or the campus Registrar's Office.

OFFICIAL NOTICES

The College provides the following information in response to federal or state mandates or as a service to the College community. Additional information about these and other important topics is available through the TCC website.

Access to Student Records

The Family Educational Rights and Privacy Act of 1974 (PL93-380), commonly referred to as FERPA, provides that all records pertaining to a student that are maintained by the College must be open to inspection by the student and may not be made available to any other person without the written authorization of the student. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. A "student" is defined as a person who has registered and paid for one or more Undergraduate (UG) or Continuing Education (CE) courses and who remains enrolled through the official date of record for that term.

The act allows but does not mandate the release of directory information. Under some circumstances, directory information may be released without the student's written permission. Examples of these circumstances include:

1. For legitimate educational purposes within TCC
2. To officials at an institution in which the student seeks to enroll
3. To comply with a court order or subpoena
4. In connection with a health or safety emergency if necessary to protect the student and others
5. To parents of a student who is a dependent for income tax purposes

6. If it is directory information
7. To parents of a student younger than 21 years of age if the disclosure concerns discipline for violation of the campus drug and alcohol policy.

TCC directory information includes name, current address, major, dates of attendance, full-time or part-time enrollment status, degrees and awards received and dates granted, previous educational institution(s) attended, and eligibility and participation in officially recognized activities and sports. It should be noted that current address and telephone number are considered restricted directory information. These items are released only if a legitimate educational interest is established. NOTE: Email addresses are not considered directory information.

Non-directory information is never released without the student's official authorization. These items include but are not limited to:

1. Enrollment verification
2. Grade point average (GPA)
3. Academic standing
4. Grades or transcripts.

A student may request that all items of directory information be kept confidential by contacting the campus Registrar's Office or District Records Office. A written request is required. The request may be canceled only upon receipt of the student's written authorization.

Questions concerning FERPA may be directed to the campus Registrar's Office, the District Records Office, or online through the TCC website.

The American Opportunity Credit

Students may be eligible to claim an American Opportunity Credit (AOC) against their federal income taxes. The AOC may be claimed for the qualified tuition and related expenses of students enrolled at least half time for the first four years postsecondary education when enrolled in a program leading to a degree, certificate or other recognized educational credential. Eligible tuition and fees are determined by the IRS and will be offset by any grants, scholarships or refunds received. More information is available at www.irs.gov.

Lifetime Learning Credit

Students may be eligible to claim a Lifetime Learning Credit against their federal income taxes. The Lifetime Learning Credit may be claimed for the qualified tuition and related expenses of students enrolled in eligible educational institutions.

If a student is claiming an American Opportunity Credit, none of that student's expenses for that year may be applied toward the Lifetime Learning Credit. More information is available at www.irs.gov.

IRS Form 1098-T

In January of each year, an IRS Form 1098-T is made available to all students who had qualified tuition and other related educational expenses during the previous calendar year. This form is informational only and should not be considered as tax opinion or advice. As a requirement of the Taxpayer ACT of 1997, it serves to alert students that they may be eligible for federal income tax education credits. Receipt of the Form 1098-T does not indicate eligibility for the tax credit.

To determine the amount of qualified tuition and fees paid, and the amount of scholarships and grants received, a taxpayer should use their own financial records. Due to IRS regulations, the student must provide a valid social security number or tax identification number to the Registrar's Office to receive the Form 1098-T. Community and Industry Education tuition is not included on the 1098-T form.

Students are encouraged to select the electronic version online through the 1098-T Tax Information link in WebAdvisor. This will allow immediate access when the form is available to students. TCC will send one mass mailing in January to students who have not selected the electronic version. After the mass mailing in January, all students will obtain their 1098-T hotline number at (817) 515-1098. Due to privacy laws, TCC can only release generic information by phone to the student.

2016 1098-T Update

Effective for the 2016 tax year, the IRS requires educational institutions to only report qualified tuition and related expenses actually paid on the form 1098-T. Prior to 2016, TCC reported tuition billed. Due to the new regulation, TCC will only report tuition paid. Please make note of this reporting change when preparing your 2016 taxes and seek assistance from a tax advisor as needed.

Selective Service

Almost all males 18 through 25 years of age living in the United States must register with the Selective Service. Almost all non-citizens also are required to register, including illegal aliens, legal permanent residents, and refugees. If a male non-citizen takes up residence in the United States prior to his 26th birthday, he must register. Additional information can be found on the TCC website at www.tccd.edu.

Solomon Amendment

The Solomon Amendment allows military recruiters to request certain recruiting information from institutions about students. Most of the recruiting information data is considered directory information under FERPA or data that would normally be collected by the institution. The 1995/1996 National Defense Authorization Act and the 1997 Omnibus Consolidated Appropriations Act gave branches of the military access to student information including student's name, address, telephone number, age or date of birth, class, and major. The Solomon Amendment requires institutions to cooperate and comply with requests from military recruiters for student information.

Student Right to Know - Crime Statistics

The Campus Annual Security Report can be viewed on the TCC website at www.tccd.edu. A printed copy of this report is available on request from any campus police department.

Student Right to Know - Graduation Statistics

Federal law requires that all institutions of higher education disclose graduation rates to students, applicants and potential students. Graduation rates for TCC can be provided upon request to the District Office of Institutional Intelligence and Research.

Students Subject to Additional Tuition and Fees

At this time, Tarrant County College does not require additional charges for either of the following categories of excess hours. TCC is required by law to inform students that charges may be instituted by TCC and/or may be incurred when attending other Texas colleges and universities.

Additional Charges for Students with Excessive Semester Credit Hours

Texas legislation allows state colleges and universities to charge additional tuition and/or fees for students who enter a Texas public higher education institution beginning in fall 1999 and who exceed by more than 45 hours the semester credit hours required for the degree. For undergraduate students initially enrolling fall 2006 or later, the limit is 30 semester credit hours above the number of hours required for the degree. The legislation exempts technical and workforce education courses. At this time, TCC is not charging additional tuition for excessive hours.

Additional Charges for Students Who Exceed 27 Developmental Semester Credit Hours

Texas legislation allows state colleges and universities to charge additional tuition and/or fees for students who exceed 27 semester credit hours in developmental courses. The 27-hour limit does not include any courses in English for Speakers of Other Languages that are taken prior to the students' initial entrance test (i.e., TASP, THEA, TSI Assessment, Compass, MAPS and ASSET). It does not include any courses in study or thinking skills. At this time, TCC is not charging additional tuition for excess developmental hours.

Additional Charges for Repeated Courses

Recent legislation disallows state funding for any course for which a student enrolls more than two times, regardless of grade received. Tracking of enrollments is the responsibility of the College and will begin with enrollments in the Fall 2002 semester. State regulations allow an institution of higher education to charge a rate to a student whose hours can no longer be submitted for state funding. Effective fall 2013, an additional amount of \$60 will be charged per credit hour for courses you attempt three or more times. This fee is subject to change each year upon action of the Texas Higher Education Coordinating Board. The Texas Legislature eliminated funding to higher education for courses that are attempted three or more times. An attempted course is defined as any course in which a grade is earned on the transcript, including repeated courses and courses dropped with a grade of "W". State regulation allows an institution of higher education to charge a higher tuition rate to a student whose hours can no longer be submitted for state funding. Therefore, in order to compensate for this loss of state funding, students attempting a course for the third or more time will be charged a fee of **\$60 per credit hour** for each repeated course. The fee is subject to change each year upon action of the Texas Higher Education Coordinating Board. Effective with the Fall 2016 term, students receiving a tuition waiver of exemption will be responsible for paying any additional charges when attempting a course three or more times.

Effective with the Fall 2013 term, TCC will charge a higher tuition rate for the following repeated courses:

- Same or substantially similar course content
- Attempted more than twice
- Graded and/or courses dropped after census (A, B, C, D, F, I, W, and in some instances, NC or CR)

Courses exempted from funding limitations include:

- Audit
- Developmental education
- Continuing education
- Repeatable for credit
- Degree requirement of final term before TCC graduation. To apply for the exemption based on degree requirements during the final semester before graduation, students should visit their campus Registrar's Office. The exemption applies for only one semester.

Texas Tuition Rebate Program

Section 54.0065 of the Texas Education Code provides that some students may earn a rebate up to \$1,000 if they meet the following:

1. They have enrolled for the first time in an institution of higher education in the fall 1997 term or later;
2. They are requesting a rebate for work related to a first baccalaureate (bachelor's) degree received from a Texas public university (not a community college degree);
3. They have been a resident of Texas, have attempted all coursework at a Texas public institution of higher education and have been entitled to pay resident tuition at all times while pursuing the degree; and
4. They have attempted no more than three hours in excess of the minimum number of semester hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

COMMUNITY & INDUSTRY EDUCATION

Community & Industry Education is comprised of the offices of Community & Industry Education on each campus and the Districtwide offices of Corporate Solutions and Economic Development, Workforce Solutions, and the Small Business Development Center. Classes are categorized as Workforce Training & Certifications, Preparatory Education, and Lifelong Learning. These classes may vary in length from one session to a full quarter/semester and, in most cases, are open to interested persons without regard to previous educational background and without formal admission. Traditional college credit is not granted for most of these classes; however, Continuing Education Units (CEUs) and Certificates of Completion are awarded in selected courses and programs.

The offices of Community & Industry Education, located at each campus, provide a wide range of basic skills, technical, vocational and community service noncredit programs, courses, workshops, forums, professional development, and seminars for working professionals and the general public. These courses and programs offer opportunities for individuals to stay current in new developments in their present occupation or to further their education for new careers or new fields of interest. Each campus offers career programs in a variety of occupational areas. Community & Industry Education programs for Lifelong Learning include the Senior's College for adults 55 and older and Youth Programs offered at all campuses. Personal enrichment courses in arts and crafts, dance, physical fitness, and more are also available.

The office of Corporate Solutions & Economic Development located at the Tarrant County College Opportunity Center and the Alliance Corporate Training Center, works with Tarrant County employers to design and deliver contract and customized training programs to continually upgrade the skills of the current and future workforce and keep pace with ever-changing technologies. Grant-funded skills development training programs are available for qualifying businesses.

The Office of Workforce Services operates a network of learning centers in the community to assist people in improving their basic reading, math, ESL skills and GED programs at little or no cost to qualified adults. Grant-funded skills development training programs are available for qualifying disadvantaged, unemployed, underemployed and/or disabled adults.

The Small Business Development Center offers consulting services throughout the community for small business owners or potential owners to provide practical assistance and solutions to grow and prosper in today's business world. The program is part of a nationwide system that links the resources of federal, state and local government to colleges, universities, and the private sector to meet the specialized and complex needs of small businesses.

Community & Industry Education is designed to provide educational opportunities to people wherever they may be located within the TCC service area. Additional information about Community & Industry Education can be found online at www.tccd.edu/CIE or at the CIE office at any campus or off-campus location.

The Continuing Education Unit (CEU)

The Continuing Education Unit is a nationally recognized unit of measurement for successful participation in a noncredit continuing education program.

It is the policy of Tarrant County College to award Continuing Education Units for certain noncredit courses. TCC Community & Industry Education is responsible for assuring that all courses for which CEUs are offered meet criteria established by the International Association for Continuing Education and Training (IACET).

Participants in TCC's programs that award CEUs have a permanent transcript available on request. This transcript may be used for job promotion, certification, articulation of credit, and other student benefits. One CEU is defined as 10 contact hours of participation in an organized continuing education experience under reasonable sponsorship, capable direction and quality instructors. One unit is awarded for each 10 clock hours of successful instruction participation with decimal units given for fewer than 10 hours. The following criteria are applied for the awarding of CEUs:

1. The training program is planned to meet the educational needs of the group to be served, and representatives of that group participate in the planning process.
2. A statement of purpose and goals is prepared before the program starts, including specific objectives.
3. Qualified instructors are selected to conduct the training.
4. Regular attendance or participation in the program is a minimum requirement. Alternative criteria for performance may be established.
5. An evaluation plan is developed and implemented in determining how well the program objectives are accomplished.
6. All CEUs are recorded in the TCC District computer system. These records are permanent and confidential. Transcripts are available upon request by the participant.

Please contact the Community & Industry Education Office on any TCC campus for more information about CEUs.

STUDENT SERVICES

Advising and Counseling Centers

The mission of the Advising and Counseling Center is to provide professional advising and counseling services to support our diverse student population in achieving educational, career, and life goals. Three primary types of services are offered: success coaching, advising, and counseling. Success coaches are available to provide First Time in College (FTIC) students with support in completing the registration process and transition into college. Success coaches connect students to campus resources and assist them throughout their first year by offering workshops that will increase students' successes.

Academic advisors are available by appointment to assist students in the selection of coursework for specific degrees and educational objectives. Academic advisors are also available to assist students who are undecided about their academic direction and can provide information, identify appropriate options to consider, and make referrals for additional assistance. Academic advising appointments may be made online through Web Advisor. Online Advising for students is available six days a week. Students can chat and receive responses to questions within 24 hours.

Counselors specialize in assisting students in coping with personal problems such as anxiety, depression, or other issues. They can also help students investigate strategies to achieve academic success through developing effective study habits, enhancing communication skills, minimizing test anxiety, improving time management, and exploring opportunities for the further development of critical and independent thinking.

Career Services

Career Services empower students and alumni with identifying career pathways and employment opportunities that may benefit their career and educational goals. Current and former students seeking full-time, part-time, or temporary employment are encouraged to use this service.

Career Services professionals offer the following:

- Career Assessment
- Information regarding career exploration, employment trends, and salary needs
- Resume and cover letter assistance
- Mock interviews
- Job search assistance including current job openings (both part-time and full-time, on- and off-campus)
- Information regarding on-campus job fairs, employment recruitment and employment interviews
- Workshops on career-related topics
- Career development assistance

Student Accessibility Resources

In compliance with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, Student Accessibility Resources (formerly Disability Support Services) provides access to College programs, services and activities for qualified students with disabilities.

Requests for accommodations are reviewed on a case-by-case basis, and are determined based on the functional limitations caused by the disability and the supporting documentation provided.

For additional information and eligibility requirements regarding Student Accessibility Resources, refer to the TCC website at www.tccd.edu.

Health Services

An integral part of Health Services is the promotion of a balanced lifestyle to enhance the collegiate experience. Each TCC campus provides a health center staffed by Registered Nurses who provide first aid and emergency care for students. Opportunities for health education, health counseling and referral information to an appropriate healthcare agency or provider are available. Students are encouraged to use the campus health center, which provides confidential services free of charge. NOTE: Students are financially responsible for any health services needed outside of the campus health center, such as ambulance transport or physician visit.

New Student Orientation

Tarrant County College is committed to supporting students in meeting their educational goals by requiring all First-Time-in-College (FTIC) students to complete New Student Orientation (NSOR-0010). Offered as a one-time four-hour interactive session, NSOR is designed to prepare students for successful entry into the college environment and connect FTIC students to the college campus, faculty, staff and support resources. All FTIC students are required to register for a session, generally held the week prior to the beginning of the 16-week semester.

Student Development Services

The Office of Student Development Services provides opportunities for co-curricular learning activities and campus involvement. Through a Student Activities/Student life program, students have the opportunity to participate in events and activities that are designed to encourage campus engagement along with personal, educational and professional growth.

The following programs and opportunities are available through the Student Activities/Student Life offices:

- Student Clubs and Organizations
- Student Leadership Academy
- Student Leadership Retreat
- Guest Lecturers and Performers
- Campus Activities and Programs
- Student Ambassador Program

Student Handbook

A Student Handbook is available on the TCC website at www.tccd.edu.

Support Services

TCC provides support services for students who need assistance reaching their academic goals. These services are available to all students. Each campus has designated tutoring and learning labs. Information is available in the campus directory and from the Advising and Counseling Centers.

Retention programs on all campuses are administered to help students successfully acclimate to the college environment. Students needing these services should first contact the Advising and Counseling Center on the campus attended.

Students Targeting and Reaching Success (STARS) is a federally funded Student Support Services TRIO Program. The goal of the program is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next. The STARS Program provides academic support for first-generation students and students who meet certain income guidelines. The Program coordinates a variety of educational support services such as academic advising, transfer advisement, college transfer trips, cultural enrichment activities, FREE tutoring, financial literacy training, assistance with identifying and applying for scholarships, student enrichment workshops and mentoring.

TCC Police Department

The Tarrant County College Police Department is charged with the responsibility of protecting the life and property of individuals who comprise the student body, faculty and staff of the TCC community. The primary responsibilities of the TCC Police Department are to provide campus security and to provide students with a safe and secure learning environment.

The TCC Police Department is staffed with certified Texas peace officers, who are assigned to each of the College's five campuses and the May Owen District Center to enforce rules, policies and state law. Any law enforcement matter occurring on campus is handled by the TCC Police Department. Each campus has concurrent jurisdiction with a municipal police agency that supports and backs up the TCC police.

Crimes should be reported to the Police Department by calling central dispatch at 817-515-8911 from phones outside the college system or ext. 58911 from college phones. These phones are answered 24 hours a day, seven days a week. All emergencies, including police matters, medical, fire, traffic accidents, and others, should be reported to these phone numbers. When medical emergencies are life-threatening, 9-1-1 (9-911 from a campus phone) should be called first, and then the TCC Police Department should be notified at one of the dispatch numbers listed above. 9-1-1 callers should provide the operator with the location of the emergency.

Police Assistance

In addition to law enforcement matters, the TCC Police Department provides various courtesy services. Contact police dispatch if assistance is needed for vehicle unlocks, jump-starts, room unlocks or any after-hours assistance.

Clery Act

The Campus Annual Security Report containing the Clery statistics and campus crime information may be viewed on the TCCD website at www.tccd.edu. A printed copy of this report is also available upon request from any campus police department.

Drug Free

Tarrant County College is dedicated to providing a safe environment for students, employees, and visitors. This includes ensuring the college is a drug- and alcohol-free zone. For more information, please refer to the student handbook at www.tccd.edu.

Parking Permit Information

All students, including Distance Learning students, Weekend College students, Community & Industry Education students and students attending TCC during the summer semesters are required to obtain and display parking permits on their vehicles while they are on campus property. Permits must be hung from the rearview mirror with the permit front number-side facing the window.

There are two different types of parking permits issued to students (credit student permits and non-credit student permits, which are issued to Community & Industry Education students), and the type of permit issued depends on what type of courses the student is taking.

Students enrolled in college credit courses may obtain their parking permits at the campus police department during the fall and spring semesters from 8 a.m. to 5 p.m., Monday through Friday and at Business Services from 5 p.m. to 7 p.m. Monday through Thursday. When summer hours are in effect (Mid-May through the end of July), students enrolled in credit courses may obtain their parking permits at the campus Police Department from 7:30 a.m. to 6 p.m. Monday through Thursday and at Business Services from 6 p.m. to 7 p.m.

Non-credit students (Community & Industry Education students and Senior Education students) obtain their parking permits from the Registrar's Office during their hours of operation.

Students receive the first parking permit at no cost after registration for credit or non-credit classes. A permit is valid until the expiration date printed on the front, and it should be kept until the expiration date to avoid a \$5 permit replacement fee.

Credit and non-credit parking permits are valid on all campuses; however, students attending the Trinity River Campus must bring their parking permit and schedule to the TRC Police Department to obtain a TRC sticker that allows them to park in the parking garage (students must be enrolled in at least one class at TRC to be eligible for the sticker). Permits bearing the TRC or TREC sticker are valid at all campuses.

The following documentation is required to obtain a parking permit:

- Valid driver's license
- TCC student schedule and fee statement (available on WebAdvisor after registration and payment of course fees)
- Colleague/Student ID number

Persons who have obtained disabled permits or license plates from the Texas Department of Transportation are not required to have a student permit to park in parking areas designated for the disabled.

Motorcycles are not required to have parking permits. Motorcycles are required to park in areas designated for motorcycle parking. Check with your campus Police Department regarding designated motorcycle parking.

Temporary Parking Permits

Temporary parking permits are available at each campus Police Department. A temporary permit may be issued if a student fails to bring the permanent parking permit to campus. It is usually valid for one day only; however, it can be valid for a longer period of time if the student's vehicle is in the shop for repairs. Temporary permits are placed on the lower right corner (passenger side) of the front window or placed on the dashboard on the passenger side where they can be read through the window.

Parking Information

Student parking is designated by white painted (striped) lines, and students are restricted to parking between the white-painted (striped) parking lines. Signs are not posted to mark every parking space, so the color of the painted lines must be observed. Students are prohibited from parking in faculty/staff parking (yellow painted/striped lines) and from parking in the visitors' lot (blue painted/striped lines). Parking in the visitors' lot is not permitted when on a different campus from the one usually attended. Enrolled students are not visitors and will be issued citations for parking in the visitors' lot.

Backing into a parking space or pulling through to another space, which puts you in a backed-in position, is prohibited on campus.

Parking Rules and Citations

Safe and courteous driving is required on campus. The speed limit on campus is 10 miles per hour in the parking lots and 20 miles per hour on campus roadways. Parking and traffic regulations are set forth in detail in the Campus Motor Vehicle Regulations brochure, which is issued when parking permits are obtained, and students are expected to abide by the motor vehicle regulations outlined in this brochure. The rules and regulations are enforced at all times, including evenings and weekends.

TCC police officers are authorized to issue both college citations and municipal citations. College citations are handled by the individual campus police departments and municipal citations are handled through the municipal city court in the city that the citation was issued. The Campus Motor Vehicle Regulations brochure contains a list of parking and moving violations and the citation fees for these violations. All college citation fees and replacement permit fees are paid in the Business Services office or paid online through Web Advisor. Students should allow three business days for citation fees to be entered in the College's computer system.

Traffic Violation Appeals

Students have the option of appealing their TCC citations. The time limit for an appeal is the semester in which the citation was issued. As with municipal citations, once a fee is paid, the violator has pleaded "no contest" and the citation cannot be appealed.

Appeal forms are available in the Police Department. The completed appeal form and the pink copy of the student's citation should be turned in to the Police Department so it can be presented to the Traffic Appeals Board. The appeals board decides if a citation fee is voided or retained. The Police Department notifies the appellants of the board decision by mail.

Student Conduct Tobacco Use

TOBACCO USE FLBD (LOCAL)

The use of tobacco products shall be prohibited on College District grounds and in College District buildings, facilities, and vehicles. This prohibition shall also apply to spaces leased by the College District. The use of tobacco products shall be permitted in private vehicles parked on College District property provided any residue be retained within the vehicle. Violation of the College District's policy on tobacco use may result in disciplinary action.

Citations are issued to violators of the Student Conduct Tobacco Use FLBD (LOCAL). The citation fee for the first offense is \$5.00, and the fee is increased to \$10.00 for each additional offense during the school year, September through August. Officers can also issue municipal citations to violators of this policy in certain campus jurisdictions.

Testing Centers

A Testing Center on each campus administers the Texas Success Initiative Assessment (TSI-A), a computer based placement test that measures writing, reading and mathematics skills. Information on the TSI-A is available in the campus Testing Centers and on the TCC website, under Student Services.

Testing Centers also administer the College's program of credit-by- examination/experience (CBE), the College Level Examination Program (CLEP) and interpret test scores for advanced placement (AP).

Students should contact the campus Testing Center for additional information and appointments.

Proctored Exams in TCC Connect Online Courses

Faculty who teach online TCC Connect courses can require students to complete proctored exams. A proctored exam can be taken off-campus but must be supervised, just as it would be for a course taken on campus. Simply stated, a proctor supervises a student's exam. It is up to each student to find a qualified proctor. Faculty can require students to complete their proctored exams using any of the options listed below:

1. TCCD's online proctoring service (currently ProctorU)
2. TCCD testing center
3. College or university testing center
4. For-profit testing center
5. ISD high school teacher, staff member or administrator (dual credit students only)
6. Military Education officer

Faculty should provide their students with clear instructions about the proctored exams options available to them. A faculty member's proctoring policy should be communicated to the student at the time of registration within the Instructor's Course Requirements (ICR). A faculty member's ICR should include specific information about the number of proctored exams and when they should be completed during a given semester.

The modality of the exams varies by proctoring option. Currently, faculty can only schedule the completion of pencil-and-paper exams at TCCD testing centers. Testing centers at other college, university and for-profit testing centers will differ in their ability to administer pencil-and-paper and online exams. If a student requests to complete a proctored exam at a non-TCCD testing center, a high school or with a Military Education officer, the student should contact the TCC Connect Campus or visit its website to obtain a copy of the eLearning Proctor Agreement Form.

Faculty should allow students to use the college's current online proctoring service (currently ProctorU) to complete proctored exams if the exams can be administered using the college's learning management system (LMS) which is Blackboard or a similar tool (e.g., textbook publisher LMS). Faculty and students should visit this site to create a ProctorU account. Faculty will use their account to register their exams with ProctorU and students will use their accounts to schedule exams. **Note that students must schedule their exams no later than three days prior to the last day to take their exam.**

Students will need access to a computer with a high-speed internet connection and a web cam. **There is no cost to students to use ProctorU as long as they schedule their exams at least three days prior to the last day to complete their scheduled exam.** Students should use ProctorU's site to test their equipment and internet connection prior to their scheduled exam. For more information, students can visit <http://www.proctoru.com/faq.php>.

Transfer Centers

The Transfer Center's goals and expectations for students are to become proactive in their university search, selection, admittance, and continuation of a bachelor's degree. The Transfer Centers offer transfer information sessions each semester and provide information

to help students make smooth transitions to their universities of choice. Students will discover all they can about universities; the new and different college life they have not yet experienced as community college students.

Transfer Center Coordinators work closely with academic advisors on each campus to help students plan for transfer to four-year institutions. Representatives from area universities set up tables monthly to meet with students. Transfer Center Coordinators plan Transfer Trips so that students may visit major universities and get the experience of talking directly to students at the universities. Transfer Centers provides information about admissions requirements, programs of study, transferability of courses and scholarships.

ADMISSION INFORMATION

Students are encouraged to apply for admission using the online application through the TCC website. Applications may also be submitted by mail to the Office of Admissions Services or in person to the campus Registrar's Office. All materials required for entrance to Tarrant County College should be on file in the Admissions Services Office prior to registration.

Admission to TCC does not guarantee admission to a specific vocational-technical program or to the Cornerstone honors program. Students should consult the program brochure, program coordinator, campus Registrar's Office or Advising and Counseling Center for additional information concerning specialized program requirements.

Through its program of courses in developmental English and English as a Second Language, TCC seeks to ensure that a deficiency in English language skills will not be an obstacle to enrollment in any educational program.

Tarrant County College reserves the right to refuse enrollment to any applicant/student who does not comply with College policy or procedures, or whose enrollment would be incompatible with the aims and objectives of the College, or whose presence on campus, in the judgment of the College, would not be in the best interest of the student or the College.

Admission Requirements for New Applicants

Students who have not previously enrolled at TCC must apply for admission to the College. First-Time-in-College (FTIC) students will be required to submit the admission application at least 14 calendar days prior to the start of the desired session to be considered for admission for that session.

1. **High School Graduate.** Graduates of accredited high schools who have not attended any regionally accredited college or university will be admitted upon completion of an Application for Admission and presentation of an official transcript. TCC defines an accredited high school as a Texas high school authorized through the Texas Education Agency, the Texas Private School Accreditation Commission, the Southern Association of Colleges and Schools, or if located in a state other than Texas, that state's comparable agencies and/or regional accrediting association. Graduates under the age of 17 when classes begin may be asked to meet additional criteria.

Students should submit the following:

- Application for admission
- Official high school transcript
- Verification of meningitis vaccination if under the age of 22

2. **Home School Graduate.** Graduates of home school will be admitted upon completion of an Application for Admission and presentation of a notarized list of completed coursework. TCC defines a home school as a school where the parent or guardian has been directly involved in the instructional process. Students should submit the following:
 - Application for admission
 - Proof of graduation, including a transcript of work completed
 - Verification of meningitis vaccination if under the age of 22

3. **General Education Development (GED).** An individual who has passed the General Education Development Test (GED) will be admitted upon completion of an Application of Admission and presentation of acceptable GED scores, as certified by the State of Texas. Students should submit the following:
 - Application for admission
 - Official GED scores
 - Verification of meningitis vaccination if under the age of 22

4. **College Transfer.** Transfer students who have attended another regionally accredited college or university should submit the following:
 - Application for admission
 - Official transcript from each previously attended regionally accredited college or university
 - Verification of meningitis vaccination if under the age of 22

NOTE:

 - (1) If a student's previous college or university was not regionally accredited, a transcript is not required; instead, a student may be asked to submit a high school transcript or diploma.
 - (2) Students who hold a baccalaureate (or higher) degree will not have to present a transcript for admissions purposes, but will be asked to submit proof of degree. (Official transcripts may be required to establish prerequisites or for course-by-course evaluation.)
 - (3) Students who are currently enrolled at another college or university may be granted conditional admission until the term ends and the official transcript is available. (See TRANSCRIPT REQUIREMENTS and TRANSCRIPT EVALUATION sections) Transcript evaluation will be provided for each student planning to complete any College degree or certificates if requested.

5. **Special Processing:**
 - a. **Early High School Enrollment/Dual Credit** – Students enrolled in their junior year of high school and who meet academic requirements may enroll in college courses prior to completion of their high school work with the approval and recommendation of their high school.
 - Dual Credit: Dual credit programs are college courses offered by TCC, but taught in the high school classroom. Students interested in taking these courses should discuss this with their high school counselor.
 - Early High School (Concurrent Enrollment): Concurrent Enrollment is for high school students interested in taking coursework for college credit independent of their high school curriculum.

More information about admission is available at the campus Registrar's Office. Need-based scholarships are available for dual-credit students who

meet specific criteria. Information about scholarships is available at the campus Financial Aid Office.

b. **High School Graduation from a Non-Accredited High School** – Graduates from a non-accredited high school (schools not accredited as defined in item 1 or 2 above) may be admitted by Individual Approval upon completion of an Application for Admission and presentation of an official transcript. Testing in basic skills is required. More information is available at campus Registrar's Offices.

c. **Academic/Disciplinary Suspension** – Students who have been placed on suspension by their previous college or university must submit all required documentation for admission to be considered by the campus registrar. Transfer suspension students will be required to consult an academic counselor to determine specific enrollment requirements.

Suspended students seeking to transfer to TCC will be subject to the same academic criteria as TCC students.

d. **Individual Approval** – Students 18 years of age or older who are no longer in high school may be admitted by Individual Approval. Testing in basic skills is required. More information is available at the campus Registrar's Office.

e. **Specialized Admission Programs** – Students seeking admission to any specialized admission program may be admitted to the College but may be required to submit additional specific documentation prior to consideration for admission by that program.

Bacterial Meningitis

The 82nd Texas Legislature approved Senate Bill 1107 which requires all new to TCC students under the age of 22 to submit evidence of being immunized against meningococcal meningitis. The meningitis vaccination (MCV4) requirement applies to:

- All first time freshmen
- All new transfer students
- All returning TCC students who have experienced a break in TCC enrollment of at least one fall or spring term
- New and returning continuing education students enrolled in programs that require at least 360 contact hours for completion

A Meningitis Vaccination (MV) record administered within the five-year period immediately preceding and at least 10 days prior to the first semester enrolled or re-enrolled must be faxed, mailed, submitted through WebAdvisor, or submitted to the campus Registrar's Office. Acceptable documentation includes:

1. Certification from a physician or clinic that the student has been vaccinated during the specified period.
2. An immunization record from a state or local health authority or an official record received from school officials.
3. A completed, signed and dated copy of TCC's Bacterial Meningitis Vaccination Verification Form.

The following students are not required to submit an MV:

- Students who are 22 years of age or older
- Students taking only Distance Learning courses
- Continuing education students enrolled in a course or program that requires less than 360 contact hours for completion or in corporate training

- Students enrolled in a dual credit course taught at a public or private K-12 facility not located on a TCC campus
- Students with a signed affidavit or certificate from a physician that states the vaccination would be injurious to the health of the student
- Students who sign an affidavit stating that the student declines the MV for reasons of conscience, including a religious belief
- TCC students incarcerated in a Texas prison

More information is available on the TCC website at www.tccd.edu.

Conditional Admission

Conditional admission allows registration prior to receipt of required documentation. Students without required documentation may not be able to qualify for Financial Aid, Veterans' Educational Benefits, transcript evaluation/degree planning or many other College benefits and services until all required documentation has been submitted.

In addition, required documentation may be the basis for TSI scores/status, residency determination and course prerequisites. Students should submit transcripts when applying for admission. All required documentation should be submitted no later than the end of the first term of TCC enrollment.

Conditional admission is not available to those students requiring Special Processing. (See Special Processing, under the New Applicants section)

Continuing Students

Students who were enrolled at any TCC campus at any time during the last calendar year are eligible to register for the next future term UNLESS:

- they have an outstanding debt to TCC; or
- they have been placed on academic suspension/dismissal; or
- they are required to have a meningitis vaccination; or
- they have been notified by the College about additional requirements or conditions.

Students returning to TCC after an absence of more than one year will be prompted to update demographic and academic information prior to registration for classes and should contact the campus Registrar's Office or District Admissions Services Office if they have lived outside Texas and/or out of Tarrant County since last enrolled. Students whose residency status has changed are responsible for additional tuition charges.

International Admissions

Non-Citizens with a Visa

All non-citizen applicants holding any temporary visa category issued by the United States Citizenship and Immigration Services (USCIS) must meet international admission requirements. Admission as an international student requires compliance with all requirements and procedures established for the visa category by the USCIS. Students applying for transient status or for admission while concurrently enrolled in an area college or university must contact International Admissions for specific procedures and requirements. The following must be submitted to International Admissions by the designated deadlines.

1. International Student Application.
2. Official transcript in English showing completion of high school or secondary school or official transcript(s) in English of all previously completed college

coursework. NOTE: All foreign credentials submitted must be the original. If transfer credit is desired, the student must arrange for credential evaluation and pay all costs of such translation/evaluation. A list of acceptable professional evaluation services is available on request from International Admissions. An overall grade point average of at least 2.0 is required for students transferring from a college or university within the United States.

3. Any student applying from outside the United States must take the Test of English as a Foreign Language (TOEFL). A minimum score of 525 on paper-based, 193 on computer-based, or 71 on Internet-based tests is required.

Alternately, if the TOEFL is not available students may take the IELTS (Academic) test. A score of 5.5 is required.

4. The state of Texas requires each student complete Texas Success Initiative (TSI) requirements to ensure all new-to-college students are provided (1) assessment of their readiness for freshman-level academic coursework and (2) advisement and educational support necessary to assist students who are not ready to enroll in academic coursework. TSI is designed to measure competency in reading, writing and mathematics and to indicate the need for remedial work to address deficiencies. Many transfer students may also have to meet TSI requirements. The state-approved test is available on each campus through the Testing Center. To be considered for admission to Tarrant County College, prospective students must arrive in the United States at least two weeks before enrollment to arrange for testing. Enrollment without TSI Assessment can result in administrative withdrawal from the College and/or notification to USCIS. A student on an F1 visa must pass both the reading and writing portions of the test.
5. Original financial statement documenting adequate funds to cover one year's expenses plus a bank endorsement of the availability of such funds (expenses are outlined in the Tuition and Fees section of this Catalog). Financial information must be current. All financial documents must be no more than six months old. NOTE: A USCIS form I-134 is required if the student is sponsored by someone currently residing in the United States.
6. Copies of I-94 Arrival/Departure Record form 1-20 A-B, passport and visa.
7. Evidence of health insurance valid through the academic year.

NOTE: Students applying for admission from outside the United States may submit items 6 and 7 after acceptance into the College but prior to registration for classes.

A visa student must maintain full-time status. A student enrolled for 12 or more hours during the fall or spring term is considered a full-time student.

Non-Citizens without a Visa

Non-citizen students seeking TCC admission who do not hold a temporary visa of any category are not required to meet international admission requirements.

1. Documentation of Status-A copy of USCIS form I-551/I-151 (green card/permanent resident card) or I-485 to document permanent resident or immigrant status or a copy of form I-94 to document refugee or asylee status should accompany the application.
2. Undocumented Immigrant Status - Certain immigrants who do not have an I-551/I-151 or other USCIS approval may be eligible for enrollment on the same basis as documented students. More information is available at the campus Registrar's Office or International Admissions.

Right to an Academic Fresh Start

Under the provisions of the Texas Education Code, Section 51.931, a Texas resident applying for admission/reactivation to the College or to any specialized admission program is entitled to have all academic coursework that was earned 10 or more years prior to the requested enrollment date ignored for enrollment purposes and GPA computation. The applicant must complete the Right to an Academic Fresh Start Agreement with the campus Registrar's Office or the Office of Admissions Services prior to registration, confirming the decision to enroll under the Academic Fresh Start statute.

An applicant who makes the decision to apply under this statute may not receive any course credit for courses taken at any college or university 10 or more years prior to the starting date of the term of enrollment.

Students who were awarded Academic Fresh Start through another Texas public college or university may request TCC recognize that agreement by completing a Right to an Academic Fresh Start Agreement and presenting an official transcript from the awarding institution showing the beginning Academic Fresh Start term.

An applicant who chooses to exercise the Right to an Academic Fresh Start must meet all TCC admission/reactivation requirements and must submit official transcripts from all colleges or universities attended where credit courses were completed. All enrollment regardless of an Academic Fresh Start decision will be used to determine Financial Aid eligibility. Financial Aid cannot ignore any enrollment even if an Academic Fresh Start is granted. For additional questions about Academic Fresh Start and financial aid please contact your campus Student Financial Aid Services Office.

The Right to an Academic Fresh Start can be rescinded by the student through a request made to the campus Registrar's Office or the Office of Admissions Services.

Specialized Admission Programs

Program costs and/or availability of facilities make it necessary for some programs to require specialized admission procedures in addition to those outlined above for general enrollment at the College. These procedures are designed to ensure fairness to each applicant in a limited enrollment program. Criteria for admission to these programs are listed with the respective program curricula.

Applicants should obtain special admissions materials early in the calendar year. Those who are accepted for fall are usually notified by early summer. Those who are not accepted may resubmit in subsequent terms.

Technical Programs

- Dental Hygiene (NE)
- Dietetic Technician (SE)
- Emergency Medical Services (NE)
- Health Information Technology (TR)
- Nursing (TR)
- Physical Therapist Assistant (TR)
- Radiologic Technology (TR)
- Railroad Dispatcher (NW)
- Respiratory Care (TR)
- Sign Language Interpreting (TR)
- Surgical Technology (TR)

Individuals desiring complete information on admission procedures to health professions programs should contact the Health Sciences Department on either Northeast Campus or Trinity River Campus. Some health occupations programs have physical requirements for admission.

Students interested in Dietetic Technician should contact the Culinary Arts, Dietetics, and Hospitality Department on Southeast Campus. Students interested in Sign Language Interpreting should contact the Communications Department at Trinity River Campus.

Transfer Program

Cornerstone Honors Program (All Campuses)

Complete admissions information is available from the Cornerstone Office on each campus.

Transcript Requirements

Each transfer applicant should arrange for an official transcript to be sent to TCC from each regionally accredited institution previously attended for credit coursework. Transcripts are considered official when they are signed by the Registrar, bear the seal of the institution, and/or are received through approved electronic transmission. Transcripts should be submitted prior to initial enrollment or as soon as possible during the first TCC term.

Credit for courses in which a passing grade has been earned may be transferred to Tarrant County College from colleges and universities accredited through one of the comprehensive regional accrediting associations.

Students who have attended an international college or university should see the Evaluation of Foreign Credentials section in this catalog or contact International Admissions for additional information about transcript requirements and transfer of international coursework.

Students concurrently attending TCC and any other regionally accredited college or university should submit an updated transcript from that institution at the end of each term of concurrent enrollment. Official transcripts are required to determine an applicant's academic prerequisites, residency status, and TSI status. In addition, all official transcripts must be on file before students may qualify for most financial aid programs, veterans' educational benefits, and other College services such as transcript evaluation and degree planning.

Students who have gained proficiency through completion of coursework at a non-regionally accredited institution or through other educational experiences should consult the academic department or the campus Testing Center regarding credit by examination/credit by experience.

TRANSFER OF CREDIT

Credit-by-Examination or Experience

Students who believe that they already possess the knowledge and/or skills taught in certain courses or programs offered by the College may challenge these for credit-by-examination or experience. A request to challenge a course for credit may be based on superior high school achievement in the subject, non-traditional education, and/or appropriate work or other learning experiences. Credit-by-examination is not available in all courses offered by the College. Credit awarded through credit-by-examination/

experience does not satisfy the residency requirement toward graduation. Students should direct inquiries concerning courses that may be challenged for credit-by-examination to the campus Testing Center and/or the department involved.

The successful completion of any credit-by-examination or experience will result in a grade of credit (CR), which will not affect the grade point average. A student must be enrolled at least one full term at TCC and be enrolled at TCC during the term for which credit is posted on the permanent record.

A posting fee of \$25 per course is charged to record the course on the student's permanent transcript. Students may apply a maximum of 18 hours of credit toward any TCC degree in any combination of credit-by-examination/experience.

Testing and/or posting fees are charged in accordance with schedules set by TCC policy and/or commercial testing agencies.

Credit for Military Service

Limited credit for military service is available to students who

- Graduated from a public or private high school accredited by a generally recognized accrediting organization or a Department of Defense high school or earned a GED; and
- Were honorably discharged after serving at least two years of active service in the Armed Forces or were honorably discharged because of a disability.

Request forms are available from the campus Registrar's Office.

Students may also submit an official ACE Registry or Joint Services Transcript (JST) summarizing military training to the District Office of Academic Support Services for evaluation and determination of applicable credit.

International Baccalaureate Diploma

Students who have received the International Baccalaureate Diploma may be eligible to receive up to 24 hours of transfer credit for courses completed with a minimum grade of four (4). An official transcript must be submitted to the District Office of Academic Support Services.

Transcript Evaluation

Students working toward a TCC associate degree or certificate of completion may require a transcript evaluation. Evaluations should be requested online only after all transcripts are on file. Students who have completed coursework through a foreign college or university may request an evaluation through International Admissions.

Students transferring to TCC can expect that approved academic courses earned at any Texas public institution will be accepted in transfer. Students who dispute a transfer decision made by TCC should contact the District Records Office to request a review of the coursework involved.

Students planning to transfer TCC coursework to another college or university are advised to contact the transfer institution to determine its transfer policy. TCC has established transfer agreements with area colleges and universities. Campus Advising and Counseling Centers maintain course transfer information provided by area institutions.

REGISTRATION INFORMATION

Access to Online Services

Access to registration and all other online services is secured by each student's User ID and self-assigned TCC password. Registration and other services are available through Web Advisor at the TCC website at www.tccd.edu.

Auditing a Course

Students who have been admitted to the College may audit courses on a space-available basis. Audit registration is permitted only after registration has ended and before the class begins. No college credit is awarded for audited courses. Students who already have credit for a course must comply with the College's policy on repetition of courses. The cost for auditing courses is the same as registration for credit. Senior citizens (persons 65 years of age or older) are permitted to audit credit and continuing education courses without payment of tuition (unless enrolled in Senior Education Program). (See Senior Citizen Waiver information in this catalog.)

Audit students must meet the same prerequisites to enroll in a course as a credit student. However, they are not required to take examinations and no grades are assigned. Audit students are required to conform to the same conduct in the classroom and on campus as credit students.

Students already registered for credit may not change from credit to audit status during audit registration or at any time during the session. Students registered for audit may not change their enrollment to credit status during or following audit registration.

First Time in College Students

To ensure a student's success, students must complete the following steps prior to enrollment:

1. Complete an online application
2. Submit paperwork required by the Registrar's Office
3. Attend New Student Group Advisement
4. Participate in the Pre-Assessment Activity (PAA), if necessary
5. Complete the Texas Success Initiative (TSI) Assessment, if necessary
6. Meet with an academic advisor
7. Attend New Student Orientation
8. **All FTIC students are required to meet with an advisor two times during their first semester.**

Registration

Current students and applicants who have completed admission processing are eligible to register. Students are encouraged to use online services for registration and tuition/fee payment.

- The College offers many services through web access to the College's database. Internet access is provided through on-campus computer stations located near Registrar's Offices, Learning Resource Centers and other campus locations.
- Accessing records through unauthorized User ID and password can result in disciplinary action.
- Registration assistance is provided on each campus through the Registrar's Office and Advising and Counseling Centers.

- For optimum system performance, priority registration is offered for Fall and Spring Terms. Students currently enrolled in the Fall term are eligible for priority in the following Spring term; students currently enrolled in the Spring term are eligible for priority in the following Fall. A date for priority registration is assigned based on the number of TCC hours a student has earned including developmental courses and credit-by-exam/experience. No priority registration is offered for the Summer Term.
- Except for priority registration periods, students are allowed to register at any time during scheduled registration periods. Registration for all sessions ends seven days prior to the start of classes for that session.
- Students are encouraged to plan early for registration and make arrangements for payment before registration begins.

THE TEXAS SUCCESS INITIATIVE (TSI)

Texas House Bill 286 created the Texas Success Initiative (TSI) to ensure that all new-to-college students are provided (1) assessment of their readiness for freshman-level academic coursework, (2) advisement and educational support necessary to assist students who are not ready to enroll in academic coursework and (3) evaluation to determine when they are ready to enroll in college-level coursework.

TSI measures mathematics, writing, and reading skills to determine a student's readiness to enroll in entry-level freshman courses. Students are required to test and to be advised based on the results of their TSI Assessment scores. Students will not be denied admission to Tarrant County College based on TSI or other college placement scores. However, testing must be completed prior to enrolling in classes.

Testing Centers on each campus administer tests required for the Texas Success Initiative. Testing appointments may be required. A fee is required. Students should contact the campus Testing Center for additional information.

Test scores are usually available immediately following testing. Academic advisors can assist students with score interpretation.

Students must complete a pre-assessment activity (PAA) prior to taking the TSI Assessment Test.

Free TSI Workshops are offered on all campuses to review test topics and provide practice for students retaking areas of the TSI Assessment. Students are encouraged to attend a TSI Workshop and to retest.

Testing Requirements for Mathematics, English and Reading Restricted Courses

All TSI-liable students will be required to submit appropriate test scores before enrolling in college-level mathematics, English and/or reading restricted courses. Successful completion of prerequisite courses may substitute for placement test scores. Testing requirements for specific courses are outlined in the Course Descriptions section of the Catalog. Additional information is available at the Advising and Counseling Center on any campus or from the academic department.

Approved Exemptions and Waivers

TSI Exemptions and Waivers apply only to TSI requirements. Documentation of eligibility for an exemption or waiver is required. Students should contact the campus Registrar's office for additional information about TSI requirements and restrictions, and to determine specific documentation required.

Students who qualify for a TSI Exemption are not required to test for TSI purposes, may not enroll in developmental coursework and/or interventions in the corresponding area of exemption, and do not need to develop and follow an Academic Success Plan. However, all prerequisites for enrollment in specific courses must be met.

Exemptions:

1. TASP Exempt—Students who attended regionally accredited postsecondary institution prior to the Fall of 1989.
2. Score Exempt – Students who achieved certain scores on the SAT, ACT, TAAS, TAKS, or STAAR EOC test may be fully or partially exempt.
3. Degree – Students who have earned an associate or higher degree from a regionally accredited postsecondary institution or from a recognized international institution.
4. Private or Out-of-State Transfer – Students who have earned at least three semester hours of college-level credit at a regionally accredited private or out-of-state postsecondary institution.
5. Military Exempt – Students who were honorably discharged, retired or released from active duty or from Texas National Guard on or after August 1, 1990.

Waivers:

1. Certificate Waiver – Students pursuing a one-year Certificate of Completion of no more than 42 semester hours are exempt from all three parts of TSI testing and may enroll in any course required for that certificate.
2. Casual Student Waiver – Students who are not seeking a degree or certificate from a Texas public institution of higher education may qualify; enrollment may be restricted.
3. Military Waiver – Students serving on active duty as a member of the Armed Forces of the United States or the Texas National Guard, or serving as a member of a reserve component of the Armed Forces of the United States for at least the three-year period preceding enrollment.
4. English Language Learners Waiver – Students requesting to delay TSI-A requirements while studying English for Speakers of Other Languages.

All TSI waivers must be renewed each term and all course prerequisites must be met.

Developmental Studies

Students who score below specified levels of the TSI Assessment will be required to enroll in developmental studies until C or higher grades are earned in developmental courses or until the student successfully completes a retest in the same skill area. A First-Time-in-College (FTIC) student assessed as needing remediation in any developmental skill area is required to be continuously enrolled in at least one required developmental course until all of the required developmental courses are complete. All students must have an Academic Success Plan by the end of their first term. More information about the Academic Success Plan is available in campus Advising and Counseling Centers.

Tarrant County College considers the provision of a comprehensive program of developmental studies to be an integral part of its mission. Mandatory placement testing in the basic skills of mathematics, writing, and reading identifies students who are performing below college level; a range of developmental courses in each of the three areas allows students to address and correct their deficiencies.

Developmental courses do not transfer as college credit to other colleges and universities, do not count as credit toward graduation requirements, and are not included in the calculation of the grade point average.

A paired course refers to a developmental course paired with a credit transfer course as a co-requisite. Course pairing is an instructional strategy whereby a student is enrolled simultaneously in a developmental education course and/or intervention and a gateway course within the same semester. The developmental component provides support that advances the student's success in the gateway course.

Placement in developmental courses is based on TSI scores and, in some instances, on scores on other departmental tests. Additional information about state mandates is available at any campus Advising and Counseling Center.

The following courses listed in the TCC Catalog are developmental:

- ENGL 0324 Writing Techniques I
All English for Speakers of Other Languages (ESOL) courses are
- ESOL developmental. After completion, students should test for
placement into appropriate course levels.
- INRW 0399 Integrated Reading and Writing
- MATH 0114 Developmental Math, Part One
- MATH 0115 Developmental Math, Part Two
- MATH 0116 Developmental Math, Part Three
- MATH 0117 Intermediate Algebra, Part One
- MATH 0118 Intermediate Algebra, Part Two
- MATH 0119 Intermediate Algebra, Part Three
- MATH 0361 Developmental Mathematics I
- MATH 0362 Developmental Mathematics II
- RDNG 0160 College Study Skills
- RDNG 0361 Reading Techniques I
- STSC 0111 Transition to College Success

Adult Education Courses

Adult education courses are designed for high school graduate students who are assessed and need additional remediation to review or learn additional foundational material to increase success in developmental or college level courses. Courses will follow the attendance policies and curricula is aligned with developmental education courses (MATH0090, RDNG0090 and ENGL0090).

Attendance in Developmental Courses

Students taking developmental mathematics, reading and/or writing courses are required to attend class and to keep up with course assignments. Since attendance and participation are essential to student success, the following guidelines apply:

- A student in an on-campus course who misses 15 percent of the class meetings and does not keep up with course assignments may be withdrawn at the discretion of the instructor.
- Student attendance in online courses has two requirements:
 1. Successful completion of the online course orientation, and
 2. Active participation in the course as described in the Instructor's Course Requirements (ICR).

A student in an online course not completing the orientation and not actively participating in the course may be withdrawn at the discretion of the instructor.

English Speakers of Other Languages (ESOL)

ESOL waivers apply to English Language Learners requesting to waive their Texas Success Initiative Assessment. Students that apply for this waiver must be in agreement with the following guidelines set by the Texas Higher Education Coordinating Board (THECB).

1. Student is a non-native speaker of English who wishes to remediate before taking the Texas Success Initiative Assessment (TSI-A)
2. Student understands that he/she can take ESOL courses only while remediating; however, if a student elects to take the TSI-A for mathematics and passes, he/she may enroll in math courses for which he/she is eligible;
3. Student understands that he/she must take the TSI Assessment before he/she completes the 15th hour of ESOL developmental education;
4. Student will need to take the placement test in order to register for the correct level of ESOL.

Student Transition to College Success Course

Tarrant County College is committed to supporting students in meeting their educational goals by requiring a learning skills course (STSC-0111) for all First Time in College (FTIC) students.

Transition to College Success is a non-degree credit, one-hour course required for those students with at least one area of TSI liability. It is intended to be taken during a student's first term in college. TSI-liable students who do not register for STSC-0111 in their first term will have a hold placed on their registration for future terms.

TSI Completion Requirements

A status of TSI compliant or Exempt in Mathematics, Writing and Reading is required to receive any degree and some certificates of completion. To achieve this status, a non-exempt student must meet one of the following requirements for each skill area:

Mathematics

- Meet the TSI Assessment with a minimum score of 350
- Earn a grade of “C” or better in MATH-0119 or MATH-0362
- Earn a grade of “C” or higher in one of the following courses:
MATH-1314, MATH-1316, MATH-1324, MATH-1325, MATH-1332,
MATH-1342, MATH-2412 or MATH-2413
- Students with a professionally diagnosed mathematics disability may contact Student Accessibility Resources on campus to discuss alternatives available for completion of the mathematics requirement.

Writing

- Meet the TSI Assessment with an essay score of “5” or better;
OR meet with a minimum objective score of “363” and an essay score of “4”
- Earn a grade of “C” or better in INRW-0399 or ESOL-0312
- Earn a grade of “C” or higher in one of the following courses:
ENGL-1301 or ENGL-1302

Reading

- Meet the TSI Assessment with a minimum score of “351”
- Earn a grade of “C” or higher in INRW-0399 or ESOL-0309
- Earn a grade of “C” or better in one of the following courses:
ENGL-1301 ENGL-1302 ENGL-2322 ENGL-2323 ENGL-2327
ENGL-2328 ENGL-2332 ENGL-2333 GOVT-2305 GOVT-2306
HIST-1301 HIST-1302 HIST-2327 HIST-2328 PHIL-1301
PSYC-2301 SOCI-1301

In addition, to the requirements above:

1. Students who successfully complete a state approved TSI test in any skill area and were enrolled in a regionally accredited college or university prior to August 26, 2013 are TSI complete in the corresponding area.
2. Students transferring from a regionally accredited college or university who have completed one or more of the above designated courses with a grade of “C” or higher will be considered TSI-satisfied in that curricular area. An official transcript from the transfer institution is required.
3. Students whose previous Texas public college or university determined that they have met Minimum Passing Standards in Reading, Writing and/or Math are met in the curricular area(s) indicated but must develop and pursue a Plan for Academic Success in any remaining area(s).

TSI ASSESSMENT*

Reading

TSI ASSESSMENT	DIAGNOSTIC LEVEL	COURSE PLACEMENT
310-341	1-4 5-6	RDNG-0090 Adult Education Reading RDNG-0361 Reading Techniques I
342-348		RDNG-0361 Reading Techniques I A student who completes RDNG-0361 with a grade of "C" or higher may progress to INRW-0399. Completing either INRW-0399 or ENGL-1301 with a grade of "C" or higher constitutes readiness for collegiate reading restricted courses.
349-350		INRW-0399 Integrated Reading and Writing
351-390		COLLEGE READY

Writing

TSI ASSESSMENT		DIAGNOSTIC LEVEL	COURSE PLACEMENT
Objective Score	Essay		A student may enroll in this course by achieving the minimum required score(s) on one of the placement tests OR earning a grade of "C" or better in the previous level course.
310-349	0-4	1-4 5-6	ENGL-0090 Adult Education Writing ENGL-0324 Writing Techniques I
350-359 360-362	0-4 4		ENGL-0324 Writing Techniques I INRW-0399 Integrated Reading and Writing
363-390 350+ <350	4 5-8 5	4-6	COLLEGE READY

Mathematics

TSI ASSESSMENT	DIAGNOSTIC LEVEL	COURSE PLACEMENT
Objective Score		A student may enroll in this course by achieving the minimum required score(s) on one of the placement tests OR earning a grade of "C" or higher
310-335	1-4	MATH-0090 Adult Education Mathematics
336-339	5-6	MATH-0361 Developmental Math I
340-349		MATH-0362 Developmental Math II (Intermediate Algebra)
350-390		COLLEGE READY

*Students should consult the campus Advising and Counseling Center for more information.

TUITION AND FEES INFORMATION

Rules for Residency

Determination of Residency

The state of Texas requires each student to certify legal residence at the time of enrollment.

The student is responsible for registering under the proper residence classification. Any question concerning the right to classification as a resident of Texas or of Tarrant County should be clarified prior to enrollment at Tarrant County College.

Students needing additional information about residency determination should contact the campus Registrar's Office. State requirements for residency may be found at www.collegeforalltexans.com or www.theccb.state.tx.us.

Appeal of Residency Determination

Students who have been classified as Out-of-County or Out-of-State may appeal that determination by first completing a new residency questionnaire and discussing their concerns with the campus Registrar.

Reclassification of Residency Status

Students who have been classified as Out-of-County should request reclassification by the Registrar's Office if they establish residence in Tarrant County; a Tarrant County address — not a post office box — must be provided. Students who have been classified as Out-of-State should request reclassification by the campus Registrar's Office when their circumstances change in such a way as to meet state requirements. A Residency Questionnaire must be completed and submitted with necessary documentation.

Tuition Categories

The state of Texas has established legal guidelines to determine whether students are Legal Residents for Tuition Purposes. Residency status is determined at the time of application for admission to the College and can be updated when students meet and document their change of status. For additional information on rules and regulations determining residence status, visit "CB Rules" under the Community and Technical Colleges link on the Texas Higher Education Coordinating Board website: www.theccb.state.tx.us.

Each student is assigned to one of three tuition categories:

- Legal resident of Tarrant County status is assigned to those who have lived in Texas under circumstances specified in Rules and Regulations, and who are residents of Tarrant County.
- Legal resident of another Texas County status is assigned to those who qualify for In-State status, but who do not reside in Tarrant County.
- Legal resident of other state/non-resident alien status is assigned to those who do not qualify for In-State status.

Tuition

All tuition is subject to change without notice. A student is not officially registered until payment has been made in full, third-party sponsorship is submitted, or a payment plan has been completed. Until all financial obligations to the College have been satisfied, students may not re-enroll or receive official transcripts or diplomas.

Effective with the Spring 2016 term, tuition at Tarrant County College will be as follows:

1. Legal resident of Tarrant County for tuition purposes:
\$59 per semester hour.
2. Legal resident of any other Texas county for tuition purposes:
\$106 per semester hour.
3. Legal resident of another state/Nonresident alien for tuition purposes:
\$255 per semester hour.

Other TCC Charges

In addition to tuition, students enrolled at TCC may be required to pay one or more of the following charges as applicable:

- Course lab feesAs assessed
- Other testingAs assessed
- Placement testing.....\$29
- Police and/or library finesAs assessed
- Replacement diplomas\$30
- Returned Items (Checks and ACH transactions)\$15*
- Chargebacks (debit/credit cards)\$15*
- Payment plan enrollment fee.....\$25*
- Payment plan returned payment fee.....\$30*
- Short Term Loan fee..... As assessed
- Special program fees/depositsAs assessed
- Special course feesAs assessed
- Special trips (e.g. student field trips)As assessed
- Third Attempt Rule (per semester hour)\$60

***This is subject to change at any given time.**

Community & Industry Education courses (CIE): See CIE Catalog for specific tuition information. Tuition for CIE courses will be based on anticipated cost.

Payment Methods

For the convenience of our students, several payment methods are available:

1. **Credit Cards:** Accessing the website allows for payment by major credit card. A photo identification is required for credit card payments processed at a campus Business Services Office.
2. **Campus Business Services Office:** Payment by cash or check can be made at any campus Business Services Office. TCC will not accept checks as form of payment for prior term balances.
3. **Payment Plan:** TCC has contracted with Nelnet Business Solutions to provide students several convenient payment plan options. This is subject to change at any given time. All payment plan options are in line with the provisions of Section 54.007 of the Texas Education Code. Students should enroll online by connecting to the payment plan website through the TCC website. The cost of the program is a \$25 per term nonrefundable enrollment fee. There is a \$30 returned payment fee.
4. **Third Party Sponsors:** If tuition is to be paid by an agency or company, a voucher from the agency or company must be submitted to the Business Services Office one week prior to registering for classes. By submitting a voucher, the third party sponsor agrees to pay all tuition. This includes any non-refundable tuition. If a third-party

sponsor has not paid the student’s sponsored tuition invoice by the end of the next term, the unpaid tuition invoice will be moved to the student’s account. The student will be responsible for the unpaid balance, which may be sent to a third party collection agency.

5. **Texas Higher Education Coordinating Board Prepaid Tuition Programs:** Required documentation for these programs should be submitted to the campus Business Services Office each term.

Per Texas Education Code 54.007(2)(d): A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND MANDATORY FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE FULL PAYMENT PRIOR TO THE END OF THE SEMESTER OR TERM MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER OR TERM. It is the student’s responsibility to be aware of the tuition payment schedule for each term. The following table illustrates the Undergraduate tuition payment schedule effective for the Fall 2017 term. Payment schedules are subject to change. For the latest information, please visit the TCC website.

Term	Registration Date:	Payment Deadline:
Fall	On/Before August 1	August 1
Fall	After August 1	Same day of registration
Spring	On/Before first Thursday in December	First Thursday in December
Spring	After first Thursday in December	Same day of registration
Summer	On/Before first Thursday in May	First Thursday in May
Summer	After first Thursday in May	Same day of registration

Failure to pay tuition or to make payment arrangements by the deadline may result in students being dropped from their courses. Students should not assume that a course will be automatically dropped for nonpayment. Students are responsible for dropping any course they do not wish to be enrolled in.

Returned Items/Chargebacks

Returned items/chargebacks must be paid within 10 days of return notification. Students will be notified by TCC email and/or US mail. If the returned item/chargeback balance and fee is not paid by the deadline, the student may be dropped from all current term courses and blocked from future registrations.

NOTICE: DELINQUENT INSTALLMENT CONTRACTS, UNPAID RETURNED CHECKS, OUTSTANDING MISCELLANEOUS CHARGES AND FINANCIAL AID CHARGEBACKS WILL BE SENT TO A THIRD-PARTY AGENCY FOR COLLECTION. THE STUDENT WILL BE RESPONSIBLE FOR ALL COLLECTION COSTS AND ATTORNEY FEES. A student who fails to make full payment prior to the end of the semester or term/quarter will be prohibited from registering for future classes until full payment is made. Failure to make full payment

prior to the end of the term/quarter may result in transcript denial. Multiple returned items may result in restrictions on future check writing and credit card payment privileges.

Formal Means of Communication

TCC Business Services will send notices to the student’s myTCC email as the formal means of communication.

Refund Policy

Students officially dropping and/or withdrawing, or dropped at the discretion of the instructor, during a regular 16-week session are eligible for a refund of tuition according to the following schedule:

- Prior to the first calendar class day.....100%
- During the first 15 calendar class days70%
- During the 16th through 20th calendar class days25%
- After the 20th calendar class day.....None

Students officially dropping and/or withdrawing, or dropped at the discretion of the instructor, from a regular six-week summer session are eligible for a refund of tuition and fees according to the following schedule:

- Prior to the first calendar class day100%
- During the first five calendar class days.....70%
- During the sixth and seventh calendar class days.....25%
- After the seventh calendar class dayNone

PLEASE NOTE

For non-regular semester-length courses, students should contact the campus Business Services Office for refund schedules. The following table illustrates how refunds would be determined for non-regular length courses.

Length of Class – Term in Weeks	Last day for 70% refund	Last day for 25% refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19

Refund of tuition is subject to change by legislative and/or TCC Board of Trustees action without notice.

- Based upon the Refund Schedule, credit balances are automatically reflected on the student's account upon withdrawal or course cancellation.
- Refunds will be made to the debit/credit card used for payment provided the refund is processed within 90 days of original date of payment.
- Refunds for credit cards after 90 days of payment, along with refunds for cash and check payments or payments made towards an enrolled payment plan, will be processed using the student's preferred refund method chosen from the refund selection kit. Please see the Refund Selection Kit section for further details.
- A refund may take up to six weeks to process.
- **IMPORTANT NOTE:** Financial Aid students withdrawing before the 60 percent refund point in the term may be required to repay funds unearned due to requirements for the return of Title IV funds.
- Refund percentages are calculated/based on invoiced amounts, not payments made.
- **STUDENTS WHO HAVE OPTED FOR THE INSTALLMENT PAYMENT PLAN AND ARE DROPPING CLASSES AND/OR WITHDRAWING ARE RESPONSIBLE FOR THE FULL PAYMENT OF THE PROMISSORY NOTE. REFUNDS WILL BE APPLIED TO ANY BALANCE DUE ON THE NOTE.**
- Refund policy on CIE courses is listed in the Community & Industry Education catalog.
- Students must be cautioned that there will be at least a 30-percent penalty for partial and/or complete withdrawals after the session begins.
- Refunds may be appealed by the end of the following semester for which the refund is requested. Please see the chart below. More information is also available on the TCC website at www.tccd.edu.

Semester Appealing:	Deadline:
Fall	End of Spring
Summer	End of Fall
Spring	End of Summer

Refund Selection Kit

- Eligible financial aid students and/or registered students between the ages of 16 through 54 are mailed a refund selection kit from BankMobile Disbursements with instructions on choosing their preferred refund method for future financial aid or course refunds. This is subject to change.

Tuition Waivers and Exemptions

In addition to established financial aid programs, the state of Texas and Tarrant County College offer a number of opportunities to reduce tuition.

Students must submit required documentation to the Registrar's Office. Tuition must be paid by the established deadline if documentation or approval of an exemption or waiver is pending. Overpayments will be refunded only if documentation and approval are completed by the state-defined Official Day of Record. Students should contact the campus Registrar's Office for additional information. The state's College For All Texans website has specific qualification information.

Active Military and Dependents and Military Veterans: Non-Texas military personnel and/or their dependents stationed in Texas or living in Texas may qualify for an in-state tuition rate.

Basic Peace Officer: Employed Peace Officers enrolled in Criminal Justice degree programs may qualify for an exemption of tuition and fees. Requirements and restrictions are applicable. Students receiving this exemption must be Satisfactory Academic Progress requirements.

Blind and/or Deaf Students: Certain blind and/or deaf students who are Texas residents may qualify for an exemption of all tuition. Certification of condition and other criteria must be met. Students receiving this exemption must be Satisfactory Academic Progress requirements.

Children of Disabled or Deceased Public Servants: Several different exemptions and waivers are available to firefighters, police officers and other public servants. Requirements, restrictions and limitations vary. Students receiving this exemption/waiver must meet Satisfactory Academic Progress requirements.

Children of MIA/POWs: Dependents of MIA/POWs may qualify for an exemption of tuition and fees if they are less than 21 years of age and receive a majority of support from a parent.

College/University Teachers and Professors: Certain teachers and professors of Texas public colleges and universities may qualify for an in-county tuition rate.

Competitive Scholarship Waiver of Out-of-State Tuition Rate: Available for nonresident or foreign students receiving competitive scholarships of \$1,000 or more administered through the TCC Financial Aid Office.

Dallas County Community College District Students: A reciprocal tuition agreement allows a Dallas County resident to pay the Tarrant County resident tuition rate provided the individual is enrolled in a degree program not offered at DCCCD.

Disabled Peace Officers: Peace Officers permanently disabled in the line of duty and unable to continue employment as a result of disability may qualify for an exemption of tuition and fees. Students receiving this exemption must meet Satisfactory Academic requirements.

Economic Diversification: Individuals and their dependents whose family has been transferred to Texas as a part of the state's economic development plan may qualify for an in-state tuition rate.

Fire Science Students: Texas residents enrolled in a TCC fire science program may be exempt from payment of tuition for up to one year. Students receiving this exemption must meet Satisfactory Academic requirements.

Good Neighbor Scholarship: Students from other Western Hemisphere countries (except Cuba) approved for this award by the Texas Higher Education Coordinating Board qualify for an in-state tuition rate. Students receiving this exemption must meet Satisfactory Academic requirements.

Hazlewood Act: Texas veterans who joined the military from Texas or were Texas residents at the time of enlistment, who served at least 181 days on active duty status (other than for training), and who received an honorable discharge may qualify for tuition waivers of up to 150 credit hours. The spouse/children of Texas veterans killed in action or disabled as a result of military duty may also qualify for Hazlewood Act

benefits. Veterans eligible for Hazlewood Act benefits can transfer the benefits to their children, one child at a time. The child must be under 25 years of age. Students receiving this exemption must meet Satisfactory Academic requirements.

Non-Citizen Permanent Residents without USCIS documentation: Certain undocumented non-citizens who have resided in Texas for at least one year, are Tarrant County residents, and cannot petition for legal status may qualify for an in-state tuition rate.

Nursing Faculty and Nursing Preceptors: Certain nursing faculty and those hospital preceptors participating in nurse training programs may qualify for tuition waiver. Students receiving this exemption must meet Satisfactory Academic requirements.

Senior Citizens: Texas resident students age 65 or older may be exempt from payment of all tuition for up to six hours per term and/or from payment of tuition if auditing credit course(s). Students receiving this exemption must meet Satisfactory Academic requirements.

Spouse or Dependent of Deceased Texas Public Servants: The spouse and dependents of a deceased Texas Public Servant killed in the line of duty on or after September 1, 2001, may qualify for an exemption of tuition and fees with a stipend to be provided for books. Students receiving this exemption must meet Satisfactory Academic requirements.

Students in Foster Care/Adopted Students: Certain students who have been under the care of the Texas Department of Protective and Regulatory Services may be exempt from payment of tuition. Students receiving this exemption must meet Satisfactory Academic requirements.

Tarrant County Property Owners: Texas residents who live outside Tarrant County but own property in the county may qualify for an in-county tuition rate.

Texas High School Valedictorians: The highest-ranking graduates of high schools accredited through TEPSAC are exempt from payment of tuition for their first two terms of enrollment.

Texas Tomorrow Fund: Provides a tax-advantaged investment vehicle for college savings. The investment covers in-state tuition plus required textbooks, supplies and equipment.

University Teaching/Research Assistants: Teaching and research assistants of Texas public universities may qualify for an in-county tuition rate.

Veterans and/or veterans' spouses or dependent children who are 25 years of age or younger may pay in-state tuition regardless of the time spent in Texas prior to enrolling if the veteran is receiving federal educational benefits from the U.S. Department of Veterans Affairs. The veteran/spouse or children must sign a letter of intent to establish Texas residence while enrolled at TCC.

Lost and Found

Lost and Found is located at Business Services. A Districtwide retention schedule is followed for the disposal of unclaimed items.

Notary Services

Business Services provides notary services for TCC business-related transaction to students, faculty, and staff.

STUDENT FINANCIAL AID SERVICES

TCC awards more than \$118.7 million each year in financial aid.

Introduction

There are many financial aid programs for students taking credit courses at TCC, including grants, scholarships, college work-study and loans. The application used to determine eligibility for most financial aid programs is the Free Application for Federal Student Aid (FAFSA).

FAFSA applications are normally available in January. Students are encouraged to apply for financial aid as soon as possible after the availability date, since funds for programs are limited and application delays are sometimes incurred because of data verification regulations. A student may apply electronically at www.fafsa.gov.

A priority funding deadline of May 1 has been established for supplemental grant funding that is available. All required applications must be submitted at least three weeks prior to the beginning of a registration period for funds to be available prior to classes beginning. If this is not the case, the student must be prepared to pay with personal funds.

General Eligibility Requirements

Students applying for federal and state funds must meet certain eligibility requirements. To receive aid, the following general eligibility requirements must be met:

- Enroll, or be accepted for enrollment, in an associate degree or credit certificate program (at least three hours of enrollment for most programs).
 - Financial Aid is only available for classes that are required for your eligible active academic program.
 - Note: Summer transient students (university students attending TCC for the summer only) are not eligible for aid at TCC because they are not pursuing a degree or certificate from TCC.
- Maintain satisfactory academic progress (SAP), including at least a 2.0 cumulative GPA, completing 67 percent of courses and completing the academic program within 150 percent of the published program length. Students should contact Student Financial Aid Services for a complete copy of the SAP.
- Be either a U.S. citizen or eligible non-citizen.
- Register with Selective Service if you are male.
- Do not owe a refund on a federal loan or be in default on a federal educational loan.
- Have a high school diploma or GED.
- Have a valid Social Security Number.
- Not be incarcerated in a federal or state prison.
- For most programs, demonstrate need as determined by the FAFSA.

Required Applications

In addition to meeting the general eligibility requirements, approximately 30 percent of applicants are selected for a review in a process called verification. Students selected for verification will be required to submit a 2015 IRS Tax Return Transcript (including parents' form if applicable) and an institutional verification form (IVF).

Approximately one to two weeks after receiving the FAFSA results and any other required documents, Student Financial Aid Services will email students an award notice

detailing their eligibility for aid. The award letter will include details on award types, award amounts, and disbursement procedures. Award recipients may view their awards online in Web Advisor.

Student Financial Aid Services Notices

Financial aid eligibility will be re-evaluated when enrollment changes occur through the official date of record of the latest course to start in a term. Students who drop hours during this time may have to repay part of their aid. Students who withdraw from ALL classes prior to the 60 percent point of a term may have to repay funds to TCC and the federal government. In addition, any student who does not begin attendance in a class will become ineligible for financial aid for the class. Students should consult with Student Financial Aid Services prior to making a change in course load.

Students are advised that all Student Financial Aid Services' communications are sent to the student's myTCC email account. Email should be checked regularly for communications from Student Financial Aid Services.

Campus Student Financial Aid Services should also be consulted for information about scholarship programs.

Stars of Tomorrow Program

The Tarrant County College "Stars of Tomorrow" Program provides financial awards that more than cover the cost of tuition at TCC for Tarrant County high school graduates who are in the top half of their class and whose families meet specified income thresholds. Students in public and private schools as well as those who are home-schooled and meet the program's criteria are eligible. Funding for the program is a "package" comprised of state and federal financial aid and income from the earnings of an endowment derived from the leasing of mineral rights and other private sources. Complete eligibility requirements and application instructions are available at the TCC website.

Contact Information

More information on financial aid programs at TCC is available online at the TCC website www.tccd.edu, through email at fahelp@tccd.edu or from campus Student Financial Aid Services. In compliance with the Higher Education Amendments of 1976, student consumer information is available on request from Student Financial Aid Services.

Veterans' Educational Benefits

All persons who will be using educational assistance from the Department of Veterans Affairs (DVA) while enrolled at TCC should contact the campus Registrar's Office as soon as initial admission requirements are met. Questions regarding eligibility and certification of DVA educational benefits should be directed to the Registrar's Office. The Registrar's Office can answer questions about Veteran's Educational Benefits, The District Veteran's Processing Office will certify enrollment to the DVA, and monitor degree plans and academic progress. Veterans can apply for a determination of eligibility for DVA educational programs (GI Bill) by accessing the DVA website and by completing and submitting appropriate forms at the Registrar's Office or through Web Advisor. Veterans/spouses/dependents receiving GI Bill benefits are responsible for complying with DVAreulations.

Certification of VA benefits will be processed when all required documents are provided. DVA benefits are paid based on enrollment (full time, three-quarter-time, or at least half-time). The Department of Veterans Affairs and TCC consider 12 hours to be full

time during the fall and spring 16-week sessions and four hours to be full time during each summer session. Enrollment as a less than half-time student will result in no monthly benefits being paid except for reimbursement of tuition charged to the VA student. Veterans receiving Chapter 33 benefits must be enrolled for at least 51 percent of what is considered full time to receive a monthly housing allowance. Chapter 33 veterans enrolling in 100 percent distance learning classes will receive only 50 percent of the national housing allowance average.

Veterans must complete and submit an information sheet for DVA benefits each term. A request for certification can be processed online through the student's Web Advisor account. Students physically unable to complete the form online may contact their Campus Registrar's Office for paper forms. The request serves as the veteran's authorization to submit an enrollment certification to the Department of Veterans Affairs.

ACADEMIC INFORMATION

Academic Standing

Academic standing is based on a student's Grade Point Average (GPA) and determines the student's eligibility for many benefits including whether the student may continue to be enrolled in the College. It is the responsibility of the student to determine whether they are on good standing, probation, suspension or dismissal. At the end of each term, an academic standing is determined based on grades earned for that term.

Good Standing – A student is considered to be in Good Standing when a cumulative GPA of 2.0 or higher is maintained.

Academic Probation – A student who fails to maintain a cumulative GPA of 2.0 or higher is placed on Academic Probation. The student may continue to enroll while on probation as long as a 2.0 term GPA is earned.

Academic Suspension I – A student on academic probation who becomes ineligible to re-enroll is suspended from the College for not less than one long semester (the next fall or spring term, including summer). As an option, the student may request an Academic Recovery Program that allows the student to re-enroll with limited coursework, frequent sessions with an on-campus counselor, and the development of an action plan. After a student has served the first suspension, the student may continue to re-enroll by maintaining a term GPA of 2.0 or greater. A student returning following Suspension I must consult with an on-campus counselor and remain on Suspension I until cumulative GPA reaches "good standing" status.

Academic Suspension II – A student who does not meet the required standard for a second time and incurs a second academic suspension will be suspended for a period of one long semester (including summer). A student returning from Suspension II, must consult with an on-campus counselor to obtain permission for readmission. Conditions of readmissions may include special requirements or restrictions. After counseling, the student may be readmitted and have records reactivated by the campus Registrar but remains on Suspension II until the cumulative GPA improves to "Good Standing".

Academic Dismissal – A student readmitted after the second suspension must maintain a term GPA of 2.0 or higher or be placed on Academic Dismissal. A student on Academic Dismissal must remain out of TCC for a minimum of one calendar year (12 months). At the end of the initial dismissal period the student can petition for readmission. Conditions of readmission may include special requirements and/or restrictions.

A student returning from Academic Dismissal must a) make an appointment with the campus Vice President for Academic Affairs for readmission approval, b)

consult with an on-campus counselor for development of an Academic Recovery Plan, and c) see the campus Registrar for reactivation.

Transfer to TCC Following Suspension at Another College/University: A student who has been placed on Academic Suspension or Dismissal by another college or university must meet the same criteria as TCC students. Depending on the circumstances of the suspension, the counselor, Registrar or Vice President for Academic Affairs may require an interview and/or may direct the applicant for additional review through campus channels. Conditions of admission may include special requirements and/or restrictions.

Attendance Policy

Regular and punctual class attendance is expected at Tarrant County College. Student absences will be recorded from the first day the class meets. In case of absence, it is the student's responsibility to contact the instructor.

Students absent on official school business are entitled to make up coursework missed. In all other cases, the instructor will determine whether the student will be permitted to make up work and will decide on the time and nature of the makeup. However, the student is responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so immediately on returning to school. Communication between the student and instructor is most important, and it is the student's responsibility to initiate such communication. If students do not appear at the prearranged time or meet the prescribed deadline for makeup work, they forfeit their rights for further make up of that work.

Students who stop attending class for any reason should officially withdraw from the class on Web Advisor. Failure to officially withdraw may result in a failing grade for the course.

Class attendance and participation are essential to student success. The following attendance guidelines apply:

- A student in an on-campus course missing a cumulative of 15 percent of the class meetings **and** not keeping up with the course assignments may be dropped **at the discretion of the instructor**.
- A student in an online course is required to successfully complete the online course orientation **and** actively participate in the course as described in the Instructor's Course Requirements (ICRs). A student not meeting these requirements may be dropped **at the discretion of the instructor**.

See also section on Attendance in Developmental Studies in this Catalog.

Classification of Students

A student who has earned fewer than 30 semester hours of college credit is classified as a freshman. A student who has earned 30 or more semester hours of credit is classified as a sophomore.

Course Credit (Semester Credit Hour)

The semester credit hour is the unit of credit at Tarrant County College and is generally defined as the amount of credit given for one classroom hour per week for a 16-week semester. Courses requiring laboratory and many special purpose courses may require additional contact hours per credit hour.

Course Load

A student enrolled for 12 or more semester hours during the fall or spring term is considered a full-time student. Special sessions of less than term length comprise a proportionate share of full-time or part-time enrollment. Students enrolled in a special session should consult the campus Registrar to determine how special sessions might affect their enrollment status.

Twelve hours constitute a full-time course load during a 16-week session of the fall or spring term. No student will be permitted to enroll for six academic courses or for more than 18 semester hours without permission of the Vice President for Academic Affairs. The College reserves the right to limit the course load of any student.

The allowed student course load during each six-week session of the summer term is seven semester hours. The maximum load, with permission of the Vice President for Academic Affairs, shall not exceed eight semester hours for one six-week session. The maximum credit that a student can earn during the entire summer term shall not exceed the number of weeks of the student's summer enrollment, up to 17 semester hours. The Maymester is considered part of the summer term. The Wintermester is considered part of the spring term.

Students who are employed or who plan to seek employment are cautioned to consider carefully the amount of college work they attempt in relation to the number of hours they are employed each week and to the student and community activities in which they participate. Students who overload themselves in these areas are likely to have scholastic difficulties. A good rule to remember is that two hours of preparation outside class are necessary for each hour of class time.

Deans' List

The Deans' List includes those students who have completed 12 or more college-level semester hours of work for the term with a grade point average of 3.5 or higher. The Honors List includes those students who have completed 12 or more college-level semester hours for the term and with a grade point average of 3.0 to 3.49. The Merit List includes students who have completed fewer than 12 college-level semester hours in each of two consecutive terms, whose enrollment totals no fewer than 18 hours for the two terms, and whose grade point average for the two terms is 3.5 or higher.

Drops or Withdrawals

A student may withdraw from a course or from the College with a grade of "W" any time on or before the end of the 12th class week in the fall or spring 16-week session. Courses dropped before the Official Day of Record (census date) of the courses are deleted from the student's enrollment, do not earn any grade, and do not appear on the student's transcript. Courses dropped after the official Day of Record will receive a grade and will appear on the student's transcript. However, a student whose first college enrollment occurred in Fall 2007 or later may not drop more than six courses during their cumulative enrollment at any Texas public college or university (see Six Drop Regulation).

A student enrolled in special session courses (i.e. eight-week courses, late start courses, mini-terms, summer sessions, etc.) should be advised of the withdrawal deadline by the instructor or contact the campus Registrar.

A student may withdraw from one or more courses prior to the withdrawal date through the TCC website or by contacting the campus Registrar's Office in person. Withdrawing from classes may affect a student's Financial Aid status. A student who withdraws online is responsible for verifying that the electronic drop processing was

completed by printing a copy of the unofficial transcript or student schedule showing the grade of “W.” Until a student is officially withdrawn, the student remains on the class roll and may receive a grade of “F” for the course.

A student unable to withdraw in person or electronically may mail or fax a letter to the campus Registrar specifying the class or classes for which withdrawal is requested. The letter must include the student's name, ID number, date, and class information along with the student's signature. If mailed, the request for withdrawal must be postmarked on or before the last day to drop a class, or if faxed, the date shown on the fax confirmation must be on or before the last day to drop a class.

Six Drop Regulation

Section 51.907 of the Texas Education Code, enacted by the State of Texas, Spring 2007, applies to students who enroll in a Texas public institution of higher education as a first-time freshman in Fall 2007 or later.

The College may not permit a student to drop more than six courses, including those taken at another Texas public institution of higher education. All courses dropped after the Official Day of Record are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is authorized by an appropriate College official as an approved Drop Exception. The official day of record for an undergraduate regular term course is the 12th class day (census date). Check the calendar for all census dates, including other than regular terms.

Drop Exceptions can be approved by the Vice President for Student Development Services if the student documents one of the following:

1. The student, a member of the student's family, or a person of equally important relationship to the student experiences a serious illness or other debilitating condition;
2. The student becomes responsible for the care of a sick, injured, or needy person;
3. There is a death in the student's family or of a non-family member of equally important relationship;
4. The student or a member of the student's family, or a person of equally important relationship to the student, is called to active duty service as a member of the Texas National Guard or the Armed Forces of the United States;
5. There is a documented change of the student's work schedule that is beyond the student's control;
6. The course is dropped while the student is still in high school;

Students may request a Drop Exception on the TCC website at www.tccd.edu.

Enrollment and drop activities of students affected by this legislation will be monitored. Those who drop six or more courses without an approved Drop Exception will incur registration and drop restrictions during all subsequent terms and may incur other enrollment limitations or requirements.

TCC students liable under this legislation who plan to attend another Texas public college or university should determine that institution's policies and penalties for dropping courses and for approving Drop Exceptions.

Final Examinations

At the end of each term, TCC publishes a special schedule for final examinations. The schedule allows a two-hour time period for the final activity of the course.

A student who must be absent from a final examination should petition the campus Vice President for Academic Affairs for permission to postpone the examination. A student

absent without permission from a final examination will be graded zero on the examination. Postponed final examinations must be taken within 30 days from the beginning of the next long term.

Other examinations will be scheduled during the course of the term at the discretion of the instructor. Makeup of a test other than the final examination will be at the discretion of the instructor if a student is absent on the day of the test.

Grades and Grade Points

The grading system used at Tarrant County College follows:

A (excellent) B (good) C (average) D (passing)*
F (failure) I (incomplete) W (approved withdrawal)
CR (credit) NC (noncredit) AU (audit)
WA (audit withdrawal)

* Grade of D is not considered passing in developmental courses

The grade point average (GPA) is found by dividing the total number of grade points by the total number of semester hours attempted. Grades of CR, NC, W, I, AU, or WA or grades earned for work in developmental courses do not affect the grade point average.

A: 4 points per semester hour
B: 3 points per semester hour
C: 2 points per semester hour
D: 1 point per semester hour
F: 0 points per semester hour

Grade Review and Change of Grade

Students may petition for review of a grade within 30 calendar days after the first class day of the next long session by following these procedures:

1. The student must inform the instructor and the department chairperson in writing of the reason for review of grade;
2. The instructor should then examine the records and submit his/her recommendations through administrative channels to the campus Vice President for Academic Affairs who will make the final decision regarding the grade and notify the student. If the instructor recommends not changing the grade, it should be explained in a memorandum. If the decision is to change the grade, the instructor should submit a completed "Change of Grade Request" form. In all cases, copies of the student's written appeal, attendance records, and grade report (with legend) must be attached. The process of review of grade must be completed within 30 calendar days after receipt by the instructor of the written appeal.
3. If the instructor is no longer employed, the department chairperson will then examine the instructor's records, make a recommendation, and send the recommendation through the proper channels to the campus Vice President for Academic Affairs who will notify the student of the decision.

Incomplete Grades

The conditional grade of "I" may be given to a student only with the approval of the instructor and the campus Vice President for Academic Affairs. Normally, a grade of "I" will not be assigned more than two weeks prior to final examinations. It is the responsibility of the student to arrange with the instructor for completion of the course when an "I" is given. Spring and Summer Term Incompletes must be completed no later than October 1 of the following Fall Term. Fall Term Incompletes must be completed no later than February 15 of the

following Spring Term. After the deadline, incomplete grades that have not been changed will automatically change to a grade of "F."

Repeating a Course

Only courses specifically designated in this catalog as repeatable for credit may be taken more than two times.

All courses that receive assigned grades appear as part of the student's permanent academic record. When courses are repeated, both grades are included in the GPA for courses taken and repeated prior to fall 1996; only the latest grade is included in the GPA when a course was repeated between fall 1996 and summer 2003. Effective with the fall 2003 semester, when a course is repeated, only the highest grade earned is used to calculate the student's cumulative grade point average.

Schedule of Classes

The Schedules of Classes for both credit and noncredit are available online through the TCC website. The College reserves the right to add, change or cancel any course section as necessary.

Terms and Special Sessions

Tarrant County College provides all credit coursework in semester units (semester credit hours). The standard fall and spring terms include 16 weeks of instruction. In addition, each term usually includes two sessions of eight weeks each and a Weekend College of 13 to 16 weeks. A Maymester is held before summer classes and a Wintermester before the beginning of spring classes.

The summer term includes two regular sessions of six weeks each and a variety of other sessions varying from three weeks to 12 weeks. State regulations currently limit the amount of credit that may be earned during summer sessions.

Withdrawal dates, refund dates, and other calendar events for each session are included in the TCC master calendar. Dates for sessions are individually assigned. Students whose course enrollment determines eligibility for financial aid benefits, veterans' educational benefits, insurance coverage, tuition reimbursement, or any other entitlement should check with their benefit program to determine the effect of session enrollment. Students may not withdraw from any course after the withdrawal date for the session.

Detailed information about session offerings is included in the Schedule of Classes on the TCC website. Students should check with the department office of the course involved or with the campus Registrar's Office for additional information about particular session offerings.

Transcript of TCC Student Record

The transcript of college work is an official copy of the student's permanent record bearing the College seal and designated signature. A student may request a transcript online through the TCC website, in person at the campus Registrar's Office, by FAX or by mail. All outstanding debts to the College must be paid to the Business Services Office before the student's record will be released.

Unless a transcript is requested in person, the student should allow a period of one week for delivery of the transcript after the request has been submitted or after the close of a session for which grades are being requested.

If students desire official transcripts of work completed at other institutions, they must request those transcripts from the original institutions.

Transfer Dispute Resolution

The Texas Higher Education Coordinating Board (THECB) intends that approved academic coursework transfer between Texas public institutions, provided that (1) courses are within approved transfer curriculum of the declared major field and (2) published transfer policies are met. Texas public institutions are required to notify students if approved academic coursework earned at another institution will not transfer.

If an academic course or any course with a Texas Common Course Number is not accepted in transfer by another Texas public college or university, students can request that TCC submit a Transfer Dispute Form to the receiving institution. THECB Transfer Dispute Forms are available through the District Records Office. The form must be completed within 15 days from the date the student is notified of the non-transfer. If the College cannot identify an appropriate reason for the course not transferring, the form will be forwarded to the receiving institution and/or to the Texas Higher Education Coordinating Board for resolution.

GRADUATION INFORMATION

A student should contact the campus Advising and Counseling Center with any questions about the degree plan and/or graduation requirements.

One formal commencement exercise is held each year at the end of the spring term. A student completing graduation requirements during the summer or fall term may choose to participate in the formal commencement ceremony conducted at the conclusion of the following spring term.

A completed Commencement Participation Form is required of all students participating in the annual commencement ceremony. However, all graduating students are encouraged to submit the form regardless of intent to participate in the ceremony to ensure the desired name is printed on the diploma and the correct address is on file for mailing the diploma. Students electing to participate in the ceremony should submit the form through Web Advisor during the semester they will complete their final degree or certificate requirements.

Tarrant County College reserves the right to post degrees and/or certificates for current or former students who have met completion requirements but have not formally initiated the graduation process.

Requirements for Graduation

Tarrant County College offers four associate degrees and a number of certificates of completion. A student may graduate by completing the catalog degree or certificate requirements in effect at the time of first enrollment at TCC, or those listed in a later Catalog, provided the requirements are met not later than five years from the date of the Catalog selected, the degree or certificate program and requisite courses are still being offered, and mandates of regulating agencies are satisfied.

General Requirements for an **Associate Degree**:

1. A minimum of 25 percent of the semester credit hours required for the degree must be earned in residence at TCC.
2. A minimum cumulative grade point average of 2.0 is required for all TCC courses.
3. A minimum grade point average of 2.0 is required for all courses presented for graduation.
4. All requirements of the degree must be satisfactorily completed.
5. Texas Success Initiative (TSI) requirements must be satisfactorily completed.

6. All financial obligations to the College must be met.
7. Students applying to receive a subsequent two-year degree must complete an additional 15 hours in residence

General Requirements for a **Certificate of Completion:**

1. A minimum of 25 percent of the semester credit hours required for the certificate must be earned in residence at TCC.
2. A minimum grade point average of 2.0 is required for all courses presented for graduation.
3. All requirements of the certificate must be satisfactorily completed.
4. Texas Success Initiative (TSI) requirements must be satisfactorily completed ONLY for TSI-liable certificates (requiring more than 42 semester hours).
5. All financial obligations to the College must be met.

Graduation Honors

Associate Degrees

Graduation honors are awarded to students completing the Associate of Arts, the Associate of Arts in Teaching, the Associate of Science, or the Associate of Applied Science Degree with a superior cumulative grade point average (GPA). The following classifications of honors will be recognized on the student's transcript of college record.

Designation	Cumulative GPA
Highest Honors	4.00
High Honors	3.75 to 3.99
Honors	3.50 to 3.74

The GPA computation to determine honors includes only completed TCC courses, not including developmental coursework, and includes all coursework during the term of completion. AA, AS, AAT and AAS degree recipients must complete at least 30 semester hours in residence at TCC to qualify for honors.

Certificates of Completion

Graduation with Distinction is awarded to students earning a Certificate of Completion with a GPA of 3.5 or higher. This honors designation will appear on the student's transcript of college record.

The GPA computation to determine Graduation with Distinction includes only completed TCC courses, not including developmental coursework, and includes all coursework during the term of completion. Certificate recipients must complete at least 15 semester hours in residence at TCC to qualify for Graduation with Distinction.

Graduate Guarantee Program

Transfer Guarantee

Tarrant County College guarantees to its Associate of Arts students who have met the requirements for the degree that course credits will transfer to other public-supported Texas colleges or universities provided the following conditions are met:

1. Transferability means acceptance of credit toward a specific major and degree at a specific institution.
2. Limitations on number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Transferability refers to courses in a written degree plan filed in a student's file in the appropriate office at TCC.

4. Only college-level courses with Community College General Academic Course Guide Manual approved numbers are included in this guarantee.

If all the above conditions are met and courses are not accepted by a receiving institution in transfer, the student must notify the District Office of Admissions Services at TCC within 10 days of notice of transfer credit denial so the Transfer Dispute Resolution process can be initiated.

If course denial is not resolved, TCC will allow the student to take tuition-free alternate courses, semester hour for semester hour, which are acceptable to the receiving institution within a one-year period from granting of a degree at TCC. The graduate is responsible for payment of any fees, books or other course-related expenses associated with the alternate course or courses.

Guarantee for Job Competency

If a recipient of an Associate of Applied Science Degree or Certificate of Completion is judged by an employer to be lacking in technical skills identified as exit competencies for a specific degree program, the graduate will be provided up to 12 tuition-free credit hours of additional skills training by TCC under the conditions of the guarantee policy. Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science Degree or Certificate of Completion in a technical, vocational, or occupational program identified in the College Catalog.
2. The graduate must have completed requirements for the Associate of Applied Science Degree or Certificate of Completion with the TCC system, with a minimum 75 percent of credits earned at TCC, and must have completed the degree or certificate within a five-year time span.
3. Graduates must be employed full time in an area directly related to the area of program concentration as certified by the appropriate dean or other administrator.
4. Employment must commence within six months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by TCC as program completion requirements and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, campus Vice President for Academic Affairs, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against TCC for skill deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the appropriate dean or other administrator within 90 days of the graduate's initial employment.

DEGREE AND CERTIFICATE PROGRAM INFORMATION

Program of Study (Major)

Students are urged to declare their program of study (major) as early as possible in their academic career. Those who are undecided should visit with an Academic Advisor prior to the end of their first year of enrollment. A program of study may be declared or changed through WebAdvisor on the TCC website at www.tccd.edu.

Programs of Instruction

TCC offers degrees for students whose goal is to transfer to an upper level college or university to complete a baccalaureate or higher degree:

Associate of Arts (AA) – A collegiate degree providing liberal arts curricula in university parallel and the pre-professional areas related to the baccalaureate degree. This is not generally a degree with a declared major but is a program of first and second year courses which will generally transfer to a four-year college or university. The Cornerstone Program is an Honors Associate of Arts Degree. Associate of Arts Degree are also offered in Business, Kinesiology, Music and Visual Arts.

Associate of Arts in Teaching (AAT) – A collegiate degree that will satisfy the lower division requirements for a bachelor's degree leading to initial teacher certification. The Cornerstone Program is an Honors Associate of Arts in Teaching Degree.

Associate of Science (AS) – A collegiate degree related to the baccalaureate degree providing curricula in university parallel and pre-professional areas to students with a major in a science or a related discipline. Associate of Science Degrees are also offered in Chemistry and Mathematics.

Associate of Science in Engineering (AS) – A collegiate degree aligned with the Tuning Texas Engineering Degree Pathways and leading to a baccalaureate degree in an ABET accredited engineering program. The Associate of Science in Engineering Degrees are Civil Engineering, Electric Engineering, Industrial Engineering and Mechanical Engineering.

Degrees and certificates are also offered in occupational/technical areas:

Associate of Applied Science (AAS) – A degree in a workforce field designed for students who wish to begin a career after completing a program of study.

Certificate of Completion (CRT, CAT and CES) – A program of study that varies in length and is designed to prepare the student for occupational employment. It is awarded upon completion of specific courses that have been industry validated and sequenced for the purpose of developing and upgrading skills in an occupation.

An Occupational Skills Award is awarded to students who complete nine to 14 semester credit hours specified in a particular technical area.

Transfer to a College/University

Students attending Tarrant County College for one or two years then transferring to a senior college or university should have no difficulty transferring credits if these steps are followed:

- Select a major field of study and a senior college or university that offers a bachelor's degree in that field.
- Review the selected institution's college catalog and identify the freshman and sophomore courses suggested.

- See a TCC academic advisor or counselor for help in selecting the TCC courses that correspond to the requirements of the senior college.
- Complete the TCC courses with a grade point average of at least 2.0.
- Apply for admission to the senior college early in the last semester at TCC.
- Request the TCC Registrar’s Office send an official transcript to the transfer institution.

Core Curriculum

In order to provide a solid foundation for students’ education and to make transfer between colleges and universities as smooth and seamless as possible, each state- supported institution of higher education in Texas has adopted a core curriculum. Through the Texas Core Curriculum, students gain knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for learning.

1. *Critical Thinking Skills* to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. *Communication Skills* to include effective development, interpretation and expression of ideas through written, oral, and visual communication.
3. *Empirical and Quantitative Skills* to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. *Teamwork* to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
5. *Social Responsibility* to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
6. *Personal Responsibility* to include the ability to connect choices, actions, and consequences to ethical decision-making.

Components of the core curriculum can be transferred in a block from Tarrant County College to another Texas public college or university to be substituted for the corresponding core curriculum of the receiving institution.

TCC designates core curriculum courses completed by a student on the official transcript. If a student satisfies all component areas, the statement “Texas Core Curriculum Completed (Month/Year)” will appear on the transcript. Students who transfer without completing the core curriculum receive academic credit for each of the courses they successfully completed in the TCC core curriculum.

The Associate of Arts, Associate of Arts in Teaching, Associate of Science, and Associate of Science in Engineering degrees include courses drawn from the core curriculum. A student concurrently enrolled at more than one institution of higher education should follow the core curriculum requirements in effect for the institution at which the student is classified as degree-seeking.

Tarrant County College District has established the 42-semester-credit-hour core curriculum listed below.

COMMUNICATION (CODE 010)

Composition

One three-credit-hour course 3
 ENGL 1301 Composition I

Speech and Communication Skills

One three-credit-hour course 3
 SPCH 1311 Introduction to Speech Communication
 SPCH 1315 Public Speaking
 SPCH 1321 Business and Professional Communication

MATHEMATICS (CODE 020)

One three-credit-hour course 3
 MATH 1314 College Algebra
 MATH 1316 Plane Trigonometry
 MATH 1324 Mathematics for Business and Social Sciences
 MATH 1325 Calculus for Business and Social Sciences
 MATH 1332 Contemporary Mathematics (Quantitative Reasoning)
 MATH 1342 Elementary Statistics Methods
 MATH 2412 Pre-Calculus Math
 MATH 2413 Calculus I

LIFE AND PHYSICAL SCIENCES (CODE 030)

Two four-credit-hour laboratory science courses 8
 BIOL 1406 Biology for Science Majors I (Lecture + Lab)
 BIOL 1407 Biology for Science Majors II (Lecture + Lab)
 BIOL 1408 Biology for Non-Science Majors I (Lecture + Lab)
 BIOL 1409 Biology for Non-Science Majors II (Lecture + Lab)
 BIOL 2401 Anatomy and Physiology I (Lecture + Lab)
 BIOL 2402 Anatomy and Physiology II (Lecture + Lab)
 BIOL 2406 Environmental Biology (Lecture + Lab)
 BIOL 2421 Microbiology for Science Majors (Lecture + Lab)
 CHEM 1405 Introductory Chemistry I (Lecture + Lab)
 CHEM 1407 Introductory Chemistry II (Lecture + Lab)
 CHEM 1411 General Chemistry I (Lecture + Lab)
 CHEM 1412 General Chemistry II (Lecture + Lab)
 CHEM 2423 Organic Chemistry I (Lecture + Lab)
 CHEM 2425 Organic Chemistry II (Lecture + Lab)
 GEOL 1401 Earth Sciences for Non-Science Majors (Lecture + Lab)
 GEOL 1402 Earth Sciences for Non-Science Majors II (Lecture + Lab)
 GEOL 1403 Physical Geology (Lecture + Lab)
 GEOL 1404 Historical Geology (Lecture + Lab)
 GEOL 1405 Environmental Science (Lecture + Lab)
 GEOL 1445 Oceanography (Lecture + Lab)
 GEOL 1447 Meteorology (Lecture + Lab)
 PHYS 1401 College Physics I (Lecture + Lab)
 PHYS 1402 College Physics II (Lecture + Lab)
 PHYS 1403 Stars and Galaxies (Lecture + Lab)
 PHYS 1404 Solar System (Lecture + Lab)
 PHYS 1405 Elementary Physics I (Lecture + Lab)
 PHYS 1407 Elementary Physics II (Lecture + Lab)
 PHYS 1415 Physical Science I (Lecture + Lab)

PHYS 2425 University Physics I (Lecture + Lab)
 PHYS 2426 University Physics II (Lecture + Lab)

LANGUAGE, CULTURE AND PHILOSOPHY (CODE 040)

One three-credit-hour course 3

- ENGL 2322 British Literature I to 1800
- ENGL 2323 British Literature II Since 1800
- ENGL 2327 American Literature I to 1865
- ENGL 2328 American Literature II Since 1865
- ENGL 2332 World Literature I to 1650
- ENGL 2333 World Literature II Since 1650
- FREN 2311 Intermediate French I
- FREN 2312 Intermediate French II
- GERM 2311 Intermediate German I
- GERM 2312 Intermediate German II
- HIST 2311 Western Civilization I to 1660
- HIST 2312 Western Civilization II Since 1660
- HIST 2321 World Civilizations I
- HIST 2322 World Civilizations II
- HUMA 1301 Introduction to the Humanities I
- PHIL 1301 Introduction to Philosophy
- PHIL 1304 Introduction to World Religions
- PHIL 2306 Introduction to Ethics
- PHIL 2316 Classical Philosophy
- SPAN 2311 Intermediate Spanish I
- SPAN 2312 Intermediate Spanish II

CREATIVE ARTS (CODE 050)

One three-credit-hour course 3

- ARTS 1301 Art Appreciation
- ARTS 1303 Art History Survey I
- COMM 2366 Introduction to Cinema
- DANC 2303 Dance Appreciation
- DRAM 1310 Introduction to Theatre
- DRAM 2366 Introduction to Cinema
- HUMA 1315 Fine Arts Appreciation
- MUSI 1306 Music Appreciation
- MUSI 1307 Music Literature
- MUSI 1310 American Music

AMERICAN HISTORY (CODE 060)

Two three-credit-hour courses 6

- HIST 1301 United States I History to 1876 or
- HIST 2327 Mexican-American History I to 1876 and
- HIST 1302 United States History II Since 1876 or
- HIST 2328 Mexican-American History II Since 1876 or
- HIST 2301 Texas History

GOVERNMENT AND POLITICAL SCIENCE (CODE 070)

Two three-credit-hour courses 6

- GOVT 2305 Federal Government
- GOVT 2306 Texas Government

SOCIAL AND BEHAVIORAL SCIENCE (CODE 080)

One three-credit-hour course 3

- ANTH 2346 General Anthropology
- ECON 2301 Principles of Macroeconomics
- ECON 2302 Principles of Microeconomics
- GEOG 1301 Physical Geography
- GEOG 1302 Human Geography
- GEOG 1303 World Regional Geography
- PSYC 2301 General Psychology
- SOCI 1301 Introduction to Sociology

COMPONENT AREA OPTION (CODE 090)

Composition

One three-credit-hour course 3

- ENGL 1302 Composition II or
- ENGL 2311 Technical and Business Writing

Health and Wellness

One one-credit-hour course 1

- KINE 1164 Introduction to Physical Fitness and Wellness

TOTAL SEMESTER HOURS 42

The Associate of Arts Degree

While this suggested curricula will satisfy the requirements of most senior institutions, it is the students' responsibility to identify as early as possible the institution to which they will transfer and to ascertain the specific requirements of that institution for the freshman and sophomore year. Each student's curriculum should be planned by the student and a counselor or academic advisor with a specific four-year institution in mind.

Bachelor's degrees awarded by most senior colleges and universities require 120 semester hours, or approximately four years of study. The Associate of Arts degree certifies completion of the first two years of study, or a minimum of 60 semester hours.

Associate of Arts

AART.D001.UG • South, Northeast, Northwest, Southeast, and Trinity River

Campuses Only

COMPOSITION

Two three-credit-hour courses 6

ENGL 1301 and ENGL 1302 or ENGL 2311

SPEECH AND COMMUNICATION SKILLS

One three-credit-hour course 3

SPCH 1311 SPCH 1315 SPCH 1321

MATHEMATICS

One three-credit-hour course 3

MATH 1314 MATH 1316 MATH 1324 MATH 1325

MATH 1332 MATH 1342 MATH 2412 MATH 2413

LIFE AND PHYSICAL SCIENCE

Two four-credit-hour laboratory science courses 8

BIOL 1406 BIOL 1407 BIOL 1408 BIOL 1409

BIOL 2401 BIOL 2402 BIOL 2406 BIOL 2421

CHEM 1405 CHEM 1407 CHEM 1411 CHEM 1412

CHEM 2423 CHEM 2425 GEOL 1401 GEOL 1402

GEOL 1403 GEOL 1404 GEOL 1405 GEOL 1445

GEOL 1447 PHYS 1401 PHYS 1402 PHYS 1403

PHYS 1404 PHYS 1405 PHYS 1407 PHYS 1415

PHYS 2425 PHYS 2426

CREATIVE ARTS

One three-credit-hour course 3

ARTS 1301 ARTS 1303 COMM 2366 DANC 2303

DRAM 1310 DRAM 2366 HUMA 1315 MUSI 1306

MUSI 1307 MUSI 1310

LANGUAGE, CULTURE AND PHILOSOPHY

One three-credit-hour course 3

ENGL 2322 ENGL 2323 ENGL 2327 ENGL 2328

ENGL 2332 ENGL 2333 FREN 2311 FREN 2312

GERM 2311 GERM 2312 HIST 2311 HIST 2312

HIST 2321 HIST 2322 HUMA 1301 PHIL 1301

PHIL 1304 PHIL 2306 PHIL 2316 SPAN 2311

SPAN 2312

AMERICAN HISTORY

Two three-credit-hour courses 6

HIST 1301 or HIST 2327 and HIST 1302 or HIST 2328 or HIST 2301

GOVERNMENT AND POLITICAL SCIENCE

Two three-credit-hour courses 6
GOVT 2305 GOVT 2306

SOCIAL OR BEHAVIORAL SCIENCE

One three-credit-hour course 3
ANTH 2346 ECON 2301 ECON 2302 GEOG 1301
GEOG 1302 GEOG 1303 PSYC 2301 SOCI 1301

HEALTH AND WELLNESS

One one-credit-hour course 1
KINE 1164

ELECTIVES

Additional courses to complete 60 credit hours 18
(Developmental courses cannot be used to fulfill a degree requirement.)

TOTAL SEMESTER HOURS 60

The Associate of Arts Degree in Business

AART.D005.UG• South, Northeast, Northwest, Southeast, and Trinity River Campuses only

First Year

			<i>Semester Hours</i>
<i>Fall Term</i>			
ENGL	1301	Composition I	3
HIST	1301	United States History I to 1876	3
MATH	1314	College Algebra; or MATH 1324	3
BCIS	1305	Business Computer Applications	3
ECON	2301	Principles of Macroeconomics	3
<i>Spring Term</i>			
ENGL	1302	Composition II	3
HIST	1302	United States History II since 1876	3
MATH	1325	Calculus for Business and Social Sciences	3
ECON	2302	Principles of Microeconomics	3
	*	Creative Arts	3

Second Year

<i>Fall Term</i>			
GOVT	2305	Federal Government	3
ACCT	2301	Principles of Financial Accounting	3
SPCH	1321	Business and Professional Communication	3
	*	Language, Culture and Philosophy	3
	**	Life and Physical Science	4
<i>Spring Term</i>			
GOVT	2306	Texas Government	3
ACCT	2302	Principles of Managerial Accounting	3
KINE	1164	Introduction to Physical Fitness and Wellness	1
	**	Life and Physical Science	4
	#	Elective	3
TOTAL DEGREE HOURS			60

**Creative Arts and Language, Culture and Philosophy must be chosen from the Core Curriculum.*

***Suggested Life & Physical Science courses: BIOL-1408, BIOL-1409, BIOL-2401, BIOL-2402, BIOL-2406, BIOL-2420, CHEM-1405, CHEM-1407, CHEM-1411, CHEM-1412, GEOL-1401, GEOL-1403, GEOL-1404, GEOL-1445, PHYS-1401, PHYS-1402, PHYS-1403, PHYS-1404, PHYS-1415.*

#*Suggested Electives include BUSI, COSC, ENGL, FREN, MATH, SPAN, SPCH. May not take COSC 1301 as an elective.*

The Associate of Arts Degree–Cornerstone Honors Program#

The Cornerstone Honors Program provides honors courses and an honors degree for a wide range of students. This degree increases opportunities for scholarships at four-year institutions.

To take honors courses and/or to seek the honors degree, a student must qualify by one of these standards:

- Be a top 10% high school graduate,
- Have a cumulative high school GPA of 3.5 or higher on a 4-point scale,
- Have an ACT score of 25 (composite) or higher,
- Have an SAT score of 1100 (combined critical reading and math) or higher,
- Have a TCC GPA of 3.5 or higher over a minimum of 12 semester hours excluding developmental courses, or
- Provide evidence of outstanding leadership ability and/or community service.

To apply, qualified students must submit the following:

- An honors application and two teacher recommendations, forms for which can be obtained from any participating TCC campus or online.
- A 200 to 500 word essay about a personal, local or national issue or about a significant person, experience, achievement or goal.
- An official high school or college transcript.

Associate of Arts – Cornerstone

AART.DS02.UG • South Campus

AART.DN02.UG • Northeast Campus

AART.DW02.UG • Northwest Campus

AART.DE02.UG • Southeast Campus

AART.DT02.UG • Trinity River Campus

A grade point average of 3.0 is required for graduation. A minimum grade of C must be earned in each course presented for graduation.

COMPOSITION

Two three-credit-hour courses.....6
 ENGL 1301 and ENGL 1302 or ENGL 2311

SPEECH AND COMMUNICATION SKILLS

One three-credit-hour course.....3
 Taken on an honors level
 SPCH 1311

MATHEMATICS

One three-credit-hour course.....3
 MATH 1314 MATH 1316 MATH 1324 MATH 1325
 MATH 1332 MATH 1342 MATH 2412 MATH 2413

LIFE AND PHYSICAL SCIENCES

Two four-credit-hour laboratory science courses.....8
 BIOL 1406 BIOL 1407 BIOL 1408 BIOL 1409
 BIOL 2401 BIOL 2402 BIOL 2406 BIOL 2420
 BIOL 2421 CHEM 1405 CHEM 1407 CHEM 1411
 CHEM 1412 CHEM 2423 CHEM 2425 GEOL 1401
 GEOL 1402 GEOL 1403 GEOL 1404 GEOL 1405

GEOL 1445	GEOL 1447	PHYS 1401	PHYS 1402
PHYS 1403	PHYS 1404	PHYS 1405	PHYS 1407
PHYS 1415	PHYS 2425	PHYS 2426	

CREATIVE ARTS

One three-credit-hour course3
Taken on an honors level
 HUMA 1315

LANGUAGE, CULTURE AND PHILOSOPHY

One three-credit-hour course3
 ENGL 2322 ENGL 2323 ENGL 2327 ENGL 2328
 ENGL 2332 ENGL 2333 FREN 2311 FREN 2312
 GERM 2311 GERM 2312 HIST 2311 HIST 2312
 HIST 2321 HIST 2322 HUMA 1301 PHIL 1301
 PHIL 1304 PHIL 2306 SPAN 2311 SPAN 2312

AMERICAN HISTORY

Two three-credit-hour courses 6
Taken on an honors level
 HIST 1301 HIST 1302

GOVERNMENT AND POLITICAL SCIENCE

Two three-credit-hour courses6
 GOVT 2305 GOVT 2306 - *Taken on an honors level*

BEHAVIORAL SCIENCE

One three-credit-hour course3
Taken on an honors level
 PSYC 2301

HEALTH AND WELLNESS

One one-credit-hour course 1
 KINE 1164

PHILOSOPHY

Taken on an honors level
 PHIL 23063

ELECTIVES

Additional courses to complete 60 credit hours15
(Developmental courses cannot be used to fulfill a degree requirement.)

TOTAL SEMESTER HOURS 60

The Associate of Arts Degree in Kinesiology

AART.D002.UG • South, Northeast, Northwest, Southeast, and Trinity River Campuses Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
ENGL	1301	Composition I	3
HIST	1301	United States History I to 1876	3
MATH	1314	College Algebra; or MATH 1316 or MATH 1324 or MATH 1325 or MATH 1332 or MATH 1342 or MATH 2412 or MATH 2413	3
KINE	1164	Introduction to Physical Fitness and Wellness	1
KINE	*	Kinesiology Specialization	3
KINE	**	Kinesiology Activity Elective	1

Spring Term

ENGL	1302	Composition II	3
HIST	1302	United States History II Since 1876	3
SPCH	1315	Public Speaking	3
KINE	*	Kinesiology Specialization	3
KINE	**	Kinesiology Activity Elective	1
KINE	**	Kinesiology Activity Elective	1

Second Year

<i>Fall Term</i>			
GOVT	2305	Federal Government	3
BIOL	2401	Anatomy and Physiology I	4
KINE	*	Kinesiology Specialization (2 courses)	6
SPAN	2311	Intermediate Spanish I; or SPAN 2312	3

Spring Term

GOVT	2306	Texas Government	3
BIOL	2402	Anatomy and Physiology II (Lecture + Lab)	4
KINE	*	Kinesiology Specialization	3
	***	Social and Behavior Science	3
DANC	2303	Dance Appreciation	3

TOTAL DEGREE HOURS 60

**Kinesiology Specialization course: Chose one of the following: KINE 1301, KINE 1304, KINE 1306, KINE 1308, KINE 1321, KINE 1338 or HECO 1322. Upon completion of the degree, one must have taken at least five of the seven courses listed.*

***Kinesiology Activity Electives include KINE 1101/KINE 2101 through KINE 1148/KINE 2148.*

****Social and Behavior Science must be selected from the Core Curriculum.*

The Associate of Arts Degree in Music

AART.D003.UG • South, Northeast, Northwest, Southeast and Trinity River Campuses Only

First Year

Fall Term

			<i>Semester Hours</i>
MUSI	1211	Music Theory I	2
MUSI	1216	Sight Singing and Ear Training I	2
MUAP	1291	Private Lesson (for music major)	2
MUEN	1xxx	MUEN Ensemble Course	1
MUSI	1181	Class Piano I; or MUAP 1191	1
ENGL	1301	Composition I	3
HIST	1301	United States History I to 1876	
	*	Mathematics	3

Spring Term

MUSI	1212	Music Theory II	2
MUSI	1217	Sight Singing and Ear Training II	2
MUAP	1292	Private Lesson (for music major)	2
MUEN	1xxx	MUEN Ensemble Course	1
MUSI	1182	Class Piano II; or MUAP 1191	1
ENGL	1302	Composition II	3
HIST	1302	United States History II Since 1876	3

Second Year

Fall Term

MUSI	2211	Music Theory III	2
MUSI	2216	Sight Singing and Ear Training I	2
MUAP	2291	Private Lesson (for music major)	2
MUEN	2xxx	MUEN Ensemble Course	1
MUSI	2181	Class Piano III; or MUAP 1191	1
GOVT	2305	Federal Government	3
MUSI	1307	Music Literature	3

Spring Term

MUSI	2212	Music Theory IV	2
MUSI	2217	Sight Singing and Ear Training IV	2
MUAP	2292	Private Lesson (for music major)	2
MUSI	2182	Class Piano IV; or MUAP 1191	1
MUEN	2xxx	MUEN Ensemble Course	1
GOVT	2306	Texas Government	3
	*	Life and Physical Science	4

TOTAL DEGREE HOURS 60

**Mathematics and Life or Physical Science must be chosen from the Core Curriculum*

NOTE: To be core complete, take KINE-1164, one class from the Social and Behavior Science core and a second class from the Life and Physical Science core.

The Associate of Arts Degree in Visual Arts

AART.D004.UG • South, Northeast, Northwest, Southeast and Trinity River Campuses Only

First Year

Fall Term

			<i>Semester Hours</i>
ARTS	1316	Drawing I	3
ARTS	1311	Design I	3
	*	Mathematics	3
ENGL	1301	Composition I	3
HIST	1301	U.S. History I to 1876; or HIST 2327	3

Spring Term

ARTS	1312	Design II	3
ARTS	1303	Art History Survey I	3
	*	Social or Behavioral Science	3
HIST	1302	U.S. History II Since 1876; or HIST 2328; or HIST 2301	3
ENGL	1302	Composition II	3

Second Year

Fall Term

	**	Studio Art Elective	3
ARTS	1304	Art History Survey II	3
GOVT	2305	U.S. Government	3
	*	Life or Physical Science	4
SPCH	1315	Public Speaking; or SPCH 1311 or SPCH 1321	3

Spring Term

	**	Studio Art Elective	3
PHIL	1301	Introduction to Philosophy	3
GOVT	2306	Texas Government	3
	*	Life or Physical Science	4
KINE	1164	Introduction to Physical Fitness and Wellness	1

TOTAL DEGREE HOURS 60

**Mathematics, Life and Physical Sciences, and Social/Behavioral Science must be chosen from the corresponding section of the Core Curriculum.*

***Studio Art Electives may be chosen from ARTS-1317, ARTS-2316, ARTS-2317, ARTS-2323, ARTS-2326, ARTS-2346, ARTS-2347 and ARTS-2366.*

VISUALART

Certificate of Completion Program

AART.T006.UG • South, Northeast, Northwest, Southeast and Trinity River Campuses Only

First Year

Fall Term

			<i>Semester Hours</i>
ARTS	1316	Drawing I	3
ARTS	1311	Design I	3
ARTS	1303	Art History Survey I	3
	**	Art Studio Elective	6

Spring Term

ARTS	1312	Design II	3
ARTS	1304	Art History Survey II	3
ARTS	2389	Academic Cooperative in Visual Art	3
	**	Art Studio Elective	6

TOTAL CERTIFICATE HOURS 30

***Studio Art Electives may be chosen from ARTS-1317, ARTS-2316, ARTS-2317, ARTS-2323, ARTS-2326, ARTS-2346, ARTS-2347 and ARTS-2366.*

The Associate of Arts in Teaching Degree

TCC offers three Associate of Arts in Teaching (AAT) Degrees with specializations that are approved by the Texas Higher Education Coordinating Board. Each AAT requires a general education foundation and a specialization. Completion of any AAT meets institution and state requirements for core curriculum.

A grade of C or better is required for all Education, Speech and English courses. A grade point average of 2.75 is required for graduation.

Associate of Arts in Teaching

AATE.D003.UG • Early Childhood through Grade 6 • Northeast and South Campuses Only

AATE.D004.UG • Grades 4-8 and Early Childhood through Grade 12 Special Education • Northeast and South Campuses Only

AATE.D005.UG • Grades 8-12 and Early Childhood through Grade 12 Other than Special Education • Northeast and South Campuses Only

GENERAL EDUCATION FOUNDATION

(Required for each AAT degree)

COMPOSITION

Two three-credit-hour courses 6
 ENGL 1301 and ENGL 1302 or ENGL 2311

SPEECH AND COMMUNICATION SKILLS

One three-credit-hour course 3
 SPCH 1311 SPCH 1315 SPCH 1321

AMERICAN HISTORY

Two three-credit-hour courses 6
 HIST 1301 or HIST 2327 and HIST 1302 or HIST 2328 or HIST 2301

GOVERNMENT AND POLITICAL SCIENCE

Two three-credit-hour courses 6
 GOVT 2305 GOVT 2306

SOCIAL OR BEHAVIORAL SCIENCE

One three-credit-hour course 3
 ANTH 2346 ECON 2301 ECON 2302 GEOG 1301
 GEOG 1302 GEOG 1303 PSYC 2301 SOCI 1301

HEALTH AND WELLNESS

One one-credit-hour course 1
 KINE 1164

MATHEMATICS

One three-credit-hour course 3
 MATH 1314 (AAT EC-6 and 4-8)
One three-credit hour course from the following (AAT 8-12):
 MATH 1314 MATH 1316 MATH 1324 MATH 1325
 MATH 1332 MATH 1342 MATH 2412 MATH 2413

LIFE AND PHYSICAL SCIENCE

Two four-credit-hour Laboratory Science courses 8
 BIOL 1406 BIOL 1407 BIOL 1408 BIOL 1409
 BIOL 2401 BIOL 2402 BIOL 2406 BIOL 2420
 BIOL 2421 CHEM 1405 CHEM 1407 CHEM 1411
 CHEM 1412 CHEM 2423 CHEM 2425 GEOL 1401

GEOL 1402	GEOL 1403	GEOL 1404	GEOL 1405
GEOL 1445	GEOL 1447	PHYS 1401	PHYS 1402
PHYS 1403	PHYS 1404	PHYS 1405	PHYS 1407
PHYS 1415	PHYS 2425	PHYS 2426	

CREATIVE ARTS

<i>One three-credit-hour course</i>	3				
ARTS 1301	ARTS 1303	COMM 2366	DANC 2303	DRAM 1310	
DRAM 2366	HUMA 1315	MUSI 1306	MUSI 1307	MUSI 1310	

LANGUAGE, CULTURE AND PHILOSOPHY

<i>One three-credit-hour course</i>	3				
ENGL 2322	ENGL 2323	ENGL 2327	ENGL 2328	ENGL 2332	
ENGL 2333	FREN 2311	FREN 2312	GERM 2311	GERM 2312	
HIST 2311	HIST 2312	HIST 2321	HIST 2322	HUMA 1301	
PHIL 1301	PHIL 1304	PHIL 2306	PHIL 2316	SPAN 2311	
SPAN 2312					

TOTAL FOUNDATION HOURS 42

SPECIALIZATIONS

EARLY CHILDHOOD THROUGH GRADE 6

EDUCATION

<i>Two three-credit-hour courses</i>	6
EDUC 1301 EDUC 2301	

MATHEMATICS

<i>Two three-credit-hour courses</i>	6
MATH 1350 MATH 1351	

SCIENCE

<i>Two additional three or four-credit-hour courses</i>	6
BIOL, CHEM, GEOL or PHYS	

TOTAL DEGREE HOURS 60

GRADES 4 - 8 AND EARLY CHILDHOOD THROUGH GRADE 12 SPECIAL EDUCATION

EDUCATION

<i>Two three-credit-hour courses</i>	6
EDUC 1301 EDUC 2301	

MATHEMATICS

<i>Two three-credit-hour courses</i>	6
MATH 1350 MATH 1351	

SCIENCE

<i>Two additional three or four-credit-hour courses</i>	6
BIOL, CHEM, GEOL or PHYS	

TOTAL DEGREE HOURS 60

GRADES 8-12 AND EARLY CHILDHOOD THROUGH GRADE 12 OTHER THAN SPECIAL EDUCATION

EDUCATION

<i>Two three-credit-hour courses</i>	6
EDUC 1301 EDUC 2301	

ACADEMIC ELECTIVES

Electives for content area/teaching field should be selected to coordinate with teaching field 12
(Developmental courses may not be used to fulfill a degree requirement.)

TOTAL DEGREE HOURS 60

The Associate of Arts in Teaching Cornerstone Degree

A grade of “C” or better is required for all Education, Speech and English courses. A grade point average of 2.75 is required for graduation. Electives should be selected to coordinate with the content area teaching field/academic discipline at the transfer institution. Contact the education advisor for further information.

Associate of Arts in Teaching

AATE.DS01.UG • Grades 7-12 and Early Childhood through Grade 12 Other than Special Education • South Campus Only

AATE.DN01.UG • Grades 7-12 and Early Childhood through Grade 12 Special Education • Northeast Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
ENGL	1301	Composition I	3
SPCH	1311H	Introduction to Speech Communication	3
MATH	1314	College Algebra	3
HIST	1301H	United States History I to 1876	3
	*	Life or Physical Science	4
<i>Spring Term</i>			
HUMA	1315H	Fine Arts Appreciation	3
HIST	1302H	United States History II since 1876	3
ENGL	1302	Composition II or ENGL 2311	3
	*	Life or Physical Science	4

Second Year

<i>Fall Term</i>			
GOVT	2305	Federal Government	3
PHIL	2306H	Introduction to Ethics	3
PSYC	2301H	General Psychology	3
KINE	1164	Introduction to Physical Fitness and Wellness	1
EDUC	1301	Introduction to Teaching Profession	3
<i>Spring Term</i>			
EDUC	2301	Introduction to Special Populations	3
GOVT	2306H	Texas Government Honors	3
	*	Language, Culture and Philosophy	3
		Electives	9

TOTAL DEGREE HOURS 60

**Language, Culture and Philosophy and Science elective must be selected from Core Curriculum.*

The Associate of Science Degree

While this suggested course of study satisfies the requirements of most senior institutions, it is the student's responsibility to identify his or her transfer institution to determine specific requirements for the freshman and sophomore years.

Associate of Science*

ASCI.D001.UG • South, Northeast, Northwest, Southeast, and Trinity River Campuses Only

COMPOSITION

Two three-credit-hour courses 6
 ENGL 1301 and ENGL 1302 or ENGL 2311

SPEECH AND COMMUNICATION SKILLS

One three-credit-hour course 3
 SPCH 1311 SPCH 1315 SPCH 1321

MATHEMATICS

One three-credit-hour course 3
 MATH 1314 MATH 1316 MATH 2412 MATH 2413

LIFE AND PHYSICAL SCIENCES*

Two four-credit-hour laboratory science courses 8
 BIOL 1406 BIOL 1407 CHEM 1411 CHEM 1412
 CHEM 2423 CHEM 2425 GEOL 1403 GEOL 1404
 GEOL 1447 PHYS 1401 PHYS 1402 PHYS 2425
 PHYS 2426

[Note: Both courses must be from the same subject series.]

CREATIVE ARTS

One three-credit-hour course 3
 ARTS 1301 ARTS 1303 COMM 2366 DANC 2303
 DRAM 1310 DRAM 2366 HUMA 1315 MUSI 1306
 MUSI 1307 MUSI 1310

LANGUAGE, CULTURE AND PHILOSOPHY

One three-credit-hour course 3
 ENGL 2322 ENGL 2323 ENGL 2327 ENGL 2328 ENGL 2332
 ENGL 2333 FREN 2311 FREN 2312 GERM 2311 GERM 2312
 HIST 2311 HIST 2321 HIST 2322 HIST 2312 HUMA 1301
 PHIL 1301 PHIL 1304 PHIL 2306 PHIL 2316 SPAN 2311
 SPAN 2312

AMERICAN HISTORY

Two three-credit-hour courses 6
 HIST 1301 or HIST 2327 and HIST 1302 or HIST 2328 or HIST 2301

GOVERNMENT AND POLITICAL SCIENCE

Two three-credit-hour courses 6
 GOVT 2305 GOVT 2306

SOCIAL OR BEHAVIORAL SCIENCE

One three-credit-hour course 3
 ANTH 2346 ECON 2301 ECON 2302 GEOG 1301
 GEOG 1302 GEOG 1303 PSYC 2301 SOCI 1301

HEALTH AND WELLNESS

One one-credit-hour course 1
 KINE 1164

ELECTIVES*

Additional courses to complete 60 credit hours 18
(Developmental courses cannot be used to fulfill a degree requirement)

Elective courses must be selected from the following if not taken as part of the preceding core. Science courses must be taken as two courses in a sequence:

Biology

BIOL 1406 and BIOL 1407
BIOL 1411 and BIOL 2421
BIOL 2316

Computer Science

COSC 1420
COSC 1436
COSC 1437
COSC 2425
COSC 2436

Geology

GEOL-1402
GEOL-1403
GEOL-1404
GEOL-1447

Physics

PHYS 1401 and PHYS 1402
PHYS 1405 and PHYS 1407
PHYS 2425 and PHYS 2426

Chemistry

CHEM 1411 and CHEM 1412
CHEM 2423 and CHEM 2425

Engineering

ENGR 1201
ENGR 1304
ENGR 1307
ENGR 2301
ENGR 2302
ENGR 2305
ENGR 2332

Mathematics

MATH 2415
MATH 2318
MATH 2320
MATH 2414
MATH 2421
MATH 2413

TOTAL DEGREE HOURS 60

**Students must be TSI compliant to enroll in many of the courses listed. Some courses may also require additional pre-requisites. Check course descriptions for details.*

The Associate of Science Degree in Chemistry

Associate of Science*

ASCI.D002.UG • South, Northeast, Northwest, Southeast and Trinity River Campuses Only

<i>Summer Term</i>			<i>Semester Hours</i>
MATH	1314*	College Algebra; or MATH1316 or MATH 2412 or MATH 2413**	3
First Year			
<i>Fall Term</i>			
CHEM	1411	General Chemistry I (Lecture + Lab)	4
ENGL	1301	Composition I	3
HIST	1301	United States History I to 1876	3
SPCH	1311	Introduction to Speech Communication; or SPCH 1315 or SPCH 1321	3
<i>Spring Term</i>			
CHEM	1412	General Chemistry II (Lecture + Lab)	4
ENGL	1302	Composition II	3
HIST	1302	United States History II Since 1876	3
CHEM	2289*	Academic Cooperative; or CHEM 2389 or MATH 2413 or MATH 2414	2
	***	Creative Arts	3
Second Year			
<i>Fall Term</i>			
CHEM	2423	Organic Chemistry I (Lecture + Lab)	4
PHYS	1401**	College Physics I; or PHYS 2425	4
GOVT	2305	Federal Government	3
KINE	1164	Introduction to Physical Fitness and Wellness	1
	***	Language, Philosophy and Culture	3
<i>Spring Term</i>			
CHEM	2425	Organic Chemistry II (Lecture + Lab)	4
PHYS	1402**	College Physics II (Lecture + Lab); or PHYS 2426	4
GOVT	2306	Texas Government	3
	***	Social and Behavior Science	3

TOTAL DEGREE HOURS 60

*Math1314 is a prerequisite for CHEM1411.

**University Physics is recommended for students planning on going into graduate school in Chemistry or Engineering. MATH 2413 is prerequisite for PHYS 2425 and MATH 2414 is a prerequisite for PHYS 2426.

***Speech, Creative Arts, Language, Philosophy and Culture and Social and Behavior Science electives must be selected from the Core Curriculum.

The Associate of Science Degree in Mathematics

Associate of Science*

ASCI.D003.UG • South, Northeast, Northwest, Southeast and Trinity River Campuses Only

First Year

<i>First Term</i>		<i>Semester Hours</i>
MATH 2413	Calculus I	4
MATH 1316	Plane Trigonometry	3
ENGL 1301	Composition I	3
HIST 1301	United States History I to 1876	3
	* Life and Physical Sciences	4
<i>Spring Term</i>		
MATH 2414	Calculus II	4
HIST 1302	United States History II Since 1876	3
ENGL 1302	Composition II	3
	* Life and Physical Sciences	4

Second Year

<i>First Term</i>		
MATH 2415	Calculus III	4
GOVT 2305	Federal Government	3
KINE 1164	Introduction to Physical Fitness and Wellness	1
	** Creative Arts	3
	Language, Philosophy and Culture	3
<i>Spring Term</i>		
MATH 2318	Linear Algebra	3
MATH 2320	Differential Equations	3
SPCH 1311	Introduction to Speech Communication	3
GOVT 2306	Texas Government	3
	** Social and Behavior Science	3

TOTAL DEGREE HOURS 60

* *Life and Physical Sciences must be chosen from two of the following courses with in the same group: BIOL 1406 and BIOL 1407 or CHEM 1411 and CHEM 1412 or CHEM 2423 and CHEM 2425 or GEOL 1403 and GEOL 1404 or PHYS 1401 and PHYS 1402 or PHYS 2425 and PHYS 2426.*

***Creative Arts, Language, Philosophy, and Culture, and Social and Behavior Science electives must be selected from the Core Curriculum.*

The Associate of Science in Engineering Degree

While this suggested course of study satisfies the requirements of most senior institutions, it is the student's responsibility to identify his or her transfer institution to determine specific requirements for the freshman and sophomore years. NOTE: Completion of the AS in Engineering Degree does not complete state of Texas requirements for Core Curriculum.

Associate of Science

ASCE.D001.UG • Civil Engineering • Southeast Campus Only

ASCE.D002.UG • Electrical Engineering • Southeast Campus Only

ASCE.D003.UG • Industrial Engineering • Southeast Campus Only

ASCE.D004.UG • Mechanical Engineering • Southeast Campus Only

ACADEMIC FOUNDATION

COMPOSITION

Two three-credit-hour courses.....6
 ENGL 1301 and ENGL-1302 or ENGL 2311

SPEECH AND COMMUNICATION SKILLS

One three-credit-hour course3
 SPCH 1321

MATHEMATICS

Three three-credit-hour courses.....12
 MATH-2413 MATH-2414 MATH-2415

LIFE AND PHYSICAL SCIENCES

Three four-credit-hour laboratory science courses12
 CHEM-1411 PHYS-2425 PHYS-2426

HISTORY

One three-credit-hour course3
 HIST 1301

POLITICAL SCIENCE

One three-credit-hour course3
 GOVT 2305

SOCIAL SCIENCE

One three-credit-hour course3
 ECON 2301

SPECIALIZATION FOR CIVIL ENGINEERING

COSC-1420 or 1436 ENGR-1201 ENGR-1304 ENGR-2301

And select two courses from the following:

ENGR-1307 ENGR-2302 ENGR-2332 MATH-2320 GOVT-2306
 HIST-1302

TOTAL SEMESTER HOURS 60

SPECIALIZATION FOR ELECTRICAL ENGINEERING

COSC-1420 ENGR-1201 ENGR-2305

And select three courses from the following:

ENGR-2301 ENGR-2302 ENGR-2308 ENGR-2406 MATH-2318
 MATH-2320 GOVT-2306 HIST-1302

TOTAL SEMESTER HOURS 60

SPECIALIZATION FOR INDUSTRIAL ENGINEERING

COSC-1420 or 1436 ENGR-1201 ENGR-1304

And select three courses from the following:

ENGR-2301 ENGR-2305 ENGR-2308 MATH-2320 GOVT-2306

HIST-1302 ENGL-2311

TOTAL SEMESTER HOURS 60

SPECIALIZATION FOR MECHANICAL ENGINEERING

COSC-1420 or 1436 ENGR-1201 ENGR-2301 ENGR-2302

And select two courses from the following:

ENGR 1304 ENGR 2305 ENGR-2332 MATH-2320 GOVT-2306

HIST-1302

TOTAL SEMESTER HOURS 60

Fields of Study

Senate Bill 148 of the 75th Texas Legislature (1997) mandated Field of Study curricula. The Field of Study curricula, along with core curricula, are intended to facilitate transferability of courses among Texas public colleges and universities. All public four-year institutions are required to accept Coordinating Board approved Field of Study courses in fulfillment of lower-division requirements for bachelor's degrees in majors that correspond to the Field of Study.

Business

Core Curriculum plus Field of Study for Business is designed for students seeking a bachelor's degree with a major in business or a related discipline.

The following set of courses is the Tarrant County College implementation of the Business Field of Study. These courses are fully transferable to other Texas public colleges and universities and are applicable to bachelor's degrees with majors in business, including all business specializations. Fields of Study are valid only when no course substitutions are made.

Students should consult an advisor regarding transfer to a specific college or university.

BUSINESS FIELD OF STUDY

Accounting	ACCT 2301	Principles of Financial Accounting
	ACCT 2302	Principles of Managerial Accounting
Economics	ECON 2301	Principles of Macroeconomics*
	ECON 2302	Principles of Microeconomics*
Mathematics	MATH 1325	Calculus for Business and Social Sciences *
Computer Skills	BCIS 1305	Business Computer Applications
Speech	SPCH 1321	Business and Professional Communication*

Semester Credit Hours 21

** Fulfills a TCC Core Curriculum requirement.*

Computer Science

Core Curriculum plus Field of Study for Computer Science is designed for students seeking a bachelor's degree with a major in computer science.

The Computer Science Field of Study Curriculum is designed to apply to the bachelor's degree of computer science but may also be applied to the Bachelor of Arts or other baccalaureate-level computer science degrees as deemed appropriate by the awarding institution. The Field of Study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in computer science. Fields of Study are valid only when no course substitutions are made.

Students should consult an advisor regarding transfer to a specific college or university.

COMPUTER SCIENCE FIELD OF STUDY*

Computer Science	COSC 1436	Programming Fundamentals I**
	COSC 1437	Programming Fundamentals II**
	COSC 2425	Computer Organization***
	COSC 2436	Programming Fundamentals III
Mathematics	MATH 2413	Calculus I****
	MATH 2414	Calculus II
Physics	PHYS 2425	University Physics I (Lecture + Lab) ****
	PHYS 2426	University Physics II (Lecture + Lab) ****

Semester Credit Hours 32

* It is recommended that students complete the math sequence, physics sequence, and computer science sequence at the same institution to reduce the likelihood of potential gaps in curriculum.

** COSC 1436 and COSC 1437 are preparatory and sequential in nature. Not all courses are required for the Computer Science major at all universities, but may apply to general degree requirements.

1. COSC 1436 is not part of the Computer Science major requirements at The University of Texas at Austin, The University of Texas at Arlington, The University of Texas at Dallas, or Texas A&M University.
2. COSC 1437 is not part of the Computer Science major requirements at The University of Texas at Austin.

Preparatory courses such as COSC 1436 and COSC 1437 will assist students who need additional background but do not apply toward the Computer Science major requirements.

*** COSC 2425 is not part of the Computer Science major requirements at The University of Texas at Austin or Texas A&M University but may be applied to general degree requirements.

**** *Fulfills a TCC Core Curriculum requirement.*

Engineering

The Engineering Field of Study Curriculum is designed to apply to the bachelor's degree of Engineering. The Field of Study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in Engineering. Fields of Study are valid only when no course substitutions are made.

Students should consult an advisor regarding transfer to a specific college or university.

ENGINEERING FIELD OF STUDY

Required Mathematics

MATH 2413 Calculus I*

Engineering

ENGR 1201 Introduction to Engineering

ENGR 1304 Engineering Graphics

ENGR 2301 Engineering Mechanics - Statics

ENGR 2302 Engineering Mechanics - Dynamics

ENGR 2305 Electrical Circuits I

ENGR 2332 Mechanics of Materials

Mathematics

MATH 2414 Calculus II

MATH 2415 Calculus III

MATH 2320 Differential Equations

MATH 2421 Differential Equations and Linear Algebra

Physics

PHYS 2425 University Physics I (Lecture + Lab)*

PHYS 2426 University Physics II (Lecture + Lab)*

TOTAL SEMESTER HOURS 44

**Fulfills a TCC Core Curriculum requirement.*

Music

Core Curriculum plus Field of Study for Music designed for students seeking a bachelor's degree with a major in music.

The Field of Study Curriculum is designed to apply to the bachelor's degree of music but may also be applied to the Bachelor of Arts or other baccalaureate-level music degrees as deemed appropriate by the awarding institution. The Field of Study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in music. Fields of Study are valid only when no course substitutions are made.

Students should consult an advisor regarding transfer to a specific college or university.

MUSIC FIELD OF STUDY

Ensemble

MUEN xxxx Ensemble

MUEN xxxx Ensemble

MUEN xxxx Ensemble

MUEN xxxx Ensemble

Applied Music	MUAP1291	Private Music Lessons
	MUAP1292	Private Music Lessons
	MUAP2291	Private Music Lessons
	MUAP 2292	Private Music Lessons
Theory	MUSI 1211	Music Theory I
	MUSI 1212	Music Theory II
	MUSI 1216	Sight Singing and Ear Training I
	MUSI 1217	Sight Singing and Ear Training II
	MUSI 2216	Sight Singing and Ear Training III
	MUSI 2217	Sight Singing and Ear Training IV
	MUSI 2211	Music Theory III
	MUSI 2212	Music Theory IV
Music Literature	MUSI 1307	Music Literature*
	MUSI 1181	Classic Piano I; or MUAP 1291
	MUSI 1182	Classic Piano II; or MUAP 1191
	MUSI 2181	Piano Class III; or MUAP 1191
	MUSI 2182	Piano Class IV; or MUAP 1191

Semester Credit Hours: 31-35

*Fulfills a TCC Core Curriculum requirement.

Journalism and Mass Communication

The Field of Study Curricula for communication (FOSC for Communication) will serve as a *framework* within which students may transfer more easily between state-supported institutions.

To accomplish these dual goals, the Field of Study lists broad competencies in four pathways of 15 to 21 semester credit hours of lower-division coursework in each degree plan. These plans constitute the FOSC for Communication. Each of four sub-areas in Communication constitutes a discrete Field of Study Curriculum: (1) Advertising/Public Relations, (2) Journalism/Mass Communication, (3) Radio & Television Broadcasting/Broadcast Journalism, and (4) General Communication/Communication Studies/Speech Communication/Speech and Rhetorical Studies/Organizational Communication. Students may elect one or more of the following fields of study.

Students should consult an advisor regarding transfer to a specific college or university.

ADVERTISING AND PUBLIC RELATIONS FIELD OF STUDY

COMM 1307 Introduction to Mass Communication

Select 3 to 9 hours from the following courses.

COMM 2311 Media Writing

COMM 2315 News Reporting

COMM 2332 Radio and Television News

COMM 2339 Writing for Radio, Television and Film

Semester Credit Hours: 6-12

JOURNALISM AND MASS COMMUNICATION FIELD OF STUDY

Select 6 to 9 hours from the following courses.

COMM 1307 Introduction to Mass Communication

COMM 2311 Media Writing

COMM 1335 Introduction to Electronic Media

Select 3 to 9 hours from the following courses.

- COMM 1316 News Photography
- COMM 2315 News Reporting
- COMM 2332 Radio and Television News
- COMM 2339 Writing for Radio, Television and Film

Semester Credit Hours: 9-18

RADIO & TELEVISION BROADCASTING/BROADCASTING JOURNALISM

- COMM 1307 Introduction to Mass Communication
- COMM 1335 Introduction to Electronic Media

Select 3 to 9 hours from the following courses.

- COMM 2311 Media Writing
- COMM 2315 News Reporting
- COMM 2332 Radio and Television News
- COMM 2339 Writing for Radio, Television and Film
- COMM 2366 Introduction to Cinema*

Total Semester Hours: 9-18

**Fulfills a TCC Core Curriculum requirement.*

General Communication/Speech Communication

The following set of courses is designed to apply to the bachelor's degree of General Communication, Communication Studies, Speech Communication, Speech and Rhetorical Studies, and/or Organizational Communication but may also be applied to the Bachelor of Arts or other baccalaureate-level General Communication and Communication Studies, Speech Communication, Speech and Rhetorical Studies, and/or Organizational Communication degrees as deemed appropriate by the awarding institution. The Field of Study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in General Communication, Communication Studies, Speech Communication, Speech and Rhetorical Studies and/or Organizational Communication. Fields of Study are valid only when no course substitutions are made.

Students should consult an advisor regarding transfer to a specific college or university.

SPEECH AND COMMUNICATION FIELD OF STUDY

Select 6 to 9 hours from the following courses.

- COMM 1307 Introduction to Mass Communication
- SPCH 1315 Public Speaking*
- SPCH 2333 Discussion and Small Group Communication

Select 3 to 9 hours from the following courses.

- SPCH 1321 Business and Professional Communication*
- SPCH 1342 Voice and Diction
- SPCH 2335 Argumentation and Debate
- SPCH 2341 Oral Interpretation

Total Semester Credit Hours: 9-18

**Fulfills a TCC Core Curriculum Requirement*

The Associate of Applied Science Degree

Associate of Applied Science degree programs offer unique curricula designed for students majoring in such fields as business administration and management, horticulture, industrial education, technical education, public services, health occupations, and human services. These curricula are designed to enable the graduate to enter an occupation with a marketable skill, an acceptable level of competency and the ability to communicate intelligently. The curricula provide highly specialized courses to develop technical skill and general education courses to enable students to be effective members of society. Several AAS degree programs provide a foundation for transfer to a four-year institution offering Bachelor of Science degrees in occupational programs.

The Associate of Applied Science Degree is awarded for the completion of each of the following degree programs:

Accounting Information Management (CN)

Architectural Technology (SO)

Automotive Collision Repair (SO)

Automotive Service Technology (SO)

Aviation Maintenance Technology

- Airframe (NW)
- Powerplant (NW)

Aviation Technology

- Professional Pilot (NW)

Business Administration

- Accounting Assistant (NE NW SE CN)
- Business (SO NE NW SE TR CN)
- Fashion Merchandising (NE)
- Management (SO NE SE)
- Marketing (TR)
- Entrepreneurship and Small Business Management (NW CN)

Child Development (NE)

Computer-Aided Drafting and Design Technology

- Building Technology (SO)
- Civil Technology (SO)
- Manufacturing Technology (SO)

Construction Management Technology (SO)

Criminal Justice (NW)

Culinary Arts (SE)

Dental Hygiene (NE) #

Dietetic Technician (SE) #

Electronics Technology

- Computer Hardware (SO)
- Electronics and Telecommunications (SO)
- Electronics Engineering Technology (SO)
- Oil and Gas Production (SO)
- Renewable Energy (SO)
- Robotics and Automation (SO)

Emergency Medical Services (NE) #

Fire Protection Technology (NW)

Geographic Information Systems (TR)

Graphic Communication (NE)
 Health Information Technology (TR) #
 Heating, Air Conditioning, and Refrigeration Technology

- Commercial HVAC Technician (SO)
- Refrigeration Technician (SO)
- Residential HVAC Technician (SO)

 Horticulture (NW)
 Hospitality Management

- Hospitality/Travel and Tourism Management (SE)
- Meeting and Event Planning/Convention and Group Management (SE)
- Foodservice Management (SE)

 Industrial Maintenance Technician (SO)
 Information Technology

- Game and Simulation Programming (SO)
- Network Support (SO NE SE)
- Programming (SO NE SE TR)
- Security (SO NE SE)
- Web and Internet Services (NE SE TR)

 Convergence Technologies

- Small Office Home Office (SOHO) Technology (NE)
- Cloud Technology (NE)
- Information Assurance (NE)

 Library Technician (TR)
 Logistics and Supply Chain Management (NW)
 Mental Health – Substance Abuse Counseling (NE)
 Nursing (TR) #
 Occupational Safety and Environmental Technology (NW)
 Office Technology Professional (CN)
 Paralegal Studies (NE)
 Physical Therapist Assistant (TR) #
 Radio, Television and Film (NE)
 Radiologic Technology (TR) #
 Real Estate (NE)
 Respiratory Care (TR) #
 Sign Language Interpreting (TR) #
 Welding Technology (SO)

#Special admissions criteria applies

Certificates of Completion

In addition to the Associate of Applied Science degree programs, TCC offers certificate programs designed to meet specific needs of the community. These programs are normally one year in length. Upon completion of the prescribed courses, the student receives a Certificate of Completion.

A certificate is awarded for the completion of each of the following programs:

Accounting Information Management

- Accounting Clerk I (CN)
- Accounting Clerk II (CN)
- Accounting Clerk III (CN)*

Architectural Technology

- Architectural CAD Operator (SO)
- Architectural Paraprofessional (SO)
- Architectural Technology and Construction Management (SO)*
- Architectural Technology Skills Enhancement (SO)
- Architectural Technology Advanced Technical (SO)

Automotive Collision Repair

- Automotive Metal Repair (SO)
- Automotive Refinishing (SO)

Automotive Service Technology

- Engine Analysis Technician (SO)
- Heavy Line Technician (SO)

Aviation Maintenance Technology

- Airframe (NW)*
- Powerplant (NW)*
- Advanced Composite Technology (NW)
- Avionics Line Maintenance (NW)
- Avionics (NW)

Aviation Technology

- Commercial Pilot (NW)*
- Flight Instructor (NW)

Business Administration

- Accounting Assistant I (NE NW SE CN)
- Accounting Assistant II (NE NW SE CN)
- Accounting Assistant III (NE NW SE CN)*
- Business I (SO NE NW SE TR CN)
- Business II (SO NE NW SE TR CN)*
- Fashion Merchandising I (NE)
- Fashion Merchandising II (NE)*
- Management I (SO NE SE)
- Management II (SO NE SE)*
- Retail Management (NE SE CN)
- Marketing I (TR)
- Marketing II (TR)*
- Marketing Enhanced Skills (TR)
- Entrepreneurship and Small Business Management I (NW CN)
- Entrepreneurship and Small Business Management II (NW CN)*

Child Development

- After School Provider (NE)
- Child Care Administration (NE)*

- Preschool Child Care Provider (NE)
 - Child Life Specialist (NE)
- Computer-Aided Drafting and Design Technology
- Building Technology (SO)
 - Civil Technology (SO)
 - Manufacturing Technology (SO)
 - CNC Machinist Technology (SO)
- Construction Management Technology
- Construction Inspection Technician (SO)
 - Construction Management Business Entrepreneur (SO)
 - Construction Management Technology (SO)
 - Computer-Aided Construction Scheduling (SO)
- Criminal Justice
- Basic Peace Officer Certification (NW)#
 - Crime Analyst (NW)
- Culinary Arts
- Baking and Pastry (SE)
 - Catering/Private Chef (SE)*
 - Culinary Arts I (SE)
- Dietetics Technician
- Dietary Manager (SE)#
 - Nutrition Specialist I (SE)
 - Food and Nutrition Coach (SE)*
- Electronics Technology
- Computer Maintenance (SO)
 - Electronics Technology (SO)
 - Electronics Engineering Technology (SO)
 - Energy Technician (SO)
 - Mechatronics Technician (SO)
 - Oil and Gas Production Technology (SO)
 - Renewable Energy Technology (SO)
- Emergency Medical Services
- Emergency Medical Technician (NE)
 - Paramedic Program (NE)#
 - Critical Care (NE) #
- Fire Protection Technology
- Basic Fire Fighter Certification (NW) #
- Geographic Information Systems
- Basic Geographic Information Systems Skills (TR)
 - Geographic Information Systems (TR)*
 - Geographic Information Systems Programmer (TR)
- Graphic Communication
- Computer Graphics (NE)
 - Enhanced Web Design (NE)
 - Photographic Retouching (NE)
- Health Information Technology
- Health Information Technology (TR)
- Heating, Air Conditioning, and Refrigeration Technology
- HVAC Technician I (SO)
 - HVAC Technician II (SO)*
 - HVAC Technician III (SO)*

Horticulture

- Horticulture (NW)*
- Landscape Specialist (NW)
- Plant Protection Specialist (NW)

Hospitality Management

- Hospital/Hotel Supervision (SE)
- Hospitality/Travel & Tourism Supervision (SE)

Industrial Maintenance Technician

Information Technology

- Cisco Support (SO NE SE)
- Advanced Cisco Support (SO NE)
- Game and Simulation Programming I (SO)
- Game and Simulation Programming II (SO)*
- Information Technology Support (SO NE NW SE)
- Network Support (SO NE NW SE)*
- Programming I (SO NE NW SE TR)
- Programming II (SO NE NW SE TR)*
- Security I (SO NE NW SE)
- Security II (SO NE NW SE)*
- Web and Internet Services I (NE SE TR)
- Web and Internet Services II (NE SE TR)*

Convergence Technologies

- Convergence SOHO Technologies (NE)
- Information Assurance (NE)
- Convergence Cloud Technologies (NE)
- Advanced Convergence Technologies (NE)*

Library Technician

- Library Technician (TR)

Long Term Care Administration (TR)

Logistics and Supply Chain Management

- Transportation Management (NW)
- Warehouse Management (NW)

Mental Health

- Substance Abuse Counseling (NE)
- Social Work (NE)

Occupational Health and Safety Technology

- Environmental Health and Safety Technician (NW)

Office Technology Professional

- Administrative Specialist (CN)
- Applications Specialist (CN)
- Office Technology Specialist (CN)*

Paralegal Studies (NE)

Radio, Television and Film

- Audio Production (NE)
- Video Production (NE)
- Digital Media Production Skills (NE)
- Sound Recording Technology (NE)
- Cinematography (NE)

Radiologic Technology

Sign Language

- Basic American Sign Language Acquisition (TR)
- Sign Language Communicator (TR) #

- Intermediate Communicator (TR) # *
- Surgical Technology (TR) #
- Welding Technology
- Welding – Basic (SO)
 - Welding – Advanced (SO)

#Special admissions criteria applies

*Students must meet requirements of the Texas Success Initiative (TSI) for graduation.

Occupational Skills Award is also awarded in some programs.

- Architectural Technology (SO)
- Basic Bookkeeping (SO)
- Basic CAD Operator (SO)
- Child Development Associate (NE)
- Convergence Technology (NE)
- Fashion Sales Associate (NE)
- Fundamentals of Electronics (SO)
- Fundamentals of Oil and Gas Production (SO)
- Healthy Meal Planning (SE)
- HVAC Installer (SO)
- Marketing (TR)
- Office Assistant (CN)
- Residential and Commercial Site Layout and Framing Assistant (SO)
- Security Management (NW)
- Small Business Associate (NW)

ACCOUNTING INFORMATION MANAGEMENT

Associate of Applied Science Degree Program

ACCO.D002.UG • TCC Connect

First Year

Fall Term

			<i>Semester Hours</i>
ACCT	2301	Principles of Financial Accounting	3
ACNT	1311	Introduction to Computerized Accounting	3
ENGL	1301	Composition I	3
ACNT	1313	Computerized Accounting Applications	3
GOVT	2305	Federal Government; or GOVT 2306	3

Spring Term

ACCT	2302	Principles of Managerial Accounting	3
ITSW	1407	Introduction to Database	4
POFT	2312	Business Correspondence and Communications; or ENGL 1302	3
ACNT	1329	Payroll and Business Accounting	3
	**	Mathematics or Life and Physical Sciences	3

Second Year

Fall Term

BUSI	2301	Business Law; or BMGT 1341	3
ACNT	2303	Intermediate Accounting	3
	***	Approved Business Electives	8

Spring Term

SPCH	1321	Business and Professional Communication; Or SPCH 1311 or SPCH 1315	3
ACNT	2335	Financial Statement Analysis (Capstone)	3
	***	Accounting Elective	3
	**	Creative Arts/Language, Philosophy and Culture Elective	3

TOTAL DEGREE HOURS 60

***Creative Arts/Language, Philosophy and Culture, Mathematics or Life and Physical Sciences elective must be chosen from the corresponding section of the Core Curriculum.*

****Accounting Electives include ACNT-1331, ACNT-1391 or ACNT-2309. Approved Business Electives include courses offered in ACNT, BCIS, BMGT, BUSG, BUSI, COSC, ECON, IBUS, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY, MRKG, POFI or POFT.*

Developmental coursework cannot be used to fulfill any requirement.

NOTE: Mathematical competency is required for completion by TSI-liable students. Capstone must be taken during the graduating semester.

BASIC BOOKKEEPING

Occupational Skills Award

ACCO.T006.UG •TCC Connect

First Year

Fall Term

			<i>Semester Hours</i>
ACNT	1303	Introduction to Accounting; or ACCT 2301	3
ACNT	1311	Introduction to Computerized Accounting	3
ACNT	1313	Computerized Accounting Applications; or POFI 1449	3
TOTAL CERTIFICATE HOURS			9

ACCOUNTING CLERK I

Certificate of Completion Program

ACCO.T003.UG •TCC Connect

Fall Term

			<i>Semester Hours</i>
ACCT	2301	Principles of Financial Accounting	3
ACNT	1313	Computerized Accounting Applications	3
POFT	2312	Business Communications; or ENGL 1301 or SPCH 1321 Or SPCH 1315 or SPCH 1311	3
ACNT	1311	Introduction to Computerized Accounting (Capstone)	3
	*	Approved Business Elective	4
TOTAL CERTIFICATE HOURS			16

ACCOUNTING CLERK II

Certificate of Completion Program

ACCO.T004.UG •TCC Connect

Fall Term

			<i>Semester Hours</i>
ACCT	2301	Principles of Financial Accounting	3
ACNT	1311	Introduction to Computerized Accounting	3
ACNT	1313	Computerized Accounting Applications	3
POFT	2312	Business Communications; or ENGL 1301 or SPCH 1321 or SPCH 1315 or SPCH 1311	3
	*	Approved Business Elective	3

Spring Term

ITSW	1407	Introduction to Database	3
ACCT	2302	Principles of Managerial Accounting	3
ACNT	1329	Payroll Accounting (Capstone)	3
	**	Mathematics or Life and Physical Sciences	3

TOTAL CERTIFICATE HOURS 28

**Approved Business Elective must be chosen from ACNT, BCIS, BMGT, BUSG, BUSI, COSC, ECON, IBUS, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY, MRKG, POFI and POFT.*

***Mathematics or Life and Physical Sciences must be chosen from the corresponding section of the Core Curriculum.*

Note: Capstone must be taken in the graduating semester.

ACCOUNTING CLERK III

Certificate of Completion Program

ACCO.T005.UG • TCC Connect

First Year

Fall Term

			<i>Semester Hours</i>
ENGL	1301	Composition I; or SPCH 1321 or SPCH 1315 or SPCH 1311	3
ACCT	2301	Principles of Financial Accounting	3
ACNT	1311	Introduction to Computerized Accounting	3
ACNT	1313	Computerized Accounting Applications	3
	***	Approved Business Elective	3

Spring Term

ITSW	1407	Introduction to Database	4
ACCT	2302	Principles of Managerial Accounting	3
ACNT	1329	Payroll Accounting	3
	**	Government or Creative Arts/Language, Philosophy and Culture	3

Second Year

Fall Term

POFT	2312	Business Communications; or ENGL 1302	3
BUSI	2301	Business Law; or BMGT 1341	3
ACNT	2303	Intermediate Accounting (Capstone)	3
	**	Mathematics or Life and Physical Sciences	3
	**	Approved Business Elective	3

TOTAL CERTIFICATE HOURS 43

***Government or Creative Arts/Language, Philosophy and Culture, and Mathematics or Life and Physical Sciences must be chosen from the corresponding section of the Core Curriculum.*

****Approved Business Electives include courses offered in ACNT, BCIS, BMGT, BUSG, BUSI, COSC, ECON, IBUS, ITCC, ITSC, ITNW, ITSE, ITSW, ITSY, MRKG, POFI or POFT.*

Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.

Capstone must be taken in graduating semester.

ARCHITECTURAL TECHNOLOGY

Associate of Applied Science Degree Program

ARCH.D001.UG • South Campus Only

First Year

Summer Term

			<i>Semester Hours</i>
ARCH	1315	Architectural Computer Graphics	3

Fall Term

ARCH	1311	Introduction to Architecture	3
ARCH	2312	Architectural Technology I	3
CNBT	1344	Construction Materials Testing	3
MATH	1314	College Algebra	3

Spring Term

ARCE	2352	Mechanical and Electrical Systems	3
ARCE	1342	Codes, Specifications and Contract Documents; CNBT 1342	3
SRVY	1301	Introduction to Surveying	3
ENGL	1301	Composition I	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3

Second Year

Fall Term

ARCH	1303	Architectural Design I-Residential	3
CNBT	2342	Construction Management I	3
ARCH	1307	Architectural Graphics I	3
CNBT	1372	Soils and Foundation	3
GOVT	2306	Texas Government; or GOVT 2305	3

Spring Term

ARCH	1301	Architectural History I	3
ARCH	1304	Architectural Design II - Commercial	3
ARCH	1308	Architectural Graphics II	3
ARCT	2367**	Practicum (Capstone)	3
	*	Creative Art/Language, Philosophy and Culture	3

TOTAL DEGREE HOURS 60

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

***Practicum should be taken during graduating semester. Approval of the program coordinator is required prior to enrollment.*

ARCHITECTURAL TECHNOLOGY

Occupational Skills Award

ARCH.T009.UG • South Campus Only

<i>Summer Term</i>			<i>Semester Hours</i>
ARCH	1315	Architectural Computer Graphics	3
<i>Fall Term</i>			
ARCH	2312	Architectural Technology I	3
ARCH	1311	Introduction to Architecture	3
TOTAL CERTIFICATE HOURS			9

ARCHITECTURAL CAD OPERATOR

Certificate of Completion Program

ARCH.T001.UG • South Campus Only

<i>Summer Term</i>			<i>Semester Hours</i>
ARCH	1315	Architectural Computer Graphics	3
<i>Fall Term</i>			
ARCH	1303	Architectural Design I – Residential	3
ARCH	2312	Architectural Technology I	3
<i>Spring Term</i>			
ARCH	1304	Architectural Design II - Commercial	3
ARCE	2352	Mechanical and Electrical Systems	3
ARCT	2367*	Practicum	3
TOTAL CERTIFICATE HOURS			18

**Practicum should be taken during the graduating semester.*

ARCHITECTURAL PARAPROFESSIONAL

Certificate of Completion Program

ARCH.T005.UG • South Campus Only

<i>Summer Term</i>			<i>Semester Hours</i>
ARCH	1315	Architectural Computer Graphics	3
<i>Fall Term</i>			
ARCH	1301	Architectural History I	3
ARCH	1303	Architectural Design I – Residential; or ARCH 1304	3
ARCH	1311	Introduction to Architecture	3
ARCH	2301	Architectural Freehand Drawing I	3
ARCH	2312	Architectural Technology I	3
<i>Spring Term</i>			
ARCE	2352	Mechanical and Electrical Systems	3
ARCH	2302	Architectural Freehand Drawing II	3
ARCH	1302	Architectural History II	3
ARCH	1307*	Architectural Graphics I; or ARCH 1308 (Capstone)	3
TOTAL CERTIFICATE HOURS			30

**Capstone should be taken during graduating semester. Approval of the program coordinator is required prior to enrollment.*

ARCHITECTURAL TECHNOLOGY AND CONSTRUCTION MANAGEMENT

Certificate of Completion Program

ARCH.T006.UG • South Campus Only

First Year

Summer Term

			<i>Semester Hours</i>
ARCH	1315	Architectural Computer Graphics	3

Fall Term

ARCH	1303	Architectural Design I – Residential;	3
ARCH	2312	Architectural Technology I	3
CNBT	1344	Construction Materials Testing	3
CNBT	2342	Construction Management I	3
SRVY	1301	Introduction to Surveying	3

Spring Term

ARCE	2352	Mechanical and Electrical Systems	3
ARCH	1304	Architectural Design II-Commercial	3
ARCH	1308	Architectural Graphics II-REVIT	3
CNBT	1346	Construction Estimating I	3

Second Year

Fall Term

ARCH	1307	Architectural Graphics I	3
ARCT	1376	Sustainable Design and Planning	3
CNBT	1372	Soils and Foundations	3
CNBT	2317	Green Building	3
ARCT	2367	Practicum (Capstone)	3

TOTAL CERTIFICATE HOURS 45

Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.

ARCHITECTURAL TECHNOLOGY SKILLS ENHANCEMENT

Enhanced Skills Certificate

ARCH.T007.UG • South Campus Only

Summer Term

			<i>Semester Hours</i>
ARCH	1315	Architectural Computer Graphics	3

Fall Term

ARCH	1303	Architectural Design I-Residential	3
ARCH	1307	Architectural Graphics I	3

Spring Term

ARCH	1308	Architectural Graphics II-REVIT	3
ARCH	1304	Architectural Design II-Commercial	3

TOTAL CERTIFICATE HOURS 15

ARCHITECTURAL TECHNOLOGY ADVANCED TECHNICAL

Advanced Technical Certificate

ARCH.T008.UG • South Campus Only

Summer Term

ARCH 1315 Architectural Computer Graphics

Semester Hours

3

Fall Term

CNBT 2317 Green Building

3

ARCT 1376 Sustainable Design and Planning

3

Spring Term

ARCH 1308 Architectural Graphics II-REVIT

3

TOTAL CERTIFICATE HOURS 12

AUTOMOTIVE COLLISION REPAIR

Associate of Applied Science Degree Program

AUTC.D001.UG • South Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
ABDR	1207	Collision Repair Welding	2
ABDR	1419	Basic Metal Repair	4
ABDR	1555	Non-Structural Metal Repair	5
ENGL	1301	Composition I	3

Spring Term

ABDR	2502	Auto Body Mechanical and Electrical Service	5
ABDR	2537	Structural Analysis and Damage Repair	5
GOVT	2305	Federal Government; or GOVT 2306	3
	*	Creative Arts/Language, Philosophy and Culture	3

Summer Term

COSC	1301	Introduction to Computing	3
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Second Year

Fall Term

ABDR	1291	Special Topics in Automotive Body Repair	2
ABDR	1431	Basic Refinishing	4
ABDR	1558	Intermediate Refinishing	5
MATH	1332	Contemporary Mathematics; or MATH 1314 or MATH 1324	3

Spring Term

ABDR	2549	Advanced Refinishing	5
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3
ABDR	2551	Specialized Refinishing Techniques (Capstone)	5

TOTAL DEGREE HOURS 60

**Creative Arts/Language, Philosophy and Culture course must be chosen from the corresponding section of the Core Curriculum.*

AUTOMOTIVE METAL REPAIR

Certificate of Completion Program

AUTC.T001.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
ABDR	1207	Collision Repair Welding	2
ABDR	1419	Basic Metal Repair	4
ABDR	1555	Non-Structural Metal Repair	5
<i>Spring Term</i>			
ABDR	2537	Structural Analysis and Damage Repair	5
ABDR	2502*	Auto Body Mechanical and Electrical Service (Capstone)	5
TOTAL CERTIFICATE HOURS			21

**Capstone course should be taken at the end of the program. Approval of the program coordinator is required prior to enrollment.*

AUTOMOTIVE REFINISHING

Certificate of Completion Program

AUTC.T002.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
ABDR	1291	Special Topics in Automotive Body Repair	2
ABDR	1431	Basic Refinishing	4
ABDR	1558	Intermediate Refinishing	5
<i>Spring Term</i>			
ABDR	2549	Advanced Refinishing	5
ABDR	2551*	Specialized Refinishing Techniques (Capstone)	5
TOTAL CERTIFICATE HOURS			21

**Capstone course should be taken at the end of the program. Approval of the program coordinator is required prior to enrollment.*

AUTOMOTIVE SERVICE TECHNOLOGY

Associate of Applied Science Degree Program

AUTS.D001.UG • South Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
AUMT	1405	Introduction to Automotive Technology	4
AUMT	1407	Automotive Electrical Systems	4
AUMT	1410	Automotive Brake Systems	4

Spring Term

AUMT	2417	Automotive Engine Performance Analysis I	4
AUMT	2434	Automotive Engine Performance Analysis II	4
MATH	1332	Contemporary Mathematics; or MATH 1314 or MATH 1324	3
KINE	1164	Introduction to Physical Fitness and Wellness Or any 1 hour KINE course	1

Summer Term

AUMT	2457	Automotive Alternative Fuels	4
	*	Creative Arts/Language, Philosophy and Culture	3

Second Year

Fall Term

AUMT	2413	Automotive Drive Train and Axles	4
AUMT	2425	Automotive Automatic Transmission and Transaxle	4
GOVT	2305	Federal Government; or GOVT 2306	3
ENGL	1301	Composition I	3

Spring Term

AUMT	1419	Automotive Engine Repair	4
COSC	1301	Introduction to Computing	3
AUMT	1445	Automotive Climate Control Systems (Capstone)	4

Summer Term

AUMT	1416	Automotive Suspension and Steering Systems	4
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TOTAL DEGREE HOURS 60

Students enrolled in the Automotive Service Technology Programs are required to furnish their own hand tools for use in laboratory classes.

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding of the Core Curriculum.*

ENGINE ANALYSIS TECHNICIAN

Certificate of Completion Program

AUTS.T001.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
AUMT	1405	Introduction to Automotive Technology	4
AUMT	1407	Automotive Electrical Systems	4
<i>Spring Term</i>			
AUMT	2417	Automotive Engine Performance Analysis I	4
AUMT	2434	Automotive Engine Performance Analysis II (Capstone)	4
<i>Summer Term</i>			
AUMT	2457	Automotive Alternative Fuels	4
AUMT	1410	Automotive Brake Systems	4
TOTAL CERTIFICATE HOURS			24

HEAVYLINE TECHNICIAN

Certificate of Completion Program

AUTS.T002.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
AUMT	2413	Automotive Drive Train and Axles	4
AUMT	2425	Automotive Automatic Transmission and Transaxle	4
<i>Spring Term</i>			
AUMT	1419	Automotive Engine Repair	4
AUMT	1445	Automotive Climate Control Systems (Capstone)	4
<i>Summer Term</i>			
AUMT	1416	Automotive Suspension and Steering Systems	4
TOTAL CERTIFICATE HOURS			20

Students enrolled in the Automotive Service Technology Programs are required to furnish their own hand tools for use in laboratory classes.

AVIATION MAINTENANCE TECHNOLOGY

Associate of Applied Science Degree Program

AVIA.D002.UG • Airframe • Northwest Campus Only

AVIA.D003.UG • Powerplant • Northwest Campus Only

Academic Foundation (Required for Each Program)			<i>Semester Hours</i>
ENGL	1301	Composition I	3
	*	College Level Mathematics	3
	*	Social/Behavioral Science	3
	*	Speech & Communication Skills	3
	*	Creative Arts/Language Culture & Philosophy	3
TOTAL ACADEMIC FOUNDATION HOURS			15

**Mathematics, Social/Behavioral Science, Speech & Communication, and Creative Arts/Language, Philosophy, and Culture must be chosen from the corresponding section of the Core Curriculum.*

Technical Foundation (Required for Each Program)			<i>Semester Hours</i>
AERM	1101	Introduction to Aviation	1
AERM	1205	Weight and Balance	2
AERM	1208	Federal Aviation Regulations	2
AERM	1303	Shop Practices	3
AERM	1310	Ground Operations	3
AERM	1314	Basic Electricity	3
AERM	1315	Aviation Science	3
TOTAL TECHNICAL FOUNDATION HOURS			17

Specialization for Airframe Degree			<i>Semester Hours</i>
AERM	1141	Wood, Fabric and Finishes	1
AERM	1153	Aircraft Welding	1
AERM	1243	Instruments and Navigation/Communication	2
AERM	1254	Aircraft Composites	2
AERM	1345	Airframe Electrical Systems	3
AERM	1347	Airframe Auxiliary Systems	3
AERM	1349	Hydraulic, Pneumatic, and Fuel Systems	3
AERM	1350	Landing Gear Systems	3
AERM	1452	Aircraft Sheet Metal	4
AERM	2233	Assembly and Rigging	2
AERM	2231	Airframe Inspection (Capstone)	2
AERM	2171	Oral and Practical Exams, General	1
AERM	2172	Oral and Practical Exams, Airframe	1
TOTAL DEGREE HOURS			60

Specialization for Powerplant Degree			<i>Semester Hours</i>
AERM	1340	Aircraft Propellers	3
AERM	1344	Aircraft Reciprocating Engines	3
AERM	1351	Aircraft Turbine Engine Theory	3
AERM	1357	Fuel Metering and Induction Systems	3
AERM	1456	Aircraft Powerplant Electrical	4
AERM	2547	Aircraft Reciprocating Engine Overhaul	5
AERM	2351	Aircraft Turbine Engine Overhaul	3
AERM	2252	Aircraft Powerplant Inspection (Capstone)	2
AERM	2171	Oral and Practical Exam, General	1
AERM	2173	Oral and Practical Exam, Powerplant	1
TOTAL DEGREE HOURS			60

Admission and Program Information for Aviation Maintenance Degree and Certificates:

*To begin the Aviation Maintenance training students must be TSI Met or Exempt in all areas.
This program is regulated by the Federal Aviation Administration and students must complete the program in accordance with approved operations manual.
Students must furnish their own hand tools.*

AVIATION MAINTENANCE TECHNOLOGY-AIRFRAME

Associate of Applied Science Degree Program

AVIA.D002.UG • Northwest Campus Only

First Year

			<i>Semester Hours</i>
<i>Fall Term</i>			
AERM	1101	Introduction to Aviation	1
AERM	1205	Weight and Balance	2
AERM	1208	Federal Aviation Regulations	2
AERM	1303	Shop Practices	3
AERM	1310	Ground Operations	3
AERM	1314	Basic Electricity	3
AERM	1315	Aviation Science	3

Spring Term

AERM	1243	Instruments and Navigation/Communication	2
AERM	1254	Aircraft Composites	2
AERM	1345	Airframe Electrical Systems	3
AERM	1347	Airframe Auxiliary	3
AERM	1349	Hydraulic, Pneumatic, and Fuel Systems	3
AERM	1350	Landing Gear Systems	3

Summer Term

AERM	1141	Wood, Fabric and Finishes	1
AERM	1153	Aircraft Welding	1
AERM	1452	Aircraft Sheet Metal	4
AERM	2231	Airframe Inspection (Capstone)	2
AERM	2233	Assembly and Rigging	2

Second Year

<i>Fall Term</i>			
AERM	2171	Oral & Practical Exams, General	1
AERM	2172	Oral and Practical Exams, Airframe	1

Spring Term

ENGL	1301	Composition I	3
	*	College Level Mathematics	3
	*	Social/Behavioral Science	3
	*	Creative Arts/Language, Philosophy and Culture	3
	*	Speech and Communication Skills	3

TOTAL DEGREE HOURS 60

**Mathematics, Social/Behavioral Science, Speech & Communication and Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

AVIATION MAINTENANCE TECHNOLOGY-POWERPLANT

Associate of Applied Science Degree Program

AVIA.D003.UG • Northwest Campus Only

First Year

			<i>Semester Hours</i>
<i>Fall Term</i>			
AERM	1101	Introduction to Aviation	1
AERM	1205	Weight and Balance	2
AERM	1208	Federal Aviation Regulations	2
AERM	1303	Shop Practices	3
AERM	1310	Ground Operations	3
AERM	1314	Basic Electricity	3
AERM	1315	Aviation Science	3
 <i>Spring Term</i>			
AERM	1340	Aircraft Propellers	3
AERM	1344	Aircraft Reciprocating Engines	3
AERM	1351	Aircraft Turbine	3
AERM	1456	Aircraft Powerplant Electrical	4
	*	Speech and Communication Skills	3
 <i>Summer Term</i>			
ENGL	1301	Composition I	3
	*	College Level Mathematics	3
	*	Social/Behavioral Science	3
	*	Creative Arts/Language, Philosophy and Culture	3

Second Year

<i>Fall Term</i>			
AERM	1357	Fuel Metering and Induction Systems	3
AERM	2351	Aircraft Turbine Engine Overhaul	3
AERM	2547	Aircraft Reciprocating Engine Overhaul	5
AERM	2252	Aircraft Powerplant Inspection (Capstone)	2
 <i>Spring Term</i>			
AERM	2171	Oral and Practical Exam, General	1
AERM	2173	Oral and Practical Exam, Powerplant	1
TOTAL DEGREE HOURS			60

* *Mathematics, Social/Behavioral Science, Speech & Communication, and Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

AVIATION MAINTENANCE TECHNOLOGY – AIRFRAME CERTIFICATE*

Certificate of Completion Program

AVIA.T001.UG • Northwest Campus Only

First Year

Fall Term

		<i>Semester Hours</i>
AERM 1101	Introduction to Aviation	1
AERM 1205	Weight and Balance	2
AERM 1208	Federal Aviation Regulations	2
AERM 1303	Shop Practices	3
AERM 1310	Ground Operations	3
AERM 1314	Basic Electricity	3
AERM 1315	Aviation Science	3

Spring Term

AERM 1243	Instruments and Navigation/Communication	2
AERM 1254	Aircraft Composites	2
AERM 1345	Airframe Electrical Systems	3
AERM 1347	Airframe Auxiliary Systems	3
AERM 1349	Hydraulic, Pneumatic, and Fuel Systems	3
AERM 1350	Landing Gear Systems	3

Summer Term

AERM 1141	Wood, Fabric, and Finishes	1
AERM 1153	Aircraft Welding	1
AERM 1452	Aircraft Sheet Metal	4
AERM 2231	Airframe Inspection (Capstone)	2
AERM 2233	Assembly and Rigging	2

Second Year

Fall Term

AERM 2171**	Oral and Practical Exams, General	1
AERM 2172**	Oral and Practical Exams, Airframe	1
TOTAL CERTIFICATE HOURS		45

**Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.*

***AERM 2171 MUST be taken as a co-requisite with AERM 2172.*

AVIATION MAINTENANCE TECHNOLOGY – POWERPLANT CERTIFICATE*

Certificate of Completion Program

AVIA.T002.UG • Northwest Campus Only

First Year

<i>Fall Term</i>		<i>Semester Hours</i>
AERM 1101	Introduction to Aviation	1
AERM 1205	Weight and Balance	2
AERM 1208	Federal Aviation Regulations	2
AERM 1303	Shop Practices	3
AERM 1310	Ground Operations	3
AERM 1314	Basic Electricity	3
AERM 1315	Aviation Science	3
 <i>Spring Term</i>		
AERM 1340	Aircraft Propellers	3
AERM 1344	Aircraft Reciprocating Engines	3
AERM 1351	Aircraft Turbine Engine Theory	3
AERM 1456	Aircraft Powerplant Electrical	4
AERM 1357	Fuel Metering and Induction Systems	3
 <i>Summer Term</i>		
AERM 2351	Aircraft Turbine Engine Overhaul	3
AERM 2547	Aircraft Reciprocating Engine Overhaul	5
AERM 2252	Aircraft Powerplant Inspection (Capstone)	2

Second Year

<i>Fall Term</i>		
AERM 2171**	Oral and Practical Exams, General	1
AERM 2173**	Oral and Practical Exams, Powerplant	1
TOTAL CERTIFICATE HOURS		45

*Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.

**AERM 2171 MUST be taken as a co-requisite with AERM 2173.

ADVANCED COMPOSITE TECHNOLOGY

Certificate of Completion Program

AVIA.T004.UG • Northwest Campus

<i>Fall Term</i>		<i>Semester Hours</i>	
AERM	1315	Aviation Science	3
AERM	1254	Aircraft Composites	2
AERM	1303	Shop Practices	3
 <i>Spring Term</i>			
PLTC	1303	Plastics	3
PLTC	1291	Special Topics in Plastic Technology	2
AERM	2359	Advanced Composite Repair (Capstone)	3

TOTAL CERTIFICATE HOURS 16

AVIONICS LINE MAINTENANCE

Certificate of Completion Program

AVIA.T005.UG • Northwest Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
AERM	1205	Weight and Balance	2
AERM	1208	Federal Aviation Regulations	2
AERM	1314	Basic Electricity	3
AERM	1315	Aviation Science	3
<i>Spring Term</i>			
AERM	1243	Instruments and Navigation/Communication	2
AERM	1345*	Airframe Electrical Systems	3
AVNC	1303*	Introduction to Aviation Electronic Systems	3
AVNC	1370	Aircraft Communication Systems Line Maintenance	3
<i>Summer Term</i>			
AVNC	1371	Aircraft Navigation Systems Line Maintenance	3
AVNC	1343	Aviation Electrical and Electronic Systems Installation (Capstone)	3
			TOTAL CERTIFICATE HOURS 27

**AERM 1314 is a prerequisite for enrollment into AVNC 1303 and AERM-1345.*

AVIONICS

Enhanced Skills Certificate

AVIA.T006.UG • Northwest Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
AVNC	1303	Introduction to Aviation Electronic Systems	2
AVNC	1370	Aircraft Communication Systems Line Main.	2
AVNC	1371	Aircraft Navigation Systems Line Maintenance	3
AVNC	1343	Aircraft Electrical and Elec. Systems (Capstone)	3
			TOTAL CERTIFICATE HOURS 12

Admission and Program Information:

To begin the Aviation Maintenance and Avionics Technology program, students must be TSI Met or Exempt in all areas.

Most courses in these programs are regulated by the Federal Aviation Administration (FAA) and successful completion requires compliance with all applicable FAA regulations.

Students must furnish their own hand tools.

For specific information contact the Aviation Department at 817-515-7250.

AVIATION TECHNOLOGY-PROFESSIONAL PILOT

Associate of Applied Science Degree Program

ATPP.D003.UG • Northwest Campus Only

First Year

Fall Term

		<i>Semester Hours</i>
AIRP 1451	Instrument Ground School	4
AIRP 1307	Aviation Meteorology	3
AIRP 1341	Advanced Air Navigation	3
AIRP 2250	Instrument Flight; or AIRP 2270	2
**	Mathematics	3

Spring Term

AIRP 2337	Commercial Ground School	3
AIRP 1301	Air Navigation	3
AIRP 1343	Aerodynamics	3
AIRP 1255	Intermediate Flight; or AIRP 1271	2
ENGL 1301	Composition I	3

Summer Term

AIRP 2239	Commercial Flight (Capstone); or AIRP 2271	2
**	Creative Arts/Language, Culture & Philosophy	3

Second Year

Fall Term

AIRP 1345	Aviation Safety	3
AIRP 2151	Multiengine Flight or AIRP 1191	1
AIRP 2333	Aircraft Systems	3
AVIM 2337	Aviation Law	3
**	Social/Behavioral Science Elective	3

Spring Term

AIRP 2236	Certified Flight Instructor-Airplane; or AIRP 2272	2
AIRP 1347	Human Factors in Aviation	3
AIRP 2349	Instructor Ground School	3
AIRP 2242	Flight Instructor-Instrument Airplane; or AIRP 2273	2
**	Speech & Communication Skills	3

TOTAL DEGREE HOURS 60

***Creative Arts/Language, Culture and Philosophy, and Social/Behavioral Science Elective must be chosen from the Core Curriculum.*

Airplane Specialty Track

AIRP 2250 Instrument Flight
 AIRP 1255 Intermediate Flight
 AIRP 2239 Commercial Flight
 AIRP 2151 Multiengine Flight
 AIRP 2236 Certified Flight Instructor-Airplane
 AIRP 2242 Flight Instructor-Instrument Airplane

Helicopter Specialty Track

AIRP 2270 Instrument Flight-Helicopter
 AIRP 1271 Intermediate Flight-Helicopter
 AIRP 2271 Commercial Flight-Helicopter
 AIRP 1191 Special Topics in Aircraft, Pilot and Navigator
 AIRP 2272 Certified Flight Instructor-Helicopter
 AIRP 2273 Flight Instructor- Instrument Helicopter

Admission and Program Information for Professional Pilot Associate of Applied Science Degree Program

*Admission into the AAS program requires completion of Federal Aviation Administration (FAA) **Private Pilot Airplane or Helicopter certification**. Copy of certificate must be presented prior to program declaration. All flight courses are subject to FAA rules and regulations (CFR Title 14). Possession of current FAA medical certificate is required for all flight courses. All AIRP courses must be passed with a grade of "B" or higher.*

In addition, the following are program requirements:

- *Student must meet requirements of the Texas Success Initiative (TSI Compliant) to enroll in program.*
- *Student must attend mandatory scheduled orientation session prior to enrollment.*
- *Students must be released to register by department to enroll in any AIRP course.*
- *Students must maintain minimum balance in student flight account to remain eligible for flight status.*

COMMERCIAL PILOT

Certificate of Completion Program

ATPP.T005.UG • Northwest Campus Only

First Year

Fall Term

		<i>Semester Hours</i>
AIRP 1313	Introduction to Aviation	3
AIRP 1317	Private Pilot Ground School	3
AIRP 1301	Air Navigation	3
AIRP 1215	Private Pilot Flight; or AIRP 1270	2

Spring Term

AIRP 1451	Instrument Ground School	4
AIRP 1307	Aviation Meteorology	3
AIRP 1341	Advanced Air Navigation	3
AIRP 2250	Instrument Flight; or AIRP 2270	2

Summer Term

AIRP 1255	Intermediate Flight; or AIRP 1271	2
AIRP 1345	Aviation Safety	3

Second Year

Fall Term

AIRP 2337	Commercial Ground School	3
AIRP 2333	Aircraft Systems	3
AIRP 2239	Commercial Flight (Capstone); or AIRP 2271	2
AIRP 1343	Aerodynamics	3

TOTAL CERTIFICATE HOURS 39

Airplane Specialty Track

AIRP 1215 Private Flight
AIRP 2250 Instrument Flight
AIRP 1255 Intermediate Flight
AIRP 2239 Commercial Flight

Helicopter Specialty Track

AIRP 1270 Private Flight-Helicopter
AIRP 2270 Instrument Flight-Helicopter
AIRP 1271 Intermediate Flight-Helicopter
AIRP 2271 Commercial Flight-Helicopter

FLIGHT INSTRUCTOR

Enhanced Skills Certificate

ATPP.T006.UG • Northwest Campus Only

First Year

Fall Term

		<i>Semester Hours</i>
AIRP 2236	Certified Flight Instructor – Airplane; or AIRP 2272	2
AIRP 2349	Instructor Ground School	3
AIRP 2242	Flight Instructor – Airplane Certificate (Capstone); or AIRP 2273	2

TOTAL CERTIFICATE HOURS 7

Projected Airplane Flight Costs – 2016 - 2017
Aviation Technology-Professional Pilot Degree (AAS)

Private Pilot Flight – Airplane (AIRP 1215)

FAA MINIMUM (30 Dual, 5 Solo)		
35 Hours in Cessna 172	Minimum to be deposited to flight account:	\$6,542.50
AVERAGE ADDITIONAL HOURS		
17 Hours in Cessna 172		\$3,323.50
30 hours Pre- & Post-Flight Briefings		\$1,800.00
	Projected total to be deposited to flight account:	\$11,666.00
Private Pilot Knowledge Written (Pay to TCCD day of test)		\$165.00
	Estimated Course Total:	\$11,831.00

Instrument Flight - Airplane (AIRP 2250)

FAA MINIMUM (35 Dual)		
35 Hours in Cessna 172	Minimum to be deposited to flight account:	\$6,842.50
AVERAGE ADDITIONAL HOURS		
10 Hours in Cessna 172		\$1,955.00
30 hours Pre- & Post-Flight Briefings		\$1,800.00
	Projected total to be deposited to flight account:	\$10,597.50
Instrument Rating Knowledge Written Test (Pay to TCCD day of test)		\$165.00
	Estimated Course Total:	\$10,762.50

Intermediate Flight - Airplane (AIRP 1255)

FAA MINIMUM (13 Dual, 40 Solo)		
53 Hours in Cessna 172	Minimum to be deposited to flight account:	\$7,961.50
AVERAGE ADDITIONAL HOURS		
5 hours Pre- & Post-Flight Briefings		\$300.00
	Projected total to be deposited to flight account:	\$8,261.50
	Estimated Course Total:	\$8,261.50

Commercial Flight (Capstone) - Airplane (AIRP 2239)

FAA MINIMUM (42 Dual, 25 Solo)		
57 Hours in Cessna 172		\$9,643.50
10 Hours in Piper PA28R (all dual)		\$2,385.00
	Minimum to be deposited to flight account:	\$12,028.50
AVERAGE ADDITIONAL HOURS		
25 hours Pre- & Post-Flight Briefings		\$1,500.00
	Projected total to be deposited to flight account:	\$13,528.50
Commercial Pilot Knowledge Written Test (Pay to TCCD day of test)		\$165.00
	Estimated Course Total:	\$13,693.50

Multi-Engine Flight - Airplane (AIRP 2151)

FAA MINIMUM (15 Dual)		
15 Hours in Piper Seneca		\$5257.50
	Minimum to be deposited to flight account:	\$5,257.50
AVERAGE ADDITIONAL HOURS		
2 Hours in Piper Seneca for Multi-Engine FAA Practical**		\$701.00
10 hours Pre- & Post-Flight Briefings		\$600.00
	Projected total to be deposited to flight account:	\$6,558.50
	Estimated Course Total:	\$6,558.50

Certified Flight Instructor - Airplane (AIRP 2236)**FAA MINIMUM (25 Dual)**

25 Hours in Piper PA28R	Minimum to be deposited to flight account:	\$5,962.50
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AVERAGE ADDITIONAL HOURS

2 Hours Piper PA28R for FAA CFI Practical Test	\$581.00
20 hours Pre- & Post-Flight Briefings	\$1,200.00

Projected total to be deposited to flight account: \$7,743.50

Fundamentals of Instruction Written Test (Pay to TCCD day of test)	\$165.00
Flight Instructor Knowledge Written Test (Pay to TCCD day of test)	\$165.00
Flight Instructor Airplane FIA Practical Test (Pay examiner)	\$500.00

Course Total: \$8,573.50

Flight Instructor – Instrument - Airplane (AIRP 2242)**FAA MINIMUM (15 Dual)**

15 Hours in Cessna 172	Minimum to be deposited to flight account:	\$2,932.50
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AVERAGE ADDITIONAL HOURS

2 Hours Cessna 172 for FAA CFII Practical Test	\$271.00
10 hours Pre- & Post-Flight Briefings	\$600.00

Projected total to be deposited to flight account: \$3,803.50

Flight Instructor-Instrument Knowledge Written Test (Pay to TCCD day of test)	\$165.00
Flight Instructor-Instrument Airplane Practical Test (Pay examiner)	\$500.00

Course Total: \$4,468.50

Upon registration for the above courses, a deposit must be made into your flight account for the amount shown above.

NOTE: Training times listed above are absolute minimums only, but provide the most definitive cost information available at this time. Experience of our flight instructors suggests that the actual student flight hours could be as much as 20% higher than the minimums listed above. For students using VA benefits, the VA will only pay for the minimum requirements as outlined by the FAA in the Training Course Outline. This includes only required pre- and post-flight briefings. The amounts of pre and post flight briefing time requirements vary per student and are determined by our flight instructors. The VA requires students receiving benefits to use the least expensive equipment available.

1. Flight Instructor - \$60.00 per hour
2. Cost per hour of each aircraft (aircraft + insurance + average fuel cost x consumption per hr.)
 - a. Cessna 172
 - \$117.00 + \$2.50 + \$16.00 (\$2.00 per gal x 8gph) = \$135.50 Total
 - b. Piper PA28R
 - \$160.00 + \$2.50 + \$16.00 (\$2.00 per gal x 8gph) = \$178.50 Total
 - c. Piper PA34
 - \$240 + \$2.50 + \$48.00 (\$2.00 per gal x 24gph) = \$290.50 Total

Each aircraft has a contract price which also includes a wet price per hour for fuel. The contract included fuel estimate per gallon cost is \$4.50 (wet) we add a \$2.00 per gallon fuel fluctuation charge at the fuel burn rate of the aircraft.

Projected Airplane Flight Costs – 2016 - 2017
Aviation Technology-Professional Pilot Degree (AAS)

Private Pilot Flight – Helicopter (AIRP 1370)

FAA MINIMUM (30 Dual, 5 Solo)		
35 Hours in Robinson 44	Minimum to be deposited to flight account:	\$17,812.50
AVERAGE ADDITIONAL HOURS		
17 Hours in Robinson 44		\$8,797.50
30 hours Pre- & Post-Flight Briefings		\$1,800.00
	Projected total to be deposited to flight account:	\$28,410.00
Private Pilot Knowledge Written (Pay to TCCD day of test)		\$165.00
FAA Private Pilot Helicopter (Pay examiner)		\$400.00
	Estimated Course Total:	\$28,975.00

Instrument Flight – Helicopter (AIRP 2270)

FAA MINIMUM (35 Dual)		
35 Hours in Robinson 44	Minimum to be deposited to flight account:	\$18,112.50
AVERAGE ADDITIONAL HOURS		
10 Hours in Robinson 44		\$5,175.00
30 hours Pre- & Post-Flight Briefings		\$1,800.00
	Projected total to be deposited to flight account:	\$25,087.50
Instrument Rating Knowledge Written Test (Pay to TCCD day of test)		\$165.00
FAA Instrument Rating Helicopter Test (Pay examiner)		\$400.00
	Estimated Course Total:	\$25,652.00

Intermediate Flight – Helicopter (AIRP 1271)

FAA MINIMUM (10 Dual, 18 Solo)		
28 Hours in Robinson 44	Minimum to be deposited to flight account:	\$13,410.00
AVERAGE ADDITIONAL HOURS		
5 hours Pre- & Post-Flight Briefings		\$300.00
	Projected total to be deposited to flight account:	\$13,710.00
	Estimated Course Total:	\$13,710.00

Commercial Flight (Capstone) - Helicopter (AIRP 2271)

FAA MINIMUM (20 Dual, 67 Solo)		
87 Hours in Robinson 44	Minimum to be deposited to flight account:	\$41,002.50
AVERAGE ADDITIONAL HOURS		
25 hours Pre- & Post-Flight Briefings		\$1,500.00
	Projected total to be deposited to flight account:	\$42,502.50
Commercial Pilot Knowledge Written Test (Pay to TCCD day of test)		\$165.00
FAA Commercial Pilot Helicopter Test (Pay examiner)		\$400.00
	Estimated Course Total:	\$43,067.50

Certified Flight Instructor – Helicopter (AIRP 2272)**FAA MINIMUM (25 Dual)**

25 Hours in Robinson 44	Minimum to be deposited to flight account:	\$12,937.50
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AVERAGE ADDITIONAL HOURS

2 Hours Robinson for FAA CFI Practical Test	\$915.00
20 hours Pre- & Post-Flight Briefings	\$1,200.00

Projected total to be deposited to flight account:	\$15,052.50
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Fundamentals of Instruction Written Test (Pay to TCCD day of test)	\$165.00
Flight Instructor Knowledge Written Test (Pay to TCCD day of test)	\$165.00
Flight Instructor Airplane FIA Practical Test (Pay examiner)	\$165.00

Estimated Course Total:	\$15,882.50
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Flight Instructor – Instrument - Helicopter (AIRP 2273)**FAA MINIMUM (15 Dual)**

15 Hours in Robinson 44	Minimum to be deposited to flight account:	\$7,762.50
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AVERAGE ADDITIONAL HOURS

2 Hours Robinson 44 for FAA CFII Practical Test	\$915.00
10 hours Pre- & Post-Flight Briefings	\$600.00

Projected total to be deposited to flight account:	\$9,277.50
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Flight Instructor-Instrument Knowledge Written Test (Pay to TCCD day of test)	\$165.00
Flight Instructor-Instrument Airplane Practical Test (Pay examiner)	\$500.00

Course Total:	\$9,942.50
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Upon registration for the above courses, a deposit must be made into your flight account for the amount shown above.

NOTE: Training times listed above are absolute minimums only, but provide the most definitive cost information available at this time. Experience of our flight instructors suggests that the actual student flight hours could be as much as 20% higher than the minimums listed above. For students using VA benefits, the VA will only pay for the minimum requirements as outlined by the FAA in the Training Course outline. This includes only required pre- and post-flight briefings. The amounts of pre and post flight briefing time requirements vary per student and are determined by our flight instructors. The VA requires students receiving benefits to use the least expensive equipment available.

1. Flight Instructor - \$60.00 per hour
2. Cost per hour of other aircraft that may be used (aircraft + insurance + average fuel cost x consumption per hr.)
 - a. Robinson R22
- \$237.00 + \$2.50 + \$18.00 (\$2.00 per gal x 9gph) = \$257.50 Total
 - b. Robinson R44
- \$425.00 + \$2.50 + \$30.00 (\$2.00 per gal x 15gph) = \$457.50 Total

Each aircraft has a contract price which also includes a wet price per hour for fuel. The contract included fuel estimate per gallon cost is \$4.50 (wet) we add a \$2.00 per gallon fuel fluctuation charge at the fuel burn rate of the aircraft

BUSINESS ADMINISTRATION

Associate of Applied Science Degree Programs

BUAD.D001.UG • Accounting Assistant • Northeast, Northwest, Southeast, and TCC Connect Campuses Only

BUAD.D003.UG • Business • All Campuses (TCC Connect)

BUAD.D004.UG • Fashion Merchandising • Northeast Campus Only

BUAD.D005.UG • Management • South, Northeast, Southeast Campuses Only

BUAD.D006.UG • Marketing • Trinity River Campus Only

BUAD.D011.UG • Entrepreneurship and Small Business Management • Northwest and TCC Connect Campuses Only

Academic Foundation (Required for Each Program)			<i>Semester Hours</i>
BCIS	1305	Business Computer Applications	3
ENGL	1301	Composition I	3
ENGL	1302	Composition II; or ENGL 2311	3
GOVT	2305	Federal Government; or GOVT 2306	3
SPCH	1321	Business and Professional Communication; or SPCH 1311	3
	**	Creative Arts/Language, Philosophy and Culture	3
	**	Mathematics or Life and Physical Sciences	3
TOTAL ACADEMIC FOUNDATION HOURS			21

***Math and Life and Physical Sciences and Creative/Arts, Language, Philosophy and must be chosen from the corresponding section of the Core Curriculum.*

Technical Foundation (Required for Each Program)			<i>Semester Hours</i>
ACCT	2301	Principles of Financial Accounting	3
ACCT	2302	Principles of Managerial Accounting	3
BMGT	1327	Principles of Management	3
BMGT	1341	Business Ethics	3
BUSI	1301	Business Principles	3
BMGT	1305	Communications in Management	3
TOTAL TECHNICAL FOUNDATION HOURS			18

NOTE: Mathematical competency is required for completion by TSI-liable students.

Specialization for Accounting Assistant			<i>Semester Hours</i>
ACNT	1311	Introduction to Computerized Accounting	3
ACNT	1313	Computerized Accounting Applications	3
	****	Approved Electives	12
BUSG	2300	Business Leadership Application (Capstone)	3
TOTAL DEGREE HOURS			60

Specialization for Business			<i>Semester Hours</i>
BUSI	2301	Business Law	3
ECON	2301	Principles of Macroeconomics	3
ECON	2302	Principles of Microeconomics	3
MRKG	1311	Principles of Marketing; or MRKG 2333	3
BUSG	2300 ***	Business Leadership Application (Capstone)	3
	****	Approved Electives	6
TOTAL DEGREE HOURS			60

Specialization for Fashion Merchandising			<i>Semester Hours</i>
FSHN	2301	Fashion Promotion	3
FSHN	2305	Fashion Retailing	3
FSHN	2309	Fashion Image	3
HECO	1320	Textiles	3
HECO	2311	Fashion Merchandising	3
BUSG	2300 ***	Business Leadership Application (Capstone)	3
	****	Approved Electives	3
TOTAL DEGREE HOURS			60

Specialization for Management			<i>Semester Hours</i>
BMGT	1301	Supervision	3
HRPO	1311	Human Relations	3
HRPO	2301	Human Resources Management	3
BMGT	2309	Leadership	3
	****	Approved Electives	6
BUSG	2300 ***	Business Leadership Application (Capstone)	3
TOTAL DEGREE HOURS			60

Specialization for Marketing			<i>Semester Hours</i>
MRKG	1301	Customer Relationship Management	3
MRKG	1302	Principles of Retailing	3
MRKG	1311	Principles of Marketing	3
MRKG	2333	Principles of Selling	3
MRKG	2348	Marketing Research and Strategies	3
MRKG	2349	Advertising and Sales Promotion	3
BUSG	2300 ***	Business Leadership Application (Capstone)	3
TOTAL DEGREE HOURS			60

Specialization for Entrepreneurship & Small Business Management			<i>Semester Hours</i>
BUSG	1315	Small Business Operations	3
BUSG	1341	Small Business Financing	3
BUSG	2309	Small Business Management/Entrepreneurship	3
MRKG	1311	Principles of Marketing or MRKG 2333	3
BUSG	2300***	Business Leadership Application (Capstone)	3
	****	Approved Electives	6
TOTAL DEGREE HOURS			60

***Capstone is taken at the end of the program.

****Approved Electives for all programs must be chosen from subjects ACNT, BMGT, BUSG, BUSI, COSC, ECON, FSHN, GISC, HECO, HRPO, IBUS, ITCC, ITNW, ITSE, ITSC, ITSW, LMG, MRKG or RELE. COSC-1301 may not be used as an elective.

NOTE: All programs require mathematical competency for completion by TSI-liable students.

BUSINESS ADMINISTRATION-ACCOUNTING ASSISTANT

Associate of Applied Science Degree Programs

BUAD.D001.UG • Northeast, Northwest, Southeast and TCC Connect Campuses Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
ACCT	2301	Principles of Financial Accounting	3
ACNT	1313	Computerized Accounting Applications	3
BCIS	1305	Business Computer Applications	3
ENGL	1301	Composition I	3
		Approved Elective	3

Spring Term

ACCT	2302	Principles of Managerial Accounting	3
ACNT	1311	Introduction to Computerized Accounting	3
BUSI	1301	Business Principles	3
ENGL	1302	Composition II; or ENGL 2311	3
		Approved Elective	3

Second Year

<i>Fall Term</i>			
BMGT	1305	Communications in Management	3
BMGT	1327	Principles of Management	3
BMGT	1341	Business Ethics	3
SPCH	1321	Business and Professional Communication; or SPCH 1311	3
	*	Mathematics or Life and Physical Sciences	3

Spring Term

GOVT	2305	Federal Government; or GOVT 2306	3
BUSG	2300 ***	Business Leadership Application (Capstone)	3
	**	Creative Arts/Language, Philosophy and Culture	3
		Approved Electives	6

TOTAL DEGREE HOURS 60

**Math and Life and Physical Sciences must be chosen from the corresponding section of the Core Curriculum.*

***Creative Arts/Language, Philosophy, and Culture must be chosen from the corresponding section in the Core Curriculum.*

****Capstone is taken at the end of the program.*

ACCOUNTING ASSISTANT I*Certificate of Completion Program**BUAD.TA01.UG • Northeast, Northwest, Southeast, and TCC Connect Campuses Only*

<i>Fall Term</i>			<i>Semester Hours</i>
ACCT	2301	Principles of Financial Accounting	3
BCIS	1305	Business Computer Applications	3
ENGL	1301	Composition I; or BMGT 1305 or MATH 1332, or MATH 1314, or MATH 1316, or MATH 1324 or MATH 1342	3
ACNT	1313**	Computerized Accounting Applications (Capstone)	3
		Approved-Elective	3
TOTAL CERTIFICATE HOURS			15

Capstone is taken at the end of the program.ACCOUNTING ASSISTANT II***Certificate of Completion Program**BUAD.TA02.UG • Northeast, Northwest, Southeast, and TCC Connect Campuses Only*

<i>Fall Term</i>			<i>Semester Hours</i>
ACCT	2301	Principles of Financial Accounting	3
ACNT	1313	Computerized Accounting Applications	3
BCIS	1305	Business Computer Applications	3
ENGL	1301	Composition I; or BMGT 1305 or MATH 1332, or MATH 1314, or MATH 1316, or MATH 1324 or MATH 1342	3
<i>Spring Term</i>			
ACCT	2302	Principles of Managerial Accounting	3
ACNT	1311**	Introduction to Computerized Accounting (Capstone)	3
		Approved Elective	6
TOTAL CERTIFICATE HOURS			24

***Capstone is taken at the end of the program.*

ACCOUNTING ASSISTANT III

Certificate of Completion Program

BUAD.TA03.UG • Northeast, Northwest, Southeast, and TCC Connect Campuses Only

First Year

Fall Term

			<i>Semester Hours</i>
ACCT	2301	Principles of Financial Accounting	3
ACNT	1313	Computerized Accounting Applications	3
BCIS	1305	Business Computer Applications	3
ENGL	1301	Composition I	3
		Approved Elective	3

Spring Term

ACCT	2302	Principles of Managerial Accounting	3
ACNT	1311	Introduction to Computerized Accounting	3
BUSI	1301	Business Principles	3
ENGL	1302	Composition II; or ENGL 2311	3
		Approved Elective	3

Second Year

BMGT	1305	Communications in Management	3
BMGT	1327	Principles of Management	3
SPCH	1321	Business and Professional Communications; or SPCH 1311	3
	*	Mathematics or Life and Physical Sciences	3
BMGT	1341 **	Business Ethics (Capstone)	3

TOTAL CERTIFICATE HOURS 45

Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.

**Math and Life and Physical Sciences must be chosen from the corresponding section of the Core Curriculum.*

***Capstone is taken during the semester of certificate completion.*

BUSINESS ADMINISTRATION-BUSINESS*Associate of Applied Science Degree Programs**BUAD.D003.UG • All Campuses (TCC Connect)***First Year***Fall Term*

			<i>Semester Hours</i>
BUSI	1301	Business Principles	3
ACCT	2301	Principles of Financial Accounting	3
ECON	2301	Principles of Macroeconomics	3
		Approved Elective	3
		Mathematics or Life and Physical Sciences	3

Spring Term

ACCT	2302	Principles of Managerial Accounting	3
BUSI	2301	Business Law	3
ECON	2302	Principles of Microeconomics	3
MRKG	1311	Principles of Marketing; or MRKG 2333	3
		Approved Elective	3

Second Year*Fall Term*

BMGT	1305	Communications in Management	3
BMGT	1327	Principles of Management	3
BMGT	1341	Business Ethics	3
BCIS	1305	Business Computer Applications	3
ENGL	1301	Composition I	3

Spring Term

ENGL	1302	Composition II; or ENGL 2311	3
GOVT	2305	Federal Government; or GOVT 2306	3
SPCH	1321	Business and Professional Communication; or SPCH 1311	3
	*	Creative Arts/Language, Philosophy and Culture	3
BUSG	2300 **	Business Leadership Application (Capstone)	3

TOTAL DEGREE HOURS 60

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section in the Core Curriculum.*

***Capstone is taken at the end of the program.*

BUSINESS I

Certificate of Completion Program

BUAD.T011.UG • All Campuses (TCC Connect)

<i>Fall Term</i>			<i>Semester Hours</i>
ACCT	2301	Principles of Financial Accounting	3
BUSI	1301	Business Principles	3
ECON	2301	Principles of Macroeconomics	3
MRKG	1311	Principles of Marketing; or MRKG 2333	3
<i>Spring Term</i>			
ACCT	2302	Principles of Managerial Accounting	3
ECON	2302	Principles of Microeconomics	3
		Approved Elective	3
BUSI	2301**	Business Law (Capstone)	3
TOTAL CERTIFICATE HOURS			24

***Capstone is taken during the semester of certificate completion.*

BUSINESS II

Certificate of Completion Program

BUAD.T012.UG • All Campuses (TCC Connect)

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
ACCT	2301	Principles of Financial Accounting	3
BUSI	1301	Business Principles	3
ECON	2301	Principles of Macroeconomics	3
MRKG	1311	Principles of Marketing; or MRKG 2333	3
		Approved Elective	3
<i>Spring Term</i>			
ACCT	2302	Principles of Managerial Accounting	3
BCIS	1305	Business Computer Applications	3
BMGT	1305	Communications in Management	3
BUSI	2301	Business Law	3
ECON	2302	Principles of Microeconomics	3

Second Year

BMGT	1327	Principles of Management	3
SPCH	1321	Business and Professional Communications; or SPCH 1311	3
	*	Mathematics or Life and Physical Sciences	3
		Approved Elective	3
BMGT	1341 **	Business Ethics (Capstone)	3
TOTAL CERTIFICATE HOURS			45

Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.

**Math and Life and Physical Sciences must be chosen from the corresponding section of the Core Curriculum.*

***Capstone is taken during the semester of certificate completion.*

BUSINESS ADMINISTRATION-FASHION MERCHANDISING

Associate of Applied Science Degree Programs

BUAD.D004.UG • Northeast Campus Only

First Year

Fall Term

			Semester Hours
BUSI	1301	Business Principles	3
BCIS	1305	Business Computer Applications	3
FSHN	2309	Fashion Image/Visual Communication	3
HECO	2311	Fashion Merchandising	3
SPCH	1321	Business and Professional Communications; or SPCH 1311	3

Spring Term

BMGT	1327	Principles of Management	
FSHN	2301	Fashion Promotion	3
FSHN	2305	Fashion Retailing	3
FSHN	1301	Textiles	3
	*	Mathematics or Science Elective	3

Second Year

Fall Term

BMGT	1341	Business Ethics	3
BMGT	1305	Communications in Management	3
ACCT	2301	Principles of Financial Accounting	3
ENGL	1301	Composition I	3
		Approved Elective	3

Spring Term

ACCT	2302	Principles of Managerial Accounting	3
ENGL	1302	Composition II; or ENGL 2311	3
GOVT	2305	Federal Government; or GOVT 2306	3
BUSG	2300 ***	Business Leadership Application (Capstone)	3
	**	Creative Arts/Language, Philosophy and Culture	3

TOTAL DEGREE HOURS 60

*Math and Life and Physical Sciences must be chosen from the corresponding section of the Core Curriculum.

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section in the Core Curriculum.

***Capstone is taken at the end of the program.

FASHION SALES ASSOCIATE

Occupational Skills Award

BUAD.T015.UG • Northeast Campus Only

Fall Term

			Semester Hours
HECO	2311	Fashion Merchandising	3
FSHN	2309	Fashion Image/Visual Communication	3

Spring Term

FSHN	2305	Fashion Retailing	3
FSHN	1301	Textiles	3

TOTAL CERTIFICATE HOURS 12

FASHIONMERCHANDISING I

Certificate of Completion Program

BUAD.T013.UG • Northeast Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
HECO	2311	Fashion Merchandising	3
BCIS	1305	Business Computer Applications	3
SPCH	1321	Business and Professional Communication; or SPCH 1311	3
FSHN	2309	Fashion Image/Visual Communication	3
<i>Spring Term</i>			
FSHN	2305	Fashion Retailing	3
FSHN	1301	Textiles	3
FSHN	2301**	Fashion Promotion (Capstone)	3
TOTAL CERTIFICATE HOURS			21

FASHION MERCHANDISING II*

Certificate of Completion Program

BUAD.T014.UG • Northeast Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
HECO	2311	Fashion Merchandising	3
BCIS	1305	Business Computer Applications	3
FSHN	2309	Fashion Image/Visual Communication	3
ACCT	2301	Principles of Financial Accounting	3
BUSI	1301	Business Principles	3
<i>Spring Term</i>			
FSHN	2301	Fashion Promotion	3
FSHN	2305	Fashion Retailing	3
FSHN	1301	Textiles	3
ACCT	2302	Principles of Managerial Accounting	3
BMGT	1327	Principles of Management	3

Second Year

<i>Fall Term</i>			
ENGL	1301	Composition I	3
BMGT	1305	Communications in Management	3
SPCH	1321	Business and Professional Communications; or SPCH 1311	3
		Approved Elective	3
BMGT	1341**	Business Ethics (Capstone)	3
TOTAL CERTIFICATE HOURS			45

**Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.*

***Capstone is taken during the semester of certificate completion.*

BUSINESS ADMINISTRATION-MANAGEMENT

Associate of Applied Science Degree Programs

BUAD.D005.UG • South, Northeast, Southeast Campuses Only

First Year

Fall Term

			<i>Semester Hours</i>
BUSI	1301	Business Principles	3
BMGT	1327	Principles of Management	3
ACCT	2301	Principles of Financial Accounting	3
ENGL	1301	Composition I	3
	*	Mathematics or Life and Physical Sciences	3

Spring Term

ACCT	2302	Principles of Managerial Accounting	3
HRPO	1311	Human Relations	3
ENGL	1302	Composition II; or ENGL 2311	3
GOVT	2305	Federal Government; or GOVT 2306	3
SPCH	1321	Business and Professional Communication; or SPCH 1311	3

Second Year

Fall Term

BMGT	1341	Business Ethics	3
BCIS	1305	Business Computer Applications	3
BMGT	1301	Supervision	3
BMGT	2309	Leadership	3
	**	Creative Arts/Language, Philosophy and Culture	3

Spring Term

HRPO	2301	Human Resource Management	3
BMGT	1305	Communications in Management	3
		Approved Electives	6
BUSG	2300***	Business Leadership Application (Capstone)	3
TOTAL DEGREE HOURS			60

**Math and Life and Physical Sciences must be chosen from the corresponding section of the Core Curriculum.*

***Creative Arts/Language, Philosophy, and Culture must be chosen from the corresponding section in the Core Curriculum.*

****Capstone is taken at the end of the program.*

Note: BMGT-1382 requires permission of the program coordinator prior to enrollment.

MANAGEMENT I

Certificate of Completion Program

BUAD.T016.UG • South, Northeast and Southeast Campuses Only

<i>Fall Term</i>			<i>Semester Hours</i>
HRPO	1311	Human Relations	3
BUSI	1301	Business Principles	3
BMGT	1327	Principles of Management	3
BCIS	1305	Business Computer Applications	3
<i>Spring Term</i>			
HRPO	2301	Human Resource Management	3
BMGT	1301	Supervision	3
BMGT	1305	Communications in Management	3
BMGT	2309**	Leadership (Capstone)	3
TOTAL CERTIFICATE HOURS			24

***Capstone is taken during the semester of certificate completion.*

MANAGEMENT II*

Certificate of Completion Program

BUAD.T017.UG • South, Northeast and Southeast Campuses Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
HRPO	1311	Human Relations	3
BUSI	1301	Business Principles	3
BMGT	1327	Principles of Management	3
BCIS	1305	Business Computer Applications	3
ENGL	1301	Composition I	3
<i>Spring Term</i>			
HRPO	2301	Human Resource Management	3
BMGT	2309	Leadership	3
BMGT	1301	Supervision	3
SPCH	1321	Business and Professional Communications; or SPCH 1311	3
ACCT	2301	Principles of Financial Accounting	3

Second Year

<i>Fall Term</i>			
BMGT	1305	Communications in Management	3
MRKG	1311	Principles of Marketing	3
		Approved Elective	3
	**	Creative Arts/Language, Philosophy and Culture	3
BMGT	1341 ***	Business Ethics (Capstone)	3
TOTAL CERTIFICATE HOURS			45

**Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.*

***Creative Arts/Language, Philosophy, and Culture must be chosen from the corresponding section in the Core Curriculum.*

****Capstone is taken during the semester of certificate completion.*

RETAIL MANAGEMENT

Certificate of Completion Program

BUAD.T025.UG • Northeast, Southeast and TCC Connect Campuses Only

Fall Term

			<i>Semester Hours</i>
MRKG	1302	Principles of Retailing	3
HRPO	1311	Human Relations	3
BCIS	1305	Business Computer Applications	3
BMGT	1305	Communications in Management	3
MRKG	2333	Principles of Selling (Capstone)	3

Spring Term

BMGT	1327	Principles of Management	3
MRKG	1311	Principles of Marketing	3
HRPO	2301	Human Resource Management	3
ACCT	2301	Principles of Financial Accounting or ACNT 1303	3

TOTAL CERTIFICATE HOURS 27

BUSINESS ADMINISTRATION-MARKETING

Associate of Applied Science Degree Programs
BUAD.D006.UG • Trinity River Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
MRKG	1301	Customer Relationship Management	3
MRKG	1302	Principles of Retailing	3
MRKG	2333	Principles of Selling	3
MRKG	2349	Advertising and Sales Promotion	3
MRKG	1311	Principles of Marketing	3

Spring Term

ACCT	2301	Principles of Financial Accounting	3
MRKG	2348	Marketing Research and Strategies	3
BUSI	1301	Business Principles	3
BCIS	1305	Business Computer Application	3
BMGT	1327	Principles of Management	3

Second Year

Fall Term

BMGT	1341	Business Ethics	3
ENGL	1301	Composition I	3
BMGT	1305	Communications in Management	3
ACCT	2302	Principles of Managerial Accounting	3
	*	Mathematics or Life and Physical Sciences	3

Spring Term

ENGL	1302	Composition II; or ENGL 2311	3
GOVT	2305	Federal Government; or GOVT 2306	3
SPCH	1321	Business and Professional Communication; or SPCH 1311	3
	**	Creative Arts/Language, Philosophy and Culture	3
BUSG	2300***	Business Leadership Application (Capstone)	3

TOTAL DEGREE HOURS 60

**Math and Life and Physical Sciences must be chosen from the corresponding section of the Core Curriculum.*

***Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section in the Core Curriculum.*

****Capstone is taken at the end of the program.*

MARKETING

Occupational Skills Award

BUAD.T021.UG • Trinity River Campus Only

Fall Term

			<i>Semester Hours</i>
MRKG	1301	Customer Relationship Management	3
MRKG	1302	Principles of Retailing	3
MRKG	2333	Principles of Selling	3
MRKG	2349	Advertising and Sales Promotion	3

TOTAL CERTIFICATE HOURS 12

MARKETING I

Certificate of Completion Program

BUAD.T018.UG • Trinity River Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
MRKG	2333	Principles of Selling	3
MRKG	1301	Customer Relationship Management	3
MRKG	1302	Principles of Retailing	3
MRKG	2349	Advertising and Sales Promotion	3
<i>Spring Term</i>			
MRKG	2348**	Marketing Research and Strategies (Capstone)	3
MRKG	1311	Principles of Marketing	3
BCIS	1305	Business Computer Applications	3
TOTAL CERTIFICATE HOURS			21

MARKETING II*

Certificate of Completion Program

BUAD.T019.UG • Trinity River Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
MRKG	2333	Principles of Selling	3
MRKG	1301	Customer Relationship Management	3
MRKG	1302	Principles of Retailing	3
MRKG	2349	Advertising and Sales Promotion	3
MRKG	1311	Principles of Marketing	3
<i>Spring Term</i>			
MRKG	2348	Marketing Research and Strategies	3
BCIS	1305	Business Computer Applications	3
BUSI	1301	Business Principles	3
ACCT	2301	Principles of Financial Accounting	3
BMGT	1327	Principles of Management	3

Second Year

<i>Fall Term</i>			
ENGL	1301	Composition I	3
BMGT	1305	Communications in Management	3
ACCT	2302	Principles of Managerial Accounting	3
BMGT	1341**	Business Ethics (Capstone)	3
		Approved Elective	3
TOTAL CERTIFICATE HOURS			45

**Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.*

***Capstone is taken during the semester of certificate completion.*

MARKETING

Enhanced Skills Certificate

BUAD.T020.UG • Trinity River Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
IBUS	1305	Introduction to International Business and Trade	3
IBUS	1301	Principles of Exports	3
IBUS	1302	Principles of Imports	3
	*	Approved Elective	3
TOTAL CERTIFICATE HOURS			12

**Approved Elective must include HIST 2389 or a language course, such as FREN, GERM or SPAN.*

BUSINESS ADMINISTRATION- ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

Associate of Applied Science Degree Programs

BUAD.D011.UG • Northwest and TCC Connect Campuses Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
ACCT	2301	Principles of Financial Accounting	3
BUSI	1301	Business Principles	3
BUSG	1315	Small Business Operations	3
BCIS	1305	Business Computer Applications	3
		Approved Elective	3
<i>Spring Term</i>			
ACCT	2302	Principles of Managerial Accounting	3
BUSG	1341	Small Business Financing	3
BUSG	2309	Small Business Management/Entrepreneurship	3
MRKG	1311	Principles of Marketing; or MRKG 2333	3
		Approved Elective	3

Second Year

<i>Fall Term</i>			
BMGT	1327	Principles of Management	3
BMGT	1341	Business Ethics	3
BMGT	1305	Communications in Management	3
ENGL	1301	Composition I	3
	*	Mathematics or Life and Physical Sciences	3
<i>Spring Term</i>			
ENGL	1302	Composition II; or ENGL 2311	3
GOVT	2305	Federal Government; or GOVT 2306	3
SPCH	1321	Business and Professional Communication; or SPCH 1311	3
	**	Creative Arts/Language, Philosophy and Culture	3
BUSG	2300***	Business Leadership Application (Capstone)	3

TOTAL DEGREE HOURS 60

**Math and Life and Physical Sciences must be chosen from the corresponding section of the Core Curriculum.*

***Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section in the Core Curriculum.*

****Capstone is taken at the end of the program.*

SMALL BUSINESS ASSOCIATE

Occupational Skills Award

BUAD.T024.UG • Northwest Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
BUSG	1315	Small Business Operations	3
BCIS	1305	Business Computer Applications; or MRKG 1311 or MRKG 2333	3
BUSG	1341	Small Business Financing	3
BUSG	2309	Small Business Management/Entrepreneurship	3

TOTAL SEMESTER HOURS 12

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT I

Certificate of Completion Program

BUAD.T022.UG • Northwest and TCC Connect Campuses Only

<i>Fall Term</i>			<i>Semester Hours</i>
MRKG	1311	Principles of Marketing; or MRKG 2333	3
BUSG	1315	Small Business Operations	3
BCIS	1305	Business Computer Applications	3
<i>Spring Term</i>			
BUSG	1341	Small Business Financing	3
BUSG	2309**	Small Business Management/Entrepreneurship (Capstone)	3
		Approved Electives	6
TOTAL CERTIFICATE HOURS			21

***Capstone is taken during the semester of certificate completion.*

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT II

Certificate of Completion Program

BUAD.T023.UG • Northwest and TCC Connect Campuses Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
MRKG	1311	Principles of Marketing; or MRKG 2333	3
BUSG	1315	Small Business Operations	3
BCIS	1305	Business Computer Applications	3
BUSI	1301	Business Principles	3
ACCT	2301	Principles of Financial Accounting	3
<i>Spring Term</i>			
BUSG	1341	Small Business Financing	3
BUSG	2309	Small Business Management/Entrepreneurship (Capstone)	3
ACCT	2302	Principles of Managerial Accounting	3
BMGT	1327	Principles of Management	3
		Approved Elective	3

Second Year

<i>Fall Term</i>			
ENGL	1301	Composition I	3
BMGT	1305	Communications in Management	3
BUSG	2300	Business Leadership Application	3
BMGT	1341 **	Business Ethics (Capstone)	3
		Approved Elective	3
TOTAL CERTIFICATE HOURS			45

Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.

***Capstone is taken during the semester of certificate completion.*

CHILD DEVELOPMENT

Associate of Applied Science Degree Program

CHIL.D001.UG • Northeast Campus Only

First Year

Fall Term

			Semester Hours
ENGL	1301	Composition I	3
KINE	1164	Introduction to Physical Fitness and Wellness	1
TECA	1303	Families, School, and Community	3
TECA	1318	Wellness of the Young Child	3
TECA	1354	Child Growth and Development	3

Spring Term

CDEC	1321	The Infant and Toddler	3
CDEC	1419	Child Guidance	4
ENGL	1302	Composition II	3
TECA	1311	Educating Young Children	3

Summer Term

GOVT	2305	Federal Government; or GOVT 2306	3
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Second Year

Fall Term

CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	1413	Curriculum Resources for Early Childhood Programs	4
	**	Science or Mathematics Elective	3
	**	Creative Arts/Language, Philosophy and Culture Approved Elective	3

Spring Term

CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1359	Children with Special Needs	3
CDEC	2386	Internship-Child Care Provider/Assistant (Capstone)	3
	*	Elective	3
SPCH	1311	Introduction to Speech Communication; or SPCH 1315 or SPCH 1318 or SPCH 1321	3

TOTAL DEGREE HOURS 60

*Elective must be chosen from BCIS-1305, CDEC-1323, CDEC-2307, CDEC-2326, CDEC-2341 or CDEC-2328.

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section in the Core Curriculum.

NOTE: Internship should be taken during final semester.

Mathematical competency is required for completion by TSI-liable students.

CDA CERTIFICATE#*Occupational Skills Award**CHIL.T006.UG • Northeast Campus Only*

<i>Fall Term</i>			<i>Semester Hours</i>
CDEC	1317	Child Development Associate Training I	3
CDEC	2322	Child Development Associate Training II	3
CDEC	2324	Child Development Associate Training III	3
TOTAL CERTIFICATE HOURS			9

*#Child Development Associate National Credential (CDA)***CHILD CARE ADMINISTRATION****Certificate of Completion Program**CHIL.T002.UG • Northeast Campus Only***First Year**

<i>Fall Term</i>			<i>Semester Hours</i>
ENGL	1301	Composition I	3
TECA	1303	Families, School, and Community	3
TECA	1318	Wellness of the Young Child	3
TECA	1354	Child Growth and Development	3

Spring Term

CDEC	1321	The Infant and Toddler	3
CDEC	1419	Child Guidance	4
ENGL	1302	Composition II	3
TECA	1311	Educating Young Children	3

Second Year

<i>Fall Term</i>			
CDEC	1359	Children with Special Needs	3
CDEC	1413	Curriculum Resources for Early Childhood Programs	4
CDEC	2326	Administration of Programs for Children I	3

Spring Term

BCIS	1305	Business Computer Applications	3
CDEC	2328	Administration of Programs for Children II	3
KINE	1164	Introduction to Physical Fitness and Wellness	1
	**	Child Development Elective	3
TOTAL CERTIFICATE HOURS			45

* Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.

**Child Development Elective must be chosen from CDEC 1323, CDEC-1356, CDEC-2307 or CDEC-2341.

NOTE: Mathematical competency is required for completion by TSI-liable students.

PRESCHOOL CHILD CARE PROVIDER

Certificate of Completion Program

CHIL.T003.UG • Northeast Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
CDEC	1419	Child Guidance	4
ENGL	1301	Composition I	3
TECA	1311	Educating Young Children	3
TECA	1318	Wellness of the Young Child	3
TECA	1354	Child Growth and Development	3
<i>Spring Term</i>			
BCIS	1305	Business Computer Applications	3
CDEC	1321	The Infant and Toddler	3
CDEC	1359	Children with Special Needs	3
CDEC	1413	Curriculum Resources for Early Childhood Programs	4
KINE	1164	Introduction to Physical Fitness and Wellness	1
TOTAL CERTIFICATE HOURS			30

AFTER SCHOOL PROVIDER

Certificate of Completion Program

CHIL.T007.UG • Northeast Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
CDEC	2341	The School Age Child	3
ENGL	1301	Composition I	3
TECA	1303	Families, School, and Community	3
TECA	1318	Wellness of the Young Child	3
TECA	1354	Child Growth and Development	3
<i>Spring Term</i>			
BCIS	1305	Business Computer Applications	3
CDEC	1419	Child Guidance	4
ENGL	1302	Composition II	3
KINE	1164	Introduction to Physical Fitness and Wellness	1
	*	Child Development Elective	3
TOTAL CERTIFICATE HOURS			29

**Child Development Elective must be chosen from CDEC-1358, CDEC-1359, CDEC-2307, CDEC-2326, CDEC-2328 or TECA-1311*

CHILDLIFE SPECIALIST

Certificate of Completion Program

CHIL.T009.UG • Northeast Campus Only

Fall Term

			<i>Semester Hours</i>
TECA	1303	Families, School and Community	3
TECA	1318	Wellness of the Young Child	3
TECA	1354	Child Growth and Development	3

Spring Term

CDEC	1419	Child Guidance	4
CDEC	1321	The Infant and Toddler	3
HPRS	1206	Essentials of Medical Terminology	2

TOTAL CERTIFICATE HOURS 18

COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY

Associate of Applied Science Degree Programs

CADD.D002.UG • Building Technology • South Campus Only

CADD.D003.UG • Civil Technology • South Campus Only

CADD.D004.UG • Manufacturing Technology • South Campus Only

Academic Foundation (Required for Each Program)			<i>Semester Hours</i>
ENGL	1301	Composition I	3
GOVT	2305	Federal Government or GOVT 2306	3
MATH	1314	College Algebra or MATH 1324 or MATH 1332	3
BCIS	1305	Business Computer Application or COSC 1301	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3
	*	Creative Arts/Language, Philosophy and Culture	3
TOTAL ACADEMIC FOUNDATION HOURS			18

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

Technical Foundation (Required for Each Program)			<i>Semester Hours</i>
DFTG	1305	Technical Drafting	3
DFTG	1409	Basic Computer-Aided Drafting (CAD)	4
DFTG	2440	Solid Modeling and Design	4
BUSG	1391	Special Topics in Business, General	3
TOTAL TECHNICAL FOUNDATION HOURS			14

Specialization for Building Technology			<i>Semester Hours</i>
DFTG	1417	Architectural Drafting – Residential	4
DFTG	2428	Architectural Drafting – Commercial	4
DFTG	2431	Advanced Technologies in Architectural Design and Drafting	4
DFTG	2438	Final Project in Advanced Drafting (Capstone)	4
	*	Architectural/Structure/Commercial Drafting Electives	12
TOTAL DEGREE HOURS			60

**Drafting electives may be any four-credit-hour DFTG courses not already taken for the program.*

Specialization for Civil Technology			<i>Semester Hours</i>
DFTG	2421	Topographical Drafting	4
DFTG	2427	Landscape Drafting	4
DFTG	2430	Civil Drafting	4
DFTG	2438	Final Project in Advanced Drafting (Capstone)	4
	*	Drafting Electives	12
TOTAL DEGREE HOURS			60

**Drafting electives may be any four-credit-hour DFTG courses not already taken for the program*

Specialization for Manufacturing Technology			<i>Semester Hours</i>
DFTG	1445	Parametric Modeling and Design	4
DFTG	1458	Electrical and Electronics Drafting	4
DFTG	2402	Machine Drafting	4
DFTG	2423	Pipe Drafting	4
MCHN	2403	Fundamentals of Computer Numerically Controlled (CNC) Machine Controls	4
DFTG	2438	Final Project in Advanced Drafting (Capstone)	4
	*	Drafting Elective	4
TOTAL DEGREE HOURS			60

**Drafting elective may be any four-credit-hour DFTG course not already taken for the program.*

BASIC CAD TECHNICIAN

Occupational Skills Award

CADD.T013.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
DFTG	1305	Technical Drafting	3
DFTG	1409	Basic Computer-Aided Drafting	4
DFTG	1325	Blueprint Reading and Sketching	3
ENTC	2331	Manufacturing Materials	3
TOTAL CERTIFICATE HOURS			13

**COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY
BUILDING TECHNOLOGY**

Associate of Applied Science Degree Program

CADD.D002.UG • South Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
DFTG	1305	Technical Drafting	3
DFTG	1409	Basic Computer-Aided Drafting	4
BCIS	1305	Business Computer Applications or COSC1301 Introduction to Computers	3
MATH	1314	College Algebra; or MATH 1324 or MATH 1332	3

Spring Term

BUSG	1391	Special Topics in Business, General	3
DFTG	1417	Architectural Drafting-Residential	4
DFTG	2428	Architectural Drafting-Commercial	4
ENGL	1301	Composition I	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 SPCH 1315 or SPCH 1318	3

Second Year

Fall Term

DFTG	2431	Advanced Technology in Architectural Design	4
DFTG	2440	Solid Modeling and Design	4
DFTG	*	Drafting Elective	4
	**	Creative Arts/Language, Philosophy and Culture	3

Spring Term

GOVT	2306	Texas State and Local Government; or GOVT 2305	3
DFTG	*	Drafting Electives	8
DFTG	2438	Final Project in Advanced Drafting (Capstone)	4

TOTAL DEGREE HOURS 60

**Drafting elective may be chosen from any four-credit-hour DFTG course not taken. DFTG 2170 may not be used to fulfill the requirement.*

***Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

BUILDING TECHNOLOGY

Certificate of Completion Program

CADD.T008.UG • South Campus Only

Fall Term

			<i>Semester Hours</i>
DFTG	1305	Technical Drafting	3
BCIS	1305	Business Computer Applications; or COSC 1301 Introduction to Computing	3
DFTG	1409	Basic Computer-Aided Drafting	4
ENGL	1301	Composition I	3

Spring Term

DFTG	1417	Architectural Drafting - Residential	4
DFTG	2428	Architectural Drafting – Commercial	4
DFTG	2431	Advanced Technologies in Architectural Design and Drafting	4
DFTG	2438	Final Project - Advanced Drafting (Capstone)	4
TOTAL CERTIFICATE HOURS			29

**COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY
CIVIL TECHNOLOGY**

*Associate of Applied Science Degree Program
CADD.D003.UG • South Campus Only*

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
DFTG	1305	Technical Drafting	3
DFTG	1409	Basic Computer-Aided Drafting	4
BCIS	1305	Business Computer Applications or COSC1301 Introduction to Computers	3
MATH	1314	College Algebra; or MATH 1324 or MATH 1332	3
<i>Spring Term</i>			
BUSG	1391	Special Topics in Business, General	3
DFTG	2421	Topographical Drafting	4
DFTG	2430	Civil Drafting	4
ENGL	1301	Composition I	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 SPCH 1315 or SPCH 1318	3

Second Year

<i>Fall Term</i>			
DFTG	2427	Landscape Drafting	4
DFTG	2440	Solid Modeling	4
DFTG	*	Drafting Elective	4
	**	Creative Arts/Language, Philosophy and Culture	3
<i>Spring Term</i>			
GOVT	2306	Texas Government; or GOVT 2305	3
DFTG	*	Drafting Elective	4
DFTG	2438	Final Project in Advanced Drafting (Capstone)	4
TOTAL DEGREE HOURS			60

**Drafting elective may be chosen from any four-credit-hour DFTG course not taken. DFTG 2170 may not be used to fulfill requirement.*

***Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

CIVIL TECHNOLOGY

Certificate of Completion Program

CADD.T009.UG • South Campus Only

Fall Term

			<i>Semester Hours</i>
DFTG	1305	Technical Drafting	3
BUSG	1391	Special Topics in Business, General	3
DFTG	1409	Basic Computer-Aided Drafting	4
ENGL	1301	Composition I	3
DFTG	2421	Topographical Drafting	4

Spring Term

DFTG	2431	Advanced Technology in Architectural Design	4
DFTG	2430	Civil Drafting	4
DFTG	2427	Landscape Drafting	4
DFTG	2438	Final Project - Advanced Drafting (Capstone)	4

TOTAL CERTIFICATE HOURS 33

**COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY
MANUFACTURING TECHNOLOGY**

Associate of Applied Science Degree Program

CADD.D004.UG • South Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
DFTG	1305	Technical Drafting	3
DFTG	1409	Basic Computer-Aided Drafting	4
BCIS	1305	Business Computer Applications or COSC 1301	3
MATH	1314	College Algebra; or MATH 1324 or MATH 1332	3

Spring Term

DFTG	1445	Parametric Modeling and Design	4
DFTG	2440	Solid Modeling & Design	4
DFTG	2402	Machine Drafting	4
ENGL	1301	Composition I	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 SPCH 1315 or SPCH 1318	3

Second Year

Fall Term

DFTG	1458	Electrical & Electronic Drafting	4
BUSG	1391	Special Topics in Business, General	3
DFTG	2423	Pipe Drafting	4
	**	Creative Arts/Language, Philosophy and Culture	3

Spring Term

DFTG	2438	Final Project in Advanced Drafting (Capstone)	4
GOVT	2306	Texas Government; or GOVT 2305	3
MCHN	2403	Fundamentals of Computer Numerically Controlled (CNC) Machine Controls	4
	*	Drafting Electives	4

TOTAL DEGREE HOURS 60

**Drafting elective may be chosen from any four-credit-hour DFTG course not taken. DFTG 2170 may not be used to fulfill requirement.*

***Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

MANUFACTURING TECHNOLOGY

Certificate of Completion Program

CADD.T010.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
DFTG	1305	Technical Drafting	3
BCIS	1305	Business Computer Applications; or COSC 1301	3
DFTG	1409	Basic Computer-Aided Drafting	4
ENGL	1301	Composition I	3
DFTG	2440	Solid Modeling and Design	4
<i>Spring Term</i>			
DFTG	1458	Electrical and Electronic Drafting	4
DFTG	2402	Machine Drafting	4
DFTG	2423	Pipe Drafting	4
MCHN	2403	Fundamentals of Computer Numerically Controlled (CNC) Machine Controls	4
TOTAL CERTIFICATE HOURS			33

CNC MACHINIST TECHNOLOGY

Certificate of Completion Program

CADD.T012.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
MCHN	2403	Fundamentals of Computer Numerically Controlled (CNC) Machine Controls	4
DFTG	2440	Solid Modeling and Design	4
ENGL	1301	Composition I	3
<i>Spring Term</i>			
MCHN	2434	Operation of CNC Machining Centers	4
MCHN	2431	Operation of CNC Turning Centers	4
DFTG	2458	Advanced Machine Design	4
<i>Summer Term</i>			
MCHN	2444	Computerized Numerical Control Programming (Capstone)	4
INMT	1445	Computer Numerical Controls	4
TOTAL CERTIFICATE HOURS			31

CONSTRUCTION MANAGEMENT TECHNOLOGY

Associate of Applied Science Degree Program

CONS.D003 UG • South Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
CNBT	1110	Basic Construction Safety	1
CNBT	1300	Residential and Light Commercial Blueprint Reading	3
CNBT	1302	Mechanical, Plumbing and Electrical Systems in Construction	3
CNBT	1311	Construction Methods and Materials	3
MATH	1314	College Algebra	3

Spring Term

ARCH	1315	Architectural Computer Graphics	3
CNBT	1342	Building Codes and Inspections	3
CNBT	1344	Construction Materials Testing	3
ENGL	1301	Composition I	3
SRVY	1301	Introduction to Surveying; or ENGR 1307	3

Summer Term

GEOL	1305	Environmental Science	3
SPCH	1311	Introduction to Speech Communication; or SPCH 1315 or SPCH 1318 or SPCH 1321	3

Second Year

Fall Term

CNBT	1346	Construction Estimating I	3
CNBT	2342	Construction Management I	3
BMGT	1327	Principles of Management	3
COSC	1301	Introduction to Computing	3

Spring Term

CNBT	2266	Practicum (Capstone)	2
CNBT	2335	Computer-Aided Construction Scheduling	3
CNBT	2337	Construction Estimating II	3
ECON	2301	Principles of Macroeconomics; or ECON 2302	3
	*	Creative Arts/Language, Philosophy and Culture	3

TOTAL DEGREE HOURS 60

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

Note: Practicum should be taken during graduating semester.

RESIDENTIAL/COMMERCIAL SITE LAYOUT AND FRAMER ASSISTANT

Occupational Skills Award

CONS.T009.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
CNBT	1110	Basic Construction Safety	1
CNBT	1300	Residential and Light Commercial Blueprint Reading	3
CNBT	1316	Construction Technology I	3
CNBT	1350	Construction Technology II	3
TOTAL CERTIFICATE HOURS			10

CONSTRUCTION INSPECTION TECHNICIAN

Certificate of Completion Program

CONS.T004.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
CNBT	1110	Basic Construction Safety	1
CNBT	1300	Residential and Light Commercial Blueprint Reading	3
CNBT	1346	Construction Estimating I	3
CNBT	1344	Construction Materials Testing	3
<i>Spring Term</i>			
CNBT	1342	Building Codes and Inspections	3
SRVY	1301	Introduction to Surveying; or ENGR 1307	3
CNBT	1372	Soils and Foundations (Capstone)	3
TOTAL CERTIFICATE HOURS			19

CONSTRUCTION MANAGEMENT TECHNOLOGY

Certificate of Completion Program

CONS.T008.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
CNBT	1110	Basic Construction Safety	1
CNBT	1300	Residential and Light Commercial Blueprint Reading	3
CNBT	1311	Construction Methods and Materials	3
CNBT	1346	Construction Estimating I	3
CNBT	2342	Construction Management I	3
<i>Spring Term</i>			
CNBT	1342	Building Codes and Inspections	3
SRVY	1301	Introduction to Surveying; or ENGR 1307	3
CNBT	2335	Computer-Aided Construction Scheduling (Capstone)	3
CNBT	2337	Construction Estimating II (Capstone)	3
TOTAL CERTIFICATE HOURS			25

COMPUTER-AIDED CONSTRUCTION SCHEDULING

Enhanced Skills Certificate

CONS.T010.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
ARCH	1308	Architectural Graphics II	3
CNBT	2335	Computer-Aided Construction Scheduling	3
CNBT	2337	Construction Estimating II	3
TOTAL CERTIFICATE HOURS			9

CONSTRUCTION BUSINESS ENTREPRENEUR

Certificate of Completion Program

CONS.T011.UG • South Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
BUSI	1301	Business Principles	3
MRKG	1311	Principles of Marketing	3
CNBT	1110	Basic Construction Safety	1
CNBT	1300	Residential and Light Commercial Blueprint Reading	3
CNBT	1342	Codes and Inspection	3
CNBT	1311	Construction Methods and Materials	3

Spring Term

ECON	2301	Principles of Macro-Economics	3
BMGT	1327	Principles of Management	3
ACCT	2301	Principles of Financial Accounting	3
CNBT	1346	Construction Estimating I	3
CNBT	2342	Construction Management I	3

Second Year

<i>Fall Term</i>			
BUSI	2301	Business Law	3
ACCT	2302	Principles of Managerial Accounting	3
CNBT	2335	Computer Aided Construction Scheduling (Capstone)	3
CNBT	2337	Construction Estimating II (Capstone)	3
TOTAL CERTIFICATE HOURS			43

* Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.

NOTE: Mathematical competency is required for completion by TSI-liable students. Practicum should be taken during graduating semester.

CRIMINAL JUSTICE

Associate of Applied Science Degree Program
CRIM.D001.UG • Northwest Campus Only

First Year

Fall Term

			Semester Hours
CRIJ	1301	Introduction to Criminal Justice	3
CRIJ	1310	Fundamentals of Criminal Law	3
ENGL	1301	Composition I	3
SOCI	1301	Introduction to Sociology	3
	**	Mathematics or Life and Physical Sciences Elective	3

Spring Term

CRIJ	1307	Crime in America	3
CRIJ	2328	Police Systems and Practices	3
	**	Creative Arts/Language, Philosophy and Culture	3
CRIJ	2313	Correctional Systems and Practices	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3

Summer Term

GOVT	2306	Texas Government	3
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Second Year

Fall Term

CRIJ	2323	Legal Aspects of Law Enforcement	3
COSC	1301	Introduction to Computing; or BCIS 1305	3
GOVT	2305	Federal Government	3
	*	Approved Electives	3

Spring Term

CRIJ	2314	Criminal Investigation	3
CRIJ	1306	Court Systems and Practices	3
CJSA	2388	Internship - Criminal Justice Studies (Capstone); or CJSA 2334	3
	*	Approved Electives	6

TOTAL DEGREE HOURS 60

**All electives must have prior approval of the Program Coordinator. Suggested electives include: CJSA-1347, CJSA-1348, CJSA-2331, CRIJ-1313, CJLE-1111, CJLE-1345, CJLE-1371, CJLE-1394, CJLE-1506, CJLE-1512, CJLE-1518, CJLE-2247, FIRT-1301, HMSY-1337, SLPS-1371, SLPS-1391, SLPS-2288 or SLPS-2371.*

***Creative Arts/Language, Philosophy and Culture, Mathematics, and Physical Sciences elective must be chosen from the corresponding section of the Core Curriculum.*

NOTE: Mathematical competency is required for completion by TSI-liable students. Capstone should be taken in the graduating semester and requires department approval prior to enrollment.

SECURITY MANAGEMENT

Occupational Skills Award

CRIM.T006.UG • Northwest Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
SLPS	1371	Introduction to Security Management	3
SLPS	2371	Fundamentals of Physical Security	3
SLPS	1391	Special Topics in Security and Loss Prevention Services	3
TOTAL CERTIFICATE HOURS			9

BASIC PEACE OFFICER CERTIFICATION#

Certificate of Completion Program

CRIM.T003.UG • Northwest Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
CJLE	1506	Basic Peace Officer I	5
CJLE	1512	Basic Peace Officer II	5
CJLE	1518	Basic Peace Officer III	5
CJLE	2247	Tactical Skills for Police	2
CJLE	1111	Basic Firearms	1
TOTAL CERTIFICATE HOURS			18

Admissions and Program Information for Basic Peace Officer:

The courses listed above are taught in an academy format (Monday through Friday from 8 a.m. - 5 p.m.) and have specialized admission requirements. Consent of the Academy Coordinator is required for enrollment. Once admitted to the program, students must complete and earn a minimum grade of C in each course. The endorsement of eligibility for the State Peace Officer Licensing Exam will only be issued to a student who has completed each course with a minimum grade of "C" during that specific academy.

Enrollment is based on space availability for those who meet admission criteria. Admission Criteria:

- 1. Students must provide evidence of completion of the TSI Assessment or approved alternative test. (This requirement may be waived by the Division Dean.)*
- 2. Students must demonstrate competency in fundamental reading skills by a placement score of a minimum performance level. For those students who do not meet the minimum performance level, remediation followed by further testing may qualify them for a future academy.*
- 3. Students must have a personal interview with an academy coordinator.*
- 4. Students must complete the police academy application (available at the Criminal Justice Training Center).*
- 5. Students must meet minimum licensing requirements as established by TCLEOSE.*

CRIME ANALYST*Certificate of Completion Program**CRIM.T005.UG • Northwest Campus Only*

<i>Fall Term</i>			<i>Semester Hours</i>
CRIJ	1301	Introduction to Criminal Justice	3
GISC	1402	Understanding Geographic Information Systems (GIS)	4
CJSA	1347	Police Organization and Administration	3
 <i>Spring Term</i>			
CRIJ	1307	Crime in America	3
MATH	1342	Elementary Statistical Methods	3
GISC	2404	Geographic Information Systems (GIS) Design with Vector Analysis	4
HMSY	1340	Homeland Security Intelligence Operations (Capstone)	3
TOTAL CERTIFICATE HOURS			23

CULINARY ARTS

Associate of Applied Science Degree Program
 CULI.D003.UG • Southeast Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
CHEF	1301	Basic Food Preparation	3
CHEF	1305	Sanitation and Safety	3
PSTR	1301	Fundamentals of Baking	3
RSTO	1304	Dining Room Service	3
RSTO	1325	Purchasing for Hospitality Operations	3

Spring Term

HAMG	2301	Principles of Food and Beverage Operations	3
CHEF	2301	Intermediate Food Preparation	3
HAMG	1324	Hospitality Human Resources Management or HAMG 1340	3
ENGL	1301	Composition I	3
	*	Approved Technical Elective	3

1st Summer Term

HECO	1322	Nutrition and Diet Therapy	3
SPCH	1311	Introduction to Speech Communication; or SPCH 1315 or SPCH 1318 or SPCH 1321	3

Second Year

<i>Fall Term</i>			
CHEF	1310	Garde Manger	3
CHEF	1341	American Regional Cuisine or CHEF 1345	3
CHEF	1302	Principles of Healthy Cuisine	3

Spring Term

IFWA	2446	Quantity Procedures	4
CHEF	1264	Practicum (Capstone)	2
	**	Creative Arts/Language, Philosophy and Culture	3
	**	Behavioral or Social Science Elective	3
	**	Life and Physical Sciences Elective	3

TOTAL DEGREE HOURS 60

**Approved Technical Elective must be chosen from HAMG-1321, HAMG-2305, HAMG-2307, PSTR-2331, PSTR-1305, PSTR-1310, PSTR-1206, PSTR-2207 or PSTR-1442.*

*** Creative Arts/Language, Philosophy and Culture, Behavioral or Social Sciences and Life and Physical Sciences must be chosen from the Core Curriculum.*

NOTE: Mathematical competency is required for completion by TSI-liable students. Practicum should be taken during graduating semester and requires approval by program coordinator.

The program is accredited by the American Culinary Federation Education Foundation, 180 Center Place Way, St. Augustine, Florida 32095.

CULINARY ARTS I*Certificate of Completion Program**CULI.T007.UG • Southeast Campus Only*

<i>Fall Term</i>			<i>Semester Hours</i>
CHEF	1305	Sanitation and Safety	3
PSTR	1301	Fundamentals of Baking	3
RSTO	1304	Dining Room Service	3
RSTO	1325	Purchasing for Hospitality Operations	3
CHEF	1301	Basic Food Preparation (Capstone)	3
HECO	1322	Nutrition and Diet Therapy	3
TOTAL CERTIFICATE HOURS			18

BAKING AND PASTRY*Certificate of Completion Program**CULI.T009.UG • Southeast Campus Only*

<i>Fall Term</i>			<i>Semester Hours</i>
CHEF	1305	Sanitation and Safety	3
PSTR	1301	Fundamentals of Baking	3
PSTR	1206	Cake Decorating I (Eight weeks)	2
PSTR	2207	Cake Decorating II (Eight weeks)	2
HAMG	2301	Principles of Food and Beverage Operations	3
CHEF	1301	Basic Food Preparation	3
<i>Spring Term</i>			
PSTR	2331	Advanced Pastry	3
PSTR	1305	Breads and Rolls	3
PSTR	1310	Pies, Tarts, Teacakes and Cookies	3
PSTR	1442	Quantity Bakeshop Production (Capstone)	4
TOTAL CERTIFICATE HOURS			29

CATERING/PRIVATE CHEF*Certificate of Completion Program**CULI.T006.UG • Southeast Campus Only***First Year***Fall Term*

			<i>Semester Hours</i>
CHEF	1305	Sanitation and Safety	3
CHEF	1301	Basic Food Preparation	3
PSTR	1301	Fundamentals of Baking	3
RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	1304	Dining Room Service	3

Spring Term

BUSG	2309	Small Business Management/Entrepreneurship	3
CHEF	2301	Intermediate Food Preparation	3
POFT	1321	Business Math	3
BUSG	1315	Small Business Operations	3
CHEF	1302	Principles of Healthy Cuisine	3

1st Summer Term

HECO	1322	Nutrition and Diet Therapy	3
ENGL	1301	Composition I	3

Second Year*Fall Term*

CHEF	1341	American Regional Cuisine or	3
CHEF	1345	International Cuisine	
IFWA	2446	Quantity Procedures	4
CHEF	1264	Practicum (Field Experience) Culinary Arts/Chef Training (Capstone)	2
TRVM	1201	Customer Sales and Service	2

TOTAL CERTIFICATE HOURS	47
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DENTAL HYGIENE#*Associate of Applied Science Degree Program**DENH.D001.UG • Northeast Campus Only*

			<i>Semester Hours</i>
<i>1st Summer Term</i>			
BIOL	2401	Anatomy and Physiology I	4

<i>2nd Summer Term</i>			
BIOL	2402	Anatomy and Physiology II	4

First Year*Fall Term*

CHEM	1406	Introductory Chemistry I (Allied Health Emphasis)	4
DHYG	1207	General and Dental Nutrition	2
DHYG	1227	Preventive Dental Hygiene Care	2
DHYG	1431	Preclinical Dental Hygiene	4
DHYG	1301	Orofacial Anatomy, Histology, Embryology	3

Spring Term

DHYG	1260	Clinical - Dental Hygiene/Hygienist	2
DHYG	1304	Dental Radiology	3
DHYG	1219	Dental Materials	2
DHYG	2201	Dental Hygiene Care I	2
BIOL	2420	Microbiology for Non-Science Majors	4

1st Summer Term

ENGL	1301	Composition I	3
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2nd Summer Term

DHYG	2331	Dental Hygiene Care II	3
DHYG	1311	Periodontology	3

Second Year*Fall Term*

DHYG	1235	Pharmacology for the Dental Hygienist	2
DHYG	1239	General and Oral Pathology	2
DHYG	1215	Community Dentistry	2
DHYG	2360	Clinical - Dental Hygiene/Hygienist	3

Spring Term

DHYG	1191	Special Topics in Dental Hygienist	1
DHYG	2153	Dental Hygiene Practice	1
DHYG	2361	Clinical - Dental Hygiene/Hygienist	3
PSYC	2315	Psychology of Adjustment; or PSYC 2301	3
		Sociology Elective	3
	*	Creative Arts/Language, Philosophy, and Culture	3

TOTAL DEGREE HOURS 68

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

Admission and Program Information for Dental Hygiene:

A selection committee reviews applications and selects those applicants who best meet the following criteria (listed in random order):

The applicant must:

1. *Complete application to the College (TCC) and meet the admission requirements for the institution.*
2. *Submit to the secretary of the selection committee for Health Sciences:*
 - *Completed application for admission to the Dental Hygiene Program;*
 - *Meet the TSI requirements for credit course enrollment;*
 - *Provide official high school or college transcripts (High school, if completed fewer than 12 semester hours of college, or College, if completed, or will complete by the deadline date, 12 or more semester hours of college. Official transcripts are required from each college you have attended including TCC);*
3. *Schedule a time to take the Health Education System, Inc. (HESI) Admissions Exam; and*
4. *Complete the TOEFL iBT® test if English is not your first language.*

Additional Application Information:

- *Applicants will only be able to apply three times to the dental hygiene program.*
- *Grade point average (GPA) of all high school or undergraduate college classes or GED scores if high school/college are not applicable.*
- *Bonus points are awarded for college-level general education and science courses required for the program for which a grade of “C” or higher was made.*
NOTE: *Science courses must have been completed within five years of the semester containing the program deadline date. Only the highest grade from the first two (2) attempts on any science course will be considered for admission. The exception to this rule will be a science course that is required to be taken more than twice because it is older than five (5) years. Any course withdrawals will be considered one of the two attempts.*
- *All prerequisite science courses must be completed within five (5) years of the submission of the application to the Dental Hygiene Program. Any sciences older than five (5) years will need to be re-taken.*
- *Bonus points proportionate to the number of semester hours from a regionally accredited college or university for which a grade of “C” or higher was made up to a maximum of 120 semester hours.*
- *Bonus point for bachelor’s degree from a regionally accredited college or university*
- *Bonus points for observation experience in dental care setting or for employment experience as a dental assistant.*

Students who are selected for admission must undergo screening for substances of abuse and a criminal background check. All offers for admission to the Dental Hygiene Program are provisional until satisfactory results are received for these two evaluations.

International students must contact International Admissions 817-515-1570 and also the EMS & Dental Hygiene Office at 817-515-6435.

Only the criteria listed are evaluated and considered for the purpose of selection and admission to this program. No specific minimum grade point average or test score, or a set minimum number of courses must be completed for admission. Selection is based on how each applicant compares with others in the applicant pool. In general, the higher the grades, the more competitive the applicant will be for the positions available. Once admitted to the program, students must complete and earn a minimum grade of 'C' in each specialized course.

Most/all of the specialized course are taught only during the daytime.

After successful completion of the above curriculum, the student is eligible to take the necessary examinations to become a registered dental hygienist through the Texas State Board of Dental Examiners, Central Regional Dental Testing Services, or Western Regional Examining Board and the National Exam for Dental Hygienists through the American Dental Association.

The program is accredited by the American Dental Association Commission on Dental Accreditation (CODA), 211 E. Chicago Avenue, Chicago, Illinois 60611-2678.

DIETETIC TECHNICIAN

Associate of Applied Science Degree Program

DIET.D002.UG • Southeast Campus Only

*Prerequisite Courses for Dietetic Technician Program

FDNS	1103	Introduction to Dietetics	1 Credit Hour
HECO	1322	Nutrition and Diet Therapy	3 Credit Hours

First Year

Fall Term

			<i>Semester Hours</i>
FDNS	1301	Introduction to Foods	3
CHEF	1205	Sanitation and Safety; or BIOL 2420	2
DITA	1300	Dietary Manager I	3
DITA	1301	Dietary Manager II	3
FDNS	1371	Child Nutrition and Programs	3

Spring Term

FDNS	1309	Nutrition in Community	3
FDNS	1346	Medical Nutrition Therapy II	3
IFWA	2446	Quantity Procedures	4
FDNS	1168	Practicum: Dietary Manager	1
BIOL	2401	Anatomy and Physiology I	4

Summer Term

SPCH	1311	Introduction to Speech Communication; or SPCH 1315 or SPCH 1321	3
KINE	1164	Introduction to Physical Fitness and Wellness	1

Second Year

Fall Term

FDNS	1341	Nutrition in Life Cycle	3
FDNS	1447	Medical Nutrition Therapy III	4
ENGL	1301	Composition I	3
BIOL	2402	Anatomy and Physiology II	4
FDNS	2168	Practicum: Community Nutrition/Wellness	1

Spring Term

FDNS	2400	Food Management Systems	4
FDNS	2133	Dietetic Seminar	1
FDNS	2169	Practicum: Clinical Dietetics (Capstone)	1
PSYC	2301	Introduction to Psychology; or SOCI 1301	3
	*	Creative Arts/Language, Philosophy and Culture	3

TOTAL DEGREE HOURS 60

*Student must complete the Prerequisite Courses with a "B" or better.

- Have a TCC Student Identification Number
- Be TSI compliant
- Completed a minimum of 12 college credits (including the following two prerequisite dietetic courses) by the end of the semester.
 - FDNS 1103 Introduction to Dietetics (One Credit)
 - HECO 1322 Nutrition and Diet Therapy (Three Credits)

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.

FDNS 1103 and HECO 1322 must be completed with a "B" or better within the last five years from the starting semester. Additional eight college credits must be completed within the last five years with a "C" or better.

Students enrolled in FDNS 1103 and HECO 1322 may apply to the Dietetic Technician program prior to course completion. However, students will not be admitted to the program until the course grade is published on student's transcript.

Students interested in applying to the Dietetic Technician Program may also register for the following courses prior to being accepted into the Dietetic Technician Program.

FDNS 1103 Introduction to Dietetics
HECO 1322 Nutrition and Diet Therapy
FDNS 1371 Child Nutrition and Programs
CHEF 1205 Sanitation and Safety
Or any of the required general classes

Selection Criteria

A selection committee reviews the applications and selects those applicants based on the Applicant Score. There is no minimum GPA requirement. A minimum of 30 students will be selected each semester.

Applicant Score = Grade Point Average of Dietetics Courses completed within the last five years + bonus points

Bonus points are assigned based on the following criteria.

- Work on voluntary experience in the field of dietetics and healthcare within the last seven years (Only verified experience will be awarded bonus points.)
- Prior Associate, Bachelor or Graduate's degree (Official Transcript required)
- Final Grade in Dietetics and Anatomy and Physiology Courses within last five years (Official Transcript required)

Program Completion Requirements

- All DITA, FDNS, HECO and IFWA courses with a "C" or better to graduate from the Dietetic Technician Program.
- FDNS 1346 and FDNS 1447 must be completed within five years from graduation.
- All students must complete a minimum of 450 supervised practice hours (over three practicum courses) and receive satisfactory practicum evaluation to complete the DT program.
- Students not enrolled in dietetics courses for two consecutive semesters will be removed from the program.
- Students who meet all DTR verification requirements stated below will be eligible to sit for the national DTR (Dietetic Technician, Registered) credentialing examination.

Additional Requirements

Students accepted into the program must undergo and receive a clear criminal background check and negative substance abuse screening prior to starting practicum rotation. Students with a felony charge within the last ten years are unlikely to get a placement in school or clinical settings. Students must also meet the physical requirements of the practicum. Inability to meet the physical requirements may affect practicum placement and performance evaluation. Students must have reliable transportation to and from the clinical site. Students interested in enrolling in practicum must submit a practicum petition by the petition deadline and receive a granted petition prior to registering.

See DT Program handbook or www.tccd.edu/dietetics for Practicum Petition Requirements, DTR Verification Requirements, and other additional information.

TCC Dietetic Technician Program is accredited by
Accreditation Council for Education in Nutrition and Dietetics

DIETARY MANAGER#

Certificate of Completion Program

DIET.T009.UG • Southeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
FDNS	1103	Introduction to Dietetics	1
HECO	1322	Nutrition and Diet Therapy	3
FDNS	1301	Introduction to Foods; or CHEF 1301	3
CHEF	1205	Sanitation and Safety*; or BIOL 2420	2

Spring Term

DITA	1300	Dietary Manager I	3
DITA	1301	Dietary Manager II	3
IFWA	2446	Quantity Procedures	4

Second Year

Fall Term

FDNS	1168	Practicum: Dietary Management (Capstone)	1
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TOTAL CERTIFICATE HOURS 20

****Students who hold a valid ServSafe Manager Certificate may petition for Credits by Experience/Exam.***

Special Admission Criteria:

- *Have a TCC Student Identification Number*
- *Be TSI compliant in all areas*

Program Requirements:

Students who are TSI compliant and submitted a Dietetics Program Application will be accepted into the Dietary Manager Program. Students who complete the certificate and meet all verification requirements are eligible to sit for the national CDM (Certified Dietary Manager) credentialing examination.

- *Students not enrolled in dietetic courses for two consecutive semesters will be removed from the program.*
- *Students must complete all courses with a grade of "C" or better.*

Additional Requirements

Students accepted into the program must undergo and receive a clear criminal background check and negative substance abuse screening prior to starting practicum rotation. Students with a felony charge within the last ten years are unlikely to get a placement in school or clinical settings. Students must also meet the physical requirements of the practicum. Inability to meet the physical requirements may affect practicum placement and performance evaluation. Students must have reliable transportation to and from the clinical site. Students interested in enrolling in practicum must submit a practicum petition by the petition deadline and receive a granted petition prior to registering.

See DT Program handbook or www.tccd.edu/dietetics for Practicum Petition Requirements, CDM Verification Requirements, and other additional information.

TCC Dietary Manager Program is an approved program by the
Association of Nutrition and Foodservice Professionals
www.anfponline.org

HEALTHY MEAL PLANNING

Occupational Skills Award

DIET.T008.UG • Southeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
FDNS	1301	Introduction to Foods	3
HECO	1322	Nutrition and Diet Therapy	3

Spring Term

DITA	1300*	Dietary Manager I; or FDNS 1309 or FDNS 1371	3
TOTAL CERTIFICATE HOURS			9

**Prerequisite for DITA-1300 is HECO-1322*

+Special Admission Application is NOT required for this certificate.

NUTRITION SPECIALIST I

Certificate of Completion Program

DIET.T006.UG • Southeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
HECO	1322	Nutrition and Diet Therapy	3
FDNS	1301	Introduction to Foods	3

Spring Term

DITA	1300*	Dietary Manager I (Capstone)	3
		Nutrition Electives	6
TOTAL CERTIFICATE HOURS			15

**Prerequisite for DITA-1300 is HECO-1322*

***Nutrition Electives must be selected from the following courses: FDNS-1309, FDNS-1341, FDNS-1346 or FDNS-1371.*

Special Admission Application is NOT required for this certificate.

FOOD AND NUTRITION COACH*

Certificate of Completion Program

DIET.T007.UG • Southeast Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
FDNS	1103	Introduction to Dietetics	1
HECO	1322	Nutrition and Diet Therapy	3
CHEF	1205	Safety and Sanitation*; or BIOL 2420	2
FDNS	1371	Child Nutrition and Program	3
FDNS	1301	Introduction to Food	3
<i>Spring Term</i>			
DITA	1300	Dietary Manager I	3
DITA	1301	Dietary Manager II	3
IFWA	2446	Quantity Procedures	4
FDNS	1309	Nutrition in Community	3

Summer Term

SPCH	1311	Introduction to Speech Communication; or SPCH 1315 or SPCH 1321	3
KINE	1164	Introduction to Physical Fitness and Wellness	1

Second Year

<i>Fall Term</i>			
FDNS	1341	Nutrition in Life Cycle	3
FDNS	1346	Medical Nutrition Therapy II	3
PSYC	2301	Introduction to Psychology; or SOCI 1301	3
BIOL	2401	Anatomy and Physiology	4
FDNS	1168	Practicum: Dietary Management (Capstone); or FDNS 2168	1
TOTAL CERTIFICATE HOURS			43

*Students must be TSI compliant in all areas prior to completion of certificate. Special Admission Application is NOT required for this certificate. Completion of this certificate does not guarantee acceptance into the Dietetic Technician Program. Certificate completers are **NOT eligible** to sit for the national DTR Credentialing examination.

Students enrolled in the program must undergo and receive a clear criminal background check and negative substance abuse screening prior to starting practicum courses. Students with a felony charge within the last 10 years are unlikely to get a placement in school or clinical settings. Students must also meet the physical requirements of the practicum. Inability to meet the physical requirements may affect practicum placement and performance evaluation. Students must have reliable transportation to and from the clinical site. Students interested in enrolling in practicum must submit a practicum petition by the petition deadline and receive a granted petition prior to registering.

See DT Program handbook or www.tccd.edu/dietetics for Practicum Petition Requirements and other additional information.

ELECTRONICS TECHNOLOGY

Associate of Applied Science Degree Programs

ELEC.D003.UG • Computer Hardware • South Campus Only

ELEC.D004.UG • Electronics and Telecommunication • South Campus Only

ELEC.D005.UG • Electronics Engineering Technology • South Campus Only

ELEC.D006.UG • Robotics and Automation • South Campus Only

ELEC.D007.UG • Oil and Gas Production • South Campus Only

ELEC.D008.UG • Renewable Energy • South Campus Only

Academic Foundation (Required for Each Program)			<i>Semester Hours</i>
ENGL	1301	Composition I	3
GOVT	2306	Texas Government or GOVT 2305	3
MATH	1314	College Algebra; or MATH 1316 or MATH 1324 or MATH 1332 or MATH 2412 or MATH 2413	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3
	***	Creative Arts/Language, Philosophy and Culture	3
TOTAL ACADEMIC FOUNDATION HOURS			15

****Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

Technical Foundation (Required for Each Program)			<i>Semester Hours</i>
CETT	1409	DC-AC Circuits	4
CETT	1449	Digital Systems	4
RBTC	1401	Programmable Logic Controllers	4
CETT	1441	Solid State Circuits	4
CETT	1445	Microprocessor	4
CETT	2435	Advanced Microprocessors	4
TOTAL TECHNICAL FOUNDATION HOURS			24

Specialization for Computer Hardware			<i>Semester Hours</i>
CPMT	1311	Introduction to Computer Maintenance	3
CPMT	1345	Computer Systems Maintenance	3
CPMT	1449	Computer Networking Technology	4
CSIR	1459	Digital Data Communication	4
CPMT	1491	A+ Certification Training	4
ELMT	2337	Electronic Troubleshooting, Service and Repair (Capstone)	3
TOTAL DEGREE HOURS			60

Specialization for Electronics and Telecommunications			<i>Semester Hours</i>
RBTC	1447	Electro-Mechanical Devices	4
EECT	2439	Communication Circuits	4
EECT	2435	Telecommunications	4
CSIR	1459	Digital Data Communication	4
ENGR	1201	Introduction to Engineering	2
ELMT	2337	Electronic Troubleshooting, Service and Repair (Capstone)	3
TOTAL DEGREE HOURS			60

Specialization for Electronics Engineering Technology			<i>Semester Hours</i>
ENGR	1201	Introduction to Engineering	2
PHYS	2425	University Physics I	4
PHYS	2426	University Physics II	4
ENGR	2403	Engineering Mechanics-Statics and Dynamics	4
ENGR	2432	Mechanics of Materials	4
ENGR	2305	Electrical Circuits I (Capstone)	3
TOTAL DEGREE HOURS			60

Specialization for Robotics and Automation			<i>Semester Hours</i>
HYDR	1345	Hydraulics and Pneumatics	3
ELPT	2455	Programmable Logic Control II	4
RBTC	1447	Electro-Mechanical Devices	4
RBTC	1351	Robotic Mechanisms	3
ELMT	2337	Electronic Troubleshooting, Service and Repair	3
RBTC	2445	Robot Application, Set-Up and Testing (Capstone)	4
TOTAL DEGREE HOURS			60

Specialization for Oil and Gas Production			<i>Semester Hours</i>
PTRT	1313	Industrial Safety	3
PTRT	1307	Recovery and Production Methods	3
PTRT	1317	Natural Gas Processing I	3
PTRT	2323	Natural Gas Production	3
PTRT	1324	Petroleum Instrumentation	3
HYDR	1345	Hydraulics and Pneumatics	3
ELMT	2337	Electronic Troubleshooting, Service and Repair (Capstone)	3
TOTAL DEGREE HOURS			60

Specialization for Renewable Energy			<i>Semester Hours</i>
PTRT	1313	Industrial Safety	3
ELMT	1402	Solar Photovoltaic Systems	4
CSIR	1459	Digital Data Communications	4
WIND	2459	Wind Power Delivery System	4
RBTC	1351	Robotic Mechanisms	3
ELMT	2337	Electronic Troubleshooting, Service and Repair (Capstone)	3
TOTAL DEGREE HOURS			60

NOTE: Capstone should be taken during graduating semester.

ELECTRONICS TECHNOLOGY

COMPUTER HARDWARE

Associate of Applied Science Degree Program

ELEC.D003.UG • South Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
CETT	1409	DC-AC Circuits	4
CETT	1449	Digital Systems	4
CPMT	1311	Introduction to Computer Maintenance	3
MATH	1314	College Algebra or MATH 1316 or MATH 1324 or MATH 1332 or MATH 2412 or MATH 2413	3

Spring Term

CETT	1441	Solid State Circuits	4
CETT	1445	Microprocessor	4
CPMT	1345	Computer Systems Maintenance	3
ENGL	1301	Composition I	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3

Second Year

Fall Term

CETT	2435	Advanced Microprocessors	4
CPMT	1449	Computer Networking Technology	4
RBTC	1401	Programmable Logic Controls	4
	***	Creative Arts/Language, Philosophy and Culture	3

Spring Term

CPMT	1491	A+ Certification Training	4
CSIR	1459	Digital Data Communication	4
ELMT	2337	Electronics Troubleshooting, Service and Repair (Capstone)	3
GOVT	2306	Texas Government or GOVT 2305	3

TOTAL DEGREE HOURS 60

****Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

COMPUTER MAINTENANCE

Certificate of Completion Program

ELEC.T004.UG • South Campus Only

Fall Term

			<i>Semester Hours</i>
CETT	1449	Digital Systems	4
CPMT	1311	Introduction to Computer Maintenance	3
CPMT	1449	Computer Networking Technology	4

Spring Term

CETT	1409	DC-AC Circuits	4
CPMT	1345	Computer Systems Maintenance	3
CPMT	1491	A+ Certification Training (Capstone)	4

TOTAL CERTIFICATE HOURS 22

**ELECTRONICS TECHNOLOGY
ELECTRONICS AND TELECOMMUNICATIONS**

*Associate of Applied Science Degree Program
ELEC.D004.UG • South Campus Only*

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
CETT	1409	DC-AC Circuits	4
CETT	1449	Digital Systems	4
RBTC	1401	Programmable Logic Controllers	4
MATH	1314	College Algebra or MATH 1316 or MATH 1324 or MATH 1332 or MATH 2412 or MATH 2413	3

Spring Term

CETT	1441	Solid State Circuits	4
CETT	1445	Microprocessor	4
ENGL	1301	Composition I	3
GOVT	2306	Texas Government or GOVT 2305	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3

Second Year

<i>Fall Term</i>			
CETT	2435	Advanced Microprocessors	4
RBTC	1447	Electro-Mechanical Devices	4
EECT	2439	Communication Circuits	4
	***	Creative Arts/Language, Philosophy and Culture	3

Spring Term

CSIR	1459	Digital Data Communication	4
ELMT	2337	Electronics Troubleshooting, Service and Repair (Capstone)	3
EECT	2435	Telecommunications	4
ENGR	1201	Introduction to Engineering	2

TOTAL DEGREE HOURS 60

****Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

FUNDAMENTALS OF ELECTRONICS

Occupational Skills Award

ELEC.T008.UG • South Campus Only

Fall Term

			<i>Semester Hours</i>
CETT	1409	DC-ACCircuits	4
CETT	1449	Digital Systems	4
RBTC	1401	Programmable Logic Controllers	4

TOTAL CERTIFICATE HOURS 12

ELECTRONICS TECHNOLOGY

Certificate of Completion Program

ELEC.T001.UG • South Campus Only

Fall Term

			<i>Semester Hours</i>
MATH	1314	College Algebra or MATH 1316 or MATH 1324 or MATH 1332 or MATH 2412 or MATH 2413	3
CETT	1409	DC-ACCircuits	4
CETT	1449	Digital Systems	4
RBTC	1401	Programmable Logic Controllers	4

Spring Term

CETT	1441	Solid State Circuits	4
CETT	1445	Microprocessors (Capstone)	4

TOTAL CERTIFICATE HOURS 23

**ELECTRONICS TECHNOLOGY ELECTRONICS
ENGINEERING TECHNOLOGY**

*Associate of Applied Science Degree Program
ELEC.D005.UG • South Campus Only*

First Year

Fall Term

		<i>Semester Hours</i>	
CETT	1409	DC-AC Circuits	4
CETT	1449	Digital Systems	4
RBTC	1401	Programmable Logic Controllers	4
MATH	1314	College Algebra or MATH 1316 or MATH 1324 or MATH 1332 or MATH 2412 or MATH 2413	3

Spring Term

CETT	1441	Solid State Circuits	4
CETT	1445	Microprocessor	4
ENGR	1201	Introduction to Engineering	2
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3

Summer Term

ENGL	1301	Composition I	3
GOVT	2306	Texas Government or GOVT 2305	3

Second Year

Fall Term

CETT	2435	Advanced Microprocessors	4
ENGR	2403	Engineering Mechanics-Statics and Dynamics	4
PHYS	2425	University Physics I	4
	***	Creative Arts/Language, Philosophy and Culture	3

Spring Term

ENGR	2432	Mechanics of Materials	4
PHYS	2426	University Physics II	4
ENGR	2305	Circuit Analysis (Capstone)	3

TOTAL DEGREE HOURS 60

****Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

ELECTRONICS ENGINEERING TECHNOLOGY

Certificate of Completion Program

ELEC T002.UG • South Campus Only

Fall Term

			<i>Semester Hours</i>
ENGR	1201	Introduction to Engineering	2
CETT	1449	Digital Systems	4
CETT	1409	DC-AC Circuits; or ENGR 2305	4

Spring Term

RBTC	1351	Robotic Mechanisms; or ENGR 2301	3
RBTC	1401	Programmable Logic Controllers; or ENGR 2302	4
PHYS	1401	College Physics I; or PHYS 2425	4
CETT	1445	Microprocessors (Capstone)	4

Summer Term

PHYS	1402	College Physics II; or PHYS 2426	4
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TOTAL CERTIFICATE HOURS 29

**ELECTRONICS TECHNOLOGY
ROBOTICS AND AUTOMATION**

Associate of Applied Science Degree Program

ELEC.D006.UG • South Campus Only

First Year

Fall Term

		<i>Semester Hours</i>	
CETT	1409	DC-AC Circuits	4
CETT	1449	Digital Systems	4
RBTC	1401	Programmable Logic Controllers	4
MATH	1314	College Algebra or MATH 1316 or MATH 1324 or MATH 1332 or MATH 2412 or MATH 2413	3

Spring Term

CETT	1441	Solid State Circuits	4
CETT	1445	Microprocessor	4
GOVT	2306	Texas Government or GOVT 2305	3
RBTC	1351	Robotic Mechanisms	3

Second Year

Fall Term

CETT	2435	Advanced Microprocessors	4
ENGL	1301	Composition I	3
RBTC	1447	Electro-Mechanical Devices	4
HYDR	1345	Hydraulics and Pneumatics	3
	***	Creative Arts/Language, Philosophy and Culture	3

Spring Term

ELMT	2337	Electronics Troubleshooting, Service and Repair	3
ELPT	2455	Programmable Logic Control II	4
RBTC	2445	Robot Application, Set-Up and Testing (Capstone)	4
SPCH	1321	Business and Professional Communication or SPCH 1311 or SPCH 1315 or SPCH 1318	3

TOTAL DEGREE HOURS 60

****Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

MECHATRONICS TECHNICIAN

Certificate of Completion Program

ELEC.T003.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
MATH	1314	College Algebra or MATH 1316 or MATH 1324 or MATH 1332 or MATH 2412 or MATH 2413	3
CETT	1409	DC-AC Circuits	4
CETT	1449	Digital Systems	4
RBTC	1401	Programmable Logic Controllers	4
<i>Spring Term</i>			
RBTC	1351	Robotic Mechanisms	3
CETT	1441	Solid State Circuits	4
CETT	1445	Microprocessors	4
RBTC	2445	Robot Applications, Set-Up and Testing (Capstone)	4
TOTAL CERTIFICATE HOURS			30

**ELECTRONICS TECHNOLOGY
OIL AND GAS PRODUCTION**

*Associate of Applied Science Degree Program
ELEC.D007.UG • South Campus Only*

First Year

Fall Term

		<i>Semester Hours</i>	
CETT	1409	DC-AC Circuits	4
CETT	1449	Digital Systems	4
RBTC	1401	Programmable Logic Controllers	4
MATH	1314	College Algebra or MATH 1316 or MATH 1324 or MATH 1332 or MATH 2412 or MATH 2413	3

Spring Term

CETT	1441	Solid State Circuits	4
CETT	1445	Microprocessor	4
ENGL	1301	Composition I	3
PTRT	1313	Industrial Safety	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3

Summer Term

GOVT	2306	Texas Government or GOVT 2305	3
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Second Year

Fall Term

CETT	2435	Advanced Microprocessors	4
HYDR	1345	Hydraulics and Pneumatics	3
PTRT	1307	Recovery and Production Methods	3
PTRT	1317	Natural Gas Production	3

Spring Term

PTRT	1324	Petroleum Instrumentation	3
PTRT	2323	Natural Gas Production	3
	***	Creative Arts/Language, Philosophy and Culture	3
ELMT	2337	Electronics Troubleshooting, Service and Repair (Capstone)	3

TOTAL DEGREE HOURS 60

****Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

FUNDAMENTALS OF OIL AND GAS PRODUCTION

Occupational Skills Award

ELEC.T009.UG • South Campus Only

Fall Term

			<i>Semester Hours</i>
CETT	1409	DC-AC Circuits	4
CETT	1449	Digital Systems	4
PTRT	1317	Natural Gas Processing I	3
HYDR	1345	Hydraulics and Pneumatics	3

TOTAL CERTIFICATE HOURS 14

OIL AND GAS PRODUCTION TECHNOLOGY

Certificate of Completion Program

ELEC.T005.UG • South Campus Only

Fall Term

			<i>Semester Hours</i>
CETT	1409	DC-AC Circuits	4
CETT	1449	Digital Systems	4
RBTC	1401	Programmable Logic Controllers	4
MATH	1314	College Algebra or MATH 1316 or MATH 1324 or MATH 1332 or MATH 2412 or MATH 2413	3

Spring Term

PTRT	1313	Industrial Safety	3
PTRT	1317	Natural Gas Processing I	3
PTRT	1324	Petroleum Instrumentation	3
PTRT	2323	Natural Gas Production	3
ELMT	2337	Electronic Troubleshooting, Service and Repair (Capstone)	3

TOTAL CERTIFICATE HOURS 30

**ELECTRONICS TECHNOLOGY
RENEWABLE ENERGY**

*Associate of Applied Science Degree Program
ELEC.D008.UG • South Campus Only*

First Year

Fall Term

			<i>Semester Hours</i>
CETT	1409	DC-AC Circuits	4
CETT	1449	Digital Systems	4
RBTC	1401	Programmable Logic Controllers	4
MATH	1314	College Algebra or MATH 1316 or MATH 1324 or MATH 1332 or MATH 2412 or MATH 2413	3

Spring Term

CETT	1441	Solid State Circuits	4
CETT	1445	Microprocessor	4
ENGL	1301	Composition I	3
PTRT	1313	Industrial Safety	3

Summer Term

SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3
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Second Year

Fall Term

CETT	2435	Advanced Microprocessors	4
ELMT	1402	Solar Photovoltaic Systems	4
GOVT	2306	Texas Government or GOVT 2305	3
ELMT	2337	Electronics Troubleshooting, Service and Repair (Capstone)	3

Spring Term

CSIR	1459	Digital Data Communications	4
RBTC	1351	Robotic Mechanisms	3
WIND	2459	Wind Power Delivery System	4
	***	Creative Arts/Language, Philosophy and Culture	3

TOTAL DEGREE HOURS 60

****Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

RENEWABLE ENERGY TECHNOLOGY

Certificate of Completion Program

ELEC.T006.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
CETT	1409	DC-AC Circuits	4
CETT	1449	Digital Systems	4
ELMT	1402	Solar Photovoltaic Systems	4
MATH	1314	College Algebra or MATH 1316 or MATH 1324 or MATH 1332 or MATH 2412 or MATH 2413	3
<i>Spring Term</i>			
PTRT	1313	Industrial Safety	3
WIND	2459	Wind Power Delivery System	4
RBTC	1401	Programmable Logic Controllers	4
ELMT	2337	Electronic Troubleshooting, Service and Repair (Capstone)	3
TOTAL CERTIFICATE HOURS			29

ENERGY TECHNICIAN

Certificate of Completion Program

ELEC.T007.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
CETT	1409	DC-AC Circuits	4
ENER	1350	Overview of Energy Industry	3
ENER	1240	Employee Success in Energy Industry	2
ELPT	1315	Electrical Calculations I	3
<i>Spring Term</i>			
ENER	1330	Basic Mechanical Skills for Energy	3
ENGL	2311	Technical and Business Writing	3
INCR	1302	Physics of Instrumentation	3
PTRT	1313	Industrial Safety (Capstone)	3
TOTAL CERTIFICATE HOURS			24

EMERGENCY MEDICAL SERVICES#

Associate of Applied Science Degree Program

EMER.D002.UG • Northeast Campus Only

General Education Courses (To be Completed Before Fall Term)

			<i>Semester Hours</i>
BIOL	2401*	Anatomy and Physiology I	4
BIOL	2402	Anatomy and Physiology II	4
ENGL	1301	Composition I	3
PSYC	2315	Psychology of Adjustment; or PSYC 2301	3
	**	Creative Arts/Language, Philosophy and Culture	3
HIST	1301	U.S. History I to 1876; or HIST 1302 or HIST 2301 or HIST 2311	3
GOVT	2306	Texas Government or GOVT 2305	3
	***	Life and Physical Sciences or EMSP 2458 and EMSP 2163	4

First Year

Fall Term

EMSP	1356	Patient Assessment and Airway Management	3
EMSP	1438	Introduction to Advanced Practice	4
EMSP	2160	Clinical - EMT Paramedic	1

Spring Term

EMSP	1355	Trauma Management	3
EMSP	2161	Clinical - EMT Paramedic	1
EMSP	2444	Cardiology	4

Summer Term

EMSP	2534	Medical Emergencies	5
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Second Year

Fall Term

EMSP	2162	Clinical - EMT Paramedic	1
EMSP	2305	EMS Operations	3
EMSP	2430	Special Populations	4

Spring Term

EMSP	2243	Assessment Based Management	2
EMSP	2267	Practicum – EMT Paramedic	2

TOTAL DEGREE HOURS 60

Students must be TSI compliant to register for core curriculum classes and EMSP classes.

** Student must demonstrate mathematical competency prior to enrolling in BIOL-2401.*

***Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

****Life and Physical Sciences may be chosen from any four-hour BIOL, CHEM, PHYS, or GEOL course. EMSP-2458 (and co-requisite EMSP-2163) is acceptable.*

PARAMEDIC PROGRAM#

Certificate of Completion Program

EMER.T002.UG • Northeast Campus Only

Prerequisite: Current Texas Department of State Health Services certification as an Emergency Medical Technician (may be earned by taking EMSP-1160 and EMSP-1501*.)

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
EMSP	1356	Patient Assessment and Airway Management	3
EMSP	1438	Introduction to Advanced Practice	4
EMSP	2160	Clinical – EMT Paramedic	1
<i>Spring Term</i>			
EMSP	1355	Trauma Management	3
EMSP	2161	Clinical – EMT Paramedic	1
EMSP	2444	Cardiology	4
<i>Summer Term (12 Weeks)</i>			
EMSP	2534	Medical Emergencies	5

Second Year

<i>Fall Term</i>			
EMSP	2162	Clinical – EMT Paramedic	1
EMSP	2305	EMS Operations	3
EMSP	2430	Special Populations	4
<i>Spring Term (12 Weeks)</i>			
EMSP	2243	Assessment Based Management	2
EMSP	2267	Practicum – EMT Paramedic	2
TOTAL CERTIFICATE HOURS			33

**The completion of EMSP-1501 and EMSP-1160 does not assure admission into the AAS.Emergency Medical Services or the CRT.Paramedic Program.*

***Students must be TSI compliant to register for EMSP classes.*

Admission and Program Information for the AAS.Emergency Medical Services and the CRT.Paramedic Program

A selection committee reviews the applications and selects those applicants who best meet the following criteria (listed in random order):

- Grade point average (GPA) taken from high school or college transcripts as applicable.*
- GED scores if high school/college is not applicable.*
- Bonus points for college general education courses required for the program for which a grade of "C" or better was made.*
- Bonus points for college science courses required for the program and the GPA of those courses.*
- Priority preference will be given to applicants who have completed Anatomy and Physiology I and II.*

Applicants must hold a current Texas EMT certificate.

Only the criteria listed are evaluated and considered for the purpose of selection and admission to A.A.S. Emergency Medical Services or the CRT. Paramedic Program. No specific minimum grade point average or minimum number of courses must be completed for admission. Selection is based on how each applicant compares with others in the applicant pool. In general, the higher the grades, the more competitive the applicant will be for the positions available.

Students must undergo screening for substances of abuse and a criminal background check in order to remain enrolled in the program. Details are provided at an orientation meeting prior to the beginning of classes.

Student must complete and earn a grade of "C" or better in each specialized course.

The Tarrant County College Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756. Phone 727-210-2350. www.caahep.org

To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088. Phone 214-703-8445. FAX 214-703-8992. www.coaemsp.org

After successful completion of this program, the student will be eligible to take the examination for certification as a Paramedic by the National Registry of EMT's, and apply for certification by the Texas Department of State Health Services.

EMERGENCY MEDICAL TECHNICIAN

Certificate of Completion Program

EMER.T003.UG • Northeast Campus Only

First Year

Fall Term

			Semester Hours
ENGL	1301	Composition I	3
GOVT	2306	Texas Government; or GOVT 2305	3
COSC	1301	Introduction to Computing	3
	*	Creative Arts/Language, Philosophy and Culture	3

Spring Term

EMSP	1501	Emergency Medical Technician	5
EMSP	1160	Clinical-Emergency Medical Technology/Technician	1
TOTAL CERTIFICATE HOURS			18

*Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.

**The completion of EMSP-1501 and EMSP-1160 does not assure admission into the AAS.Emergency Medical Services or the CRT.Paramedic Program.

Admission and Program Information for the CRT.Emergency Medical Technician

****Students must be TSI compliant to register for core curriculum classes and EMSP classes.**

Students must undergo screening for substances of abuse and a criminal background check in order to remain enrolled in this program. Details are provided at an orientation meeting prior to the beginning of classes. Failure to attend published orientation meetings for EMSP-1501 and EMSP-1160 negate eligibility for the CRT.Emergency Medical Technician program.

Students must earn a grade of "C" or higher in both courses to receive an EMT certificate in this program. Satisfactory completion of EMSP-1501 and EMSP-1160 qualifies the student to take the examination for certification as an Emergency Medical Technician by the National Registry of EMTs. and apply for certification by the Texas Department of State Health Services.

CRITICAL CARE

Enhanced Skills Certificate

EMER.T004.UG • Northeast Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
HPRS	2200	Pharmacology	2
EMSP	2458	Critical Care Paramedic	4
EMSP	2163	Clinical-EMT Paramedic	1
TOTAL CERTIFICATE HOURS			7

**The completion of the CRT.Paramedic Program does not assure admission into the CRT.Critical Care Program.*

Complete application must be submitted by application deadline. Program is limited to the first 16 students to apply.

Students must undergo screening for substances of abuse and a criminal background check in order to remain enrolled in the program. Details are provided at an orientation meeting prior to the beginning of classes. Failure to attend published orientation meetings for EMSP-1501 and EMSP-1160 negate eligibility for the CRT.Emergency Medical Technician program.

FIRE PROTECTION TECHNOLOGY

Associate of Applied Science Degree Program

FIRP.D001.UG • Northwest Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
COSC	1301	Introduction to Computing; or BCIS 1305	3
FIRT	1301	Fundamentals of Fire Protection	3
ENGL	1301	Composition I	3
GOVT	2306	Texas Government	3
SOCI	1301	Introduction to Sociology; or any Psychology course	3

Spring Term

FIRT	1338	Fire Protection Systems	3
FIRT	1307	Fire Prevention Codes and Inspection	3
FIRT	1329	Building Codes and Construction	3
CHEM	1406	Introductory Chemistry I (Allied Health Emphasis)	4
	**	Creative Arts/Language, Philosophy and Culture Elective	3
KINE	1164	Introduction to Physical Fitness and Wellness	1

Second Year

Fall Term

FIRT	1433	Fire Chemistry I	4
FIRT	1311	Fire Service Hydraulics	3
FIRT	1309	Fire Administration I	3
	*	Fire Technology Electives	6

Spring Term

FIRT	1349	Fire Administration II	3
FIRT	1315	Hazardous Materials I	3
FIRT	2388	Internship: Fire Protection and Safety Technology/ Technician (Capstone); or FIRT 2331	3
	*	Fire Technology Electives	3
TOTAL DEGREE HOURS			60

**Suggested electives include: FIRS-1301, FIRS-1313, FIRS-1319, FIRS-1323, FIRS-1329, FIRT-1345, FIRT-1391 or FIRT-2309.

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.

NOTE: Mathematical competency is required for completion by TSI-liable students.

BASIC FIREFIGHTER CERTIFICATION#

Certificate of Completion

FIRP.T002.UG • Northwest Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
FIRS	1301	Firefighter Certification I	3
FIRT	1338	Fire Protection Systems	3
FIRS	1313	Firefighter Certification III	3
FIRS	1319	Firefighter Certification IV	3
FIRS	1323	Firefighter Certification V	3
FIRS	1329	Firefighter Certification VI	3
TOTAL CERTIFICATE HOURS			18

Admission and Program Information for Basic Firefighter

The courses listed above are taught in an academy format (daytime - Monday through Friday from 8 a.m. to 5 p.m. and nighttime - Monday and Thursday from 6 p.m. to 10 p.m., and Saturday 8 a.m. to 5 p.m.) and have specialized admission requirements. Consent of the academy coordinator required for enrollment. Once admitted to the program, students must complete and earn a minimum grade of "C" in each course. Final endorsement of eligibility for the State Firefighter Licensing Exam will only be issued to a student who has completed each course (with a minimum grade of "C") during that specific academy.

Enrollment is based on space availability for those who meet admission criteria.

Admission Criteria:

- 1. Students must contact the Fire Academy for academy dates and application deadlines.*
- 2. Prior to enrolling, students must provide evidence of EMT Certification.*
- 3. Students must provide evidence of completion of the TSI Assessment or approved alternative test.**
- 4. Students must take the physical abilities test.*
- 5. Student must complete the Fire Academy application (available at the Fire Academy).*
- 6. Students must have a personal interview with the Academy Coordinator.*

** This requirement may be waived by the Division Dean.*

GEOGRAPHIC INFORMATION SYSTEMS

Associate of Applied Science Degree Program

GINS.D001.UG • Trinity River Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
ENGL	1301	Composition I	3
BCIS	1305	Business Computer Applications; or COSC 1301	3
GISC	1402	Understanding Geographic Information Systems (GIS)	4
GISC	2411	Geographic Information Systems (GIS) Applications	4

Spring Term

MATH	1314	College Algebra	3
ITSW	1407	Introduction to Database	4
COSC	1436	Programming Fundamentals I	4
	*	Creative Arts/Language, Philosophy and Culture	3

Summer Term

GOVT	2305	Federal Government; or GOVT 2306	3
MATH	1342	Elementary Statistical Methods	3

Second Year

<i>Fall Term</i>			
GISC	2402	Geographic Information Systems (GIS) Design with Raster Analysis	4
GISC	2404	Geographic Information Systems (GIS) Design with Vector Analysis	4
GISC	2401	Data Acquisition and Analysis in Geographic Information Systems (GIS)	4
SPCH	1311	Introduction to Speech Communication;	3
<i>Spring Term</i>			
ITSE	2405	Windows Programming	4
GISC	2420	Intermediate Geographic Information Systems (GIS)	4
GISC	2264	Practicum: Cartography (Capstone)	2
		Any 1 hour KINE course	1

TOTAL DEGREE HOURS 60

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

BASIC GEOGRAPHIC INFORMATION SYSTEMS (GIS) SKILLS

Certificate of Completion Program

GINS.T004.UG • Trinity River Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
GISC	1402	Understanding Geographic Information Systems (GIS)	4
GISC	2411	Geographic Information Systems (GIS) Applications; or GISC 2401	4
GISC	2402	Geographic Information Systems (GIS) Design with Raster Analysis	4
GISC	2404	Geographic Information Systems (GIS) Design with Vector Analysis	4
GISC	2420	Intermediate Geographic Information Systems (GIS) (Capstone)	4
TOTAL CERTIFICATE HOURS			20

GEOGRAPHIC INFORMATION SYSTEMS

Certificate of Completion Program

GINS.T001.UG • Trinity River Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
GISC	1402	Understanding Geographic Information Systems (GIS)	4
BCIS	1305	Business Computer Applications; or COSC 1301	3
GISC	2411	Geographic Information Systems (GIS) Applications	4
MATH	1314	College Algebra	3
<i>Spring Term</i>			
MATH	1342	Elementary Statistical Methods	3
GISC	2404	Geographic Information Systems (GIS) Design with Vector Analysis	4
GISC	2401	Data Acquisition and Analysis in Geographic Information Systems (GIS)	4
GISC	2402	Geographic Information Systems (GIS) Design with Raster Analysis	4
<i>Summer Term</i>			
ITSE	2405	Windows Programming	4
ITSW	1407	Introduction to Database	4
GISC	2420	Intermediate Geographic Information Systems (GIS) (Capstone)	4
TOTAL CERTIFICATE HOURS			41

GEOGRAPHIC INFORMATION SYSTEMS (GIS) PROGRAMMER

Certificate of Completion Program

GINS.T003.UG • Trinity River Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
GISC	1402	Understanding Geographic Information Systems (GIS)	4
COSC	1301	Introduction to Computing	3
GISC	2411	Geographic Information Systems (GIS) Applications; or GISC 2401	4
ITSE	1411	Beginning Web Programming	4
 <i>Spring Term</i>			
GISC	2402	Geographic Information Systems (GIS) Design with Raster Analysis	4
GISC	2404	Geographic Information Systems (GIS) Design with Vector Analysis	4
COSC	1436	Programming Fundamentals I	4
 <i>Summer Term</i>			
COSC	1437	Programming Fundamentals II	4
GISC	2420	Intermediate Geographic Information Systems (GIS)	4
GISC	2435	Programming for Geographic Information Systems (GIS) (Capstone)	4
TOTAL CERTIFICATE HOURS			39

GRAPHIC COMMUNICATION

Associate of Applied Science Degree Program

GRPH.D001.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
ARTC	1305	Basic Graphic Design	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3
ARTS	1311	Design I (2-Dimensional)	3
ARTS	1316	Drawing I	3
ARTC	1313	Digital Publishing I	3

Spring Term

ARTC	1302	Digital Imaging I	3
ARTC	1353	Computer Illustration I	3
ARTC	2313	Digital Publishing II	3
ARTC	2317	Typographic Design	3

Summer Term

ENGL	1301	Composition I	3
PSYC	2315	Psychology of Adjustment; or PSYC 2301	3
	*	Approved Elective	3

Second Year

Fall Term

ARTC	2305	Digital Imaging II	3
IMED	1316	Web Design I	3
ARTS	2356	Photography I	3
ARTC	2340	Computer Illustration II	3

Spring Term

IMED	2315	Web Design II	3
MATH	1332	Contemporary Mathematics; or MATH 1314 or MATH 1342	3
ARTV	1303	Basic Animation	3
ARTC	2335**	Portfolio Development for Graphic Design (Capstone)	3

TOTAL DEGREE HOURS 60

**Approved Elective (any ARTS, PHTC, MRKG, BMGT, BUSI or COSC) or course approved by program coordinator.*

***Capstone is taken during the graduating semester.*

COMPUTER GRAPHICS

Certificate of Completion Program

GRPH.T004.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
ARTC	1305	Basic Graphic Design	3
ARTC	1313	Digital Publishing I	3
ARTC	1353	Computer Illustration I	3
ARTS	1316	Drawing I	3

Spring Term

ARTC	1302	Digital Imaging I	3
ENGL	1301	Composition I	3
ARTS	1311	Design I (2-Dimensional)	3
IMED	1316	Web Design I	3

Second Year

Fall Term

ARTC	2317	Typographic Design	3
ARTC	2305	Digital Imaging II	3
ARTV	1303	Basic Animation	3
ARTC	2335*	Portfolio Development for Graphic Design (Capstone)	3
TOTAL CERTIFICATE HOURS			36

**Capstone is taken during the graduating semester.*

ENHANCED WEB DESIGN

Certificate of Completion Program

GRPH.T005.UG • Northeast Campus Only

Fall Term

			<i>Semester Hours</i>
IMED	1341	Interface Design	3
IMED	2359	Interactive Web Elements	3

Spring Term

ITSE	2402	Intermediate Web Programming	4
IMED	2313	Project Analysis and Design (Capstone)	3
TOTAL CERTIFICATE HOURS			13

To enroll in this program, students must have completed a degree in the field of graphics or have work experience in the graphic design field or hold a degree in a related field from another college.

The Capstone is taken after completing IMED-1341 and IMED-2359.

PHOTOGRAPHIC RETOUCHING

Certificate of Completion Program

GRPH.T006.UG • Northeast Campus Only

Fall Term

			<i>Semester Hours</i>
ARTC	1305	Basic Graphic Design	3
ARTC	1302	Digital Imaging I	3
ARTS	2356	Photography I	3

Spring Term

ARTC	2305	Digital Imaging II	3
PHTC	1300	Photo Digital Imaging I or PHTC 1353 or ARTS 2357	3

TOTAL CERTIFICATE HOURS 15

HEALTH INFORMATION TECHNOLOGY#

Associate of Applied Science Degree Program

HITT.D001.UG • Trinity River Campus Only

The following courses are prerequisites for admission to the Health Information Technology Program. A grade of “C” or better is required for all science courses.

			<i>Semester Hours</i>
BIOL	2401	Anatomy and Physiology I	4
BIOL	2402	Anatomy and Physiology II	4

First Year

Fall Term

			<i>Semester Hours</i>
HPRS	1206	Essentials of Medical Terminology	2
POFI	1449*	Spreadsheets	4
HITT	1301	Health Data Content and Structure	3
HITT	1345	Health Care Delivery Systems	3

Spring Term

HPRS	2200	Pharmacology for Health Professions	2
HPRS	2201	Pathophysiology	2
HITT	1341	Coding and Classification Systems	3
HITT	1342	Ambulatory Coding	3

Summer Term

HITT	2335	Coding and Reimbursement Methodologies	3
HITT	2346	Advanced Medical Coding	3

Second Year

Fall Term

ITSW	1407	Introduction to Database	4
HITT	1253	Legal and Ethical Aspects of Health Information	2
HITT	2260	Clinical - Health Information and Medical Records Technology/Technician	2
HITT	2343	Quality Assessment and Performance Improvement	3
	**	Creative Arts/Language, Philosophy and Culture	3

Spring Term

BMGT	1327	Principles of Management	3
ENGL	1301	Composition I	3
PSYC	2301	General Psychology	3
HITT	2161	Clinical - Health Information and Medical Records Technology/Technician	1

TOTAL DEGREE HOURS 60

* *Recommended Prerequisite: BCIS-1305 or COSC-1301*

***Creative Arts/Language, Philosophy, and Culture must be chosen from the corresponding section of the Core Curriculum.*

Admission and Program Information for Health Information Technology:

All applicants to the Health Information Technology Program are required to attend an information session before the application deadline. Complete details of the Health Information Technology program admissions process may be found at www.tccd.edu/hit.

Application Criteria:

- *Students must be TSI compliant*
- *Hold a TCCD Student Colleague Number*
- *Must meet with the CTE advisor*
- *Currently have minimum GPA of 2.5*
- *Successfully complete the HESI A2 Entrance Exam with a minimum score of 70 in each section*
- *IELTS 6.5 minimum score or TOEFL iBT test 83 with a minimum score for ESL students*

This program is selective admissions offering. For details regarding this process please visit the homepage of the Health Information Technology Program found at www.tccd.edu/hit.

Prior to application students with international college credits must contact the International Admissions office at 817-515-1570 to verify those courses that will transfer to TCCD.

Once admitted to the program students must complete and earn a minimum grade of "C" (75%) in all courses found on the program's degree plan.

Students who are selected for admission must perform and pass a drug screening and criminal background check prior to the start of the program. Required immunizations must be completed prior to the beginning of classes. For details, go to www.tccd.edu/hit.

After satisfactory completion of the above curriculum, the student is eligible to take the national examination to become certified as a Registered Health Information Technologist (RHIT). Graduates may also choose to sit for several medical coding certification exams.

The Tarrant County College Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Avenue, 21st Floor, Chicago, Illinois 60601-5800. Phone 312-233-1100.

HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

Associate of Applied Science Degree Programs

HEAT.D002.UG • Commercial HVAC Technician • South Campus Only

HEAT.D003.UG • Refrigeration Technician • South Campus Only

HEAT.D004.UG • Residential HVAC Technician • South Campus Only

Academic Foundation (Required for Each Program)			<i>Semester Hours</i>
ENGL	1301	Composition I	3
KINE	1164	Introduction to Physical Fitness and Wellness	1
MATH	1332	Contemporary Mathematics; or MATH 1314 or MATH 1324	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3
GOVT	2305	Federal Government; or GOVT 2306 Creative Arts/Language, Philosophy and Culture	3 3
TOTAL ACADEMIC FOUNDATION HOURS			16

Technical Foundation (Required for Each Program)			<i>Semester Hours</i>
HART	1401	Basic Electricity for HVAC	4
HART	1407	Refrigeration Principles	4
HART	2445	Residential AC Systems Design	4
HART	2431	Advanced Electricity for HVAC	4
HART	1441	Residential Air Conditioning	4
HART	1403	Air Conditioning Control Principles	4
TOTAL TECHNICAL FOUNDATION HOURS			24

Specialization for Commercial HVAC Technician			<i>Semester Hours</i>
HART	2441	Commercial Air Conditioning	4
HART	2434	Advanced Air Conditioning Controls	4
HART	1400	HVAC Duct Fabrication	4
HART	2402	Commercial Air Conditioning System Design	4
HART	2443	Industrial Air Conditioning (Capstone)	4
TOTAL DEGREE HOURS			60

Specialization for Refrigeration Technician			<i>Semester Hours</i>
HART	2441	Commercial Air Conditioning	4
HART	2434	Advanced Air Conditioning Controls	4
HART	2402	Commercial Air Conditioning System Design	4
HART	2457	Specialized Commercial Refrigeration	4
HART	2442	Commercial Refrigeration (Capstone)	4
TOTAL DEGREE HOURS			60

Specialization for Residential HVAC Technician			<i>Semester Hours</i>
HART	2438	Air Conditioning Installation/Startup	4
HART	1445	Gas and Electric Heating	4
HART	2449	Heat Pumps	4
DFTG	1409	Basic Computer-Aided Drafting (CAD)	4
HART	2436	Air Conditioning Trouble Shooting (Capstone)	4
TOTAL DEGREE HOURS			60

HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY- COMMERCIAL HVAC TECHNICIAN

Associate of Applied Science Degree Program

HEAT.D002.UG South Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
HART	1401	Basic Electricity for Heating, Ventilation and Air Conditioning (HVAC)	4
HART	1407	Refrigeration Principles	4
HART	2445	Residential Air Conditioning Systems Design	4
MATH	1332	Contemporary Mathematics; or MATH 1314 or MATH 1324	3

Spring Term

HART	1441	Residential Air Conditioning	4
HART	2431	Advanced Electricity for Heating, Ventilation and Air Conditioning (HVAC)	4
ENGL	1301	Composition I	3
KINE	1164	Introduction to Physical Fitness and Wellness	1

Summer Term

SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3
	*	Creative Arts/Language, Philosophy and Culture	3

Second Year

Fall Term

HART	1403	Air Conditioning Control Principles	4
HART	2441	Commercial Air Conditioning	4
HART	2402	Commercial Air Conditioning System Design	4
GOVT	2305	Federal Government or GOVT 2306	3

Spring Term

HART	2443	** Industrial Air Conditioning (Capstone)	4
HART	1400	HVAC Duct Fabrication	4
HART	2434	Advanced Air Conditioning Controls	4

TOTAL DEGREE HOURS 60

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

***All other courses must be successfully completed before enrolling in this course.*

HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY- REFRIGERATION TECHNICIAN

Associate of Applied Science Degree Program

HEAT.D003.UG South Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
HART	1401	Basic Electricity for Heating, Ventilation and Air Conditioning (HVAC)	4
HART	1407	Refrigeration Principles	4
HART	2445	Residential Air Conditioning Systems Design	4
MATH	1332	Contemporary Mathematics or MATH 1314 or MATH 1324	3

Spring Term

HART	1441	Residential Air Conditioning	4
HART	2431	Advanced Electricity for Heating, Ventilation and Air Conditioning (HVAC)	4
ENGL	1301	Composition I	3
KINE	1164	Introduction to Physical Fitness and Wellness	1

Summer Term

SPCH	1321	Business and Professional Communication or SPCH 1311 or SPCH 1315 or SPCH 1318	3
	*	Creative Arts/Language, Philosophy and Culture	3

Second Year

Fall Term

HART	1403	Air Conditioning Control Principles	4
HART	2441	Commercial Air Conditioning	4
HART	2402	Commercial Air Conditioning System Design	4
GOVT	2305	Federal Government or GOVT 2306	3

Spring Term

HART	2457	** Specialized Commercial Refrigeration	4
HART	2434	Advanced Air Conditioning Controls	4
HART	2442	** Commercial Refrigeration (Capstone)	4

TOTAL DEGREE HOURS 60

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

***All other courses must be successfully completed before enrolling in these courses.*

HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY- RESIDENTIAL HVAC TECHNICIAN

Associate of Applied Science Degree Program

HEAT.D004.UG South Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
HART	1401	Basic Electricity for Heating, Ventilation and Air Conditioning (HVAC)	4
HART	1407	Refrigeration Principles	4
HART	2445	Residential Air Conditioning Systems Design	4
MATH	1332	Contemporary Mathematics or MATH 1314 or MATH 1324	3

Spring Term

HART	1441	Residential Air Conditioning	4
HART	2431	Advanced Electricity for Heating, Ventilation and Air Conditioning (HVAC)	4
ENGL	1301	Composition I	3
KINE	1164	Introduction to Physical Fitness and Wellness	1

Summer Term

SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3
GOVT	2305	Federal Government; or GOVT 2306	3
	*	Creative Arts/Language, Philosophy and Culture	3

Second Year

Fall Term

HART	1403	Air Conditioning Control Principles	4
HART	1445	Gas and Electric Heating	4
HART	2438	Installation/Startup	4

Spring Term

HART	2449 **	Heat Pumps	4
DFTG	1409	Basic Computer-Aided Drafting (CAD)	4
HART	2436 **	Air Conditioning Troubleshooting (Capstone)	4

TOTAL DEGREE HOURS 60

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

***All other courses must be successfully completed before enrolling in these courses.*

HVAC INSTALLER

Occupational Skills Award

HEAT.T008.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
TECM	1303	Technical Calculations	3
HART	1407	Refrigeration Principles	4
HART	2438	Air Conditioning Installation/Startup	4
TOTAL CERTIFICATE HOURS			11

HVAC TECHNICIAN I

Certificate of Completion Program

HEAT.T005.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
HART	1403	Air Conditioning Control Principles	4
HART	1401	Basic Electricity	4
HART	1407	Refrigeration Principles	4
<i>Spring Term</i>			
HART	2431	Advanced Electricity for HVAC	4
HART	1441	Residential Air Conditioning	4
HART	2445*	Residential AC Systems Design (Capstone)	4
TOTAL CERTIFICATE HOURS			24

**Capstone should be taken in graduating semester. NOTE: Students must furnish own hand tools.*

HVAC TECHNICIAN II

Certificate of Completion Program

HEAT.T006.UG • South Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
HART	1401	Basic Electricity	4
HART	1407	Refrigeration Principles	4
HART	2438	Air Conditioning Installation/Startup	4
<i>Spring Term</i>			
HART	2431	Advanced Electricity for HVAC	4
HART	1441	Residential Air Conditioning	4
HART	2445	Residential AC Systems Design	4

Second Year

<i>Fall Term</i>			
HART	1403	Air Conditioning Control Principles	4
HART	1445	Gas and Electric Heating	4
<i>Spring Term</i>			
HART	2436*	Air Conditioning Trouble Shooting (Capstone)	4
HART	2449	Heat Pumps	4
TOTAL CERTIFICATE HOURS			40

**Capstone should be taken in graduating semester. NOTE: Students must furnish own hand tools.*

HVAC TECHNICIAN III

Certificate of Completion Program

HEAT.T007.UG • South Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
HART	1401	Basic Electricity	4
HART	1407	Refrigeration Principles	4
HART	2438	Air Conditioning Installation/Startup or HART 1400	4

Spring Term

HART	2431	Advanced Electricity for HVAC	4
HART	1441	Residential Air Conditioning	4
HART	2445	Residential AC Systems Design	4

Second Year

Fall Term

HART	1403	Air Conditioning Control Principles	4
HART	1445	Gas and Electric Heating	4
HART	2402	Commercial Air Conditioning System Design	4

Spring Term

HART	2434	Advanced Air Conditioning Controls	4
HART	2441	Commercial Air Conditioning or HART 2436	4
HART	2442	Commercial Refrigeration (Capstone) or HART 2443 or HART 2449	4

TOTAL CERTIFICATE HOURS 48

**Capstone should be taken in graduating semester.*

NOTE: Students must furnish own hand tools.

Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.

HORTICULTURE

Associate of Applied Science Degree Program

HORT.D001.UG • Northwest Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
HALT	1301	Principles of Horticulture	3
HALT	1313	Economic Entomology	3
CHEM	1405	Introductory Chemistry I or CHEM 1411	4
	*	Horticulture Electives	6

Spring Term

HALT	1307	Plant Diseases	3
AGCR	2418	Soil Science	4
HALT	2314	Plant Propagation	3
ENGL	1301	Composition I	3
	*	Horticulture Elective	3

Second Year

Fall Term

HALT	2318	Soil Fertility and Fertilizers	3
GOVT	2305	Federal Government or GOVT 2306 or HIST 1301 or HIST 1302	3
	**	Creative Arts/Language, Philosophy and Culture	3
	*	Horticulture Electives	6

Spring Term

HALT	2323	Horticultural Pest Control	3
HALT	1303	Herbaceous Plants (Capstone)	3
BCIS	1305	Business Computer Applications	3
KINE		Any one-hour Physical Health Course	1
	*	Horticulture Electives	3

TOTAL DEGREE HOURS 60

**Suggested Horticulture Electives include:*

HALT-1309, HALT-1311, HALT-1317, HALT-1333, HALT-1353, HALT-1392, HALT-1422, HALT-2301, HALT-2302, HALT-2308, HALT-2315 and HALT-2320

***Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

NOTE: Mathematical competency is required for completion by TSI-liable students. Capstone should be taken the graduating semester.

HORTICULTURE

Certificate of Completion Program

HORT.T001.UG • Northwest Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
HALT	1301	Principles of Horticulture	3
HALT	1313	Economic Entomology	3
	*	Horticulture Electives	6

Spring Term

HALT	1307	Plant Diseases	3
AGCR	2418	Soil Science	4
HALT	2314	Plant Propagation	3
	*	Horticulture Elective	6

Second Year

Fall Term

HALT	2318	Soil Fertility and Fertilizers	3
HALT	2323	Horticultural Pest Control	3
HALT	1303	Herbaceous Plants (Capstone)	3
	*	Horticulture Electives	6

TOTAL CERTIFICATE HOURS 43

**Suggested Horticulture Electives include:*

HALT-1309, HALT-1311, HALT-1317, HALT-1333, HALT-1353, HALT-1392, HALT-1422, HALT-2301, HALT-2302, HALT-2308, HALT-2315 and HALT-2320

Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.

NOTE: Mathematical competency is required for completion by TSI-liable students.

LANDSCAPE SPECIALIST

Certificate of Completion Program

HORT.T002.UG • Northwest Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
HALT	1301	Principles of Horticulture	3
HALT	1422	Landscape Design	4
HALT	1317	Trees; or HALT 1333	3

Spring Term

HALT	1311	Shrubs, Vines, and Groundcovers	3
HALT	1353	Landscape Computer Design	3
HALT	2315	Landscape Management	3

TOTAL CERTIFICATE HOURS 19

PLANT PROTECTION SPECIALIST

Certificate of Completion Program

HORT.T003.UG • Northwest Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
HALT	1301	Principles of Horticulture	3
HALT	1313	Economic Entomology	3
HALT	2323	Horticultural Pest Control	3

Spring Term

AGCR	2418	Soil Science	4
HALT	1307	Plant Diseases	3
HALT	2318	Soil Fertility and Fertilizers	3

TOTAL CERTIFICATE HOURS 19

HOSPITALITY MANAGEMENT

Associate of Applied Science Degree Programs

HOSP.D004.UG • Southeast Campus Only

HOSP.D005.UG • Southeast Campus Only

HOSP.D006.UG • Southeast Campus Only

Academic Foundation (Required for Each Program)

			<i>Semester Hours</i>
ENGL	1301	Composition I	3
		Speech Elective	3
*		Creative Arts/Language, Philosophy and Culture	3
*		Mathematics or Life and Physical Sciences	3
*		Behavioral or Social Science	3

TOTAL ACADEMIC FOUNDATION HOURS 15

**Creative Arts/Language, Philosophy and Culture, Mathematics or Life and Physical Sciences and Behavioral or Social Sciences must be chosen from the Core Curriculum.*

Technical Foundation (Required for Each Program)

			<i>Semester Hours</i>
HAMG	1321	Introduction to the Hospitality Industry	3
CHEF	1305	Sanitation and Safety	3
RSTO	1304	Dining Room Service	3
RSTO	1325	Purchasing for Hospitality Operations	3
CHEF	1301	Basic Food Preparation	3
HAMG	1324	Hospitality Human Resources or HAMG 1340	3
RSTO	1313	Hospitality Supervision	3
HAMG	2307	Hospitality Marketing and Sales	3
HAMG	2301	Principles of Food and Beverage Operations	3
TRVM	1201	Customer Sales and Service	2
HAMG	2267	Practicum (or Field Experience) – Hospitality Administration/Management, General (Capstone)	2

TOTAL TECHNICAL FOUNDATION HOURS 31

Specialization for Hospitality/Travel & Tourism Management

HOSP.D004.UG • Southeast Campus Only

			<i>Semester Hours</i>
TRVM	1300	Introduction to Travel and Tourism	3
HAMG	1317	Recreational Services	3
HAMG	1213	Front Office Management	2
TRVM	2345	Advanced Topics in Tourism	3
HAMG	2305	Hospitality Management and Leadership	3

TOTAL DEGREE HOURS 60

Specialization for Meeting & Event Planning/Convention & Group Mgmt.

HOSP.D005.UG • Southeast Campus Only

			<i>Semester Hours</i>
TRVM	2301	Introduction to Convention/Meeting Management	3
IFWA	2446	Quantity Procedures	4
HAMG	2330	Convention and Group Management and Services	3
TRVM	1327	Special Events Design	3
		Elective	1

TOTAL DEGREE HOURS 60

Specialization for Foodservice Management

HOSP.D006.UG • Southeast Campus Only

			<i>Semester Hours</i>
HECO	1322	Nutrition and Diet Therapy	3
CHEF	2301	Intermediate Food Preparation	3
HAMG	2305	Hospitality Management and Leadership	3
IFWA	2446	Quantity Procedures	4
		Elective	1

TOTAL DEGREE HOURS 60

HOSPITALITY MANAGEMENT-HOSPITALITY/TRAVEL AND TOURISM MANAGEMENT

Associate of Applied Science Degree Program

HOSP.D004.UG • Southeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
HAMG	1213	Front Office Management	2
HAMG	1321	Introduction to the Hospitality Industry	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1313	Hospitality Supervision	3
TRVM	1201	Customer Sales & Service	2

Spring Term

CHEF	1301	Basic Food Preparation	3
CHEF	1305	Sanitation and Safety	3
HAMG	1324	Hospitality Human Resources or HAMG 1340	3
RSTO	1304	Dining Room Service	3
RSTO	1325	Purchasing for Hospitality Operations	3
TRVM	1300	Introduction to Travel and Tourism	3

Second Year

Fall Term

HAMG	2307	Hospitality Marketing and Sales	3
HAMG	1317	Recreational Services	3
HAMG	2305	Hospitality Management and Leadership	3
TRVM	2345	Advanced Topics in Tourism	3
		Speech Elective	3

Spring Term

ENGL	1301	Composition I	3
HAMG	2267	Practicum (or field experience) – Hospitality Administration/Management, General (Capstone)	2
	*	Creative Arts/Language, Philosophy and Culture	3
	*	Mathematics or Life and Physical Sciences	3
	*	Behavioral or Social Science	3

TOTAL DEGREE HOURS 60

**Creative Arts/Language, Philosophy and Culture, Mathematics or Life and Physical Sciences and Behavioral or Social Sciences must be chosen from the Core Curriculum.*

**HOSPITALITY MANAGEMENT-MEETING AND EVENT PLANNING/
CONVENTION AND GROUP MANAGEMENT**

Associate of Applied Science Degree Program

HOSP.D005.UG • Southeast Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
HAMG	2301	Principles of Food and Beverage Operations	3
HAMG	1321	Introduction to the Hospitality Industry	3
RSTO	1325	Purchasing for Hospitality Operations	3
TRVM	1201	Customer Sales and Service	2
TRVM	2301	Introduction to Convention/Meeting Management	3
<i>Spring Term</i>			
CHEF	1301	Basic Food Preparation	3
CHEF	1305	Sanitation and Safety	3
ENGL	1301	Composition I	3
HAMG	1324	Hospitality Human Resources or HAMG 1340	3
RSTO	1304	Dining Room Service	3

Second Year

<i>Fall Term</i>			
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1313	Hospitality Supervision	3
		Speech Elective	3
	*	Behavioral or Social Science Elective	3
	*	Creative Arts/Language, Philosophy and Culture	3
<i>Spring Term</i>			
HAMG	2267	Practicum (or Field Experience) – Hospitality Administration/Management, General (Capstone)	2
HAMG	2330	Convention and Group Management and Services	3
IFWA	2446	Quantity Procedures	4
TRVM	1327	Special Events Design	3
	*	Mathematics or Life and Physical Sciences Elective	3 1
TOTAL DEGREE HOURS			60

**Creative Arts/Language, Philosophy and Culture, Mathematics or Life and Physical Sciences and Behavioral or Social Sciences must be chosen from the Core Curriculum.*

HOSPITALITY MANAGEMENT-FOODSERVICE MANAGEMENT

Associate of Applied Science Degree Program

HOSP.D006.UG • Southeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
CHEF	1301	Basic Food Preparation	3
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Introduction to the Hospitality Industry	3
HAMG	2301	Principles of Food and Beverage Operations	3
TRVM	1201	Customer Sales and Service	2

Spring Term

CHEF	2301	Intermediate Food Preparation	3
HAMG	1324	Hospitality Human Resources or HAMG 1340	3
HECO	1322	Nutrition and Diet Therapy	3
RSTO	1304	Dining Room Service	3
RSTO	1325	Purchasing for Hospitality Operations	3

Second Year

Fall Term

HAMG	2305	Hospitality Management and Leadership	3
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1313	Hospitality Supervision	3
	*	Behavioral or Social Science Elective	3
	*	Creative Arts/Language, Philosophy and Culture Speech Elective	3

Spring Term

HAMG	2267	Practicum (or Field Experience) – Hospitality Administration/Management, General (Capstone)	2
IFWA	2446	Quantity Procedures	4
ENGL	1301	Composition I	3
	*	Mathematics or Life and Physical Sciences Elective	3 1

TOTAL DEGREE HOURS 60

**Creative Arts/Language, Philosophy and Culture, Mathematics or Life and Physical Sciences and Behavioral or Social Sciences must be chosen from the Core Curriculum.*

HOSPITALITY/HOTEL SUPERVISION

Certificate of Completion Program

HOSP.T005.UG • Southeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
HAMG	1321	Introduction to Hospitality Industry	3
TRVM	1201	Customer Sales and Service	2
RSTO	1313	Hospitality Supervision	3
HAMG	2301	Principles of Food and Beverage Operation	3
HAMG	1324	Hospitality Human Resources Management or HAMG 1340	3
HAMG	1213	Front Office Management (Capstone)	2

TOTAL CERTIFICATE HOURS 16

HOSPITALITY/TRAVEL & TOURISM SUPERVISION

Certificate of Completion Program

HOSP.T006.UG • Southeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
HAMG	1321	Introduction to Hospitality Industry	3
HAMG	1213	Front Office Management	2
HAMG	1317	Recreational Services	3
HAMG	2301	Principles of Food and Beverage Operation	3
TRVM	1201	Customer Sales and Service	2

Spring Term

HAMG	1324	Hospitality Human Resources Management or HAMG 1340	3
CHEF	1305	Sanitation and Safety	3
CHEF	1301	Basic Food Preparation	3
RSTO	1325	Purchasing for Hospitality Operation	3
TRVM	1300	Introduction to Travel and Tourism	3

Second Year

Fall Term

RSTO	1304	Dining Room Service	3
HAMG	2307	Hospitality Marketing and Sales	3
TRVM	2345	Advanced Topics in Tourism	3
RSTO	1313	Hospitality Supervision	3
HAMG	2305	Hospitality Management and Leadership (Capstone)	3

TOTAL CERTIFICATE HOURS 43

INDUSTRIAL MAINTENANCE TECHNICIAN

Associate of Applied Science Degree Program

INMT.D001.UG • SO campus only

First Year

Fall Term

Semester Hours

CETT	1409	DC-AC Circuits	4
INMT	1305	Introduction to Industrial Maintenance	3
ENGL	2311	Technical and Business Writing	3
HART	1407	Refrigeration Principles	4
HART	1403	Air Conditioning Controls Principles	4
MATH	1314	College Algebra	3

Spring Term

ELPT	2305	Motors & Transformers	3
RBTC	1401	Programmable Logic Controllers	4
SPCH	1321	Business & Professional Communication	3
WLDG	1428	Introduction to Shielded Metal Arc Welding	4
ELMT	2437	Electronic Troubleshooting & Repair	4
GOVT	2305	Federal Government	3

Second Year

Fall Term

HYDR	1345	Hydraulics & Pneumatics	3
HYDR	1450	Hydraulics, Fabrication & Repair	4
KINE	1338	Concepts of Health	3
RBTC	1447	Electro-Mechanical Devices	4
INMT	2488	Internship-Manufacturing Technology/Technician	4

TOTAL CERTIFICATE HOURS 60

INFORMATION TECHNOLOGY

Associate of Applied Science Degree Programs

- ITCS.D001.UG • Game and Simulation Programming • South Campus Only*
- ITCS.D002.UG • Network Support • South, Northeast, Southeast Campuses Only*
- ITCS.D003.UG • Programming • South, Northeast, Southeast and Trinity River Campuses Only*
- ITCS.D004.UG • Security • South, Northeast, Southeast Campuses Only*
- ITCS.D005.UG • Web and Internet Services • Northeast, Southeast and Trinity River Campuses Only*

Academic Foundation (Required for Each Program)			<i>Semester Hours</i>
COSC	1301	Introduction to Computing; or BCIS 1305	3
ENGL	1301	Composition I	3
MATH	1314	College Algebra or MATH 1316 or MATH-2412 or MATH 2413	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3
	*	Social or Behavioral Science Elective	3
	*	Creative Arts/Language, Philosophy and Culture	3
TOTAL ACADEMIC FOUNDATION HOURS			18

**Social/Behavioral Science and Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

Technical Foundation (Required for Each Program)			<i>Semester Hours</i>
COSC	1436	Programming Fundamentals I	4
ITSC	1305	Introduction to PC Operating Systems	3
ITSC	1425	Personal Computer Hardware	4
ITCC	1401	Cisco Exploration 1: Network Fundamentals; or ITNW 1425	4
ITSY	1300	Fundamentals of Information Security	3
TOTAL TECHNICAL FOUNDATION HOURS			18

Specialization for Game and Simulation Programming			<i>Semester Hours</i>
GAME	1304	Level Design	3
GAME	1403	Introduction to Game Design and Development	4
COSC	1437	Programming Fundamentals II	4
GAME	1302	Interactive Storyboarding	3
GAME	2412	Interactive Audio	4
GAME	2308	Portfolio for Game Development (Capstone)	3
GAME	1314	Character Sculpting	3
TOTAL DEGREE HOURS			60

Specialization for Network Support			<i>Semester Hours</i>
ITNW	1408	Implementing and Supporting Client Operating Systems	4
ITNW	1454	Implementing and Supporting Servers	4
ITSC	1407	UNIX Operating System I	4
ITCC	1404	Cisco Exploration 2: Routing Protocols and Concepts	4
ITCC	2408	Cisco Exploration 3: LAN Switching and Wireless	4
ITCC	2410	Cisco Exploration 4: Accessing the WAN (Capstone)	4
TOTAL DEGREE HOURS			60

Specialization for Programming			<i>Semester Hours</i>
COSC	1437	Programming Fundamentals II	4
COSC	1420	C Programming I or ITSE 2417	4
ITSE	2405	Windows Programming or ITSE-1430	4
COSC	2436	Programming Fundamentals III	4
ITSE	2409	Database Programming	4
ITSE	1450	System Analysis and Design (Capstone)	4
TOTAL DEGREE HOURS			60

Specialization for Security			<i>Semester Hours</i>
ITNW	1408	Implementing and Supporting Client Servers; or ITNW 1454	4
ITSC	1407	UNIX Operating System I	4
ITSY	2400	Operating System Security	4
ITSY	2401	Firewalls and Network Security	4
ITSY	2443	Computer System Forensics	4
ITSY	2459	Security Assessment and Auditing (Capstone)	4
TOTAL DEGREE HOURS			60

Specialization for Web and Internet Services			<i>Semester Hours</i>
COSC	1437	Programming Fundamentals II	4
ITSE	1411	Beginning Web Programming	4
ITSW	1407	Introduction to Database	4
ITSE	2409	Database Programming	4
ITSE	2402	Intermediate Web Programming	4
INEW	2434	Advanced Web Programming (Capstone)	4
TOTAL DEGREE HOURS			60

INFORMATION TECHNOLOGY
GAME AND SIMULATION PROGRAMMING

Associate of Applied Science Degree Program
ITCS.D001.UG • South Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
COSC	1301	Introduction to Computing; or BCIS 1305	3
ENGL	1301	Composition I	3
MATH	1314	College Algebra or MATH 1316 or MATH 2412 or MATH 2413	3
SPCH	1321	Business and Professional Communication or SPCH 1311 or SPCH 1315 or SPCH 1318	3

Spring Term

ITCC	1401	Cisco Exploration 1: Network Fundamentals; or ITNW 1425	4
COSC	1436	Fundamentals of Programming I	4
	*	Creative Arts/Language, Philosophy and Culture	3
	*	Social or Behavioral Science	3

Summer Term

ITSC	1305	Introduction to PC Operating Systems	3
ITSC	1425	Personal Computer Hardware	4

Second Year

Fall Term

ITSY	1300	Fundamentals of Information Security	3
GAME	1304	Level Design	3
GAME	1302	Interactive Storyboarding	3
GAME	2308	Portfolio for Game Development (Capstone)	3
GAME	1314	Character Sculpting	3

Spring Term

GAME	1403	Introduction to Game Design and Development	4
COSC	1437	Programming Fundamentals II	4
GAME	2412	Interactive Audio	4

TOTAL DEGREE HOURS 60

**Social/Behavioral Science and Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

INFORMATION TECHNOLOGY

NETWORK SUPPORT

Associate of Applied Science Degree Program

ITCS.D002.UG • South, Northeast and Southeast Campuses

2016

First Year

Fall Term

			<i>Semester Hours</i>
COSC	1301	Introduction to Computing or BCIS 1305	3
ENGL	1301	Composition I	3
ITSC	1305	Introduction to PC Operating Systems	3
SPCH	1321	Business and Professional Communication or SPCH 1311 or SPCH 1315 or SPCH 1318	3

Spring Term

COSC	1436	Fundamentals of Programming I	4
ITSY	1300	Fundamentals of Information Security	3
	*	Creative Arts/Language, Philosophy and Culture	3
	*	Social or Behavioral Science	3

Summer Term

ITSC	1407	UNIX Operating System I	4
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Second Year

Fall Term

ITCC	1401	Cisco Exploration 1: Network Fundamentals; or ITNW 1425	4
ITCC	1404	Cisco Exploration 2: Routing Protocols and Concepts	4
ITNW	1408	Implementing and Supporting Client Operating Systems	4
ITSC	1425	Personal Computer Hardware	4

Spring Term

ITCC	2408	Cisco Exploration 3: LAN Switching and Wireless	4
ITCC	2410	Cisco Exploration 4: Accessing the WAN (Capstone)	4
ITNW	1454	Implementing and Supporting Servers	4
MATH	1314	College Algebra; or MATH 1316 or MATH 2412 or MATH 2413	3

TOTAL DEGREE HOURS 60

**Social/Behavioral Science and Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

**INFORMATION TECHNOLOGY
PROGRAMMING**

*Associate of Applied Science Degree Program
ITCS.D003.UG • South, Northeast, Southeast and Trinity River
Campuses Only*

First Year

Fall Term

			<i>Semester Hours</i>
COSC	1301	Introduction to Computing; or BCIS 1305	3
ENGL	1301	Composition I	3
MATH	1314	College Algebra or MATH 1316 or MATH 2412 or MATH 2413	3
SPCH	1321	Business and Professional Communication or SPCH 1311 or SPCH 1315 or SPCH 1318	3

Spring Term

ITCC	1401	Cisco Exploration 1: Network Fundamentals; or ITNW 1425	4
COSC	1436	Fundamentals of Programming I	4
	*	Creative Arts/Language, Philosophy and Culture	3
	*	Social or Behavioral Science	3

Summer Term

ITSC	1305	Introduction to PC Operating Systems	3
ITSC	1425	Personal Computer Hardware	4

Second Year

Fall Term

ITSY	1300	Fundamentals of Information Security	3
COSC	1437	Programming Fundamentals II	4
COSC	1420	C Programming I or ITSE 2417	4
ITSE	2405	Windows Programming or ITSE 1430	4

Spring Term

COSC	2436	Programming Fundamentals III	4
ITSE	2409	Database Programming	4
ITSE	1450	System Analysis and Design (Capstone)	4

TOTAL DEGREE HOURS 60

**Social/Behavioral Science and Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

**INFORMATION TECHNOLOGY
SECURITY**

Associate of Applied Science Degree Program

ITCS.D004.UG • South, Northeast, Southeast Campuses Only

First Year

Fall Term

			<i>Semester Hours</i>
COSC	1301	Introduction to Computing or BCIS 1305	3
ENGL	1301	Composition I	3
MATH	1314	College Algebra or MATH 1316 or MATH 2412 or MATH 2413	3
SPCH	1321	Business and Professional Communication or SPCH 1311 or SPCH 1315 or SPCH 1318	3

Spring Term

ITCC	1401	Cisco Exploration 1: Network Fundamentals; or ITNW 1425	4
COSC	1436	Fundamentals of Programming I	4
	*	Creative Arts/Language, Philosophy and Culture	3
	*	Social or Behavioral Science	3

Summer Term

ITSC	1305	Introduction to PC Operating Systems	3
ITSC	1425	Personal Computer Hardware	4

Second Year

Fall Term

ITSY	1300	Fundamentals of Information Security	3
ITNW	1408	Implementing and Supporting Client Servers; or ITNW 1454	4
ITSC	1407	UNIX Operating System I	4
ITSY	2400	Operating System Security	4

Spring Term

ITSY	2401	Firewalls and Network Security	4
ITSY	2443	Computer System Forensics	4
ITSY	2459	Security Assessment and Auditing (Capstone)	4

TOTAL DEGREE HOURS 60

**Social/Behavioral Science and Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

**INFORMATION TECHNOLOGY
WEB AND INTERNET SERVICES**

*Associate of Applied Science Degree Program ITCS.D005.UG •
Northeast, South and Southeast Campuses Only*

First Year

Fall Term

			<i>Semester Hours</i>
COSC	1301	Introduction to Computing or BCIS 1305	3
ENGL	1301	Composition I	3
MATH	1314	College Algebra or MATH 1316 or MATH 2412 or MATH 2413	3
SPCH	1321	Business and Professional Communication or SPCH 1311 or SPCH 1315 or SPCH 1318	3

Spring Term

ITCC	1401	Cisco Exploration 1: Network Fundamentals; or ITNW 1425	4
COSC	1436	Fundamentals of Programming I	4
	*	Creative Arts/Language, Philosophy and Culture	3
	*	Social or Behavioral Science	3

Summer Term

ITSC	1305	Introduction to PC Operating Systems	3
ITSC	1425	Personal Computer Hardware	4

Second Year

Fall Term

ITSY	1300	Fundamentals of Information Security	3
COSC	1437	Programming Fundamentals II	4
ITSE	1411	Beginning Web Programming	4
ITSW	1407	Introduction to Database	4

Spring Term

ITSE	2409	Database Programming	4
ITSE	2402	Intermediate Web Programming	4
INEW	2434	Advanced Web Programming (Capstone)	4

TOTAL DEGREE HOURS 60

**Social/Behavioral Science and Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

INFORMATION TECHNOLOGY CERTIFICATES

CISCO SUPPORT

Certificate of Completion Program

ITCS.T001.UG • Northeast, South and Southeast Campuses Only

			<i>Semester Hours</i>
ITCC	1401	Cisco Exploration 1 - Network Fundamentals	4
ITCC	1404	Cisco Exploration 2 - Routing Protocols and Concepts	4
ITCC	2408	Cisco Exploration 3 - LAN Switching and Wireless	4
ITCC	2410	Cisco Exploration 4 - Accessing the WAN	4
TOTAL CERTIFICATE HOURS			16

The capstone experience for this program will be the Cisco CCNA examinations. The above curriculum is designed to assist the student in preparing for the examinations required to become a Cisco Certified Network Associate (CCNA).

ADVANCED CISCO SUPPORT

Certificate of Completion Program

ITCS.T002.UG • Northeast Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
ITCC	2454	CCNP Routing-Implementing IP Routing	4
ITCC	2455	CCNP Switch-Implementing IP Switching	4
ITCC	2456	CCNP TSHOOT-Maintaining and Troubleshooting IP Networks	4
TOTAL CERTIFICATE HOURS			12

The Capstone experience for this program will be the Cisco CCNP examinations. The above curriculum is designed to assist the student in preparing for the examinations required to become a Cisco Certified Network Professional (CCNP).

INFORMATION TECHNOLOGY SUPPORT

Certificate of Completion Program

ITCS.T004.UG • Northeast, Northwest, South and Southeast Campuses Only

<i>Fall Term</i>			<i>Semester Hours</i>
ITSC	1305	Introduction to PC Operating Systems	3
ITSC	1425	Personal Computer Hardware	4
ITSY	1300	Fundamentals of Information Security	3
COSC	1301	Introduction to Computing; or BCIS 1305	3
<i>Spring Term</i>			
COSC	1436	Programming Fundamentals I	4
ITCC	1401	Cisco Exploration 1: Network Fundamentals; or ITNW 1425 (Capstone)	4
TOTAL CERTIFICATE HOURS			21

GAME AND SIMULATION PROGRAMMING I

Certificate of Completion Program

ITCS.T007.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
GAME	1304	Level Design	3
GAME	1403	Introduction to Game Design and Development	4
GAME	1302	Interactive Storyboarding	3
<i>Spring Term</i>			
GAME	1314	Character Sculpting	3
GAME	2412	Interactive Audio	4
GAME	2308	Portfolio for Game Development (Capstone)	3
TOTAL CERTIFICATE HOURS			20

GAME AND SIMULATION PROGRAMMING II*

Certificate of Completion Program

ITCS.T008.UG • South Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
COSC	1436	Fundamentals of Programming I	4
ITSC	1305	Introduction to PC Operating Systems	3
ITSC	1425	Personal Computer Hardware	4
ITCC	1401	Cisco Exploration I: Network Fundamentals; or ITNW 1425	4
GAME	1314	Character Sculpting	3
<i>Spring Term</i>			
ITSY	1300	Fundamentals of Information Security	3
GAME	1304	Level Design	3
GAME	1403	Introduction to Game Design and Development	4
COSC	1437	Programming Fundamentals II	4
GAME	1302	Interactive Storyboarding	3
<i>Summer Term</i>			
GAME	2412	Interactive Audio	4
GAME	2308	Portfolio for Game Development (Capstone)	3
TOTAL CERTIFICATE HOURS			42

**Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.*

NETWORK SUPPORT**Certificate of Completion Program**ITCS.T009.UG • Northeast, Northwest, South and Southeast Campuses Only*

<i>Fall Term</i>			<i>Semester Hours</i>
ITSC	1305	Introduction to PC Operating Systems	3
ITSC	1425	Personal Computer Hardware	4
ITCC	1401	Cisco Exploration 1: Network Fundamentals; or ITNW 1425	4
COSC	1301	Introduction to Computing; or BCIS 1305	3
COSC	1436	Programming Fundamentals I	4
 <i>Spring Term</i>			
ITSY	1300	Fundamentals of Information Security	3
ITNW	1408	Implementing and Supporting Client Operating Systems	4
ITNW	1454	Implementing and Supporting Servers	4
ITSC	1407	UNIX Operating Systems I	4
ITCC	1404	Cisco Exploration 2: Routing Protocols and Concepts	4
 <i>Summer Term</i>			
ITCC	2408	Cisco Exploration 3: LAN Switching and Wireless	4
ITCC	2410	Cisco Exploration 4: Accessing the WAN (Capstone)	4
TOTAL CERTIFICATE HOURS			45

The Capstone experience for this program will be the Cisco CCNA examinations. The above curriculum is designed to assist the student in preparing for the examinations required to become a Cisco Certified Network Associate (CCNA).

**Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.*

PROGRAMMING I

Certificate of Completion Program

ITCS.T010.UG • Northeast, Northwest, South, Southeast and Trinity River Campuses Only

<i>Fall Term</i>			<i>Semester Hours</i>
COSC	1436	Programming Fundamentals I	4
COSC	1437	Programming Fundamentals II	4
COSC	1420	C Programming I; or ITSE 2417	4
ITSE	2405	Windows Programming; or ITSE 1430	4
TOTAL CERTIFICATE HOURS			16

PROGRAMMING II*

Certificate of Completion Program

ITCS.T011.UG • South, Northeast, Northwest, Southeast, and Trinity River Campuses Only

<i>Fall Term</i>			<i>Semester Hours</i>
COSC	1436	Programming Fundamentals I	4
COSC	1301	Introduction to Computing or BCIS 1305	3
ITSC	1305	Introduction to PC Operating Systems	3
ITSC	1425	Personal Computer Hardware	4
ITCC	1401	Cisco Exploration 1: Network Fundamentals; or ITNW 1425	4
<i>Spring Term</i>			
ITSY	1300	Fundamentals of Information Security	3
COSC	1437	Fundamentals of Programming II	4
COSC	1420	C Programming or ITSE 2417	4
ITSE	2405	Windows Programming or ITSE 1430	4
<i>Summer Term</i>			
ITSE	2409	Database Programming	4
COSC	2436	Fundamentals of Programming III	4
ITSE	1450	Systems Analysis and Design (Capstone)	4
TOTAL CERTIFICATE HOURS			45

**Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.*

SECURITY I*Certificate of Completion Program**ITCS.T012.UG • Northeast, Northwest, South and Southeast Campuses Only*

<i>Fall Term</i>			<i>Semester Hours</i>
ITSC	1305	Introduction to PC Operating Systems	3
ITCC	1401	Cisco Exploration 1: Network Fundamentals; or ITNW 1425	4
ITSY	1300	Fundamentals of Information Security	3
ITSY	2400	Operating System Security	4
<i>Spring Term</i>			
ITSY	2443	Computer System Forensics	4
TOTAL CERTIFICATE HOURS			18

SECURITY II**Certificate of Completion Program**ITCS.T013.UG • Northeast, Northwest, South and Southeast Campuses Only*

<i>Fall Term</i>			<i>Semester Hours</i>
ITSC	1305	Introduction to PC Operating Systems	3
COSC	1301	Introduction to Computing or BCIS 1305	3
COSC	1436	Programming Fundamentals I	4
ITSC	1425	Personal Computer Hardware	4
ITSY	1300	Fundamentals of Information Security	3
<i>Spring Term</i>			
ITCC	1401	Cisco Exploration 1: Network Fundamentals; or ITNW 1425	4
ITSC	1407	UNIX Operating System I	4
ITSY	2400	Operating System Security	4
ITSY	2401	Firewalls and Network Security	4
<i>Summer Term</i>			
ITSY	2443	Computer System Forensics	4
ITNW	1408	Implementing and Supporting Client Operating Systems; or ITNW 1454	4
ITSY	2459	Security Assessment and Auditing (Capstone)	4
TOTAL CERTIFICATE HOURS			45

**Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.*

WEB AND INTERNET SERVICES I

Certificate of Completion Program

ITCS.T014.UG • Northeast, Southeast and Trinity River Campuses Only

<i>Fall Term</i>			<i>Semester Hours</i>
COSC	1436	Fundamentals of Programming I	4
ITSE	1411	Beginning Web Programming	4
ITSE	2405	Windows Programming (Visual Basic)	4
<i>Spring Term</i>			
ITSE	2402	Intermediate Web Programming	4
INEW	2434	Advance Web Programming (Capstone)	4
TOTAL CERTIFICATE HOURS			20

WEB AND INTERNET SERVICES II*

Certificate of Completion Program

ITCS.T015.UG • Northeast, Southeast and Trinity River Campuses Only

<i>Fall Term</i>			<i>Semester Hours</i>
COSC	1436	Fundamentals of Programming I	4
COSC	1301	Introduction to Computing or BCIS 1305	3
ITSC	1305	Introduction to PC Operating Systems	3
ITSC	1425	Personal Computer Hardware	4
ITCC	1401	Cisco Exploration I: Network Fundamentals; or ITNW 1425	4
<i>Spring Term</i>			
ITSY	1300	Fundamentals of Information Security	3
COSC	1437	Programming Fundamentals II	4
ITSE	1411	Beginning Web Programming	4
ITSW	1407	Introduction to Database	4
<i>Summer Term</i>			
ITSE	2409	Database Programming	4
ITSE	2402	Intermediate Web Programming	4
INEW	2434	Advance Web Programming (Capstone)	4
TOTAL CERTIFICATE HOURS			45

**Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.*

CONVERGENCE TECHNOLOGIES

Associate of Applied Science Degree Programs

ITCT.D002.UG • Small Office Home Office (SOHO) Technology • Northeast Campus Only

ITCT.D003.UG • Cloud Technology • Northeast Campus Only

ITCT.D004.UG • Information Assurance • Northeast Campus Only

Academic Foundation (Required for Each Program)			<i>Semester Hours</i>
ENGL	1301	Composition I	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or ENGL 2311	3
GOVT	2305	Federal Government; or GOVT 2306	3
	*	Mathematics	3
	*	Creative Arts/Language, Philosophy and Culture	3
TOTAL ACADEMIC FOUNDATION HOURS			15

** Creative Arts/Language, Philosophy and Culture and Mathematics must be chosen from the corresponding section of the Core Curriculum. Mathematics does not include developmental courses or MATH 1332.*

Technical Foundation (Required for Each Program)			<i>Semester Hours</i>
CPMT	1351	IT Essentials: PC Hardware and Software	3
ITNW	1313	Computer Virtualization	3
ITNW	1408	Implementing and Supporting Client Operating Systems	4
ITNW	1454	Implementing and Supporting Servers	4
ITSC	1316	Linux Installation and Configuration	3
ITCC	1401*	Cisco Exploration 1-Network Fundamentals	4
ITSY	1342	Information Technology Security	3
TOTAL TECHNICAL FOUNDATION HOURS			24

Specialization for Small Office Home Office (SOHO) Technology			<i>Semester Hours</i>
ITCC	1404*	Cisco Exploration 2 – Routing Protocols and Concepts	4
ITCC	2408*	Cisco Exploration 3 – LAN Switching and Wireless	4
ITCC	2410*	Cisco Exploration 4 – Accessing the WAN	4
ITNW	1351	Fundamentals of Wireless LANS	3
CPMT	2302	Home Technology Integration	3
ITCC	1308	Voice-Over-Internet Protocol (VOIP)(Capstone)	3
TOTAL DEGREE HOURS			60

Specialization for Cloud Technology			<i>Semester Hours</i>
ITCC	1404*	Cisco Exploration 2 – Routing Protocols and Concepts	4
ITCC	2408*	Cisco Exploration 3 – LAN Switching and Wireless	4
ITCC	2410*	Cisco Exploration 4 – Accessing WAN	4
ITNW	1372*	VMware vSphere: Install, Configure and Manage	3
ITNW	1373	EMC Information Storage Management	3
ITCC	2341	CCNA Security (Capstone)	3
TOTAL DEGREE HOURS			60

Specialization for Information Assurance*Semester Hours*

ITSY	2400	Operating System Security	4
ITSY	2401	Firewalls and Network Security	4
ITSY	2370	Ethical Hacking	3
ITSY	2341	Security Management Practices	3
ITSY	2342	Incident Response & Handling	3
ITSY	2445	Network Defense and Countermeasures (Capstone)	4
TOTAL DEGREE HOURS			60

**ITCC 1401 is a prerequisite for ITCC 1404.*

**ITCC 1404 is a prerequisite for ITCC 2408.*

**ITCC 2408 is a prerequisite for ITCC 2410.*

**CONVERGENCE TECHNOLOGIES -
SMALL OFFICE HOME OFFICE (SOHO) TECHNOLOGY**

Associate of Applied Science Degree Program

ITCT.D002.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
CPMT	1351	IT Essentials: PC Hardware and Software	3
ITNW	1408	Implementing and Supporting Client Operating	4
ITNW	1313	Computer Virtualization	3
ENGL	1301	Composition I	3

Spring Term

ITNW	1454	Implementing and Supporting Servers	4
ITSC	1316	Linux Installation and Configuration	3
ITCC	1401*	Cisco Exploration 1-Network Fundamentals	4
ITCC	1404*	Cisco Exploration 2-Routing Protocols and Concepts	4

Summer Term

ITCC	2408*	Cisco Exploration 3-LAN Switching and Wireless	4
ITCC	2410*	Cisco Exploration 4-Accessing the WAN	4

Second Year

Fall Term

ITSY	1342	Information Technology Security	3
ITNW	1351	Fundamentals of Wireless LANs	3
GOVT	2305	Federal Government; or GOVT 2306	3
	**	Mathematics	3

Spring Term

CPMT	2302	Home Technology; or ITNW 1392	3
ITCC	1308	Voice Over Internet Protocol (VOIP) (Capstone)	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or ENGL 2311	3
	**	Creative Arts/Language, Philosophy and Culture	3
TOTAL DEGREE HOURS			60

**ITCC 1401 is a prerequisite for ITCC 1404.*

**ITCC 1404 is a prerequisite for ITCC 2408.*

**ITCC 2408 is a prerequisite for ITCC 2410.*

***Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum. Mathematics does not include developmental courses or MATH-1332.*

CONVERGENCE TECHNOLOGIES - CLOUD TECHNOLOGY

Associate of Applied Science Degree Program

ITCT.D003.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
CPMT	1351	IT Essentials: PC Hardware and Software	3
ITNW	1408	Implementing and Supporting Client Operating	4
ITNW	1313	Computer Virtualization	3
ENGL	1301	Composition I	3

Spring Term

ITCC	1401*	Cisco Exploration 1-Network Fundamentals	4
ITCC	1404*	Cisco Exploration 2-Routing Protocols and Concepts	4
ITSC	1316	Linux Installation and Configuration	3
ITNW	1454	Implementing and Supporting Servers	4

Summer Term

ITCC	2408*	Cisco Exploration 3-LAN Switching and Wireless	4
ITCC	2410*	Cisco Exploration 4-Accessing the WAN	4

Second Year

Fall Term

ITSY	1342	Information Technology Security	3
ITCC	2341	CCNA Security	3
GOVT	2305	Federal Government; or GOVT 2306	3
	**	Mathematics	3

Spring Term

ITNW	1372	VMware vSphere: Install, Configure, and Manage	3
ITNW	1373	EMC Information Storage Management (Capstone)	3
SPCH	1321	Business and Professional Communication or SPCH 1311 or SPCH 1315 or ENGL 2311	3
	**	Creative Arts/Language, Philosophy and Culture	3
TOTAL DEGREE HOURS			60

*ITCC 1401 is a prerequisite for ITCC 1404.

*ITCC 1404 is a prerequisite for ITCC 2408.

*ITCC 2408 is a prerequisite for ITCC 2410.

** Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section in the Core Curriculum. Mathematics does not include developmental courses or MATH-1332.

CONVERGENCE TECHNOLOGIES – INFORMATION ASSURANCE

Associate of Applied Science Degree Program

ITCT.D004.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
CPMT	1351	IT Essentials: PC Hardware and Software	3
ITNW	1408	Implementing and Supporting Client Operating	4
ITNW	1313	Computer Virtualization	3
ENGL	1301	Composition I	3

Spring Term

ITCC	1401*	Cisco Exploration I - Network Fundamentals	4
ITSC	1316	Linux Installation and Configuration	3
ITNW	1454	Implementing and Supporting Servers	4
	**	Mathematics	3

Summer Term

SPCH	1321	Business and Professional Communication; or SPCH 1311; or SPCH 1315 or ENGL 2311	3
ITSY	1342	Information Technology Security	3

Second Year

Fall Term

ITSY	2400	Operating Systems Security	4
ITSY	2401	Firewalls and Network Security	4
ITSY	2370	Ethical Hacking	3
	***	Creative Arts/Language, Philosophy and Culture	3

Spring Term

ITSY	2341	Security Management Practices	3
ITSY	2342	Incident Response & Handling	3
ITSY	2445	Network Defense and Countermeasures (Capstone)	4
GOVT	2305	Federal Government or GOVT 2306	3

TOTAL DEGREE HOURS 60

*ITCC 1401 is a prerequisite for ITCC 1404.

*ITCC 1404 is a prerequisite for ITCC 2408.

*ITCC 2408 is a prerequisite for ITCC 2410.

** Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section in the Core Curriculum. Mathematics does not include developmental courses or MATH-1332.

CONVERGENCE SOHO TECHNOLOGIES

Certificate of Completion Program

ITCT.T004.UG • Northeast Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
CPMT	1351	IT Essentials: PC Hardware and Software	3
ITNW	1313	Computer Virtualization	3
ITNW	1408	Implementing and Supporting Client Operating Systems	4
ITCC	1401	Cisco Exploration 1 - Network Fundamentals	4
ITCC	1404*	Cisco Exploration 2 - Routing Protocols and Concepts	4
<i>Summer Term</i>			
ITCC	2408*	Cisco Exploration 3-LAN Switching and Wireless	4
ITCC	2410*	Cisco Exploration 4- Accessing the WAN	4
<i>Spring Term</i>			
CPMT	2302	Home Technology Integration	3
ITCC	1308	Voice Over Internet Protocol (VOIP) (Capstone)	3
TOTAL CERTIFICATE HOURS			32

**ITCC 1401 is a prerequisite for ITCC 1404.*

**ITCC 1404 is a prerequisite for ITCC 2408.*

**ITCC 2408 is a prerequisite for ITCC 2410.*

CONVERGENCE TECHNOLOGY

Occupational Skills Award

ITCT.T006.UG • Northeast Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
CPMT	1351	IT Essentials: PC Hardware and Software	3
ITNW	1408	Implementing and Supporting Client Operating Systems	4
ITNW	1313	Computer Virtualization	3
TOTAL CERTIFICATE HOURS			10

CONVERGENCE TECHNOLOGY – INFORMATION ASSURANCE

Certificate of Completion Program

ITCT.T007.UG • Northeast Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
CPMT	1351	IT Essentials: PC Hardware and Software	3
ITNW	1313	Computer Virtualization	3
ITNW	1408	Implementing and Supporting Client Operating Systems	4
ITSC	1316	Linux Installation and Configuration	3
ITCC	1401	Cisco Exploration 1 – 4: Network Fundamentals	4
<i>Summer Term</i>			
ITNW	1454	Implementing and Supporting Servers	4
ITSY	1342	Information Technology Security	3
<i>Spring Term</i>			
ITSY	2400	Operating Systems Security	4
ITSY	2401	Firewalls and Network Security	4
TOTAL CERTIFICATE HOURS			32

CONVERGENCE CLOUD TECHNOLOGIES

Certificate of Completion Program

ITCT.T005.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
CPMT	1351	IT Essentials: PC Hardware and Software	3
ITNW	1313	Computer Virtualization	3
ITNW	1408	Implementing and Supporting Client Operating Systems	4
ITCC	1401	Cisco Exploration 1 - Network Fundamentals	4
ITCC	1404*	Cisco Exploration 2 - Routing Protocols and Concepts	4

Summer Term

ITCC	2408*	Cisco Exploration 3-LAN Switching and Wireless	4
ITCC	2410*	Cisco Exploration 4- Accessing the WAN	4

Spring Term

ITNW	1372	VMware vSphere: Install, Configure and Manage	3	
ITNW	1373	EMC Information Storage Management (Capstone)	3	
			TOTAL CERTIFICATE HOURS	32

* *ITCC 1401 is a prerequisite for ITCC 1404*

* *ITCC 1404 is a prerequisite for ITCC 2408*

* *ITCC 2408 is a prerequisite for ITCC 2410*

ADVANCED CONVERGENCE TECHNOLOGIES

Certificate of Completion Program

ITCT.T003.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
ITNW	1351	Fundamentals of Wireless LANS	3
CPMT	2302	Home Technology Integration	3

Spring Term

ITSC	1316	Linux Installation and Configuration	3
ITCC	1308	Introduction to Voice-Over-Internet Protocol (VOIP)	3
ITCC	2341	CCNA Security	3

Second Year

ITNW	1372	VMware vSphere: Install, Configure and Manage	3
ITNW	1373	EMC Information Storage Management	3

TOTAL CERTIFICATE HOURS 21

LIBRARY TECHNICIAN

Associate of Applied Science Degree Program

LIBR.D001.UG • Trinity River Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
ENGL	1301	Composition I	3
LBRA	1371	Introduction to Library Technology	3
SPCH	1311	Introduction to Speech Communication; or SPCH 1315 or SPCH 1321	3
HIST	1301	United States History I to 1876	3
BCIS	1305	Business Computer Applications; or COSC 1301	3
<i>Spring Term</i>			
ENGL	1302	Composition II or ENGL 2311	3
HIST	1302	United States History II Since 1876	3
LBRA	1372	Organization of Information	3
PSYC	2301	General Psychology	3
	*	Creative Arts	3

Second Year

<i>Fall Term</i>			
GOVT	2305	Federal Government	3
LBRA	1373	Public Services	3
KINE	1164	Introduction to Physical Fitness and Wellness	1
ENGL	2328	American Literature I Since 1865	3
	**	Mathematics Electives	3
	*	Social or Behavioral Science	3
<i>Spring Term</i>			
GOVT	2306	Texas Government	3
LBRA	1375	Information Sources and Services	3
POFT	1319	Records and Information Management; or POFT 2312	3
LBRA	1174***	Practicum in Library Technology (Capstone)	1
	*	Life and Physical Sciences	4
TOTAL DEGREE HOURS			60

**Creative Arts, Social/Behavioral Science, and Life and Physical Sciences must be chosen from the corresponding section of the Core Curriculum.*

***MATH-1314, MATH-1316, MATH-1324, MATH-1332, MATH-1342 or MATH-2412*

LIBRARY TECHNICIAN

Certificate of Completion Program

LIBR.T001.UG • Trinity River Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
LBRA	1371	Introduction to Library Technology	3
SPCH	1311	Introduction to Speech Communication; or SPCH 1315 or SPCH 1321	3
BCIS	1305	Business Computer Applications or COSC 1301	3
<i>Spring Term</i>			
LBRA	1375	Information Sources and Services	3
LBRA	1373	Public Services	3
LBRA	1372	Organization of Information	3
LBRA	1174***	Practicum in Library Technology (Capstone)	1
TOTAL CERTIFICATE HOURS			19

****Practicum 1174 must be taken with LBRA-1375.*

LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Associate of Applied Science Degree Program

LOGI.D001.UG • Northwest Campus Only

First Year

Fall Term

			Semester Hours
BCIS	1305	Business Computer Applications	3
LMGT	1319	Introduction to Business Logistics	3
LMGT	2334	Principles of Traffic Management	3
LMGT	1323	Domestic and International Transportation Management	3
ECON	2302	Principles of Microeconomics	3

Spring Term

BMGT	1301	Supervision	3
LMGT	1325	Warehouse and Distribution Center Management	3
SPCH	1321	Business and Professional Communication; or SPCH 1311	3
IBUS	1301	Principles of Exports	3
IBUS	1302	Principles of Imports	3

Summer Term

BUSI	2301	Business Law	3
ACCT	2301	Principles of Financial Accounting	3
MRKG	1311	Principles of Marketing	3
	*	Creative Arts/Language, Philosophy, and Culture	3

Second Year

Fall Term

BMGT	1313	Principles of Purchasing	3
BMGT	2331	Principles of Quality Management	3
BMGT	1331	Production and Operations Management	3
MATH	1314	College Algebra or MATH 1324	3
ENGL	1301	Composition I	3

Spring Term

LMGT	2388	Internship: Logistics and Materials Management (Capstone)	3
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TOTAL DEGREE HOURS 60

**Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.*

TRANSPORTATION MANAGEMENT

Certificate of Completion Program

LOGI.T001.UG • Northwest Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
BCIS	1305	Business Computer Applications	3
LMGT	1319	Introduction to Business Logistics	3
ECON	2302	Principles of Microeconomics	3
LMGT	1323	Domestic and International Transportation Management	3
LMGT	2334	Principles of Traffic Management (Capstone)	3
TOTAL CERTIFICATE HOURS			15

WAREHOUSE MANAGEMENT

Certificate of Completion Program

LOGI.T002.UG • Northwest Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
BCIS	1305	Business Computer Applications	3
LMGT	1319	Introduction to Business Logistics	3
LMGT	1325	Warehouse and Distribution Center Management (Capstone)	3
IBUS	1301	Principles of Exports	3
IBUS	1302	Principles of Imports	3
TOTAL CERTIFICATE HOURS			15

LONG TERM CARE ADMINISTRATION

Certificate of Completion Program

LONG.T001.UG • Trinity River Campus Only

			<i>Semester Hours</i>
LTCA	1311	Introduction to Long-Term Care Administration	3
LTCA	1312*	Resident Care in the Long-Term Care Facility	3
LTCA	1313*	Organization and Management of Long-Term Care Facilities	3
LTCA	2314*	Long-Term Care Law	3
LTCA	2315*	Financial Management of Long-Term Care Facilities	3
LTCA	2660	Clinical - Hospital and Health Facilities Administration/ Management	6
LTCA	2661	Clinical - Hospital and Health Facilities Administration/ Management	6
TOTAL CERTIFICATE HOURS			27

**LTCA 1311 is a prerequisite for LTCA 1312, LTCA 1313, LTCA 2314, and LTCA 2315.*

Admission and Program Information for Long-Term Care Administration

The Nursing Home Administration course is offered in five three-semester-hour courses and is designed to provide the didactic requirements of the Texas Department of Aging and Disability Services (DADS). It is also intended to assist the participant in preparing for the state licensure examination. DADS requirements for individuals to sit for the licensure exam are:

- (1) Bachelor's degree*
- (2) Completion of 15 academic credit hours in long term care administration*
- (3) Completion of a 1,000-hour internship in an approved facility*

Internship courses are for those students unable to obtain their own required internship experiences in an approved facility.

Classes are usually taught on Friday evenings and all day on Saturdays.

MENTAL HEALTH-SUBSTANCE ABUSE COUNSELING

Associate of Applied Science Degree Program

MENT.D003.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
DAAC	1304	Pharmacology of Addiction	3
ENGL	1301	Composition I	3
PSYT	1313	Psychology of Personal Adjustment	3
PSYC	2301	General Psychology or SOCI 1301 or SOCI 1306	3
SOCW	2361	Introduction to Social Work	3

Spring Term

DAAC	2341	Counseling Alcohol and Other Drug Addictions	3
DAAC	2330	Multicultural Counseling	3
ENGL	1302	Composition II	3
SCWK	2305	Special Problems of Youth	3
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3

Second Year

Fall Term

COSC	1301	Introduction to Computing	3
DAAC	2307	Addicted Family Intervention	3
GOVT	2305	Federal Government or GOVT 2306	3
PSYT	2339	Counseling Theories	3
PSYT	2345	Principles of Behavior Management and Modification	3

Spring Term

DAAC	2366**	Practicum in Substance Abuse and Addiction Counseling; (Capstone)	3
DAAC	2343**	Current Issues	3
SOCW	2362	Social Welfare as a Social Institution	3
	***	Creative Arts/Language, Philosophy and Culture	3
	***	Mathematics or Life and Physical Sciences	3

TOTAL DEGREE HOURS 60

**Enrollment in the Practicum requires departmental approval.*

***Must be taken concurrent with the practicum.*

****Creative Arts/Language, Philosophy and Culture and Mathematics or Life and Physical Science must be chosen from the corresponding section of the Core Curriculum.*

Individuals seeking a Licensed Chemical Dependency Counselor license from the State of Texas must meet all requirements set forth by legislation: 1) minimum of an associate degree, 2) 300 clock hours of practicum, 3) 4,000 clock hours of work experience in a Clinical Training Institute agency approved by the Texas Department of State Health Services and 4) undergo a criminal background history check. This degree meets all educational requirements for preparation for the state license examination for the LCDC.

NOTE: Mathematical competency is required for completion by TSI-liable students.

SUBSTANCE ABUSE COUNSELING

Certificate of Completion Program

MENT.T003.UG • Northeast Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
DAAC	1304	Pharmacology of Addiction	3
DAAC	2307	Addicted Family Intervention	3
DAAC	2341	Counseling Alcohol and Other Drug Addictions	3
PSYT	2345	Principles of Behavior Management and Modification	3
<i>Spring Term</i>			
PSYT	2339	Counseling Theories	3
DAAC	2343**	Current Issues	3
DAAC	2366*	Practicum in Substance Abuse and Addiction Counseling (Capstone)	3
TOTAL CERTIFICATE HOURS			21

** These courses provide the 300-hour practicum required to apply for Registered Counselor Intern seeking LCDC status through the Texas Department of State Health Services.*

***Must be taken concurrent with the practicum*

After successful completion of the above curriculum, a student is eligible to apply for a Registered Counselor Intern designation through the Texas Department of State Health Services. Other licensing requirements must be met as set forth by legislation, including passing a criminal background history, a minimum of an associate degree in Mental Health, or equivalency degree as determined by the Texas Department of State Health Services.

SOCIAL WORK

Certificate of Completion Program

MENT.T004.UG • Northeast Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
SOCW	2361	Introduction to Social Work	3
SCWK	2305	Special Problems in Youth	3
PSYT	2345	Principles of Behavior Management and Modification	3
PSYT	1313	Psychology of Personal Adjustment	3
<i>Spring Term</i>			
SOCW	2362	Social Welfare as a Social Institution	3
DAAC	2330	Multicultural Counseling	3
SOCI	1306	Social Problems or SOCI 1301 or PSYC 2301	3
TOTAL CERTIFICATE HOURS			21

NURSING#

Associate of Applied Science Degree Program

NURS.D003.UG • Trinity River Campus Only

General Education and Related Courses

The following science courses must be completed prior to applying for admission to the Nursing Program.

			<i>Semester Hours</i>
BIOL	2401	Anatomy and Physiology I	4
BIOL	2402	Anatomy and Physiology II	4
BIOL	2420	Microbiology for Non-Science Majors	4

The following general education courses must be completed prior to the graduating semester.

			<i>Semester Hours</i>
ENGL	1301	Composition I	3
PSYC	2301	General Psychology	3
PSYC	2314	Life Span Growth and Development	3
	*	Creative Arts/Language, Philosophy and Culture	3

First Year

Fall Term

			<i>Semester Hours</i>
RNSG	1413	**# Foundations for Nursing Practice	4
RNSG	1360	**# Clinical Foundations for Nursing Practice	3
RNSG	1105	**# Nursing Skills	1

Spring Term

RNSG	1441	Common Concepts of Adult Health	4
RNSG	1461	Clinical - Common Concepts of Adult Health	4

Summer Term

RNSG	2213	Mental Health Nursing	2
RNSG	2263	Clinical - Mental Health Nursing	2

Second Year

Fall Term

RNSG	2208	Maternal and Newborn Nursing and Women's Health	2
RNSG	2260	Clinical - Maternal and Newborn Nursing and Women's Health	2
RNSG	2201	Care of Children and Families	2
RNSG	2261	Clinical - Care of Children and Families	2

Spring Term

RNSG	1443	Complex Concepts of Adult Health	4
RNSG	2461	Clinical - Complex Concepts of Adult Health	4

TOTAL DEGREE HOURS 60

*Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.

Students are strongly urged to complete all general education requirements prior to entering the program.

**Mathematics competency is a prerequisite for this course.

Credit-By-Examination may be earned for this course by LVNs and paramedics. Complete details of the Fast Track Option are provided at www.tccd.edu/nursing.

Testing fees are assessed for all nursing theory courses.

Admission and Program Information for Nursing

Requirements for Applicants:

- All biology courses (BIOL-2401, BIOL-2402 and BIOL-2420) must have been completed within five years prior to application to the Nursing Program.
- Completion of all courses required for the program with a grade of “C” or better.
- Completion of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) if native/first language is not English. Complete details are provided at www.tccd.edu/nursing.

Admission Criteria:

- Science GPA based on the three required courses: BIOL-2401, BIOL-2402 and BIOL-2420.*
- Score on a standardized admissions test**

*Only the highest grade earned in the first two (2) attempts of any repeated course will be used for admission purposes.

**Each applicant is assigned a score based on science GPA (50%) and the standardized admissions test results (50%).

Complete details of the nursing admissions process can be found at www.tccd.edu/nursing.

Additional Requirements for Transfer Student Applicants:

- Admission to Tarrant County College
- Letter of good standing from dean or director of previously attended nursing program
- Copy of official transcript(s)
- Completion of tests for clinical component of program (DFWHC Orientation, HIPAA, TCC Nursing Student Handbook Examination, Dosage Calculation Examination) with passing scores

Some transfer students may be required to audit RNSG-1105 Nursing Skills.

Requirements for Students Admitted to the Nursing Program:

- Negative drug screen
- Background checks
- Proof of medical insurance
- Current healthcare provider CPR course (approved by the American Heart Association)
- Social Security card
- Participation in a two-day Nursing Program Orientation
- Current immunizations for the duration of the program
- Completion of all courses required for the program with a grade of C or better
- Completion of English Proficiency, if required

Applicants with a history of criminal charges, mental illness, or chemical dependency must request a Declaratory Order from the Texas Board of Nursing to determine eligibility for licensure prior to admission to the Nursing Program.

Any student admitted to the Nursing Program must meet the legal requirements for licensure by the Texas Board of Nursing. Upon successful completion of the program, the student is eligible to take the National Council Licensure Examination (NCLEX) for registered nurses.

The TCC Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, www.acenursing.org.

OCCUPATIONAL SAFETY AND ENVIRONMENTAL TECHNOLOGY

Associate of Applied Science Degree Program

ENVI.D003.UG • Northwest Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
ENGL	1301	Composition I	3
GOVT	2305	Federal Government; or GOVT 2306	3
MATH	1314	College Algebra	3
EPCT	1341	Principles of Industrial Hygiene	3
EPCT	1407	Introduction to Environmental Safety and Health	4

Spring Term

CHEM	1405	Introductory Chemistry I or CHEM 1406	4
ENGL	2311	Technical and Business Writing or SPCH 1311 or SPCH 1315, SPCH 1318 or SPCH 1321	3
KINE	1164	Introduction to Physical Fitness and Wellness	1
EPCT	1401	Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and Related Topics	4

Summer Term

COSC	1301	Introduction to Computing or BCIS 1305	3
	**	Creative Arts/Language, Philosophy and Culture	3

Second Year

Fall Term

EPCT	1311	Introduction to Environmental Science	3
EPCT	1440	Industrial Chemical Processes	4
OSHT	1313	Accident Prevention, Inspection, and Investigation	3
EPCT	1313	Contingency Planning	3

Spring Term

OSHT	2401	OSHA Regulations – General Industry	4
EPCT	1344	Environmental Sampling and Analysis	3
OSHT	2388	Internship: Occupational Safety and Health Technology/ Technician or OSHT 2309	3
	*	Approved Elective	3
TOTAL DEGREE HOURS			60

*Approved Electives include BIOL-2406, CNBT-2317, EPCT-1347, EPCT-1349, EPCT-1391, EPCT-2300, FIRT-1307, FIRT-1315, FIRT-1329, FIRT-1338, GEOL-1405, OSHT-1305, OSHT-1321, OSHT-1391, OSHT-2309, OSHT-2320 or OSHT-2405

**Creative Arts/Language, Philosophy, and Culture must be chosen from the Core Curriculum to fulfill requirement.

NOTE: Internship must be taken in a graduating semester.

ENVIRONMENTAL HEALTH AND SAFETY TECHNICIAN

Certificate of Completion Program

ENVI.T004.UG • Northwest Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
EPCT	1407	Introduction to Environmental Safety and Health	4
EPCT	1341	Principles of Industrial Hygiene	3
OSHT	1305	OSHA Regulations – Construction Industry	3
<i>Spring Term</i>			
EPCT	1401	Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and Related Topics	4
EPCT	1344	Environmental Sampling and Analysis	3
OSHT	2401	OSHA Regulations – General Industry	4
OSHT	2388	Internship: Occupational Safety and Health Technology/ Technician or OSHT 2309	3
TOTAL CERTIFICATE HOURS			24

OFFICE TECHNOLOGY PROFESSIONAL

Associate of Applied Science Degree Program

OFTP.D001.UG • TCC Connect Campus Only

First Year

Fall Term

			Semester Hours
POFT	1329*	Beginning Keyboarding	3
ACNT	1303	Introduction to Accounting	3
POFT	1301	Business English	3
	**	Creative Arts/Language, Philosophy and Culture	3

Spring Term

POFI	2401	Word Processing	4
POFT	1409	Administrative Office Procedures	4
ACNT	1311	Introduction to Computerized Accounting	3
SPCH	1321	Business and Professional Communications or SPCH 1311 or SPCH 1315	3

Summer I Term

GOVT	2305	United States Government or GOVT 2306	3
POFI	1449	Spreadsheets	4

Second Year

Fall Term

ITSW	1407	Introduction to Database	4
ENGL	1301	Composition I	3
POFT	1319	Records and Information Management	3
	***	Approved Business Elective	4

Spring Term

	***	Approved Business Electives	4
BUSI	2301	Business Law or BMGT 1341	3
POFT	2312	Business Correspondence & Communication (Capstone)	3
	**	Mathematics or Life and Physical Sciences	3

TOTAL DEGREE HOURS 60

*Credit by Examination Placement Test is available for POFT 1329.

**Creative Arts/Language, Philosophy and Culture and Mathematics or Life and Physical Sciences must come from the corresponding section of the Core Curriculum.

***Approved Business Elective includes courses offered in ACCT, ACNT, BCIS, BMGT, BUSG, BUSI, COSC, ECON, FSHN, GISC, HECO, HRPO, IBUS, ITCC, ITSC, ITNW, ITSE, ITSW, ITSY, LMGT, MRKG, POFI, POFT and RELE.

NOTE: Capstone is taken in the last 12 hours of program.

OFFICE ASSISTANT*Occupational Skills Award**OFTP.T004.UG • TCC Connect Campus Only*

<i>Fall Term</i>			<i>Semester Hours</i>
POFT	1329*	Beginning Keyboarding; or POFT 2301	3
POFI	2401	Word Processing; or POFI 1449	4
ACNT	1303	Introduction to Accounting	3
TOTAL CERTIFICATE HOURS			10

Credit by Examination Placement Test is available for POFT 1329.*ADMINISTRATIVE SPECIALIST***Certificate of Completion Program**OFTP.T001.UG • TCC Connect Campus Only*

<i>Fall Term</i>			<i>Semester Hours</i>
POFT	1329*	Beginning Keyboarding	3
ACNT	1303	Introduction to Accounting	3
POFT	1301	Business English	3
<i>Summer One</i>			
POFI	2401	Word Processing	4
POFT	1319	Records and Information Management	3
<i>Spring Term</i>			
ACNT	1311	Introduction to Computerized Accounting	3
POFI	1449	Spreadsheets	4
POFT	1409	Administrative Office Procedures (Capstone)	4
TOTAL CERTIFICATE HOURS			27

Credit by Examination Placement Test is available for POFT 1329.**NOTE: Capstone must be taken in graduating semester.APPLICATIONS SPECIALIST***Certificate of Completion Program**OFTP.T002.UG • TCC Connect Campus Only*

<i>Fall Term</i>			<i>Semester Hours</i>
POFT	1329*	Beginning Keyboarding	3
POFT	1301	Business English	3
ITSW	1410	Introduction to Presentation Graphics or POFI 2431	4
<i>Summer I Term</i>			
POFI	2401	Word Processing	4
<i>Spring Term</i>			
POFI	1449	Spreadsheets	4
ITSW	1407	Introduction to Database (Capstone)	4
TOTAL CERTIFICATE HOURS			22

Credit by Examination Placement Test is available for POFT 1329.NOTE: Capstone must be taken in graduating semester.*

OFFICE TECHNOLOGY SPECIALIST

Certificate of Completion Program

OFTP.T003.UG • TCC Connect Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
POFT	1329*	Beginning Keyboarding	3
POFT	1301	Business English	3
ACNT	1303	Introduction to Accounting	3
SPCH	1321	Business and Professional Communications	3

Summer One

POFI	2401	Word Processing	4
	**	Creative Arts/Language	3

Spring Term

POFI	1449	Spreadsheets	4
ACNT	1311	Introduction to Computerized Accounting	3
ENGL	1301	Composition I	3
POFT	1409	Administrative Office Procedures	4

Second Year

Fall Term

ITSW	1407	Introduction to Database	4
POFT	1319	Records and Information Management (Capstone)	3
	***	Approved Business Electives	4

TOTAL CERTIFICATE HOURS 44

**Credit by Examination Placement Test is available for POFT 1329.*

***Creative Arts/Language, Philosophy, and Culture must be chosen from the corresponding section of the Core Curriculum.*

****Approved Business Elective includes courses offered in ACCT, ACNT, BCIS, BMGT, BUSG, BUSI, COSC, ECON, FSHN, GISC, HECO, HRPO, IBUS, ITCC, ITSC, ITNW, ITSE, ITSW, ITSY, LMGT, MRKG, POFI, POFT and RELE.*

Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.

PARALEGAL STUDIES

Associate of Applied Science Degree Program

LEGA.D002.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
LGLA	1307	Introduction to Law and the Legal Professions	3
LGLA	1303	Legal Research	3
ACCT	2301	Principles of Financial Accounting	3
ENGL	1301	Composition I	3
PSYC	2315	Psychology of Adjustment	3

Spring Term

LGLA	1305	Legal Writing	3
LGLA	1345	Civil Litigation	3
BCIS	1305	Business Computer Applications	3
ENGL	1302	Composition II	3
	*	Mathematics or Science Elective	3

Second Year

Fall Term

LGLA	1353	Wills, Trusts, and Probate Administration	3
LGLA	2303	Torts and Personal Injury Law	3
LGLA	2380 **	Cooperative Education - Legal Assistant/Paralegal; or LGLA 2281 and LGLA 2288	3
BUSI	2301	Business Law	3
SPCH	1321	Business and Professional Communication	3

Spring Term

LGLA	1355	Family Law	3
LGLA	2311	Business Organizations	3
CRIJ	1306	Court Systems and Practices	3
GOVT	2306	Texas Government	3
		*Creative Arts/Language, Philosophy and Culture	3

TOTAL DEGREE HOURS 60

**Mathematics or Science and Creative Arts/Language, Philosophy, and Culture must be chosen from the corresponding section of the Core Curriculum.*

***LGLA-2281 and LGLA-2288 taken in consecutive semesters may be substituted for LGLA-2380 in order to fulfill the Cooperative Education requirement of this program. LGLA-2380 may be taken in the student's final semester. All Cooperative Education and Internship classes require consent of the program coordinator.*

NOTE: Mathematical competency is required for completion by TSI-liable students.

The Paralegal Studies program, including both the Associate of Applied Science Degree and the Certificate of Completion, is approved by the American Bar Association.

PARALEGAL STUDIES

Certificate of Completion Program

LEGA.T002.UG • Northeast Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
LGLA	1307	Introduction to Law and the Legal Professions	3
LGLA	1303	Legal Research	3
LGLA	1305	Legal Writing	3
LGLA	1345	Civil Litigation	3
<i>Spring Term</i>			
LGLA	1353	Wills, Trusts, and Probate Administration	3
LGLA	2303	Torts and Personal Injury Law	3
LGLA	2380*	Cooperative Education - Legal Assistant/Paralegal; or LGLA 2281 and LGLA 2288	3
BUSI	2301	Business Law	3
<i>Third Semester</i>			
LGLA	1355	Family Law	3
LGLA	2311	Business Organizations	3
CRIJ	1306	Court Systems and Practices	3
TOTAL CERTIFICATE HOURS			33

** LGLA-2281 and LGLA-2288 taken in consecutive semesters may be substituted for LGLA-2380 in order to fulfill the Cooperative Education requirement of this program. LGLA 2380 may be taken in the student's final semester. All Cooperative Education and Internship classes require consent of the program coordinator.*

The Certificate of Completion will be awarded only to students who have earned a baccalaureate degree prior to beginning the certificate program and who wish to complete the requirements to take the Certified Paralegal (CP) examination given by the National Association of Legal Assistants, Inc. (NALA).

PHYSICAL THERAPIST ASSISTANT#

Associate of Applied Science Degree Program
PTHA.D001.UG • Trinity River Campus Only

First Year

Fall Term

			Semester Hours
BIOL	2401	Anatomy and Physiology I	4
HPRS	2200	Pharmacology for Health Professions	2
PTHA	1201	The Profession of Physical Therapy	2
PTHA	1321	Pathophysiology for the PTA	3
PTHA	1413	Functional Anatomy	4

Spring Term

BIOL	2402	Anatomy and Physiology II	4
PSYC	2301	General Psychology	3
PTHA	1405	Basic Patient Care Skills	4
PTHA	1431	Physical Agents	4
PTHA	1225	Communication in Healthcare	2

1st Summer Term

PTHA	2201	Essentials of Data Collection	2
PSYC	2314	Life Span Growth and Development; or PSYC 2308	3

2nd Summer Term

ENGL	1301	Composition I	3
PTHA	2431	Management of Neurological Disorders	4

Second Year

Fall Term

PTHA	2435	Rehabilitation Techniques	4
PTHA	2409	Therapeutic Exercise	4
PTHA	2360	Clinical-Physical Therapist Assistant	3

Spring Term

PTHA	2239	Professional Issues	2
PTHA	2361	Clinical – Physical Therapist Assistant	3
PTHA	2363	Clinical - Physical Therapist Assistant	3
	**	Creative Arts/Language, Philosophy and Culture	3
TOTAL DEGREE HOURS			66

* Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.

Admissions and Program Information for Physical Therapist Assistant

All applicants to the Physical Therapist Assistant Program are required to attend an information session before the application deadline. Complete details of the Physical Therapist Assistant program admission process may be found at www.tccd.edu/pta.

Application Criteria:

- *Students must be TSI compliant*
- *Hold a TCCD Student Colleague Number*
- *Must meet with the CTE advisor*
- *Currently have Minimum GPA of 2.5*
- *Successfully Complete the HESI A2 Entrance Exam with a minimum score of 70 in each section*
- *IELTS 6.5 minimum score or TOEFL iBT test with 83 as the minimum score for ESL students*

This program is a selective admissions offering. For details regarding the Physical Therapist Assistant program admissions process visit www.tccd.edu/pta.

Prior to application, students with international college credits must contact International Admissions 817-515-1570 to verify those courses that will transfer to TCCD.

Once admitted to the program, students must complete and earn a minimum grade of “C” (75%) in all courses found within the degree plan.

Students who are selected for admission must perform and pass a drug screening and a criminal background check prior to the start of program, both of which must report negative in order to remain in the program. Required immunizations must be completed prior to the beginning of classes. For details, go to www.tccd.edu/pta.

After successful completion of the above curriculum, the student is eligible to take the national examination to become certified as a Registered Physical Therapy Assistant (PTA).

The program is accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE), Department of Accreditation, APTA, 1111 N. Fairfax Street, Alexandria, Virginia 22314.

RADIO, TELEVISION AND FILM

Associate of Applied Science Degree Program

RTVF.D001.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
RTVB	1325	TV Studio Production	3
RTVB	1302	Computer Applications for Media Production	3
RTVB	1309	Audio/Radio Production I	3
COMM	1335	Introduction to Electronic Media	3
ENGL	1301	Composition I	3

Spring Term

RTVB	1321	TV Field Production	3
RTVB	1355	Radio and Television Announcing or FLMC 1304	3
ENGL	1302	Composition II	3
COMM	2366	Introduction to Cinema or FLMC 1311	3
RTVB	1347	Audio/Radio Production II	3

Second Year

Fall Term

RTVB	2347	Management and Operations of Electronic Media Facilities	3
SPCH	1311	Introduction to Speech Communication or SPCH 1321	3
COMM	2339	Writing for Radio, Television and Film	3
FLMC	2334	Directing for Film or Video or FLMC 1304	3
		Life and Physical Science or Mathematics	3

Spring Term

COMM	2332	Radio and Television News	3
RTVB	2330	Film and Video Editing	3
FLMC	2333	Cinematography	3
GOVT	2305	Federal Government or GOVT 2306	3
RTVB	2387*	Internship - Radio and Television (Capstone)	3

TOTAL DEGREE HOURS 60

** Requires approval of program coordinator.*

NOTE: Mathematical competency is required for completion by TSI-liable students.

AUDIO PRODUCTION

Certificate of Completion Program

RTVB.T003.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
RTVB	1325	TV Studio Production	3
RTVB	1309	Audio and Radio Production I	3
RTVB	1302	Computer Applications for Media Production	3
ENGL	1301	Composition I	3
RTVB	1150	Radio Experience I	1

Spring Term

RTVB	1355	Radio and Television Announcing	3
RTVB	2250	Radio Experience II	2
RTVB	1347	Audio and Radio Production II	3
MUSI	1301	Fundamentals of Music	3

Second Year

Fall Term

RTVB	2347	Management and Operation of Electronic Media Facilities	3
RTVB	2265*	Practicum: Radio and Television (Capstone)	2
TOTAL CERTIFICATE HOURS			29

**Requires approval of program coordinator.*

VIDEO PRODUCTION

Certificate of Completion Program

RTVB.T002.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
RTVB	1302	Computer Applications for Media Production	3
COMM	2339	Writing for Radio, Television and Film	3
RTVB	1309	Audio and Radio Production I	3
RTVB	1325	TV Studio Production	3

Spring Term

RTVB	1321	TV Field Production	3
RTVB	2330	Film and Video Editing	3
ENGL	1301	Composition I	3
FLMC	1304	Lighting for Film or Video	3

Second Year

Fall Term

RTVB	2347	Management and Operations of Electronic Media Facilities	3
RTVB	2265*	Practicum - Radio and Television (Capstone)	2

TOTAL CERTIFICATE HOURS 29

**Requires approval of program coordinator.*

DIGITAL MEDIA PRODUCTIONS KILLS

Certificate of Completion Program

RTVF.T001.UG • Northeast Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
RTVB	1325	TV Studio Production Computer	3
RTVB	1302	Computer Applications in Media Production	3
RTVB	1309	Audio/Radio Production I	3
<i>Spring Term</i>			
RTVB	1321	TV Field Production	3
RTVB	1347	Audio/Radio Production II	3
RTVB	2330	Film and Video Editing	3
TOTAL CERTIFICATE HOURS			18

SOUND RECORDING TECHNOLOGY

Certificate of Completion Program

RTVF.T002.UG • Northeast Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
RTVB	1309	Audio/Radio Production I	3
RTVB	1302	Computer Applications for Media Production	3
RTVB	1325	TV Studio Production	3
RTVB	2343	Commercial Recording Techniques	3
RTVB	1150	Radio Experience I	1
<i>Spring Term</i>			
RTVB	1355	Radio and Television Announcing; or MUSC 1301	3
RTVB	1347	Audio/Radio Production II	3
RTVB	2250	Radio Experience II	2
ENGL	1301	Composition I	3
<i>Summer Term</i>			
RTVB	2347	Management and Operations of Electronic Media Facilities	3
RTVB	2265*	Practicum-Radio/TV Broadcasting (Capstone)	2
TOTAL CERTIFICATE HOURS			29

**Requires approval of program coordinator.*

CINEMATOGRAPHY

Certificate of Completion Program

RTVF.T003.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
RTVB	1325	TV Studio Production	3
COMM	2339	Writing for Radio; Television and Film	3
RTVB	1302	Computer Applications for Media Production	3
ENGL	1301	Composition I	3
FLMC	1311	Survey of the Motion Picture or COMM 2366	3

Spring Term

RTVB	1321	TV Field Production	3
FLMC	2334	Directing for Film or Video or RTVB 2330	3
FLMC	1304	Lighting for Film or Video	3
RTVB	2347	Management and Operations of Electronic Media Facilities	3

Summer Term

FLMC	2333	Cinematography	3
RTVB	2265*	Practicum-Radio/TV Broadcasting (Capstone)	2
		TOTAL CERTIFICATE HOURS	32

**Requires approval of program coordinator.*

RADIOLOGIC TECHNOLOGY#

Associate of Applied Science Degree Program

RADT.D001.UG • Trinity River Campus Only

The following courses are prerequisites for admission to the Radiologic Technology Program.

			<i>Semester Hours</i>
BIOL	2401	Anatomy and Physiology I	4
BIOL	2402	Anatomy and Physiology II	4
<i>First Summer Term</i>			
RADR	1201	Introduction to Radiography	2
RADR	1203	Patient Care	2
<i>Second Summer Term</i>			
RADR	1311	Basic Radiographic Procedures	3
HPRS	1206	Essentials of Medical Terminology	2
First Year			
<i>Fall Term</i>			
RADR	1266	Practicum - Radiologic Technology/Science-Radiographer	2
RADR	1313	Principles of Radiographic Imaging I	3
RADR	2301	Intermediate Radiographic Procedures	3
ENGL	1301	Composition I	3
<i>Spring Term</i>			
RADR	1267	Practicum - Radiologic Technology/Science-Radiographer	2
RADR	2305	Principles of Radiographic Imaging II	3
RADR	2331	Advanced Radiographic Procedures	3
		Computer or Information Technology Elective	3
<i>Summer Term (12 Weeks)</i>			
RADR	1366	Practicum - Radiologic Technology/Science-Radiographer	3
Second Year			
<i>Fall Term</i>			
RADR	2209	Radiographic Imaging Equipment	2
RADR	2233	Advanced Medical Imaging	2
RADR	2366	Practicum - Radiologic Technology/Science-Radiographer	3
HPRS	2201	Pathophysiology	2
	*	Creative Arts/Language, Philosophy and Culture	3
<i>Spring Term</i>			
RADR	2213	Radiation Biology and Protection	2
RADR	2235	Radiologic Technology Seminar	2
RADR	2367	Practicum - Radiologic Technology/Science-Radiographer	3
PSYC	2301	General Psychology; or PSYC 2315	3
TOTAL DEGREE HOURS			64

*Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.

Admission and Program Information for Radiologic Technology

All applicants to the Radiologic Technology Program are required to attend an information session before the application deadline. Complete details of the Radiologic Technology program admissions process may be found at www.tccd.edu/rad.

Application Criteria:

- Students must be TSI compliant
- Hold a TCCD Student Colleague Number
- Must meet with the CTE advisor
- Currently have Minimum GPA of 2.5
- Successfully Complete the HESI A2 Entrance Exam minimum score of 70 in each section
- IELTS 6.5 minimum score or TOEFL iBT test 83 minimum score for ESL students

This program is a selective admissions offering. For details regarding this process please visit the homepage of the Radiologic Technology program found at www.tccd.edu/rad.

Prior to application, students with international college credits must contact International Admissions 817-515-1570 to verify those courses that will transfer to TCCD.

Once admitted to the program students must maintain a minimum grade of "C" (75%) in all courses found within the degree plan.

Students who are selected for admission must perform and pass a drug screening and criminal background check, both of which must report negative in order to remain in the program. Required immunizations must be completed prior to the beginning of classes. For details, go to www.tccd.edu/rad.

After satisfactory completion of the above curriculum, the student is eligible to take the national examination to become certified as a Registered Radiologic Technologist (R) with the AART. Graduates may also choose to sit for additional registries related to the field or radiography.

The Tarrant County College Radiology Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182.

REAL ESTATE

Associate of Applied Science Degree Program

REAL.D001.UG • Northeast Campus Only

First Year

Fall Term

			<i>Semester Hours</i>
RELE	1406	Principles of Real Estate	4
RELE	1319	Real Estate Finance	3
BUSI	1301	Business Principles	3
ENGL	1301	Composition I	3
SPCH	1321	Business and Professional Communication; or SPCH 1311 or SPCH 1315 or SPCH 1318	3

Spring Term

RELE	1307	Real Estate Investments	3
RELE	1300	Contract Forms and Addenda	3
GOVT	2306	Texas Government	3
BCIS	1305	Business Computer Applications or COSC 1301	3
		Any one-credit-hour physical education course	1

Second Year

Fall Term

RELE	2301	Law of Agency	3
RELE	1315	Property Management or BMGT 1327	3
ECON	2301	Principles of Macroeconomics	3
MRKG	1311	Principles of Marketing	3
		Science Elective	4
	*	Creative Arts/Language, Philosophy and Culture	3

Spring Term

RELE	1303	Real Estate Appraisal	3
RELE	1311	Law of Contracts	3
ACCT	2301	Principles of Financial Accounting	3
BUSI	2301	Business Law I	3

TOTAL DEGREE HOURS 60

NOTE: Mathematical competency is required for completion by TSI-liable students.

** Creative Arts/Language, Philosophy, and Culture must be chosen from the corresponding section of the Core Curriculum.*

REAL ESTATE

Certificate of Completion Program

REAL.T001.UG • Northeast Campus Only

<i>Fall Term</i>			<i>Semester Hours</i>
RELE	1406	Real Estate Principles	4
RELE	1311	Law of Contracts	3
RELE	1300	Contract Forms and Addenda	3
RELE	2301	Law of Agency	3
RELE	1319	Real Estate Finance	3
TOTAL CERTIFICATE HOURS			16

The curriculum for this program is specifically designed to satisfy the State of Texas education requirements to obtain a Texas Real Estate License and prepare the student to complete successfully the state examination for licensure.

A minimum of nine semester hours of RELE courses must be completed in residence at TCC.

RESPIRATORY CARE#

Associate of Applied Science Degree Program

RESP.D001.UG • Trinity River Campus Only

The following science courses are prerequisites to selection for the Respiratory Care Program. A grade of “C” or better is required.

			<i>Semester Hours</i>
BIOL	2401	Anatomy and Physiology I	4
BIOL	2402	Anatomy and Physiology II	4
BIOL	2420	Microbiology for Non-Science Majors	4

First Year

			<i>Semester Hours</i>
<i>Fall Term</i>			
RSPT	1101	Introduction to Respiratory Care	1
RSPT	1166	Practicum - Respiratory Care Therapy/Therapist	1
RSPT	1429	Respiratory Care Fundamentals I	4
HPRS	1206	Essentials of Medical Terminology	2
HPRS	2200	Pharmacology for Health Professions	2
	*	Creative Arts/Language, Philosophy and Culture	3

Spring Term

HPRS	2201	Pathophysiology	2
RSPT	1207	Cardiopulmonary Anatomy and Physiology	2
RSPT	1266	Practicum - Respiratory Care Therapy/Therapist	2
RSPT	1331	Respiratory Care Fundamentals II	3

Summer Term (12 Weeks)

RSPT	1267	Practicum - Respiratory Care Therapy/Therapist	2
RSPT	2139	Advanced Cardiac Life Support	1
RSPT	2414	Mechanical Ventilation	4

Second Year

Fall Term

RSPT	2133	Respiratory Care Case Management	1
RSPT	2210	Cardiopulmonary Disease	2
RSPT	2266	Practicum - Respiratory Care Therapy/Therapist	2
RSPT	2405	Pulmonary Diagnostics	4

Spring Term

RSPT	1141	Respiratory Home Care and Rehabilitation	1
RSPT	2131	Simulations in Respiratory Care	1
RSPT	2133	Respiratory Care Case Management	1
RSPT	2147	Specialties in Respiratory Care	1
RSPT	2267	Practicum - Respiratory Care Therapy/Therapist	2
RSPT	2353	Neonatal and Pediatric Cardiopulmonary Care	3
ENGL	1301	Composition I	3
		Psychology Elective	3

TOTAL DEGREE HOURS 65

* Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.

Admission and Program Information for Respiratory Care

All applicants to the Respiratory Care Program are required to attend an information session before the application deadline. Complete detail of the Respiratory Care program admissions process may be found at www.tccd.edu/resp.

Application Criteria:

- *Students must be TSI compliant*
- *Hold a TCCD Student Colleague Number*
- *Must meet with the CTE advisor*
- *Currently have minimum GPA of 2.5*
- *Successfully Complete the HESI A2 Entrance Exam with a minimum score of 70 in each section*
- *IELTS 6.5 minimum score or TOEFL iBT test with 83 as a minimum score for ESL students*

This program is a selective admissions offering. For details regarding the process please visit the homepage of the Respiratory Care program found at www.tccd.edu/resp.

Prior to application students with international college credits must contact International Admissions 817-515-1570.

Once admitted to the program students must maintain a minimum grade of "C" (75%) in all courses found within the degree plan.

Students who are selected for admission must perform and pass a drug screening and criminal background check, both of which must report negative in order to remain in the program. Required immunizations must be completed prior to the beginning of classes. For details, go to www.tccd.edu/resp.

After successful completion of the above curriculum, the student meets the academic requirements to take the necessary examinations to become a registered Respiratory Therapist through the National Board for Respiratory Care and the Texas Department of State Health Services.

The program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, Texas 76021-4244.

SIGN LANGUAGE INTERPRETING#

Associate of Applied Science Degree Program

SIGN.D003.UG • Trinity River Campus Only

The following courses are prerequisites for admission into American Sign Language (ASL) III.

			<i>Semester Hours</i>
SLNG	1404	American Sign Language (ASL) I	4
SLNG	1405	American Sign Language (ASL) II	4

First Year

Fall Term

SLNG	1344	American Sign Language (ASL) III	3
SLNG	1347	Deaf Culture	3
SLNG	1215	Visual/Gestural Communication	2
ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3

Spring Term

SLNG	1345	American Sign Language (ASL) IV	3
SLNG	2301	Interpreting I	3
SLNG	1321	Introduction to Interpreting	3
SLNG	1211	Fingerspelling & Numbers	2
SOCI	1301	Introduction to Sociology	3

Summer Term (9 Weeks)

SLNG	2302	Interpreting II	3
SLNG	1207	Intra-lingual Skills	2

Second Year

Fall Term

SLNG	2431	Interpreting III	4
SLNG	1350	Sign-to-Voice	3
SLNG	2266	Practicum I	2
	*	Mathematics or Life and Physical Science	3

Spring Term

SLNG	2436	Interpreting IV	4
SLNG	2267	Practicum II-Sign Language Interpretation and Translation (Capstone)	2
SLNG	2303	Transliterating	3
	*	Creative Arts/Language, Philosophy and Culture	3

TOTAL DEGREE HOURS 65

**Creative Arts/Language, Philosophy, and Culture, and Mathematics or Science must be chosen from the corresponding section of the Core Curriculum.*

NOTE: Mathematical competency is required for completion by TSI-liable students.

BASIC AMERICAN SIGN LANGUAGE ACQUISITION

Certificate of Completion Program

SIGN.T002.UG • Trinity River Campus Only

<i>First Summer Term</i>			<i>Semester Hours</i>
SLNG	1404	American Sign Language (ASL) I	4
<i>Second Summer Term</i>			
SLNG	1405	American Sign Language (ASL) II	4
First Year			
<i>Fall Term</i>			
SLNG	1344	American Sign Language (ASL) III	3
ENGL	1301	Composition I	3
SLNG	1215	Visual/Gestural Communications	2
TOTAL CERTIFICATE HOURS			16

SIGN LANGUAGE COMMUNICATOR

Certificate of Completion Program

SIGN.T001.UG • Trinity River Campus Only

The following courses are prerequisites for admission into American Sign Language (ASL) III.

			<i>Semester Hours</i>
SLNG	1404	American Sign Language (ASL) I	4
SLNG	1405	American Sign Language (ASL) II	4
First Year			
<i>Fall Term</i>			
SLNG	1344	American Sign Language (ASL) III	3
SLNG	1347	Deaf Culture	3
SLNG	1215	Visual/Gestural Communication	2
ENGL	1301	Composition I	3
<i>Spring Term</i>			
SLNG	1345	American Sign Language (ASL) IV (Capstone)	3
SLNG	1211	Fingerspelling and Numbers	2
SLNG	1321	Introduction to the Interpreting Profession	3
SPCH	1311	Introduction to Speech Communication	3
TOTAL CERTIFICATE HOURS			30

INTERMEDIATE COMMUNICATOR*

Certificate of Completion Program

SIGN.T003.UG • Trinity River Campus Only

The following courses are prerequisites for admission into American Sign Language (ASL) III.

			<i>Semester Hours</i>
SLNG	1404	American Sign Language (ASL) I	4
SLNG	1405	American Sign Language (ASL) II	4

First Year

Fall Term

			<i>Semester Hours</i>
SLNG	1344	American Sign Language (ASL) III	3
SLNG	1347	Deaf Culture	3
ENGL	1301	Composition I	3
SLNG	1215	Visual/Gestural Communications	2
SPCH	1311	Introduction to Speech Communication	3

Spring Term

SLNG	1345	American Sign Language (ASL) IV	3
SLNG	2301	Interpreting I	3
SLNG	1321	Introduction to the Interpreting Profession	3

Summer Term (9 weeks)

SLNG	2302	Interpreting II	3
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Second Year

Fall Term

SLNG	2431	Interpreting III	4
SLNG	1350	Sign to Voice	3
SLNG	2266	Practicum I	2

Spring Term

SLNG	2436	Interpreting IV	4
SLNG	2303	Transliterating	3
SLNG	2267	Practicum II (Capstone)	2

TOTAL CERTIFICATE HOURS 52

**Students must meet requirements of the Texas Success Initiative (TSI), including assessment prior to enrollment in any college-level coursework and any indicated developmental education or other strategy for achieving college readiness.*

Admission and Program Information for the Sign Language Interpreting Program

A selection committee reviews applications and selects applicants who best meet the following criteria:

- *Prior to admission to Interpreting II, students must successfully complete ASL I, II, III and IV and Composition I with a GPA of 3.0.*
- *Students must demonstrate language fluency and proficiency in both English and American Sign Language.*
- *Recommendations by American Sign Language instructors and/or Deaf Community members will be required.*

Students who are selected for admission into interpreting specialized courses must complete and earn a minimum grade of “C” for each specialized course and Composition I.

After satisfactory completion of specialized courses in the Sign Language Interpreting Program, the student is prepared to take the state basic certification exam administered by the Board of Evaluators of Interpreters for the Deaf.

Students seeking certification through the Board of Evaluators of Interpreters for the Deaf must meet the following requirements set forth by the Texas Department of Assistive and Rehabilitative Services:

1) Pass a criminal background history, 2) complete 30 hours of college credit to take the Test of English Proficiency and 3) complete a minimum of 60 hours of college credit to take the Basic performance test.

SURGICAL TECHNOLOGY#

Certificate of Completion Program

SURG.T001.UG • Trinity River Campus Only

The following science courses are prerequisites to selection for the Surgical Technology Program. A grade of “C” or better is required.

			<i>Semester Hours</i>
BIOL	2401	Anatomy and Physiology I	4
BIOL	2402	Anatomy and Physiology II	4
BIOL	2420	Microbiology for Non-Science Majors	4
<i>Fall Term</i>			
SRGT	1266	Practicum - Surgical Technology/Technologist	2
SRGT	1405	Introduction to Surgical Technology	4
SRGT	1409	Fundamentals of Perioperative Concepts and Techniques	4
HPRS	1206	Essentials of Medical Terminology	2
<i>Spring Term</i>			
SRGT	1267	Practicum - Surgical Technology/Technologist	2
SRGT	1441	Surgical Procedures I	4
SRGT	1442	Surgical Procedures II	4
HPRS	2200	Pharmacology for Health Professions	2
<i>Summer Term (8 Weeks)</i>			
SRGT	2130	Professional Readiness	1
SRGT	2266	Practicum - Surgical Technology/Technologist	2
TOTAL CERTIFICATE HOURS			39

Admission and Program Information for Surgical Technology

All applicants to the Surgical Technology Program are required to attend an information session before the applicant deadline. Complete details of the Surgical Technology program admissions process may be found at www.tccd.edu/surgtech.

Applicant Criteria:

- Students must be TSI compliant
- Hold a TCCD Student Colleague Number
- Must meet with the CTE advisor
- Currently have Minimum GPA of 2.5
- Successfully Complete the HESI A2 Entrance Exam with a minimum score of 70 in each section
- IELTS 6.5 minimum score or TOEFL iBT test with 83 as a minimum score for ESL students

This program is a selective admissions offering. For details regarding this process please visit the homepage of the Surgical Technology Program found at www.tccd.edu/surgtech.

Prior to application students with international college credits must contact the International Admissions office at 817-515-1570, to verify those courses that will transfer to TCCD.

Once admitted to the program students must maintain a minimum grade of "C" (75%) in all courses found within the degree plan.

Students who are selected for admission must perform and pass a drug screening and criminal background check, both of which must report negative in order to remain in the program. Required immunizations must be completed prior to the beginning of classes. For details, go to www.tccd.edu/surgtech.

After successful completion of the above curriculum, the student is eligible to take the certification examination to become a certified Surgical Technologist through the Association of Surgical Technologists.

The Tarrant County College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756. Phone 727-210-2350.

WELDING TECHNOLOGY

Associate of Applied Science Degree Program

WELD.D001.UG • South Campus Only

First Year

<i>Fall Term</i>			<i>Semester Hours</i>
WLDG	1312	Introduction to Flux Cored Arc Welding (FCAW)	3
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4
MATH	1332	Contemporary Mathematics or MATH 1314 or MATH 1324	3
WLDG	1434	Introduction to Gas Tungsten ARC Welding (GTAW)	4
WLDG	1317	Introduction to Layout and Fabrication	3
 <i>Spring Term</i>			
ENGL	1301	Composition I	3
SPCH	1321	Business & Professional Communicator or SPCH 1311, or SPCH 1315, or SPECH 1318	3
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
	*	Creative Arts/Language, Philosophy and Culture	3

Second Year

<i>Fall Term</i>			
WLDG	1435	Introduction to Pipe Welding	4
DFTG	1409	Basic Computer-Aided Drafting (CAD)	4
BCIS	1305	Business Computer Application or COSC 1301	3
WLDG	1453	Intermediate Layout and Fabrication	4
 <i>Spring Term</i>			
GOVT	2306	Texas Government or GOVT-2306	3
WLDG	1440	AWS Level (1) Certification Welding (Capstone)	4
WLDG	2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
WLDG	2453	Advanced Pipe Welding	4
			TOTAL DEGREE HOURS 60

* Creative Arts/Language, Philosophy and Culture must be chosen from the corresponding section of the Core Curriculum.

WELDING - BASIC*Certificate of Completion Program • South Campus**WELD.T002.UG • South Campus Only*

<i>Fall Term</i>			<i>Semester Hours</i>
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4
<i>Spring Term</i>			
WLDG	1317	Introduction to Layout and Fabrication	3
WLDG	1312	Introduction to Flux Cored Arc Welding (FCAW)	3
WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW) (Capstone)	4
TOTAL CERTIFICATE HOURS			18

WELDING - ADVANCED*Certificate of Completion Program • South Campus**WELD.T003.UG • South Campus Only*

<i>Fall Term</i>			<i>Semester Hours</i>
WLDG	1435	Introduction to Pipe Welding	4
WLDG	1453	Intermediate Layout and Fabrication	4
<i>Spring Term</i>			
WLDG	2453	Advanced Pipe Welding	4
WLDG	2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
WLDG	1440	AWS Level (1) Certification Welding (Capstone)	4
TOTAL CERTIFICATE HOURS			20

COURSE DESCRIPTIONS

Course Numbering System

During past years, Tarrant County College changed all course numbers to comply with a statewide plan to identify most courses with common numbers. The numbers are assigned in three ways:

1. The **Texas Common Course Numbering System (TCCNS)** was adopted by most Texas public and private colleges and universities in the early 1980s. It is designed to facilitate maximum transferability of academic courses among Texas institutions. TCCNS courses must be accepted in transfer by any Texas public college or university that offers the same course. **TITLES IN BOLD MARKED WITH ‘+’ ARE COURSES COVERED BY THE TRANSFER GUARANTEE.**
2. The **Texas Workforce Education Numbering System (WECM)** was mandated by the Texas Higher Education Coordinating Board. It is designed to identify equivalent occupational courses, to facilitate their transfer between occupational degree programs, and to assure the recognition by business and industry.
3. Courses not identified by TCCNS or WECM numbers are assigned a local Tarrant County College course number. All developmental courses have an assigned number.

NUMBERING OF COURSES:

Common Course Number System

All have four-letter department abbreviations.

Each course has a four-digit number.

- The first digit indicates the level at which a course is taught, as follows:
1= Freshman or introductory level.
2= Sophomore or intermediate or advanced.
- The second digit indicates the semester credit hour value of the course.
- The third and fourth digits establish type of instruction and course sequence.

Courses with TCCN numbers are highlighted with ‘+’ following the course title. Three figures in parentheses follow each course title indicating the number of semester hours credit, the number of lecture hours per week, and the number of laboratory hours per week. In addition, many course descriptions also include notations to indicate the following special instructions or considerations:

*Waiver of a prerequisite or co-requisite may be authorized by the department dean or Vice President of Academic Affairs.

Specialized admission requirements; consent of the department chairperson required.

(ABDR) AUTOMOTIVE BODY REPAIR

ABDR-1207 Collision Repair Welding

(2-1-3) A study of collision repair welding and cutting procedures.

Required Co-Requisite: ABDR-1419

ABDR-1291 Special Topics in Automotive Body Repair

(2-2-0) Topics address current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

Required Co-Requisite: ABDR-1431

ABDR-1419 Basic Metal Repair

(4-3-3) Covers basic metal principles and working techniques including proper tool usage and product application.

Required Co-Requisite: ABDR-1207

ABDR-1431 Basic Refinishing

(4-3-4) 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 replacement parts.

Required Co-Requisite: ABDR-1291

ABDR-1555 Non-Structural Metal Repair

(5-3-6) Demonstrate sheet metal repair skills using mechanical and hydraulic equipment. Emphasis on attachment devices used to straighten and align exterior body panels.

Required Prerequisite: ABDR-1419

ABDR-1558 Intermediate Refinishing

(5-3-6) 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.

Recommended Prerequisite: ABDR-1431

ABDR-2502 Auto Body Mechanical and Electrical Service

(5-3-6) A course in the repair, replacement and/or service of collision-damaged mechanical or electrical systems. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams and troubleshooting.

Required Prerequisite: ABDR-2537

ABDR-2537 Structural Analysis and Damage Repair V

(5-3-6) Operation of equipment and the procedures involved in the repair of body structures. Special emphasis on conducting a thorough damage analysis as well as demonstrating proper pulling and anchoring techniques.

Required Prerequisite: ABDR-1555

ABDR-2549 Advanced Refinishing

(5-3-6) Application of multi-stage refinishing techniques. Advanced skill development solving refinishing problems. Application of multi-stage refinishing techniques with

emphasis on formula mixing and special spraying techniques.

Required Prerequisite: ABDR-1558

ABDR-2551 Specialized Refinishing Techniques

(5-3-6) Advanced topics in specialty automotive refinishing. Emphasis on refinishing plastics, fiberglass, aluminum and galvanized panels as well as custom graphics and current industry innovations.

Required Prerequisite: ABDR-2549

(ACCT) ACCOUNTING

ACCT-2301 Principles of Financial Accounting +

(3-3-0) This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

Required Prerequisite: TSI compliant in Mathematics

Recommended Co-Requisite: MATH-1324

ACCT-2302 Principles of Managerial Accounting +

(3-3-0) This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting and performance evaluation.

Required Prerequisite: ACCT-2301

(ACNT) ACCOUNTING TECHNICIAN

ACNT-1303 Introduction to Accounting

(3-3-1) 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. For non-accounting majors.

ACNT-1311 Introduction to Computerized Accounting

(3-3-0) Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

Recommended Prerequisite/Co-Requisite: ACCT-2301

ACNT-1313 Computerized Accounting Applications

(3-3-0) Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making.

Recommended Prerequisite: ACCT-2301

ACNT-1329 Payroll and Business Tax Accounting

(3-3-1) A study of payroll procedures, taxing entities and reporting requirements of local, state and federal taxing authorities in a manual and a computerized environment.

Required Co-requisite: ACCT-2301 or ACNT-1303

ACNT-1331 Federal Income Tax - Individual

(3-3-1) A study of the federal tax law for preparation of individual income tax returns.

Recommended Prerequisite: ACCT-2301

ACNT-1391 Special Topics in Accounting

(3-3-0) 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.

ACNT-2303 Intermediate Accounting I

(3-3-1) Analysis of generally accepted accounting principles, concepts and theory underlying the preparation of financial statements.

Required Prerequisite: ACCT-2302

ACNT-2309 Cost Accounting

(3-3-1) A study of budgeting, cost analysis and cost control systems using traditional and contemporary costing methods and theories in decision making.

Required Prerequisite: ACCT-2302

ACNT-2335 Financial Statement Analysis

(3-3-0) Financial statement analysis from a decision-maker's perspective. This course may also be offered for qualifying education credit for CPA examinations by Texas community colleges that meet Texas State Board of Public Accountancy standards.

Required Prerequisite: ACCT-2302

ACNT-2380 Cooperative Education -Accounting

(3-1-19) 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.

Required Prerequisite: Consent of instructor based on the preparation of a co-op application, employer approval, prior completion of a minimum of 15 credit hours including nine hours of accounting with an overall 2.5 or higher GPA. Student must have formally declared an accounting major.

(AERM) AIRCRAFT MECHANIC/TECHNICAN

AERM-1101 Introduction to Aviation

(1-1-0) An overview of aviation maintenance including the history of aviation, the mechanic's roles and duties, and nomenclature of aircraft and safety.

AERM-1141 Wood, Fabric, and Finishes

(1-1-1) A course in the use and care of various covering materials, finishes and wood structures including approved methods and procedures. Safety also addressed.

AERM-1153 Aircraft Welding

(1-1-1) Skill development in repair procedures for steel, magnesium, brass, and aluminum materials. Includes the selection and application of appropriate methods of welding, brazing, and soldering. Fundamentals of safety procedures also addressed.

AERM-1205 Weight and Balance

(2-1-2) An introduction to the study of the Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations and appropriate maintenance record entries. Research is done via computer.
Required Prerequisite/Co-Requisite: AERM-1208

AERM-1208 Federal Aviation Regulations

(2-1-3) A course in the use and understanding of the Federal Aviation Administration (FAA) and aircraft manufacturers' publications, forms, and records; and the exercise of mechanic privileges within prescribed limitations. Regulations and research via CD-ROM.

AERM-1243 Instruments and Navigation/Communication

(2-1-2) A study of aircraft instruments and electronic flight instrument systems including testing and installing instruments; inspecting, checking and troubleshooting navigation and communication systems; and inspecting and repairing antennas and electronic equipment installations. Computer applications.

AERM-1254 Aircraft Composites

(2-1-2) Comprehensive concepts of the inspection and repair of composite, fabric, core, and laminated structural materials including doors, windows, bonded structures and interior furnishings. Safety procedures to include the handling and storage of composite materials will also be addressed.

AERM-1303 Shop Practices

(3-2-3) An introduction to shop safety, the correct use of hand tools, equipment and precision measurement, identification of aircraft hardware, and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating and inspection of aircraft structures.

AERM-1310 Ground Operations

(3-2-3) An introductory course in fuels, servicing methods, safety procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning and corrosion control.

AERM-1314 Basic Electricity

(3-2-4) A study of aircraft electrical systems and their requirements including the use of the ammeter, voltmeter and ohmmeter; series and parallel circuits; inductance and capacitance; magnetism; converting alternating current (AC) to direct current (DC); controlling devices; maintenance and servicing of aircraft batteries; and reading and interpreting aircraft electrical diagrams to include solid state devices and logic functions. Fundamentals of safety also addressed.

AERM-1315 Aviation Science

(3-2-2) Fundamentals of mathematics, physics, and drawing as they apply to aircraft principles and operations as required by the Federal Aviation Administration (FAA) for airframe and power plant mechanics.

AERM-1340 Aircraft Propellers

(3-2-2) Fundamentals of propeller design, function and construction. Skill development in inspection, servicing and repair of fixed-pitch, constant-speed and feathering propellers and governing systems. Instruction in removal, balancing, installation of propellers and fundamental safety procedures are also addressed.

AERM-1344 Aircraft Reciprocating Engines

(3-2-3) Reciprocating engines, their development, operating principles and theory. Includes engine instruments, lubrication and exhaust systems. Also addresses fundamentals of safety.

AERM-1345 Airframe Electrical Systems

(3-2-4) A study of airframe electrical systems including installation, removal, disassembly and repair of electrical components and related wiring. Fundamentals of electrical safety also addressed.

Recommended Prerequisite: AERM-1314

AERM-1347 Airframe Auxiliary Systems

(3-2-3) A comprehensive study of airframe auxiliary systems including cabin atmospheric control systems, ice and rain control systems for aircraft and engines, and fire detection and protection systems. Fundamentals of safety procedures also addressed.

AERM-1349 Hydraulic, Pneumatic and Fuel Systems

(3-2-4) Skill development in inspecting, servicing and maintaining aircraft fluid systems including hydraulics, pneumatics and fuel. Application of basic concepts through detailed maintenance procedures. Fundamentals of safety procedures also addressed.

AERM-1350 Landing Gear Systems

(3-2-3) General principles of inspection, servicing, overhaul and repair of fixed and retractable landing gear systems and the operation and repair of position and warning systems. Includes coverage of systems, components, operation and fundamentals of safety procedures.

AERM-1351 Aircraft Turbine Engine Theory

(3-2-3) General principles of theory, history and servicing of turbine engines to include lubrication, instrumentation, auxiliary power units and exhaust systems. Fundamentals of safety procedures are also addressed.

AERM-1357 Fuel Metering and Induction Systems

(3-2-4) Skill development in fuel metering and induction systems used on reciprocating and turbine engines including fuel metering systems, carburetors, induction systems, heat exchangers and cooling systems. Fundamentals of safety procedures will also be addressed.

AERM-1391 Special Topics in Aircraft Mechanic/Technician Airframe

(3-3-0) 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.

AERM-1452 Aircraft Sheet Metal

(4-2-7) Skill development in inspection and repair of sheet metal structures including forming, lay out and bending of sheet metal and identification, selection and installation of rivets and fasteners. Fundamentals of safety procedures also addressed.

AERM-1456 Aircraft Powerplant Electrical

(4-2-6) General principles of theory, operation and maintenance of powerplant electrical systems including ignition, starting and fire protection systems. Fundamentals of safety procedures will also be addressed.

AERM-2171 Oral and Practical Exams, General

(1-0-3) The Oral and Practical exams are required for the FAA Mechanic certificate. The exams are scheduled individually with a designated mechanic examiner to meet the requirements for the General portion of the Airframe and/or Powerplant rating.

AERM-2172 Oral and Practical Exams, Airframe

(1-0-3) The Oral and Practical exams are required for the FAA Mechanic certificate. The exams are scheduled individually with a designated mechanic examiner to meet the requirements for the Airframe portion of the Airframe and/or Powerplant rating.

AERM-2173 Oral and Practical Exams, Powerplant

(1-0-3) The Oral and Practical exams are required for the FAA Mechanic certificate. The exams are scheduled individually with a designated mechanic examiner to meet the requirements for the Powerplant portion of the Airframe and/or Powerplant rating.

AERM-2231 Airframe Inspection

(2-1-2) In depth coverage of methods and procedures to perform airframe conformity and air worthiness inspections (including One-Hundred-Hour Inspections) in accordance with Federal Aviation Regulations and manufacturer's service information. Safety procedures will also be addressed.

AERM-2233 Assembly and Rigging

(2-1-2) A comprehensive study of the assembly and rigging of fixed and rotary-wing aircraft including structural alignment, balancing and rigging of control systems and assembly of aircraft components. Fundamentals of safety procedures are also addressed.

AERM-2252 Aircraft Powerplant Inspection

(2-1-2) In depth coverage of methods and procedures to perform Powerplant conformity and air worthiness inspections (including One-Hundred-Hour Inspections) in accordance with Federal Aviation Regulations and manufacturer's information. Safety procedures will also be addressed. All materials and procedures are computer based.
Required Prerequisite/Co-Requisite: Consult the department chairperson

AERM-2351 Aircraft Turbine Engine Overhaul

(3-2-4) A comprehensive study in inspection, disassembly, reassembly, and replacement of gas turbine engines, sections and components including operational troubleshooting, analysis and safety.

Recommended Prerequisite: AERM-1351

AERM-2359 Advanced Composite Repair

(3-2-2) An advanced study and practical application of composite repair, processes and tooling. Includes complex repair and manufacturing techniques.

Required Prerequisite: AERM-1303, AERM-1315, AERM-1254, PLTC-1303, and PLTC-1291

AERM-2547 Aircraft Reciprocating Engine Overhaul

(5-3-7) A comprehensive study of reciprocating engine overhaul including measurement and inspection procedures. Instruction in removal and installation, inspections, checks, servicing and repair of engines. Safety procedures will be addressed.

Recommended Prerequisite: AERM-1344

(AGCR) AGRONOMY

AGCR-2418 Soil Science

(4-3-2) Introduction to the physical, chemical and biological properties of soils. Topics include the relationship between crops and soils, conservation of soil and water resources and the economic use of fertilizer.

(AIRP) AIRLINE/COMMERCIAL/PROFESSIONAL PILOT

AIRP-1191 Special Topics in Aircraft, Pilot, and Navigator

(1-1-0) 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.

AIRP-1215 Private Flight

(2-0-4) Flight training to prepare the student for the completion of the Federal Aviation Administration (FAA) private pilot certificate, including dual and solo flight in the areas of maneuvers and cross-country navigation. *35 flight hours, Cessna 152, Cessna 172*

AIRP-1255 Intermediate Flight

(2-0-5) Provides students with flight hours and skills necessary to fulfill solo cross-country hours required for the Federal Aviation Administration (FAA) Commercial Pilot, single-engine land airplane certificate. *53 flight hours, Cessna 152, Cessna 172*

AIRP-1270 Private Flight, Helicopter

(2-0-4) Flight and ground training to prepare the student for the completion of the Federal Aviation Administration private pilot certificate.

AIRP-1271 Intermediate Flight, Helicopter

(2-0-5) Provides students with flight hours and skills necessary to fulfill solo cross-country hours required for the Federal Aviation Administration (FAA) Commercial Pilot, single-engine land helicopter certificate. *48 flight hours, Robinson R22, Robinson R44, Schweizer*

AIRP-1301 Air Navigation

(3-3-0) Instruction in Visual Flight rules navigation in the National Airspace System. Topics include sectional charts, flight computers, plotters and navigation logs and publications. Qualifies as part of a program leading to Federal Aviation Administration (FAA) Private Pilot certification.

AIRP-1307 Aviation Meteorology

(3-3-0) In-depth coverage of meteorological phenomena affecting aircraft flight. Topics include basic concepts of aviation meteorology in the study of temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing and fog. Also includes analysis and use of weather data for flight planning.

AIRP-1313 Introduction to Aviation

(3-3-0) A study of the historical development of the aviation industry, including key events in civil, military and space exploration and an overview of legislation relating to aviation.

AIRP-1317 Private Pilot Ground School

(3-3-0) Basic ground school for the Federal Aviation Administration Private Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for private pilot certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics and Federal Aviation Administration regulations.

AIRP-1341 Advanced Air Navigation

(3-3-0) Skill development in advanced airplane systems and performance including radio navigation and cross-country flight planning. Includes an introduction to instrument flight operations and navigation. This course may be used as part of a program leading to Federal Aviation Administration (FAA) certification.

AIRP-1343 Aerodynamics

(3-3-0) Study of the general principles of the physical laws of flight. Topics include physical terms and the four forces of flight: lift, weight, thrust and drag. Aircraft design, stability control and high-speed flight characteristics are also included.

AIRP-1345 Aviation Safety

(3-3-0) A study of the fundamentals essential to the safety of flight. A survey of the aviation industry including decision-making factors, accident reporting, accident investigation, air traffic systems and aircraft technologies.

AIRP-1347 Human Factors in Aviation

(3-3-0) Instruction in flight physiology, the decision-making process, pilot health maintenance, psychological aspects of flight, human behavior as related to the aircraft flight deck and aeromedical information of significance to flight crews.

AIRP-1451 Instrument Ground School

(4-4-0) A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of navigation systems and instruments, charts used for instrument flight and Federal Aviation Administration regulations. Qualifies as part of a program leading to Federal Aviation Administration certification.

AIRP-2151 Multiengine Flight

(1-0-3) Preparation for the multiengine class rating which will be added to a current pilot certificate. Includes explanation and demonstration of all required Federal Aviation Administration normal and emergency operations and procedures.

15 flight hours, Piper Seneca

AIRP-2236 Certified Flight Instructor - Airplane

(2-0-3) Flight instruction necessary to qualify for the Federal Aviation Administration (FAA) Certified Flight Instructor - Airplane certificate. Topics include ground and flight instruction. *25 flight hours, Piper PA28R*

AIRP-2239 Commercial Flight

(2-0-5) Flight instruction necessary to qualify for the Federal Aviation Administration (FAA) Commercial Pilot Certificate. Instruction includes both dual and solo flight training to prepare the student to perform commercial pilot maneuvers. *67 flight hours, Cessna 172, Piper PA28R*

AIRP-2242 Flight Instructor – Instrument Airplane

(2-0-2) Flight and ground instruction required to qualify for the Federal Aviation Administration (FAA) Certified Flight Instructor - Instrument Airplane certificate. *15 flight hours, Cessna 172*

AIRP-2250 Instrument Flight

(2-0-4) Preparation for completion of the Federal Aviation Administration (FAA) Instrument Pilot Rating with mastery of all instrument flight procedures. *35 flight hours, Cessna 172*

AIRP-2270 Instrument Flight, Helicopter

(2-0-4) Preparation for completion of the Federal Aviation Administration (FAA) Instrument Pilot Rating with mastery of all instrument flight procedures. *35 flight hours, Schweizer, Robinson 44*

AIRP-2271 Commercial Flight, Helicopter

(2-0-5) Flight instruction necessary to qualify for the Federal Aviation Administration (FAA) Commercial Pilot Certificate. Instruction includes both dual and solo flight training to prepare the student for mastery of all commercial pilot maneuvers. *67 flight hours, Robinson 22, Robinson 44, Schweizer*

AIRP-2272 Certified Flight Instructor – Helicopter

(2-0-3) Flight instruction necessary to qualify for the Federal Aviation Administration (FAA) Certified Flight Instructor – Airplane certificate. Topics include ground and flight instruction for helicopter. *25 flight hours, Robinson 22, Robinson 44*

AIRP-2273 Flight Instructor – Instrument Helicopter

(2-0-2) Skill development for flight instructors necessary to qualify for the Federal Aviation Administration (FAA) Certified Flight Instructor Instrument Rating – Helicopter. *15 flight hours, Robinson 22, Robinson 44*

AIRP-2333 Aircraft Systems

(3-3-0) Study of the general principles, operation, and application of pneumatic, hydraulic, electrical, fuel, environmental, protection, and warning systems. Emphasis on subsystems and control systems.

AIRP-2337 Commercial Ground School

(3-3-0) A study of advanced aviation topics used for Federal Aviation Administration (FAA) certification at the commercial pilot level. Includes preparation for the Federal Aviation Administration (FAA) Commercial Airplane written test.

AIRP-2349 Instructor Ground School

(3-3-0) Skill development in the fundamentals of teaching and learning in an aviation-oriented environment. Introduction to the techniques of instruction and analysis of flight maneuvers. Topics include flight instructor responsibilities and Federal Aviation Regulations (FAA) relating to the instructor rating.

AIRP-2357 Turbine Aircraft Systems Ground School

(3-3-0) Instruction in the systems of specific turbine aircraft. Emphasis on the 'glass cockpit', auxiliary power, aircraft systems, and the first officer's operational role.

(ANTH) ANTHROPOLOGY

ANTH-2302 Introduction to Archeology +

(3-3-0) The study of the human past through material remains. The course includes a discussion of methods and theories relevant to archeological inquiry. Topics may include the adoption of agriculture, response to environmental change, the emergence of complex societies and ethics in the discipline.

ANTH-2346 General Anthropology +

(3-3-0) The study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications and ethics in the discipline.

ANTH-2351 Cultural Anthropology +

(3-3-0) The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups and ethics in the discipline.

(ARCE) ARCHITECTURAL DESIGN – ALSO SEE DRAFTING (DFTG)

ARCE-1342 Codes, Specifications and Contract Documents

(3-3-0) Study of ordinances, codes and legal documents as they relate to specifications and drawings. Discussion of owner-architect-contractor responsibilities, duties and legal relationships.

ARCE-1391 Special Topics in Architectural Technology

(3-2-4) 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 is designed to be repeated multiple times to improve student proficiency.

ARCE-2352 Mechanical and Electrical Systems

(3-3-0) The properties of building materials (assemblies), specifications, codes, vendor references, and uses of mechanical, plumbing, conveying and electrical systems as they relate to architecture for residential and commercial construction.

Required Prerequisite: ARCH-2312

(ARCH) ARCHITECTURE

ARCH-1301 Architectural History I +

(3-3-0) Part one of a survey of the history of world architecture from pre-history to the present. This course focuses on the period from pre-history up to at least the 14th Century. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB).

Student Performance Criteria: A.7 History and Global Culture

ARCH-1302 Architectural History II +

(3-3-0) Part two of a survey of the history of world architecture from pre-history to the present. This course focuses on the period of Neo-Classicism up to the Modern era. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB).

Student Performance Criteria: A.7 History and Global

ARCH-1303 Architectural Design I-Residential +

(3-2-4) An introductory studio providing foundation in the conceptual, perceptual, and manual skills necessary for two-dimensional and three-dimensional design. Architectural drawing procedures and practices for residential and/or light frame construction. Construction practices and techniques with emphasis on residential construction methods. Office procedures for CAD drawings in the office. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB).

Student Performance Criteria:

A.1 Professional Communication Skills

A.2 Design Thinking Skills

A.4 Architectural Design Skills

A.5 Ordering Systems

Recommended Prerequisite: ARCH-1315

ARCH-1304 Architectural Design II-Commercial +

(3-2-4) A continuation of architectural concepts introduced in Architectural Design I. Creative problem solving and presentation of principles, concepts and ideas as applied to introductory architectural projects. Architectural drafting procedures, practices and symbols including the preparation of detailed working drawings for commercial building, with emphasis on commercial construction methods. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB).

Student Performance Criteria:

A.1 Professional Communication Skills

A.2 Design Thinking Skills

A.4 Architectural Design Skills

A.5 Ordering Systems

Required Prerequisite: ARCH-1303

Recommended Prerequisite: ARCH-1315

ARCH-1307 Architectural Graphics I +

(3-2-4) Introduction to basic drawing methods and tools. Exploration of techniques available for the design process with emphasis on two-dimensional and three-dimensional composition. Presentation of advance architectural topics with application in computer-aided environment utilizing three dimensional objects or spaces. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB).

Student Performance Criteria: A.1 Professional Communication Skills

Recommended Prerequisite: ARCH-1303 or ARCH-1304

ARCH-1308 Architectural Graphics II +

(3-2-4) Continuation of the study, methodology, and production of architectural drawings. Exploration of techniques available for the design process with emphasis on three-dimensional composition both analog and digital. Exploration of techniques available for the design process with emphasis on three-dimensional composition both analog and digital. These techniques will be implemented through the use and instruction of Building Information Management System software. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB).

Student Performance Criteria:

A.1 Professional Communication Skills

A.5 Ordering Systems

Required Prerequisite: ARCH-1307

ARCH-1311 Introduction to Architecture +

(3-3-0) An introduction to architecture that explores the practices, principles and wider context of architecture and design. Focuses on the role of architecture in society, culture, and the broader physical context of the built environment. Course is intended to fulfill all or part

of the following National Architectural Accrediting Board (NAAB).

Student Performance Criteria:

- A.8 Cultural Diversity and Social Equity
- D.1 Stakeholder Roles in Architecture

ARCH-1315 Architectural Computer Graphics +

(3-2-4) Effective use of representational media, computer aided design and digital media to engage formal, organizational and environmental principles. Emphasis on the appropriate media to inform two-dimensional and three-dimensional design based upon the conventions of architectural graphic communication. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB).

Student Performance Criteria:

- A.1 Professional Communication Skills
- A.4 Architecture Design Skills

ARCH-2301 Architectural Freehand Drawing I+

(3-2-4) Development of freehand drawing skills in architecture. Methods and skills, including emphasis on principles of light, shade, scale, proportion, line and tonal quality for exploring and developing conceptual ideas and for clear graphic presentations. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB).

Student Performance Criteria:

- A.1 Professional Communication Skills
- A.4 Architectural Design Skills

ARCH-2302 Architectural Freehand Drawing II +

(3-2-4) Advanced freehand drawing skills in architecture. Emphasis is on using freehand techniques in visual thinking and analysis. Development of conceptual ideas for clear graphic presentations. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB).

Student Performance Criteria:

- A.1 Professional Communication Skills
- A.4 Architecture Design Skills

Required Prerequisite: ARCH-2301

ARCH-2312 Architectural Technology +

(3-3-0) Introduction to materials and methods in the design and construction of buildings. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB).

Student Performance Criteria:

- B.7 Building Envelope Systems and Assemblies
- B.8 Building Materials and Assemblies

**(ARCT) ARCHITECTURAL ENGINEERING
TECHNOLOGY/TECHNICIAN – ALSO SEE DRAFTING (DFTG)**

ARCT-1376 Sustainable Design and Planning

(3-3-0). Immersion in sustainable design and planning issues, which will include urbanism practices, theories, metrics, thresholds and implementation strategies. Also, the course will be a survey of methods and materials used for buildings that conserve energy, water, and human resources.

ARCT-1391 Special Topics in Architectural Engineering Technology/Technician
(3-3-0) 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.

ARCT-2367 Practicum in Architectural Engineering Technology/Technician
(3-0-21) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. This experience may be paid or non-paid.
Required Prerequisite: Department Chair approval

(ARTC) GRAPHIC DESIGN, COMMERCIAL ART AND ILLUSTRATION

ARTC-1302 Digital Imaging I
(3-2-4) Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems and image-acquisitions.

ARTC-1305 Basic Graphic Design
(3-2-2) Graphic design with emphasis on the visual communication process. Topics include basic terminology and graphic design principles.

ARTC-1313 Digital Publishing I
(3-2-4) The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

ARTC-1353 Computer Illustration I
(3-2-4) Use of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations or drawings.

ARTC-2305 Digital Imaging II
(3-2-4) Principles of digital image processing and digital painting. Emphasis on raster-based image marking and the creative aspects of electronic illustration for commercial or fine art applications.
Required Prerequisite: ARTC-1302

ARTC-2313 Digital Publishing II
(3-2-4) Includes layout procedures from thumbnails and roughs to final comprehensive and print output. Emphasis on design principles for the creation of advertising and publishing materials and techniques for efficient planning and documenting projects.
Required Prerequisite: ARTC-1313

ARTC-2317 Typographic Design
(3-3-3) Exploration of typographic design including computer generated letterforms as elements of design. Includes theory and techniques of traditional, contemporary and experimental typography.
Required Prerequisite: ARTC-1305

ARTC-2335 Portfolio Development for Graphic Design
(3-2-2) Preparation of a portfolio comprised of completed graphic design class projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study.
Required Prerequisites: ARTC-1302, ARTC-1305, ARTC-1313 and ARTC-1353

ARTC-2340 Computer Illustration II

(3-2-4) Advanced use of software applications and/or various media with emphasis on output procedures, the resolution of complex design issues and concept development.

Required Prerequisite: ARTC-1353

(ARTS) ART

ARTS-1301 Art Appreciation +

(3-3-0) A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural and historical contexts. General education course, open to all; design principles from the layman's point of view.

ARTS 1303 Art History I (Prehistoric to the 14th century) +

(3-3-0) A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

ARTS 1304 Art History II (14th century to the present) +

(3-3-0) A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.

ARTS-1311 Design I (2-Dimensional) +

(3-2-4) An introduction to the fundamental terminology, concepts, theory and application of two-dimensional design.

ARTS-1312 Design II (3-Dimensional) +

(3-2-4) An introduction to the fundamental terminology, concepts, theory and application of three-dimensional design.

Recommended Prerequisite: ARTS-1311

ARTS-1316 Drawing I +

(3-2-4) A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

ARTS-1317 Drawing II +

(3-2-4) A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

ARTS-2313 Design Communications I +

(3-2-4) Communication of ideas through processes and techniques of graphic design and illustration.

Recommended Prerequisites: ARTS-1311 ARTS-1316 and basic computer literacy

ARTS-2314 Design Communications II +

(3-2-4) Continuation of ARTS-2313. Communication of ideas through processes and techniques of graphic design and illustration.

Recommended Prerequisite: ARTS-2313

ARTS-2316 Painting I +

(3-2-4) Exploration of ideas using painting media and techniques. Emphasis on color and composition.

Recommended Prerequisites: ARTS-1311 or ARTS-1316

ARTS-2317 Painting II +

(3-2-4) Continuation of ARTS-2316. Exploration of ideas using painting media and techniques with emphasis on individual expression.

Recommended Prerequisite: ARTS-2316

ARTS-2323 Life Drawing I +

(3-2-4) Basic study of the human form. A studio course emphasizing structures and action of the human figure.

Recommended Prerequisite: ARTS-1317

ARTS-2326 Sculpture I +

(3-2-4) Exploration of ideas using sculpture media and techniques. Basic approaches in a variety of media, including additive and subtractive techniques.

Recommended Prerequisite: ARTS-1312

ARTS-2333 Printmaking I +

(3-2-4) Exploration of ideas using various printmaking processes. Emphasis on basic processes, including planographic, intaglio, stencil and relief.

Recommended Prerequisite: ARTS-1311 or ARTS-1316

ARTS-2341 Art Metals I +

(3-2-4) Exploration of ideas using basic techniques in jewelry and metal construction.

Recommended Prerequisite: ARTS-1312

ARTS-2346 Ceramics I +

(3-2-4) Exploration of ideas using basic ceramic processes.

ARTS-2347 Ceramics II +

(3-2-4) A continuation of ARTS-2346 with opportunities for specialization in ceramic processes.

ARTS-2348 Digital Art I +

(3-2-4) A studio art course that explores the potential of the computer hardware and software medium for their visual, conceptual and practical uses in the visual arts.

Recommended Prerequisites: Basic computer literacy and ARTS-1311 or ARTS-1316

ARTS-2356 Photography I (Fine Arts Emphasis) +

(3-2-4) Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry and presentation skills. Emphasis on design, history and contemporary trends as a means of developing an understanding of photographic aesthetics. Utilizes film and traditional darkroom laboratories.

Required Prerequisite: Freshman studio core (Prerequisite applies to art majors only)

ARTS-2357 Photography II (Fine Arts Emphasis) +

(3-2-4) Continuation of ARTS-2356. Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process.

Required Prerequisite: ARTS-2356

ARTS-2366 Watercolor I+

(3-2-4) Exploration of ideas using water-based painting media and techniques.

ARTS-2389 Academic Cooperative +

(3-2-4) 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 studio art and/or art history.

(ARTV) ANIMATION**ARTV-1303 Basic Animation**

(3-2-4) Examination of animation concepts, principles and storyboard for basic production. Emphasizes creating movement and expression utilizing traditionally or digitally generated image sequences.

Required Prerequisite: ARTC-1353

(AUMT) AUTOMOTIVE MECHANIC/TECHNICIAN**AUMT-1405 Introduction to Automotive Technology**

(4-2-6) An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities and basic automotive maintenance. May be taught manufacturer-specific.

AUMT-1407 Automotive Electrical Systems

(4-2-6) An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of, charging and starting systems and electrical accessories. Emphasis on electrical principles, schematic diagrams and service manuals. May be taught manufacturer-specific.

Required Prerequisite/Co-Requisite AUMT-1405

AUMT-1410 Automotive Brake Systems

(4-2-6) Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis and repair of power, manual, anti-lock brake systems and parking brakes. May be taught with manufacturer-specific instructions.

Required Prerequisite/Co-Requisite: AUMT-1405

AUMT-1416 Automotive Suspension and Steering Systems

(4-3-4) Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer-specific.

Required Prerequisite: AUMT-1405

AUMT-1419 Automotive Engine Repair

(4-2-6) Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair and reassembly of the engine. May be taught manufacturer-specific.

Required Prerequisite/Co-Requisite AUMT-1405

AUMT-1445 Automotive Climate Control Systems

(4-2-6) Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer-specific.

Required Prerequisite: AUMT-1405

AUMT-2413 Automotive Drive Train and Axles

(4-2-6) A study of automotive clutches, clutch operation devices, manual transmissions/transaxles and differentials with emphasis on diagnosis and repair. May be taught with manufacturer-specific instructions.

Required Prerequisite/Co-Requisite: AUMT-1405

AUMT-2417 Automotive Engine Performance Analysis I

(4-2-6) Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions.

Required Prerequisite/Co-Requisite: AUMT-1405

AUMT-2425 Auto Automatic Transmission/Transaxle

(4-2-6) A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer-specific.

Required Prerequisite: AUMT-1405

AUMT-2434 Auto Engine Performance Analysis II

(4-2-6) Diagnosis and repair of emission systems, computerized engine performance systems and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer-specific.

Required Prerequisite: AUMT-2417

AUMT-2457 Automotive Alternative Fuels

(4-3-4) A study of the composition and use of various alternative automobile fuels including retrofit procedures and applications, emission standards, availability and cost effectiveness. Overview of federal and state regulations concerning fuels.

Required Prerequisite: AUMT-2434

(AVIM) AVIATION/AIRWAY MANAGEMENT AND OPERATIONS

AVIM-2337 Aviation Law

(3-3-0) A study of domestic and international aviation law.

(AVNC) AVIATION ELECTRONIC SYSTEMS AND MAINTENANCE TECHNOLOGY/TECHNICIAN

AVNC-1303 Introduction to Aviation Electronic Systems

(3-2-3) An introduction to the relationship between aviation electronic systems and aircraft flight and navigational systems with emphasis on the operation and function of the systems.

Required Prerequisite: AERM-1314

AVNC-1343 Aviation Electrical and Electronic Systems Installation

(3-3-3) A comprehensive study of and practical experience in installation of avionics systems in aircraft, mounting electronic equipment, construction and installation of electrical wiring and cables, proper use of tools, selection of materials and safety.

AVNC-1370 Aircraft Communication Systems Line Maintenance

(3-2-3) A course in the theory, operation, testing and troubleshooting of common aircraft communications systems to include aircraft audio distribution systems, VHF communication systems, UHF communication systems, satellite communication systems, telephone systems, public address systems and intercom systems. The student will receive training on the setup and use of common and peculiar test equipment associated with the testing of aircraft communication systems. Furthermore, the student will receive training in aircraft communication systems troubleshooting and repair practices/procedures using the correct materials and processes.

AVNC-1371 Aircraft Navigation Systems Line Maintenance

(3-2-3) A course (aircraft line maintenance) in the theory, operation, testing and troubleshooting of common aircraft navigation systems, to include VOR/LOC navigation systems, instrument landing systems, global positioning systems, Distance Measurement Equipment, and Air Traffic Control Radar Beacon Systems. The student will receive training on the setup and use of common and peculiar test equipment associated with the testing of aircraft navigation systems. Furthermore, the student will receive training in aircraft navigation systems troubleshooting and repair practices/procedures.

(BCIS) BUSINESS COMPUTER INFORMATION SYSTEMS

BCIS-1305 Business Computer Applications +

(3-2-3) Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics and business-oriented utilization of the Internet.

(BIOL) BIOLOGY

BIOL-1406 Biology for Science Majors I (Lecture + Lab) +

(4-3-3) Fundamental principles of living organisms will be studied including physical and chemical properties of life, organization, function, evolutionary adaptation and classification. Concepts of cytology, reproduction, genetics and scientific reasoning are included. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Required Prerequisite: TSI compliant in all areas

Recommended Prerequisite: MATH-1314

BIOL-1407 Biology for Science Majors II (Lecture + Lab) +

(4-3-3) Continuation of BIOL-1406. The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology and evolution of plants and animals.

Required Prerequisites: BIOL-1406 and TSI compliant in all areas

BIOL-1408 Biology for Non-Science Majors I (Lecture + Lab) +

(4-3-2) Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function and reproduction.

BIOL-1409 Biology for Non-Science Majors II (Lecture + Lab) +

(4-3-2) This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity and physiology.

BIOL-1411 General Botany (Lecture + Lab) +

(4-3-3) Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function and cellular and molecular metabolism. The role of plants in the environment, evolution and phylogeny of major plant groups, algae and fungi. Laboratory activities will reinforce fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function and cellular and molecular metabolism. The role of plants in the environment, evolution and phylogeny of major plant groups, algae and fungi. (This course is intended for science majors.)

Required Prerequisite: BIOL-1407

Recommended Prerequisite: MATH-1314 or concurrent enrollment in higher level mathematics

BIOL-2289 Academic Cooperative +

(2-1-4) 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.

Required Prerequisite: BIOL-1406, BIOL-1407 and CHEM-1411

BIOL-2306 Environmental Biology (Lecture) +

(3-3-0) Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks and approaches to ecological research.

Required Prerequisite: TSI compliant in all areas

Recommended Prerequisite: MATH-1314

BIOL-2316 Genetics (Lecture) +

(3-3-0) Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering.

Required Prerequisite: BIOL-1406 and BIOL-1407

Recommended Prerequisite: MATH-1314

BIOL-2389 Academic Cooperative +

(3-1-5) 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.

Required Prerequisite: BIOL-1406, BIOL-1407 and CHEM-1411

BIOL-2401 Anatomy and Physiology I (Lecture + Lab) +

(4-3-2) Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Content may be either integrated or specialized. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous and special senses.

Required Prerequisite: TSI compliant in all areas

BIOL-2402 Anatomy and Physiology II (Lecture + Lab) +

(4-3-2) Continuation of BIOL-2401. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance) and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance) and reproductive (including human development and genetics.)

Required Prerequisite: TSI compliant in all areas and BIOL-2401

BIOL-2406 Environmental Biology (Lecture + Lab) +

(4-3-3) Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks and approaches to ecological research. Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks and approaches to ecological research.

Required Prerequisite: TSI compliant in all areas

Recommended Prerequisite: MATH-1314

BIOL-2420 Microbiology for Non-Science Majors (Lecture + Lab) +

(4-3-4) This course covers basic microbiology and immunology, and is primarily directed at pre-nursing, pre-allied health and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases and public health.

Required Prerequisite: TSI compliant in all areas

Recommended Prerequisite: MATH-1314

BIOL-2421 Microbiology for Science Majors (Lecture + Lab) +

(4-3-4) Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Laboratory activities will reinforce principles of

microbiology, including metabolism, structure, function, genetics and phylogeny of microbes.

Required Prerequisites: BIOL-1406 BIOL-1407 and CHEM-1411

(BMGT) BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL

BMGT-1301 Supervision

(3-3-0) The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation and human relations skills.

BMGT-1305 Communications in Management

(3-3-0) Basic theory and processes of communication skills necessary for the management of an organization's workforce.

BMGT-1313 Principles of Purchasing

(3-3-0) The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, supply chain management, negotiation techniques and ethical issues in purchasing.

BMGT-1327 Principles of Management

(3-3-0) Concepts, terminology, principles, theories and issues in the field of management.

BMGT-1331 Production and Operations Management

(3-3-0) Fundamentals of techniques used in the practice of production and operations management. Includes location, design and resource allocation.

BMGT-1341 Business Ethics

(3-3-0) Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

BMGT-1382 Cooperative Education - Business Administration and Management, General

(3-1-20) 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.

Recommended Prerequisites: Completion of 12 hours of college coursework and three hours of management coursework

BMGT-1409 Information and Project Management

(4-3-2) Critical path methods for planning and controlling projects. Includes time and cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude and project supervision.

BMGT-2309 Leadership

(3-3-0) Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate, influence and identify leadership styles.

BMGT-2331 Principles of Quality Management

(3-3-0) Includes planning and implementing quality programs in an organization and analyzing cost/benefit of quality. Also covers the impact of employee empowerment.

BMGT-2382 Cooperative Education - Business Administration and Management, General
(3-1-20) 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.

(BUSG) BUSINESS, GENERAL

BUSG-1191 Special Topics in Business, General

(1-1-0) 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.

BUSG-1302 E-Business Management

(3-3-0) Introduction to business. Includes the Internet, infrastructure for electronic commerce, markup languages, web-based tools and software, security issues, and electronic payment systems. Also covers strategies for marketing, sales and purchasing; legal, ethical and tax issues; and management functions.

BUSG-1315 Small Business Operations

(3-3-0) Operating a small business. Emphasizes management functions including planning, leading, organizing, staffing, and controlling operations.

BUSG-1341 Small Business Financing

(3-3-0) Financial structure of a small business. Includes business financing, budgeting, record keeping, taxation, insurance, and banking.

BUSG-1391 Special Topics in Business, General

(3-3-0) 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.

BUSG-2170 Portfolio Development

(1-1-0) A capstone course in preparing and presenting a professional portfolio based on the student's specific area of study. Includes resume preparation, employment seeking skills and interviewing techniques and career goal setting. Must be taken in last semester of certificate/degree plan.

BUSG-2300 Business Leadership Application

(3-3-0) Application of leadership skills that address social, political, economic, environmental and legal issues.

BUSG-2309 Small Business Management and Entrepreneurship

(3-3-0) Starting, operating and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies and legal issues.

(BUSI) BUSINESS

BUSI-1301 Business Principles +

(3-3-0) This course provides a survey of economic systems, forms of business ownership and considerations for running a business. Students will learn various aspects of business, management and leadership functions; organizational considerations and decision-making processes. Financial topics are introduced, including accounting, money and banking and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility and international business. Emphasized is the dynamic role of business in everyday life.

BUSI-2301 Business Law +

(3-3-0) The course provides the student with foundational information about the U.S. legal system and dispute resolution and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property and business law in the global context.

Required Prerequisite: High school coursework in U.S. history and government, or equivalent.

(CDEC) CHILD DEVELOPMENT

CDEC-1317 Child Development Associate Training I

(3-3-0) Based on the requirements for the Child Development Associate credential (CDA). Topics include CDA overview, observation skills, and child growth and development. The four functional areas of study are creative, cognitive, physical and communication.

CDEC-1321 The Infant and Toddler

(3-3-0) A study of appropriate infant and toddler programs (birth to age three), including an overview of development, quality routines, learning environments, materials and activities and teaching and guidance techniques.

CDEC-1323 Observation and Assessment

(3-3-0) A study of observation skills, assessment techniques and documentation of children's development.

CDEC-1356 Emergent Literacy for Early Childhood

(3-3-0) An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight.

CDEC-1358 Creative Arts for Early Childhood

(3-3-0) An exploration of principles, methods and materials for teaching music, movement, visual arts and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight.

CDEC-1359 Children with Special Needs

(3-3-0) A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role and legislative issues.

CDEC-1413 Curriculum Resources for Early Childhood Programs

(4-3-4) A study of the fundamentals of developmentally appropriate curriculum design and

implementation in early care and education programs for children birth through age eight.

Required Prerequisite: CDEC-1419

CDEC-1419 Child Guidance

(4-3-2) An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children in a laboratory setting.

CDEC-2307 Math and Science for Early Childhood

(3-3-0) An exploration of principles, methods and materials for teaching children math and science concepts and process skills through discovery and play.

CDEC-2322 Child Development Associate Training II

(3-3-0) A continuation of the study of the requirements for the Child Development Associate credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social and guidance.

CDEC-2324 Child Development Associate Training III

(3-3-0) Continuation of the requirements for the Child Development Associate credential (CDA). The three functional areas of study include family, program management and professionalism.

Required Prerequisites: CDEC-1317 and CDEC-2322

CDEC-2326 Administration of Programs for Children I

(3-3-0) Application of management procedures for early care and education programs. Includes planning, operating, supervising and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation and communication.

CDEC-2328 Administration of Programs for Children II

(3-3-0) An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships.

CDEC-2341 The School Age Child

(3-3-0) A study of programs for the school age child (5 to 13 years), including an overview of development, learning environments, materials and activities and teaching/guidance techniques.

CDEC-2386 Internship – Child Care Provider/Assistant

(3-0-9) 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. Includes application of early childhood principles, methods, materials and appropriate guidance techniques for teaching young children in a framework, which utilizes active learning. Supervised direct application in a laboratory setting. This course serves as the Capstone experience for child development majors.

Required Prerequisites: CDEC-1419 and CDEC-1413

(CETT) ELECTRONICS TECHNOLOGY/TECHNICIAN

CETT-1409 DC-AC Circuits

(4-3-3) Fundamentals of DC circuits and AC circuits operation including Ohm's law,

Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. Emphasis on circuit simulation using PSpice. Course includes soldering techniques, hand tools, circuit fabrication techniques, troubleshooting techniques and circuit analysis using Mathcad. For majors in Electronics and Telecommunications Technology, Computer Hardware Technology, and Robotics and Automation Technology.
Required Prerequisite: TSI compliant in Mathematics

CETT-1441 Solid State Circuits

(4-3-3) A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements and analysis.

Recommended Prerequisites: CETT-1409 and TSI compliant in mathematics

CETT-1445 Microprocessor

(4-3-3) An introductory course in microprocessor software and hardware: architecture, timing sequence, operation and programming. Discussion of appropriate software diagnostic language and tools.

Recommended Prerequisite: CETT-1449

CETT-1449 Digital Systems

(4-2-3) A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital-to-analog circuits and large-scale integrated circuits.

Required Prerequisite: TSI compliant in mathematics

CETT-2435 Advanced Microprocessors

(4-3-3) An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing.

Recommended Prerequisite: CETT-1445

(CHEF) CULINARY ARTS AND CHEF TRAINING

CHEF-1191 Special Topics in Culinary Arts and Chef Training

(1-1-0) 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.

CHEF-1205 Sanitation and Safety

(2-2-0) A study of personal cleanliness; sanitary practices in food preparation; causes, investigation and control of illnesses caused by food contamination (Hazard Analysis Critical Control Points); and workplace safety standards.

CHEF-1264 Practicum in Culinary Arts and Chef Training

(2-0-14) Practical general workplace training supported by an individualized learning plan developed by the employer, the College and the student.

Required Prerequisites: CHEF-1301, CHEF-1205, CHEF-2301, CHEF-1345, HAMG-1324, HAMG-1340 and IFWA-2446

CHEF-1291 Special Topics in Culinary Arts and Chef Training

(2-2-0) 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.

CHEF-1301 Basic Food Preparation

(3-2-3) A study of the development or regional cuisine's in the United States with emphasis

on the similarities in production and service systems. Application of skills to develop, organize and acquire knowledge of recipe strategies and production systems.

Recommended Prerequisite or Co-Requisite: CHEF-1205

CHEF-1302 Principles of Healthy Cuisine

(3-2-3) Introduction to the principles of planning, preparation and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Licensure/Certification Agency: American Culinary Federation Educational Institute.

Required Prerequisites: CHEF-1301 and CHEF-1205

CHEF-1305 Sanitation and Safety

(3-3-0) A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points) and work place safety standards.

CHEF-1310 Garde Manger

(3-2-3) A study of specialty foods and garnishes. Emphasis on design, techniques and display of fine foods.

Required Prerequisites: CHEF-1301 and CHEF-1205

CHEF-1341 American Regional Cuisine

(3-2-3) A study of the development of regional cuisines in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize and build a portfolio of recipe strategies and production systems.

Licensure/Certification Agency: American Culinary Federation Educational Institute.

Required Prerequisites: CHEF-1301 and CHEF-1205

CHEF-1345 International Cuisine

(3-2-3) The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world.

Required Prerequisites: CHEF-1301 and CHEF-1205

CHEF-2301 Intermediate Food Preparation

(3-2-4) Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Licensure/Certification Agency: American Culinary Federation Educational Institute.

Required Prerequisite: CHEF-1301

(CHEM) CHEMISTRY

CHEM-1405 Introductory Chemistry I (Lecture + Lab) +

(4-3-3) Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry and environmental/consumer chemistry. Designed for non-science and allied health students.

Required Prerequisite: TSI compliant in mathematics

CHEM-1406 Introductory Chemistry I (Lecture + Lab, Allied Health Emphasis) +

(4-3-3) Survey course introducing chemistry. Topics include inorganic, organic,

biochemistry, food/physiological chemistry and environmental/consumer chemistry. Emphasis on importance of chemical concepts to living organisms - including humans. Designed for non-science and allied health students.

Required Prerequisite: TSI compliant in Mathematics

CHEM-1407 Introductory Chemistry II (Lecture + Lab) +

(4-3-3) Continuation of CHEM-1405. Survey course introducing chemistry. Topics include inorganic, organic, biochemistry, food/physiological chemistry and environmental/consumer chemistry. Designed for non-science and allied health students.

Required Prerequisite: CHEM-1406, CHEM-1405 or CHEM-1411

CHEM-1411 General Chemistry I (Lecture + Lab) +

(4-3-3) Fundamental principles of chemistry for majors in the sciences, health sciences and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles in lecture; introduction of the scientific method, experimental design, data collection and analysis and preparation of laboratory reports.

Required Prerequisite: MATH-1314 or equivalent academic preparation and high school chemistry is strongly recommended.

CHEM-1412 General Chemistry II (Lecture + Lab) +

(4-3-3) Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis and preparation of laboratory reports.

Required Prerequisite: CHEM-1411 and MATH-1314

CHEM-2289 Academic Cooperative +

(2-1-4) An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy and associated phenomena.

Required Prerequisite: CHEM-1411, CHEM-1405 or CHEM-1406 and instructor permission.

CHEM-2389 Academic Cooperative +

(3-1-5) An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy and associated phenomena. Students will conduct undergraduate research under the direction of a faculty member in chemistry.

Required Prerequisite: CHEM-1411, CHEM-1405 or CHEM-1406 and instructor permission.

CHEM-2423 Organic Chemistry I (Lecture + Lab) +

(4-3-4) Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups and

synthesis of simple molecules. This course is intended for students in science or pre-professional programs.

Required Prerequisite: CHEM-1412

CHEM-2425 Organic Chemistry II (Lecture + Lab) +

(4-3-4) Continuation of CHEM-2423. Advanced principles of organic chemistry will be studied, including the structure, properties and reactivity of aliphatic and aromatic organic molecules and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups and synthesis of simple molecules. This course is intended for students in science or pre-professional programs. Laboratory activities reinforce advanced principles of organic chemistry including the structure, properties and reactivity of aliphatic and aromatic organic molecules and properties and behavior of organic compounds and their derivatives.

Required Prerequisite: CHEM-2423

(CHIN) CHINESE

CHIN-1411 Beginning Chinese I

(4-3-2) Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture through contextualized presentations, interactive activities and extensive laboratory practice.

CHIN-1412 Beginning Chinese II

(4-3-2) Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures and culture. Laboratory practice.

Recommended Prerequisite: CHIN-1411

CHIN-2311 Intermediate Chinese I

(3-3-0) Continuation of CHIN-1412. Review and application of skills in listening comprehension, speaking, reading and writing. Conversational practice based on selected readings and dialogues. Directed composition.

Recommended Prerequisite: CHIN-1412

CHIN-2312 Intermediate Chinese II

(3-3-0) Continuation of CHIN-2311. Review and application of skills in listening comprehension, speaking, reading and writing. Emphasizes conversation, vocabulary acquisition, reading, composition and culture. Laboratory practice.

Recommended Prerequisite: CHIN-2311

(CJLE) LAW ENFORCEMENT AND POLICE SCIENCE

CJLE-1111 Basic Firearms

(1-0-3) Firearm safety, cleaning and care techniques, proper shooting principles and firearms proficiency.

Required Co-Requisites: CJLE-1506, CJLE-1512, CJLE-1518 and CJLE-2247

CJLE-1345 Intermediate Crime Scene Investigation

(3-3-0) Topics include objectives, preparations, procedures and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs;

fingerprints as physical evidence, fingerprint identification and classification, types of impressions and techniques for locating and developing impressions. Satisfies Texas Commission on Law Enforcement (TCLEOSE) Course #2106.

CJLE-1371 Global Terrorism and Local Public Safety

(3-3-0) Terrorism, as a global threat in modern society, is explored from a historical perspective. The effects of terrorism and the threat of terrorism impact all government agencies, including public safety. The course surveys the roles of federal and state agencies including military but concentrates on the role of public safety agencies in planning and response.

CJLE-1394 Special Topics in Law Enforcement and Police Science

(3-3-0) 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.

CJLE-1506 Basic Peace Officer I

(5-3-8) Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II and III to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy. *This course may only be offered by institutions licensed as a police academy by TCLEOSE.*

Required Co-Requisites: CJLE-1111, CJLE-1512, CJLE-1518 and CJLE-2247

CJLE-1512 Basic Peace Officer II

(5-3-8) Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I and III to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy. *This course may only be offered by institutions licensed as a police academy by TCLEOSE.*

Required Co-Requisites: CJLE-1111, CJLE-1506, CJLE-1518 and CJLE-2247

CJLE-1518 Basic Peace Officer III

(5-3-8) Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I and II to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy. *This course may only be offered by institutions licensed as a police academy by TCLEOSE.*

Required Co-Requisites: CJLE-1111, CJLE-1506, CJLE-1512 and CJLE-2247

CJLE-2247 Tactical Skills for Police

(2-1-4) Development of proficiency with a range of impact weapons and/or chemical agents and defensive techniques necessary to control a violent person.

Required Co-Requisites: CJLE-1506, CJLE-1512, CJLE-1518 and CJLE-1111

(CJSA) CRIMINAL JUSTICE AND LAW ENFORCEMENT ADMINISTRATION

CJSA-1347 Police Organization and Administration

(3-3-0) Study of the principles of organizational structure and administration. Topics include theories of management, motivation and leadership. Focus on a quality approach toward police community interaction.

CJSA-1348 Ethics in Criminal Justice

(3-3-0) Ethical philosophies and issues pertaining to the various professions in the criminal

justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties and correctional policies.

CJSA-1393 Special Topics in Criminal Justice Studies

(3-3-0) 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. The content of this course may vary and may address the capstone experience through a technical writing curriculum.

CJSA-2331 Child Abuse: Prevention and Investigation

(3-3-0) Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law and conduct case studies.

CJSA-2334 Contemporary Issues in Criminal Justice

(3-3-0) A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve. As a course involving simulation of the workplace, competencies acquired throughout the program will be applied to case studies, employment scenarios and projects related to firefighting. This is the Capstone Course and must be taken during the last semester of the program.

CJSA-2388 Internship in Criminal Justice and Safety Studies

(3-0-9) 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.

(CNBT) CONSTRUCTION AND BUILDING TECHNOLOGY/ TECHNICIAN

CNBT-1110 Basic Construction Safety

(1-1-0) Basic job site construction safety in residential, commercial and industrial construction.

CNBT-1300 Residential and Light Commercial Blueprint Reading

(3-2-3) Introductory blueprint reading for residential and light commercial construction.

CNBT-1302 Mechanical/Plumbing/Electrical Systems in Construction

(3-3-0) A presentation of the basic mechanical, plumbing and electrical components in construction and their relationship to residential and light commercial buildings.

CNBT-1311 Construction Methods and Material I

(3-3-0) Introduction to construction materials and methods and their applications.

CNBT-1316 Construction Technology I

(3-2-3) Introduction to site preparation foundations, form work, safety, tools and equipment.

CNBT-1342 Building Codes and Inspections

(3-3-0) Building codes and standards applicable to building construction and inspection processes.

CNBT-1344 Construction Materials Testing

(3-2-3) Laboratory testing and field inspection procedures associated with construction materials.

CNBT-1346 Construction Estimating I

(3-2-3) Fundamentals of estimating materials and labor costs in construction.

Required Co-Requisite: CNBT-1300

CNBT-1350 Construction Technology II

(3-2-3) Framing in residential and light commercial construction. Includes safety, tools, and equipment used in floor, wall, ceiling and roof framing methods and systems.

CNBT-1372 Soils and Foundations

(3-2-3) An introductory course in soils and foundations. This course is focused on the study of the nature of soils and how various soil materials may influence certain construction operations. Topics include formation of soil deposits, engineering properties of soils, soil exploration, soil compaction and stabilization and types of foundations.

CNBT-1391 Special Topics in Construction and Building Technology/Technician

(3-3-0) Topics address recently identified current events, skills, knowledges and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

CNBT-2266 Practicum in Construction Engineering Technology/Technician

(2-0-14) Practical, general workplace training supported by an individualized learning plan developed by employer, College and student. This is a Capstone Course.

Required Prerequisite: Approval of Department Chair

CNBT-2317 Green Building

(3-2-2) Methods and materials used for buildings that conserve energy, water and human resources.

CNBT-2335 Computer-Aided Construction Scheduling

(3-2-3) Advanced construction scheduling utilizing computer scheduling software to perform various scheduling procedures.

Required Prerequisite: CNBT-1346

CNBT-2337 Construction Estimating II

(3-2-3) Advanced estimating concepts using computer software for construction and crafts.

Required Prerequisite: CNBT-1346

CNBT-2342 Construction Management I

(3-3-0) Management skills on the job site. Topics include written and oral communications, leadership and motivation, problem solving and decision making. This course also deals with the concepts and principles in estimating, planning, scheduling, controlling and construction ethics.

(COMM) COMMUNICATION

COMM-1307 Introduction to Mass Communication +

(3-3-0) Survey of basic content and structural elements of mass media and their functions and influences on society.

COMM-1316 News Photography I +

(3-2-4) Problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing and printing media.

COMM-1335 Introduction to Electronic Media +

(3-3-0) An overview of the development, regulation, economics, social impact and industry practices in electronic media.

COMM-2305 Editing and Layout +

(3-2-3) Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design. Laboratory provides practical experience editing and designing for the student newspaper.

Required Prerequisite: COMM-2311

COMM-2311 Media Writing +

(3-2-3) Fundamentals of writing news for the mass media. Includes instruction in professional methods and techniques for gathering, processing and delivering content.

Required Prerequisite: COMM-2311

Recommended Prerequisite: Average keyboarding skills.

COMM-2315 News Reporting +

(3-2-3) This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news and writing the news in different formats.

Required Prerequisite: COMM-2311

Recommended Prerequisite: Average keyboarding skills

COMM-2332 Radio and Television News +

(3-3-3) Preparation and analysis of news styles for the electronic media.

COMM-2339 Writing for Radio, Television and Film +

(3-3-0) Introduction to basic script formats, terminology and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary and fictional materials.

COMM-2366 Introduction to Cinema +

(3-3-0) Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures and cinema's impact on and reflection of society. Students may not earn credit for both COMM-2366 and DRAM-2366.

(COSC) COMPUTER SCIENCE**COSC-1301 Introduction to Computing +**

(3-3-1) Overview of computer systems-hardware, operating systems, the Internet and application software including word processing, spreadsheets, presentation graphics and databases. Current topics such as the effect of computers on society and the history and use of computers in business, educational and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

COSC-1420 C Programming +

(4-3-2) Introduces the fundamental concepts of structured programming in the C language. Topics include data types; control structures; functions, structures, arrays, pointers, pointer arithmetic, unions and files; the mechanics of running, testing and debugging programs; introduction to programming; and introduction to the historical and social context of computing.

Recommended Prerequisite: COSC-1436

COSC-1436 Programming Fundamentals I+

(4-3-2) Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays and the mechanics of running, testing, and debugging. This course assumes computer literacy. This course is included in the Field of Study Curriculum for Computer Science.

Recommended Prerequisite: COSC-1301

COSC-1437 Programming Fundamentals II +

(4-3-2) This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. This course is included in the Field of Study Curriculum for Computer Science.

Required Prerequisite: COSC-1436

COSC-2425 Computer Organization +

(4-3-2) The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced.

Required Prerequisite: COSC-1436

COSC-2436 Programming Fundamentals III+

(4-3-2) Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees and graphs), searching, sorting, recursion and algorithm analysis. Programs will be implemented in an appropriate object-oriented language. (This course is included in the Field of Study Curriculum for Computer Science.)

Required Prerequisite: COSC-1437

(CPMT) COMPUTER INSTALLATION AND REPAIR TECHNOLOGY/TECHNICIAN

CPMT-1311 Introduction to Computer Maintenance

(3-2-3) Introduction to the installation, configuration and maintenance of a microcomputer system.

CPMT-1345 Computer Systems Maintenance

(3-2-3) A study of the components within a computer system. Development of testing and troubleshooting skills.

CPMT-1351 IT Essentials: PC Hardware and Software

(3-2-3) An introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking and security and also provides an introduction to advanced concepts. Hands-on labs and Virtual Laptop and Virtual Desktop learning tools help students develop critical thinking and complex problem-solving skills. Cisco Packet Tracer simulation-based learning activities promote the exploration of network and networking security concepts and allow students to experiment with network behavior.

CPMT-1449 Computer Networking Technology
(4-3-3) Networking fundamentals, terminology, hardware, software and network architecture. Includes local and wide area networking concepts and networking installations and operations.

CPMT-1491 A+ Certification Training (Special Topics)
(4-3-3) 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.

Recommended Prerequisites: CPMT-1311 and CPMT-1449

CPMT-2302 Home Technology Integration
(3-2-3) A study of integration and maintenance of various home technology subsystems. Includes home automation, security and surveillance, home networks, video and audio networks and structured wiring.

Recommended Prerequisite: CPMT-1405 or equivalent knowledge.

CPMT-2433 Computer Integration
(4-3-3) Integration of hardware, software and applications. Customization of computer systems for specific applications such as engineering, multimedia, or data acquisition.

Recommended Prerequisites: CPMT-1311

CPMT-2437 Microcomputer Interfacing
(4-3-3) Concepts and terminology involved in interfacing the internal architecture of the microcomputer with commonly used external devices.

Recommended Prerequisites: CPMT-1311

(CRIJ) CRIMINAL JUSTICE

CRIJ-1301 Introduction to Criminal Justice +

(3-3-0) This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent and impact of crime; criminal law and justice agencies and processes.

CRIJ-1306 Court Systems and Practices +

(3-3-0) This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

Recommended Prerequisite: CRIJ-1310

CRIJ-1307 Crime in America +

(3-3-0) American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and crime prevention.

Recommended Prerequisite: SOCI-1301

CRIJ-1310 Fundamentals of Criminal Law +

(3-3-0) This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

CRIJ-1313 Juvenile Justice System +

(3-3-0) A study of the juvenile justice process to include specialized juvenile law, role of

the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies and theories concerning delinquency.

CRIJ-2313 Correctional Systems and Practices +

(3-3-0) This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; constitutional issues and current and future issues.

CRIJ-2314 Criminal Investigation +

(3-3-0) Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences and case and trial preparation.

Recommended Prerequisite: CRIJ-1310

CRIJ-2323 Legal Aspects of Law Enforcement +

(3-3-0) Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure and police liability.

CRIJ-2328 Police Systems and Practices +

(3-3-0) This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics and use of authority.

(CSIR) COMMUNICATIONS SYSTEM INSTALLER AND REPAIRER

CSIR-1459 Digital Data Communication

(4-3-3) Introduction to the theory and troubleshooting skills needed in the digital data communication field. This course covers the principles of communications involving digital data and analog signals. Pulse modulation, multiplexing and microwave communications are introduced. Emphasis on measurements and diagnostic troubleshooting techniques.

Recommended Prerequisites: CETT-1445

(DAAC) SUBSTANCE ABUSE AND ADDICTION COUNSELING

DAAC-1304 Pharmacology of Addiction

(3-3-0) Emphasizes pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interaction, withdrawal and recovery. Describes the psychological and physiological effects of substance use and behaviors.

DAAC-2307 Addicted Family Intervention

(3-3-0) Examination of family systems focusing on the effects of addiction and recovery on family roles, rules, and behavior patterns. Includes the effects of mood altering substances, behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

DAAC-2330 Multicultural Counseling

(3-3-0) An examination of the multicultural counseling theories and characteristics of diverse populations.

DAAC-2341 Counseling Alcohol and Other Drug Addictions

(3-3-0) Advanced examination of knowledge, skills, attitudes, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, prevention and recovery of substance use disorders.

DAAC-2343 Current Issues

(3-3-0) Examination of current issues related to substance use and addictive disorders. Includes special populations, dual diagnosis, ethics, gambling and infectious diseases associated with addiction counseling.

DAAC-2366 Practicum: Substance Abuse/Addiction Counseling

(3-0-3) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

Required Prerequisite: Consent of Program Coordinator

Required Co-Requisite: DAAC-2343

(DANC) DANCE

DANC-1110 Tap I +

(1-0-3) Instruction and participation in tap dance technique. This course will explore “the who, what, when, where and why” of tap. The goal is to experience the freedom, find the beat within and understand the cultural diversity of this art form.

DANC-1112 Dance Practicum I +

(1-0-3) A practicum in dance as a performing art.

DANC-1141 Ballet I+

(1-0-3) Instruction and participation in ballet technique.

DANC-1142 Ballet II +

(1-0-3) Instruction and participation in ballet technique.

DANC-1145 Modern Dance I +

(1-0-3) Instruction and participation in modern dance technique.

DANC-1146 Modern Dance II +

(1-0-3) Instruction and participation in modern dance technique.

DANC-1147 Jazz Dance I +

(1-0-3) Instruction and participation in jazz dance technique.

DANC-1148 Jazz Dance II +

(1-0-3) Instruction and participation in jazz dance technique.

DANC-1301 Dance Composition +

(3-3-0) Development of basic principles and theories involved in composition. Emphasis is placed on movement principles, group and structural forms. Improvisation is introduced as a choreographic tool.

DANC-1341 Ballet I +

(3-3-0) Instruction and participation in ballet technique.

DANC-1342 Ballet II +

(3-3-0) Instruction and participation in ballet technique. Continuation of DANC-1341.

DANC-1345 Modern Dance I +

(3-3-0) Instruction and participation in modern dance technique.

DANC-1346 Modern Dance II +

(3-3-0) Instruction and participation in modern dance technique.

DANC-2303 Dance Appreciation +

(3-3-0) Survey of primitive, classical and contemporary dance and its interrelationship with cultural developments and other art forms.

(DFTG) DRAFTING AND DESIGN TECHNOLOGY/TECHNICIAN**DFTG-1305 Technical Drafting**

(3-2-4) Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections and auxiliary views.

DFTG-1325 Blueprint Reading and Sketching

(3-3-0) An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.

Recommended Prerequisite: DFTG-1409

DFTG-1409 Basic Computer-Aided Drafting (CAD)

(4-3-3) An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating and scaling objects; adding text and dimensions; using layers, coordinate systems and plot/print to scale.

Recommended Prerequisite: DFTG-1305

DFTG-1410 Specialized Basic Computer-Aided Drafting (CAD)

(4-3-3) A supplemental course to Basic Computer-Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings.

DFTG-1417 Architectural Drafting-Residential

(4-3-3) Architectural drafting procedures, practices, terms and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods.

Recommended Prerequisite: DFTG-1409

DFTG-1433 Mechanical Drafting

(4-3-3). Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection and pictorial drawings.

DFTG-1445 Parametric Modeling and Design

(4-3-3). Parametric-based design software for 3D design and drafting.

DFTG-1458 Electrical and Electronics Drafting

(4-3-3). Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams and electrical one-line diagrams.

Recommended Prerequisite: DFTG-1305

DFTG-1491 Special Topics in Drafting and Design Technology/Technician

(4-3-3) 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.

DFTG-1493 Special Topics in Civil Drafting and Civil Engineering CAD/CADD
(4-3-3) 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.

DFTG-2170 Certification Exam Preparation
(1-1-0) A Capstone experience to prepare for taking the National Certification examinations in various applications.

DFTG-2402 Machine Drafting
(4-3-3) Production of detail and assembly drawings of machines, threads and gears, utilizing tolerances, limit dimensioning and surface finishes.
Recommended Prerequisite: DFTG-1305

DFTG-2406 Machine Design
(4-3-3) Theory and practice of design. Projects in problem solving, including press fit, bolted and welded joints and transmission components.

DFTG-2407 Electrical Drafting
(4-3-3) A study of area lighting, control systems and power layouts, electrical and safety codes, load factors and distribution requirements.

DFTG-2408 Instrumentation Drafting
(4-3-3) Principles of instrumentation applicable to industrial applications; fundamentals of measurement and control devices; currently used ISA (Instrument Society of America) symbology; basic flow sheet layout and drafting practices.

DFTG-2419 Intermediate Computer-Aided Drafting
(4-3-3) A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data and basics of 3D.

DFTG-2421 Topographical Drafting
(4-3-3) Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles and laying out traverses.
Recommended Prerequisite: DFTG-1305

DFTG-2423 Pipe Drafting
(4-3-3) A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations and isometrics.
Recommended Prerequisite: DFTG-1409

DFTG-2427 Landscape Drafting
(4-3-3) A study of site planning and landscape design.

DFTG-2428 Architectural Drafting - Commercial
(4-3-3) Architectural drafting procedures, practices, governing codes, terms and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods.

DFTG-2430 Civil Drafting

(4-3-3) An in-depth study of drafting methods and principles used in civil engineering.

DFTG-2431 Advanced Technologies in Architectural Design and Drafting

(4-3-3) Use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential/commercial and industrial architecture.

DFTG-2436 Computer-Aided Drafting Programming

(4-3-3) Use of programming language to enhance CAD software.

DFTG-2438 Final Project in Advanced Drafting

(4-3-3) A drafting course in which students participate in a comprehensive project from conception to conclusion.

DFTG-2440 Solid Modeling and Design

(4-3-3) A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work.

Recommended Prerequisite: DFTG-1409*

DFTG-2445 Advanced Pipe Drafting

(4-3-3) A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting.

DFTG-2447 Advanced Technical Animation and Rendering

(4-3-3) Advanced three-dimensional (3D) modeling, rendering, and animation techniques using industry standard software. Emphasizes advanced use of camera settings, lighting and surface to create detailed environments.

DFTG-2450 Geometric Dimensioning and Tolerancing

(4-3-3) Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings.

Recommended Prerequisite: DFTG-1409

DFTG-2458 Advanced Machine Design

(4-3-3) Design process skills for the production of complete design package, which includes jig and fixture design, extrusion dies and injection mold design.

(DHYG) DENTAL HYGIENE/HYGIENIST#

DHYG-1191 Special Topics in Dental Hygienist

(1-0-3) 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.

DHYG-1207 General and Dental Nutrition

(2-2-0) General nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health.

DHYG-1215 Community Dentistry

(2-1-3) The principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation and evaluation including methods and materials used in teaching dental health education in various community settings.

DHYG-1219 Dental Materials

(2-1-3) Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.

DHYG-1227 Preventive Dental Hygiene Care

(2-1-3) The role of the dental hygienist as a therapeutic oral health care provider with emphasis on concepts of disease management, health promotion, communication and behavior modification.

DHYG-1235 Pharmacology for The Dental Hygienist

(2-2-1) Classification of drugs and their uses, actions, interactions, side effects and contraindications with emphasis on dental applications.

DHYG-1239 General and Oral Pathology

(2-2-0) Disturbances in human body development, diseases of the body and disease prevention measures with emphasis on the oral cavity and associated structures.

DHYG-1260 Clinical-Dental Hygiene/Hygienist

(2-0-8) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

DHYG-1301 Orofacial Anatomy, Histology, Embryology

(3-2-2) The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology and individual tooth identification.

DHYG-1304 Dental Radiology

(3-2-3) Fundamentals of oral radiography, including techniques, interpretation, quality assurance and ethics. Topics include radiation physics, biology, hygiene and safety theories with an emphasis on the fundamentals of oral radiographic techniques and interpretation of radiographs. Includes exposure of intra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria and other ancillary radiographic techniques.

DHYG-1311 Periodontology

(3-3-0) Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities and therapeutic and preventive periodontics.

DHYG-1431 Preclinical Dental Hygiene

(4-2-6) Foundational knowledge for performing clinical skills on patients with emphasis on procedures and rationale for performing dental hygiene care. Introduction to ethical principles as they apply to dental hygiene care.

DHYG-2153 Dental Hygiene Practice

(1-0-2). Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards and the ethical standards established by the dental hygiene profession. Practice settings for the dental hygienist, office operations and preparation for employment.

DHYG-2201 Dental Hygiene Care I

(2-2-1) Dental hygiene care for the medically or dentally compromised patient including

supplemental instrumentation techniques.

DHYG-2331 Dental Hygiene Care II

(3-2-3) A continuation of Dental Hygiene Care I. Dental hygiene care for the medically or dentally compromised patient including advanced instrumentation techniques.

DHYG-2360 Clinical-Dental Hygiene/Hygienist

(3-0-16) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

DHYG-2361 Clinical-Dental Hygiene/Hygienist

(3-0-16) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

(DITA) DIETETICS

DITA-1300 Dietary Manager I

(3-2-3) Preparation for supervisory roles in food service departments. Emphasis on normal and therapeutic nutrition and food service systems management. Major topics include dietary and meal planning guidelines, sources and functions of nutrients, diet therapy, nutritional assessment and care, food production management and purchasing and regulatory agencies.

Required Prerequisite: HECO-1322 and TSI compliant in mathematics

DITA-1301 Dietary Manager II

(3-2-3) Emphasis on food service sanitation and safety, administrative and personnel management. Major topics include regulatory agencies, computer applications, production management, budgeting and cost control, personnel management, quality assurance, leadership skills, human relations and communications.

Required Prerequisite: TSI compliant in mathematics

Recommended Prerequisite or Co-Requisite: CHEF-1205

(DRAM) DRAMA

DRAM-1120 Theatre Practicum I +

(1-0-3) Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play production.

DRAM-1121 Theatre Practicum II +

(1-0-3) Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play production.

DRAM-1310 Introduction to Theatre +

(3-3-0) Survey of theater including its history, dramatic works, stage techniques, production procedures and relation to other art forms. Participation in productions may be required.

DRAM-1330 Stagecraft I +

(3-2-4) Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management.

DRAM-1351 Acting I +

(3-3-0) An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.

DRAM-1352 Acting II +

(3-3-0) Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.

DRAM-2120 Theatre Practicum III +

(1-0-3) Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM-2121 Theatre Practicum IV +

(1-0-3) Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM-2331 Stagecraft II +

(3-2-4) Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management. Topics will alternate with DRAM-1330.

DRAM-2336 Voice for The Theatre +

(3-3-0) Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

DRAM-2351 Acting III +

(3-3-0) Continuation of DRAM-1352. Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion and analysis as tools for the actor. Explores techniques involved in building a character and scene study. Prepares students for auditioning for professional employment.

Recommended Prerequisite: DRAM-1352 or consent of Department Chairperson

DRAM-2366 Introduction to Cinema +

(3-2-2) Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures and cinema's impact on and reflection of society. Students may not earn credit for both DRAM-2366 and COMM-2366.

(ECON) ECONOMICS**ECON-2301 Principles of Macroeconomics +**

(3-3-0) An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation and unemployment. Other topics include international trade, economic growth, business cycles, fiscal policy and monetary policy. Emphasis on the U.S. economy. Required for business and economics majors.

ECON-2302 Principles of Microeconomics +

(3-3-0) Analysis of the behavior of individual economic agents including consumer

behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures and international trade.

Required for business and economic majors.

Recommended Prerequisite: ECON-2301

(EDTC) TEACHER ASSISTANT/AIDE

EDTC-1301 Educational Systems

(3-2-2) A study of the role and responsibilities of educational personnel with emphasis on development of professionalism and effective communication strategies with adults. Topics include the various codes of ethics governing the educational field, the issue of confidentiality, learners' rights and responsibilities and challenges facing schools.

EDTC-1313 Educational Software and Technology

(3-2-2) Introduction to the use of educational software, instructional applications and technology in the educational setting. Evaluate the use of technology for guided practice and self-paced student remediation.

EDTC-1321 Bilingual Education

(3-3-0) An overview of bilingual education. Topics include awareness of cultural diversity, assessment strategies, teaching techniques, instructional activity development and historical/philosophical concepts of bilingual/bicultural education.

(EDUC) EDUCATION

EDUC-1300 Learning Framework +

(3-3-0) A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (A student may NOT earn credit for both EDUC-1300 and PSYC-1300.)

EDUC-1301 Introduction to the Teaching Profession +

(3-2-2) An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high-need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course must include a minimum of 16 contact hours of field experience in P-12 classrooms. Criminal background check required prior to enrolling. Field experience required.

EDUC-2301 Introduction to Special Populations +

(3-2-2) An enriched, integrated pre-service course and content experience that provides an

overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Criminal background check required prior to enrolling.

Required Prerequisite: EDUC-1301

(EECT) ELECTRICAL, ELECTRONICS AND COMMUNICATIONS ENGINEERING TECHNOLOGY

EECT-1391 Special Topics in Electrical, Electronic and Communications Engineering Technology

(3-2-3) 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.

EECT-2435 Telecommunications

(4-3-3) A study of modern telecommunications systems incorporating microwave, satellite, optical, and wire/cable-based communications systems. Instruction in installation, testing and maintenance of communications systems components.

Recommended Prerequisites: EECT-2439 and CETT-1457

EECT-2439 Communications Circuits

(4-3-3) A study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters and transceivers.

Recommended Prerequisites: CETT-1405, CETT-1441 and CETT-1457

(ELMT) ELECTROMECHANICAL TECHNOLOGY / TECHNICIAN

ELMT-1402 Solar Photovoltaic Systems

(4-3-3) Design and installation of solar photovoltaic systems and their applications.

ELMT-2337 Electronic-Troubleshooting/Service/Repair

(3-3-3) In-depth coverage of electronic systems, maintenance, troubleshooting and repair. Topics include symptom identification, proper repair procedures, repair checkout and preventative maintenance. Emphasis on safety and use of test equipment. May be offered as a Capstone course.

(ELPT) ELECTRICAL AND POWER TRANSMISSION INSTALLATION/INSTALLER, GENERAL

ELPT-2455 Programmable Logic Controllers II

(4-3-3) Advanced concepts in programmable logic controllers and their applications and interfacing to industrial controls.

(EMSP) EMERGENCY MEDICAL TECHNOLOGY/ TECHNICIAN#

EMSP-1160 Clinical-Emergency Medical Technology

(1-0-5) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Required Prerequisite: TSI compliant in all areas

Required Co-Requisite: EMSP-1501

EMSP-1355 Trauma Management

(3-2-2) Knowledge and skills in the assessment and management of patients with traumatic injuries.

Required Co-Requisite: EMSP-2161

Recommended Prerequisites: EMSP-1356 and EMSP-1438

EMSP-1356 Patient Assessment and Airway Management

(3-2-2) Knowledge and skills required to perform patient assessment, airway management and artificial ventilation.

Required Prerequisite: TSI compliant in all areas and Texas EMT certification

Required Co-Requisite: EMSP-2160

EMSP-1438 Introduction to Advanced Practice

(4-3-2) Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration and related topics.

Required Prerequisite: TSI compliant in all areas and Texas EMT certification

Required Co-Requisite: EMSP-2160

EMSP-1501 Emergency Medical Technician

(5-3-6) Preparation for certification as an Emergency Medical Technician (EMT). Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services.

Required Prerequisite: TSI compliant in all areas

Required Co-Requisite: EMSP-1160

EMSP-2160 Clinical - EMT Paramedic

(1-0-5) A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. (Clinical experiences are unpaid external learning experiences.)

Recommended Prerequisites/Co-Requisites: EMSP-1356 and EMSP-1438

EMSP-2161 Clinical - EMT Paramedic

(1-0-5) A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. (Clinical experiences are unpaid external learning experiences.)

Recommended Prerequisites/Co-Requisites: EMSP-1355 and EMSP-2338

EMSP-2162 Clinical - EMT Paramedic

(1-0-6) A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. (Clinical experiences are unpaid external learning experiences.)

Recommended Prerequisites/Co-Requisites: EMSP-2430 and EMSP-2534

EMSP-2163 Clinical - EMT Paramedic

(1-0-5) A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. (Clinical experiences are unpaid external learning experiences.)

Recommended Prerequisite/Co-Requisite: EMSP-2458

EMSP-2243 Assessment Based Management

(2-1-4) A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Includes specific care when dealing with pediatric, adult, geriatric and special-needs patients.

Recommended Co-Requisite: EMSP-2267

EMSP-2267 Practicum—EMT Paramedic

(2-0-18) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. This may be a paid or unpaid experience.

EMSP-2305 EMS Operations

(3-3-0) Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

Required Co-Requisite: EMSP-2162

EMSP-2430 Special Populations

(4-3-2) Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics and other related topics.

Required Prerequisite: EMSP-2534

Required Co-Requisite: EMSP-2162

EMSP-2444 Cardiology

(4-3-2) Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.

Required Prerequisites: EMSP-1438, EMSP-1356 and EMSP-2160

Required Co-Requisite: EMSP-2161

EMSP-2458 Critical Care Paramedic

(4-3-3) Prepares healthcare personnel to function as members of a critical care transport team.

Recommended Prerequisite: Completion of or concurrent enrollment in a college level paramedic program, two-year's experience as a paramedic or nurse, current certification in CPR, ACLS, B/TLS/PHTLS/TNCC and PALS/PEPP.

Required Co-Requisite: EMSP-2163

EMSP-2534 Medical Emergencies

(5-4-2) Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology and other related topics.

Required Prerequisites: EMSP-2444, EMSP-1355 and EMSP-2161

(ENTC) ENGINEERING TECHNOLOGY, GENERAL

ENTC-2331 Manufacturing Materials

(3-2-3) Identification of materials used in manufacturing including metals, plastics, composite

materials, concrete, ceramics and wood. Includes application of material properties and quality standards for selection of materials to manufacture components.

(ENER) ENERGY INDUSTRY

ENER-1240 Employee Success in Energy Industry

(2-2-0) A study of successful employee characteristics and employer expectations in the energy industry. Topics include benefits, career management, e-communications and personal financial management. Addresses values, inclusion, and community and environmental roles.

ENER-1330 Basic Mechanical Skills for Energy

(3-2-3) 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-along.

ENER-1350 Overview of Energy Industry

(3-3-0) Introduction to the major sectors of the energy industry including fossil fuels, alternative energy systems, power generation facilities and electrical transmission. Includes a comparison of energy industry careers.

(ENGL) ENGLISH

ENGL-0324 Writing Techniques I

(3-3-0) Development of college-level writing focusing on idea generation, drafting, organization, revision and utilization of standard English. Students will generate ideas for and organize paragraphs and essays with an emphasis on revision. This course is also appropriate for anyone who wishes to enhance his or her real-life writing skills. A grade of "C" or higher shall constitute satisfactory completion of the course and eligibility to enroll in INRW-0399. *This is a developmental course and cannot be used to fulfill degree requirements.*

Required Prerequisite: Satisfactory score on TSI Assessment

ENGL-1301 Composition I+

(3-3-0) Intensive study of and practice in writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement and style. Focus on writing the academic essay as a vehicle for learning, communicating and critical analysis.

Required Prerequisite: TSI compliant in writing

ENGL-1302 Composition II+

(3-3-0) Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual and multimedia texts; systematic evaluation, synthesis and documentation of information sources and critical thinking about evidence and conclusions.

Required Prerequisite: ENGL-1301

ENGL-2307 Creative Writing I+

(3-3-0) Practical experience in the techniques of imaginative writing. May include fiction,

nonfiction, poetry, screenwriting or drama. Includes lectures on recognition and use of literary devices.

Required Prerequisite: ENGL-1301

ENGL-2311 Technical and Business Writing +

(3-3-0) Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Recommended Prerequisite: ENGL-1301

ENGL-2322 British Literature I to 1800 +

(3-3-0) A survey of the development of British literature from the Anglo-Saxon period to the 18th Century. Students will study works of prose, poetry, drama and fiction in relation to their historical, linguistic and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Required Prerequisite: ENGL-1302

ENGL-2323 British Literature II Since 1800 +

(3-3-0) A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Required Prerequisite: ENGL-1302

ENGL-2327 American Literature I to 1865 +

(3-3-0) A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

Required Prerequisite: ENGL-1302

ENGL-2328 American Literature II Since 1865 +

(3-3-0) A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

Required Prerequisite: ENGL-1302

ENGL-2332 World Literature I to 1650 +

(3-3-0) A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Required Prerequisite: ENGL-1302

ENGL-2333 World Literature II from 1650 +

(3-3-0) A survey of world literature from the 17th century to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Required Prerequisite: ENGL-1302

ENGL-2342 Forms of Literature I +

(3-3-0) The study of one or more literary genres including, but not limited to, poetry,

fiction, drama and film.

Required Prerequisite: ENGL-1302

ENGL-2343 Forms of Literature II +

(3-3-0) The study of one or more literary genres including, but not limited to, poetry, fiction, drama and film.

Required Prerequisite: ENGL-1302

ENGL-2351 Mexican-American Literature +

(3-3-0) A survey of Mexican-American/Chicano literature including fiction, non-fiction, poetry and drama.

Required Prerequisite: ENGL-1302

ENGL-2389 Academic Cooperative +

(3-2-4) 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 English language and literature. The course will use the workshop style of cooperative learning and team evaluation. The end product is the formal publication of the literary journal.

Required Prerequisites: ENGL-1301 and TSI compliant in reading

(ENGR) ENGINEERING

ENGR-1201 Introduction to Engineering +

(2-1-3) An introduction to the engineering profession with emphasis on technical communication and team-based engineering design.

Required Prerequisite: MATH-1314 or equivalent academic preparation

ENGR-1304 Engineering Graphics I+

(3-2-4) Introduction to computer-aided drafting using CAD software and sketching to generate two- and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data and fundamentals of computer graphics.

Required Prerequisite: MATH-1314 or equivalent academic preparation

ENGR-1307 Plane Surveying +

(3-2-3) Development of skills necessary to recognize and solve problems in surveying; introduction and use of various precision instruments used for surveying, including level, theodolites, electronic distance measuring equipment and total stations for collecting field data; introduction of Global Positioning Systems (GPS) and Geographic Information Systems (GIS) and their use in surveying and use of graphic design software, such as AutoCAD or Micro station in surveying problems.

Required Prerequisite: ENGR-1304 and MATH-1316 or equivalent academic preparation

ENGR-2301 Engineering Mechanics - Statics +

(3-3-0) Basic theory of engineering mechanics, using calculus, involving the description of forces, moments and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity and moments of inertia.

Required Prerequisite: PHYS-2425

Required Pre/Co-Requisite: MATH-2414

ENGR-2302 Engineering Mechanics - Dynamics +

(3-3-0) Basic theory of engineering mechanics, using calculus, involving the motion of

particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum and application of kinetics and kinematics to the solution of engineering problems.

Required Prerequisite: ENGR-2301

ENGR-2305 Electrical Circuits I +

(3-3-0) Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems.

Required Prerequisite: PHYS-2425 and MATH-2414

Recommended Prerequisite: MATH-2320

ENGR-2308 Engineering Economics +

(3-3-0) Methods used for determining the comparative financial desirability of engineering alternatives. Provides the student with the basic tools required to analyze engineering alternatives in terms of their worth and cost, an essential element of engineering practice. The student is introduced to the concept of the time value of money and the methodology of basic engineering economy techniques. The course will address some aspects of sustainability and will provide the student with the background to enable them to pass the Engineering Economy portion of the Fundamentals of Engineering exam.

Required Prerequisite: MATH-2413

ENGR-2332 Mechanics of Materials +

(3-3-0) Stresses, deformations, stress-strain relationships, torsions, beams, shafts, columns, elastic deflections in beams, combined loading and combined stresses.

ENGR-2403 Engineering Mechanics-Statics/Dynamics +

(4-4-0) Combined, single-semester study of statics and dynamics. Calculus-based study of dynamics of rigid bodies, force-mass-acceleration, work-energy and impulse-momentum computation.

Required Prerequisite: PHYS-2425

ENGR-2406 Introduction to Digital Systems (Lecture + Lab) +

(4-3-3) Introduction to theory and design of digital logic, circuits and systems. Number systems, operations and codes; logic gates, Boolean algebra and logic simplification; Karnaugh maps; combinational logic; functions of combinational logic; flip-flops and related devices; counters; shift registers; sequential logic; memory and storage. Includes basic laboratory experiences supporting theoretical principles involving design, construction, and analysis of combinational and sequential digital circuits and systems, including logic gates, adders, multiplexers, encoders, decoders, arithmetic logic units, latches, flip-flops, registers and counters and preparation of laboratory reports.

Required Prerequisite: MATH-1314 or equivalent academic preparation

(EPCT) ENVIRONMENTAL AND POLLUTION CONTROL TECHNOLOGY/TECHNICIAN

EPCT-1311 Introduction to Environmental Science

(3-3-0) An overview of environmental science and current global concerns and a brief history of environmental ethics, resource use and conservation. Discussion of fundamental principles of resource economics and environmental health.

EPCT-1313 Contingency Planning

(3-3-0) An introduction to the development of an emergency response contingency plan for a facility or community. Emphasis on analyzing the hazards, writing and implementing the contingency plans and evaluating the effectiveness of the contingency plan.

EPCT-1341 Principles of Industrial Hygiene

(3-2-2) Concepts in threshold limits, dose response and general recognition of occupational hazards, including sampling statistics, calibration and equipment use. A study of the control of occupational hazards and sample collection and evaluation methods.

EPCT-1344 Environmental Sampling and Analysis

(3-2-2) Sampling protocol, procedures, quality control, preservation technology and field analysis. Emphasis on analysis commonly performed by the field technician.

EPCT-1347 Waste Minimization and Pollution Prevention

(3-3-0) Exploration of the options available for source reduction, waste minimization and pollution prevention including regulatory standards applicable to these activities.

EPCT-1349 Environmental Regulation Interpretation and Applications

(3-3-0) An in-depth study of the major federal and state environmental regulations.

EPCT-1391 Special Topics in Environmental and Pollution Control Technology/ Technician

(3-3-0) 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.

EPCT-1401 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and Related Topics

(4-3-2) Minimum certification requirements in the Code of Federal Regulations (CFR) for a hazardous waste site worker as found in 29 CFR-1910.120 and 40 CFR-264.16.

EPCT-1407 Introduction to Environmental Safety and Health

(4-4-0) An historic overview of environmental safety and health. Emphasis on the use of occupational safety and health codes.

EPCT-1440 Industrial Chemical Processes

(4-3-2) An overview of chemical processes used in the chemical industry.

Recommended Prerequisite: CHEM-1405

EPCT-2300 Department of Transportation (DOT) Regulations

(3-3-0) A detailed study of the United States Department of Transportation regulations with emphasis on identifying applicable regulations recommending compliance strategies in the transport of dangerous and hazardous materials. Examination of the regulatory requirements for employees and employers involved in all modes of transportation, including road, rail, aircraft and marine vessels.

(ESOL) ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

ESOL-0301 Oral Communication I

(3-3-0) Practical applications of vocabulary, phonetics and grammar in comprehending and producing spoken English. Designed for speakers of other languages.

This is a developmental course and cannot be used to fulfill degree requirements.

ESOL-0302 Oral Communication II

(3-3-0) Practical applications of vocabulary, phonetics and grammar in comprehending and producing spoken English. Designed for speakers of other languages.

This is a developmental course and cannot be used to fulfill degree requirements.

ESOL-0303 Oral Communication III

(3-3-0) Practical applications of vocabulary, phonetics and grammar in comprehending and producing spoken English. Designed for speakers of other languages.

This is a developmental course and cannot be used to fulfill degree requirements.

ESOL-0304 Writing and Grammar I

(3-3-0) Practical applications of vocabulary, phonetics and grammar in comprehending and producing spoken English. Designed for speakers of other languages.

This is a developmental course and cannot be used to fulfill degree requirements.

ESOL-0305 Writing and Grammar II

(3-3-0) Practical applications of grammar and sentence syntax in written English. Designed for speakers of other languages.

This is a developmental course and cannot be used to fulfill degree requirements.

ESOL-0306 Writing and Grammar III

(3-3-0) Practical applications of grammar and sentence syntax in written English. Designed for speakers of other languages.

This is a developmental course and cannot be used to fulfill degree requirements.

ESOL-0307 Reading and Vocabulary I

(3-3-0) Development and improvement of reading skills through vocabulary, fluency and comprehension strategies. Designed for speakers of other languages.

This is a developmental course and cannot be used to fulfill degree requirements.

ESOL-0308 Reading and Vocabulary II

(3-3-0) Development and improvement of reading skills through vocabulary, fluency and comprehension strategies. Designed for speakers of other languages.

This is a developmental course and cannot be used to fulfill degree requirements.

ESOL-0309 Reading and Vocabulary III

(3-3-0) Development and improvement of reading skills through vocabulary, fluency and comprehension strategies. Designed for speakers of other languages.

This is a developmental course and cannot be used to fulfill degree requirements.

ESOL-0310 Composition I

(3-3-0) Development and improvement of reading skills through vocabulary, fluency and comprehension strategies. Designed for speakers of other languages.

This is a developmental course and cannot be used to fulfill degree requirements.

ESOL-0311 Composition II

(3-3-0) Practical applications of grammar, usage and sentence structure in paragraph and essay writing. Designed for speakers of other languages.

This is a developmental course and cannot be used to fulfill degree requirements.

ESOL-0312 Composition III

(3-3-0) Practical applications of grammar, usage and sentence structure in paragraph and essay writing. Designed for speakers of other languages.

This is a developmental course and cannot be used to fulfill degree requirements.

(FDNS) FOODS, NUTRITION, AND WELLNESS STUDIES

FDNS-1103 Introduction to Dietetics

(1-1-0) An introduction to the profession of dietetics in health-care delivery systems. Includes roles and responsibilities of dietetics team members, standards and ethics in dietetic practice. Emphasis on effective professional communications.

FDNS-1168 Practicum-Dietetics/Dietician

(1-0-10) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

Required Prerequisite: Admission to Dietary Manager or Dietetic Technician Program

Required Prerequisites or Co-Requisites: FDNS-1103, DITA-1300 and IFWA-2446

NOTE: Enrollment in the practicum requires admission to the Dietary Manager Certificate program or to the Dietetic Technician degree program. All prerequisites must be completed with a grade of “C” or better. A granted petition is required for registration.

FDNS-1192 Special Topics in Foods, Nutrition, and Wellness Studies, General

(1-1-0) 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. Study in food service management, normal/community nutrition or clinical nutrition care to meet interests and needs of students.

Recommended Prerequisite: Consent of Program Coordinator

FDNS-1301 Introduction to Foods

(3-2-2) A study of the composition of food and the chemical and biological changes that occur in storage and processing. Includes preparation techniques and selection principles.

FDNS-1309 Nutrition in the Community

(3-3-0) A study of the nutritional status of populations at the national, state, and local community levels. Socioeconomic, cultural and psychological influences on eating behavior, national and state health objectives, marketing strategies for objective implementation and community nutrition programs serving risk-group populations. Basic teaching/counseling methods for the nutrition education of small groups and individual clients/patients.

Recommended Prerequisite: HECO-1322

FDNS-1341 Nutrition in the Life Cycle

(3-3-0) Analysis of nutrition assessment indicators for each age group. Social consideration to growth standards, maternal weight gains, eating behaviors of various age groups and the physiology of aging as it relates to nutrient adequacy in the mature adult. *Recommended*

Prerequisite: HECO-1322

FDNS-1346 Medical Nutrition Therapy II

(3-3-0) Principles and techniques of nutrition care for clients/patients at low to moderate nutrition risk. Includes a study of the scientific basis of diets for individuals with diabetes mellitus, pulmonary and cardiovascular disease and weight-control needs. Nutrition assessment parameters, nutrition care planning and evaluation, and menu-editing methods.

Required Prerequisite: DITA-1300 with a minimum grade of “C”

Recommended Pre/Co-Requisite: BIOL-2401

FDNS-1371 Child Nutrition and Programs

(3-3-0) Study of nutritional requirements and growth assessment for children ages zero to 18 at low or moderate risk. Review of child nutrition regulatory processes and federal child nutrition programs. Develop practical skills in meal planning and providing nutrition education for children.

FDNS-1391 Special Topics in Foods and Nutrition Studies

(3-3-0) 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.

FDNS-1447 Medical Nutrition Therapy III

(4-4-0) Advanced principles and techniques of nutrition care for clients/patients at low to moderate risk. Includes a study of the scientific basis of diets for individuals with cancer, gastrointestinal disease and renal disease. Also includes nutrition assessment parameters, nutrition care planning and evaluation and menu-editing methods.

Required Prerequisite: FDNS- 1346 with a minimum grade of “C”

Recommended Prerequisite/Co-Requisite: BIOL-2401

FDNS-2168 Practicum-Dietetics/Dietitian

(1-0-10) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

Required Prerequisites: HECO-1322, FDNS-1309 and FDNS-1371 or FDNS-1341

NOTE: All prerequisites must be completed with a grade of “C” or better. A granted petition is required for registration.

FDNS-2169 Practicum-Dietetics/Dietitian

(1-0-10) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

Required Prerequisites: FDNS-1447 completed within the last three years with a minimum grade of “C” earned.

NOTE: Enrollment in the practicum requires admission to the Dietetic Technician degree program. All prerequisites must be completed with a grade of “C” or better. A granted petition is required for registration.

FDNS-2400 Food Management Systems

(4-4-0) Aspects of the organization and management of institutional food service systems. Includes menu planning and evaluation, purchasing, receiving and storage of food supplies, inventory control, sanitation and safety and quality assurance.

Recommended Prerequisite: DITA-1301

(FDST) FOOD SCIENCE

FDST-1391 Special Topics in Food Science

(3-3-0) 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.

(FIRS) FIRE SCIENCE/FIREFIGHTING#

FIRS-1301 Firefighter Certification I

(3-2-4) One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification III, IV, V and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. *This course may only be offered by institutions certified as a training facility by TCFP.*

Required Co-Requisites: FIRS-1313, FIRS-1319, FIRS-1323, FIRS-1329 and FIRT-1338

FIRS-1313 Firefighter Certification III

(3-2-4) One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, IV, V and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. *This course may only be offered by institutions certified as a training facility by TCFP.*

Required Co-Requisites: FIRS-1301, FIRS-1319, FIRS-1323, FIRS-1329 and FIRT-1338.

FIRS-1319 Firefighter Certification IV

(3-2-4) One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, V and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. *This course may only be offered by institutions certified as a training facility by TCFP.*

Required Co-Requisites: FIRS-1301, FIRS-1313, FIRS-1323, FIRS-1329 and FIRT-1338.

FIRS-1323 Firefighter Certification V

(3-1-5) One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, IV and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. *This course may only be offered by institutions certified as a training facility by TCFP.*

Required Co-Requisites: FIRS-1301, FIRS-1313, FIRS-1319, FIRS-1329 and FIRT-1338.

FIRS-1329 Firefighter Certification VI

(3-2-4) One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, IV and V to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. *This course may only be offered by institutions certified as a training facility by TCFP.*

Required Co-Requisites: FIRS-1301, FIRS-1313, FIRS-1319, FIRS-1323 and FIRT-1338.

(FIRT) FIRE PROTECTION AND SAFETY TECHNOLOGY/ TECHNICIAN

FIRT-1301 Fundamentals of Fire Protection

(3-3-0) Orientation to the fire service, career opportunities, and related fields. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT-1307 Fire Prevention Codes and Inspections

(3-3-0) Local building and fire prevention codes. Fire prevention inspections, practices, and procedures. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT-1309 Fire Administration I

(3-3-0) Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

FIRT-1311 Fire Service Hydraulics

(3-3-0) Application of hydraulic principles to analyze and solve water supply problems related to fire protection.

FIRT-1315 Hazardous Materials I

(3-2-2) The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

FIRT-1329 Building Codes and Construction

(3-3-0) Examination of building codes and requirements, construction types, and building materials. Includes walls, floorings, foundations, and various roof types and the associated dangers of each. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT-1338 Fire Protection Systems

(3-3-0) Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT-1349 Fire Administration II

(3-3-0) In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service and relationships between the fire service and outside agencies.

Recommended Prerequisite: FIRT-1309

FIRT-1391 Special Topics in Fire Protection and Safety Technology/Technician

(3-3-0) 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. This course may be repeated two times for credit if the content and outcomes vary.

Required Prerequisite: Consent of Department Chairperson

FIRT-1433 Fire Chemistry I

(4-3-1) Chemical nature and properties of compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding and thermodynamics. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT-2309 Firefighting Strategies and Tactics I

(3-3-0) Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of staffing and equipment to mitigate the emergency.

FIRT-2331 Firefighting Strategies and Tactics II

(3-3-0) Emphasis on use of incident management in large scale command problems and other specialized fire problems. *This is the Capstone course and must be taken during the last semester of the program.*

FIRT-2388 Internship Emergency Management

(3-0-9) 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. This may be a paid or unpaid experience.

(FLMC) FILM AND VIDEO MAKING/CINEMATOGRAPHY AND PRODUCTION

FLMC-1304 Lighting for Film or Video

(3-2-4) Fundamentals of lighting techniques for film or video production employing filters, in-camera effects, and mood setting techniques.

Recommended Prerequisite: RTVB-1321

FLMC-1311 Survey of the Motion Picture

(3-2-2) Overview of film history and techniques including introduction to cinematic elements and approaches to analysis and criticism.

FLMC-2333 Cinematography

(3-3-3) Advanced concepts of theoretical elements and practical applications of the cinematic craft.

Required Prerequisite: RTVB-1321

Recommended Prerequisite: FLMC-1304

FLMC-2334 Directing for Film or Video

(3-3-3) Analysis of directing styles to formulate a personal directing style. Includes directing a film or video production.

Required Prerequisite: RTVB-1325 or program coordinator consent.

(FREN) FRENCH

FREN-1100 Conversational French I +

(1-0-2) Basic practice in comprehension and production of the spoken language. Consists of the following options for developing good conversational skills in French. A total of six courses under the numbers FREN-1100 and FREN-1110 may be taken for elective credit as the topic varies.

- A. Oral Expression. Practice in oral expression, including comprehension, control of structure, vocabulary building, and pronunciation for production of the spoken language. One hour of scheduled classroom lab and one hour of arranged independent-study lab per week. May be taken three times as topic varies.
- B. Listening Comprehension. Practice in comprehension of the spoken language. Independent-study lab course with practice developing listening skills from sources such as audio, video, radio, film and Internet.
- C. Grammar I. Review of novice-mid grammar for better control in production of the spoken language. Independent-study lab course with self-correcting format.
- D. Grammar II. Review of novice-high grammar for better control in production of the spoken language. Independent-study lab course with self-correcting format.
- E. Vocabulary Building I. Reading of novice-to mid-level French language texts for building vocabulary to be used in oral expression of ideas in French. Includes oral reading for fluency practice. Independent-study lab course.
- F. Vocabulary Building II. Reading of novice-to high-level French language texts for building vocabulary to be used in oral expression of ideas in French. Includes oral reading for fluency practice. Independent-study lab course.

- G. Culture Topics. Study of French culture topics through research and discussion, for the production of the spoken language in the expression and comparison of ideas.

FREN-1110 Conversational French II+

(1-0-2) Basic practice in comprehension and production of the spoken language. Consists of the following options for developing good conversational skills in French. A total of six courses under the numbers FREN-1100 and FREN-1110 may be taken for elective credit as topic varies.

- A. Oral Expression. Practice in oral expression, including comprehension, control of structure, vocabulary building and pronunciation for production of the spoken language. One hour of scheduled classroom lab and one hour of arranged independent-study lab per week. May be taken three times as topic varies. +
- B. Listening Comprehension. Practice in comprehension of the spoken language. Independent-study lab course with practice developing listening skills from sources such as audio, video, radio, film and Internet.
- C. Grammar III. Review of intermediate-mid grammar for better control in production of the spoken language. Independent-study lab course with self-correcting format.
- D. Grammar IV. Review of intermediate-high grammar for better control in production of the spoken language. Independent-study lab course with self-correcting format.
- E. Vocabulary Building III. Reading of intermediate-mid level French language texts for building vocabulary to be used in oral expression of ideas in French. Includes oral reading for fluency practice. Independent-study lab course.
- F. Vocabulary Building IV. Reading of intermediate-high level French language texts for building vocabulary to be used in oral expression of ideas in French. Includes oral reading for fluency practice. Independent-study lab course.
- G. Culture Topics. Study of French culture topics through research and discussion, for the production of the spoken language in the expression and comparison of ideas. May be taken three times as topic varies.

FREN-1411 Beginning French I+

(4-3-2) Fundamental skills in listening comprehension, speaking, reading, and writing. Includes acquisition of language functions, basic vocabulary, grammatical structures and culture through contextualized presentations, interactive activities and extensive laboratory practice.

FREN-1412 Beginning French II+

(4-3-2) Continuation of FREN-1411. Fundamental skills in listening comprehension, speaking, reading and writing. Includes basic vocabulary, grammatical structures and culture with emphasis on conversation. Laboratory practice.

Recommended Prerequisite: FREN-1411

FREN-2311 Intermediate French I+

(3-3-0) Continuation of FREN-1412. Review and application of skills in listening comprehension, speaking, reading and writing. Emphasizes conversation, vocabulary acquisition, reading, composition and culture. Class conducted largely in French.

Recommended Prerequisite: FREN-1412

FREN-2312 Intermediate French II +

(3-3-0). Continuation of FREN-2311. Review and application of skills in listening comprehension, speaking, reading and writing. Emphasizes conversation, vocabulary acquisition, reading, composition and culture.

Recommended Prerequisite: FREN-2311

(FSHN) FASHION MERCHANDISING

FSHN-1301 Textiles

(3-3-1) A general study of textiles with emphasis on factors that affect the hand, appearance, and performance in clothing use. Examination of the fibers, yarns, dyeing, printing and finishing. Application of textiles used in the apparel industry.

FSHN-2301 Fashion Promotion

(3-3-0) A survey of fashion direction, publicity, and fashion event coordination. Emphasis on fashion event production.

FSHN-2305 Fashion Retailing

(3-3-0) An overview of retailing procedures used in various types of fashion companies. A study of operations, personnel, merchandising, sales promotion and finance and control. Examination of job opportunities available in the retail fashion industry.

FSHN-2309 Fashion Image

(3-3-0) Instruction in the techniques used to analyze the fashion image of individual clients. Emphasis on personal coloring, body types and wardrobe coordination. Study of fashion image consultant business practices and job qualifications.

(GAME) ANIMATION, INTERACTIVE TECHNOLOGY, VIDEO GRAPHICS AND SPECIAL EFFECTS

GAME-1302 Interactive Storyboarding

(3-2-3) In-depth coverage of storyboarding for the development of interactive media. Addresses target audience analysis, purpose, goals and objectives, content outline, flow chart and interactive storyboarding.

GAME-1304 Level Design

(3-3-2) Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing and storytelling. Includes utilization of toolsets from industry titles.

GAME-1314 Character Sculpting

(3-2-3) Creation of original characters from the drawing stage to sculpting clay status, including sketching and creating clay sculptures, digitally creating a character and applying shape, form and pose to sculpted characters. Explores a variety of poses using clay and identifies attributes of game characters.

GAME-1403 Introduction to Game Design and Development

(4-3-2) Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field and current issues and practices in the game development industry.

GAME-2308 Portfolio for Game Development

(3-2-3) Design and management of an industry standard portfolio. Includes techniques in self-

promotion, résumé writing, portfolio distribution systems and interviewing.

GAME-2412 Interactive Audio

(4-3-3) Music and sound effects. Includes formats, working within memory budgets, interactive systems and Foley libraries. Addresses a range of practical audio-related areas.

(GEOG) GEOGRAPHY

GEOG-1301 Physical Geography +

(3-3-0) This course introduces students to the processes that drive Earth's physical systems. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development and human interactions with the physical environment.

GEOG-1302 Human Geography+

(3-3-0) This course introduces students to fundamentals concepts, skills and practices of human geography. Place, space and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include globalization, population and migration, culture, diffusion, political and economic systems, language, religion, gender and ethnicity.

GEOG-1303 World Regional Geography +

(3-3-0) This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict and the role of regions in the globalization process.

(GEOL) GEOLOGY

GEOL-1305 Environmental Science +

(3-3-0) A survey of the forces, including humans, that shape our physical and biologic environment and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change and sustainability of land, water and energy resources.

GEOL-1401 Earth Science for Non-Science Majors I (Lecture + Lab) +

(4-3-3) Survey of geology, meteorology, oceanography, and astronomy. Lab activities will cover methods used to collect and analyze data in geology, meteorology, oceanography and astronomy.

GEOL-1402 Earth Science for Non-Science Majors II (Lecture + Lab) +

(4-3-3) Extension of the study of geology, astronomy, meteorology and oceanography, focusing on natural resources, hazards and climate variability.

Required Prerequisite: GEOL-1401 or GEOL-1403

GEOL-1403 Physical Geology (Lecture + Lab) +

(4-3-3) Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data.

GEOL-1404 Historical Geology (Lecture + Lab) +

(4-3-3) A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will

introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils.

Required Prerequisite: GEOL-1403

GEOL-1405 Environmental Science (Lecture + Lab) +

(4-3-3) A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change and sustainability of land, water and energy resources. Lab activities will cover methods used to collect and analyze environmental data. (Students should not take both GEOL-1305 and GEOL-1405.)

GEOL-1445 Oceanography (Lecture + Lab) +

(4-3-3) Survey of oceanography and related sciences.

GEOL-1447 Meteorology (Lecture + Lab) +

(4-3-3) Survey of meteorology and related sciences. May not be used as a prerequisite for GEOL-1404.

(GERM) GERMAN

GERM-1411 Beginning German I +

(4-3-2) Fundamental skills in listening comprehension, speaking, reading, and writing. Includes acquisition of language functions, basic vocabulary, grammatical structures, and culture through contextualized presentations, interactive activities and extensive laboratory practice.

GERM-1412 Beginning German II +

(4-3-2) Continuation of GERM-1411. Fundamental skills in listening comprehension, speaking, reading and writing. Includes basic vocabulary, grammatical structures, and culture.

Recommended Prerequisite: GERM-1411

GERM-2311 Intermediate German I +

(3-3-0) Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition and culture. Class conducted largely in German.

Recommended Prerequisite: GERM-1412

GERM-2312 Intermediate German II +

(3-3-0) Continuation of GERM-2311. Review and application of skills in listening comprehension, speaking, reading and writing. Emphasizes conversation, vocabulary acquisition, reading, composition and culture.

Recommended Prerequisite: GERM-2311

(GISC) GEOGRAPHIC INFORMATION SYSTEMS AND CARTOGRAPHY

GISC-1402 Understanding Geographic Information Systems

(4-3-2) Theory and application of geographic information science (GIS). Includes an overview of the general principles of GIS and practical experience in its use.

GISC-1491 Special Topics in Cartography

(4-3-2) 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.

GISC-2231 Advanced Problems in Geographic Information Systems (GIS)

(2-1-2) Seminar course designed for the final semester of a degree or certificate in Geographic Information Systems (GIS). Projects will include individual and group studies of GIS applications using the skills acquired in previous courses. The student will produce a professional project and present the results to a panel consisting of peers, instructors, or practicing GIS professionals.

Required Prerequisite: GISC-2420

GISC-2264 Practicum – Cartography

(2-0-14) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

GISC-2401 Data Acquisition and Analysis in Geographic Information Systems (GIS)

(4-3-2) Study of the management of geographic information, system life cycles and costs and benefits. Includes institutional issues such as data providers, data management, combination of attribute and graphical data information storage and access, Texas and national standards for spatial data; and applications of GIS for data modeling and analysis.

GISC-2402 Geographic Information Systems (GIS) Design with Raster Analysis

(4-3-2) Raster/remote sensing principles, technologies and applications. Emphasizes processing raster imagery into useful information to be used in a GIS. Includes georeferencing and image classification. Student final project will be demonstrating raster and remote sensing techniques.

GISC-2404 Geographic Information Systems (GIS) Design with Vector Analysis

(4-3-2) Using GIS as a problem solving tool from the first stages of designing an analysis project, through the data collection and manipulation phase, to the final phase of presenting the project.

GISC-2411 Geographic Information Systems (GIS) Applications

(4-3-2) Application of GIS technology to real workplace applications from public and private sectors. Completion of Global Positioning Systems (GPS) fieldwork required for lab exercises.

GISC-2420 Intermediate Geographic Information Systems (GIS)

(4-3-2) This course focuses on the study of spatial data structures and the display, manipulation, and analysis of geographic information. Students will study the technical aspects involved in spatial data handling, analysis and modeling. Instruction will include theories and procedures associated with the implementation and management of GIS projects. A variety of GIS software packages will be used in the laboratory.

GISC-2435 Programming for Geographic Information Systems (GIS)

(4-3-2) Focuses on the use of programming languages to customize and expand the capability of GIS applications. Instruction will include object-oriented and component programming. Students will also design their own Graphical User Interface (GUI).

Required Prerequisite: COSC-1436

(GOVT) GOVERNMENT

GOVT-2305 Federal Government (Federal Constitution & Topics) +

(3-3-0) Origin and development of the U.S. Constitution, structure and powers of the

national government including legislative, executive and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

Required Prerequisite: ENGL-1301 with a grade of "C" or TSI compliant in reading

GOVT-2306 Texas Government (Federal Constitution & Topics) +

(3-3-0) Origin and development of the Texas Constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy and the political culture of Texas.

Required Prerequisite: ENGL-1301 with a grade of "C" or TSI compliant in reading

(HALT) HORTICULTURE AND HORTICULTURAL OPERATIONS, GENERAL

HALT-1301 Principles of Horticulture

(3-3-1) An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses and careers and opportunities in the field of horticulture.

HALT-1303 Herbaceous Plants

(3-2-2) A study of herbaceous plant material. Topics include practices and procedures used in the identification, growth, propagation, maintenance and utilization of herbaceous plants in the horticulture industry.

Recommended Prerequisite: HALT-1301

HALT-1307 Plant Diseases

(3-2-2) An overview of the factors causing plant diseases. Topics include physiological disorders, fungi, bacteria, viruses, mollicutes, nematodes, parasitic plants, non-pathogenic factors and control methods.

Recommended Prerequisite: HALT-1301

HALT-1309 Interior Plants

(3-2-2) Instruction in the identification and classification of the plants used in home and commercial interior landscapes. Topics include design characteristics for interiorscapes and environmental requirements of the plants.

Recommended Prerequisite: HALT-1301

HALT-1311 Shrubs, Vines and Groundcovers

(3-2-2) Coverage of the shrubs, vines and groundcovers used in the horticulture industry. Topics include identification, characteristics, adaptation, cultural requirements, pest and disease problems and use in the landscape.

Recommended Prerequisite: HALT-1301

HALT-1313 Economic Entomology

(3-2-2) An overview of insects and related organisms with an emphasis on destructive, predaceous, parasitic, and beneficial species. Topics include insect taxonomy, anatomy, morphology, physiology and the application of Integrated Pest Management (IPM), mechanical, biological and chemical control measures.

Recommended Prerequisite: HALT-1301

HALT-1317 Trees

(3-2-2) A study of the trees used in the horticulture industry. Topics include the identification, characteristics, adaptation, cultural requirements, pest and disease problems, and trees in the landscape.

Recommended Prerequisite: HALT-1301

HALT-1333 Landscape Irrigation

(3-2-2) Coverage of irrigation systems including equipment, design, performance, and maintenance. Topics include residential and small business applications, troubleshooting, repair and technological advances in irrigation systems.

HALT-1353 Landscape Computer Design

(3-2-2) A course in computer-aided landscape design. Emphasis on the application of design concepts and techniques using software.

HALT-1392 Special Topics in Horticultural Science

(3-2-2) 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.

HALT-1422 Landscape Design

(4-3-3) A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills and plan preparation.

Recommended Prerequisite: HALT-1301

HALT-2301 Arboriculture

(3-2-2) Fundamentals of woody plant physiology and growth including techniques and procedures utilized in making sound tree care decisions related to growth pest and disease control. Topics include design principles of planning and maintenance for city streets, parks and commercial and residential properties.

Recommended Prerequisite: HALT-1301

HALT-2302 Greenhouse Crop Production

(3-2-2) Production of crops within the greenhouse environment. Topics include growing techniques, environmental control, crop rotation, scheduling, preparation for sale and marketing.

Recommended Prerequisite: HALT-1301

HALT-2308 Greenhouse Management

(3-2-2) Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, postharvest handling, marketing and business management.

Recommended Prerequisite: HALT-1301

HALT-2314 Plant Propagation

(3-2-2) A study of the sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separation, and tissue culture and environmental factors of propagation.

Recommended Prerequisite: HALT-1301

HALT-2315 Landscape Management

(3-2-2) A study of the procedures and practices used in the horticulture industry for proper landscape maintenance. Topics include landscape installation, lawn maintenance, shrub and tree care and management practices.

Recommended Prerequisite: HALT-1301

HALT-2318 Soil Fertility and Fertilizers

(3-3-0) An in-depth study of the chemistry, soil interaction, plant uptake and utilization of essential plant nutrients. Topics include deficiency and toxicity symptoms and the

selection, application and characteristics of fertilizer materials.

Recommended Prerequisite: HALT-1301

HALT-2320 Nursery Production and Management

(3-2-2) An overview of the procedures for establishing and operating a commercial nursery. Topics include site selection, structures, equipment, stock selection, production practices, harvesting, marketing and management practices.

Recommended Prerequisite: HALT-1301

HALT-2323 Horticultural Pest Control

(3-3-0) Examination of federal, state and local laws and regulations governing the control of horticultural pests. Topics include procedures; methods; safety requirements; integrated pest management (IPM) and chemical, natural and biological controls.

Recommended Prerequisite: HALT-1301

(HAMG) HOSPITALITY ADMINISTRATION AND MANAGEMENT – GENERAL

HAMG-1191 Special Topics in Hospitality Administration and Management

(1-1-0) 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.

Required Prerequisite: Consent of Department Chairperson

HAMG-1213 Front Office Management

(2-2-0) Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation.

HAMG-1291 Special Topics in Hospitality Administration and Management

(2-2-0) 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.

Required Prerequisite: Consent of Department Chairperson

HAMG-1317 Recreational Services

(3-3-0) The study of the recreation and entertainment industry. Emphasizes sporting and entertainment venues, tourism attractions and other public and private sector special events.

HAMG-1321 Introduction to the Hospitality Industry

(3-3-0) An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.

HAMG-1324 Hospitality Human Resources Management

(3-3-0) Principles and procedures of human resource management in the hospitality industry.

HAMG-1340 Hospitality Legal Issues

(3-3-0) A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations and product liability laws.

HAMG-1391 Special Topics in Hospitality Administration and Management

(3-3-0) 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.

Required Prerequisite: Consent of Department Chairperson

HAMG-2267 Practicum-Hospitality Administration and Management
(2-2-0) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

HAMG-2301 Principles of Food and Beverage Operations
(3-3-0) An introduction to food and beverage management in various hospitality environments. Emphasizes cost controls from procurement to marketing and sales. Examines forecasting, menu planning and pricing, logistical support, production, purchasing and quality assurance.

HAMG-2305 Hospitality Management and Leadership
(3-3-0) An overview of management and leadership in the hospitality industry with an emphasis on management philosophy, policy formulation, communications, motivation and team building.

HAMG-2307 Hospitality Marketing and Sales
(3-3-0) Identification of the core principles of marketing and sales and their impact on the hospitality industry.

HAMG-2330 Convention and Group Management and Services
(3-3-0) An application of the essential components of successful convention and meeting planning.

(HART) HEATING, AIR CONDITIONING AND REFRIGERATION (HVAC)

HART-1400 HVAC Duct Fabrication
(4-3-2) Layout and fabrication of HVAC duct systems using common tools and equipment of the trade.
Recommended Prerequisite: HART-2438

HART-1401 Basic Electricity for Heating, Ventilation and Air Conditioning (HVAC)
(4-3-2) Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits and component theory and operation.
Required Co-Requisite: TECM-1303

HART-1403 Air Conditioning Control Principles
(4-3-2) A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low-voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.
Required Prerequisite: HART-1401 and HART-2431

HART-1407 Refrigeration Principles
(4-2-7) An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.
Required Prerequisite/Co-Requisite: TECM-1303

HART-1441 Residential Air Conditioning
(4-3-2) A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair and charging of air-conditioning systems.
Required Prerequisites: HART-1401 and HART-1407

HART-1445 Gas and Electric Heating

(4-2-7) Study of the procedures and principles used in servicing heating systems including gas-fired furnaces and electric heating systems.

Required Prerequisite: HART-1401

Required Co-Requisite: HART-2431

HART-1491 Special Topics in Heating, Air Conditioning and Refrigeration

(4-3-2) 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-2402 Commercial Air-Conditioning System Design

(4-3-2) Advanced study in essential elements of commercial air-conditioning contracting including duct systems design; equipment selection using manufacturer's data and preparation of shop drawing and submittals.

Recommended Prerequisite: HART-2445

HART-2431 Advanced Electricity for Heating, Ventilation and Air Conditioning (HVAC) (4-

3-2) Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution motors, motor controls and application of solid-state devices.

Required Prerequisite: HART-1401

HART-2434 Advanced Air Conditioning Controls

(4-3-2) Theory and application of electrical control devices, electromechanical controls and/or pneumatic controls.

Recommended Prerequisite: HART-1403

HART-2436 Air Conditioning Troubleshooting

(4-3-2) An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.

Required Prerequisites: HART-1403, HART-1441, HART-1445 and HART-2445

HART-2438 Air Conditioning Installation and Startup

(4-3-2) A study of air-conditioning system installation, refrigerant piping, condensate disposal and air cleaning equipment with emphasis on startup and performance testing.

HART-2441 Commercial Air Conditioning

(4-2-7) A study of components, applications and installation of air-conditioning systems with capacities of 25 tons or less.

Recommended Prerequisite: HART-1441

HART-2442 Commercial Refrigeration

(4-2-8) Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines.

Required Prerequisites: HART-1441 and HART-2431

HART-2443 Industrial Air Conditioning

(4-2-7) A study of components, accessories, applications and installation of air conditioning systems above 25 tons capacity.

Recommended Prerequisite: HART-1441

HART-2445 Residential Air Conditioning Systems Design

(4-3-2) Study of the properties of air and results of cooling, heating, humidifying or

dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

HART-2449 Heat Pumps

(4-3-2) A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow and other topics related to heat pump systems.

Required Prerequisites: HART-1403, HART-1441, HART-1445, and HART-2445

HART-2457 Specialized Commercial Refrigeration

(4-3-2) An advanced course covering the components, accessories and service of specialized refrigeration units, such as ice machines, soft-serve machines, cryogenics and cascade systems.

Recommended Prerequisite: HART-2442

(HECO) HOME ECONOMICS

HECO-1307 Personal Finance +

(3-3-0) Guide to personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, wills and trust plans.

HECO-1322 Nutrition and Diet Therapy +

(3-3-0) This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption and metabolism. Food safety, availability and nutritional information including food labels, advertising and nationally established guidelines are addressed.

HECO-2311 Fashion Merchandising +

(3-3-0) Principles, techniques and practices for successful merchandising of fashion products. Topics include overview of careers in the fashion industry, textiles, design and manufacturing processes, domestic and foreign markets and retailing. Development of fashion industry vocabulary.

(HIST) HISTORY

HIST-1301 United States History I (To 1876) +

(3-3-0) A survey of the social, political, economic, cultural and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism and the Civil War/Reconstruction eras. Themes that may be addressed include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration and creation of the federal government.

Required Prerequisite: ENGL-1301 with a grade of "C" or TSI compliant in Reading

HIST-1302 United States History II (Since 1876) +

(3-3-0) A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government and the study of U.S. foreign policy.

Required Prerequisite: ENGL-1301 with a grade of “C” or TSI compliant in Reading

HIST-2301 Texas History +

(3-3-0) A survey of the political, social, economic, cultural and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights and modern Texas.

HIST-2311 Western Civilization I (To 1660) +

(3-3-0) A survey of the social, political, economic, cultural, religious and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes addressed include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations and Europe through the Middle Ages, Renaissance and Reformations.

HIST-2312 Western Civilization II (Since 1660) +

(3-3-0) A survey of the social, political, economic, cultural, religious and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes addressed include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War and globalism.

HIST-2321 World Civilizations I +

(3-3-0) A survey of the social, political, economic, cultural, religious and intellectual history of the world from the emergence of human cultures through the 15th century. Examines major cultural regions of the world in Africa, the Americas, Asia, Europe and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange.

HIST-2322 World Civilizations II +

(3-3-0) A survey of the social, political, economic, cultural, religious and intellectual history of the world from the 15th century to the present. Examines major cultural regions of the world in Africa, the Americas, Asia, Europe and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.

HIST-2327 Mexican-American History I (To 1876) +

(3-3-0) Historical, economic, social and cultural development of Mexican-Americans/Chicanos/Chicanas. (May be applied to the US History core requirement.)

Required Prerequisite: ENGL-1301 with minimum grade of “C” or TSI compliant in Reading

HIST-2328 Mexican-American History II (Since 1876) +

(3-3-0) Historical, economic, social and cultural development of Mexican-Americans/Chicanos/Chicanas. (May be applied to the US History core requirement.)

Required Prerequisite: ENGL-1301 with minimum grade of “C” or TSI compliant in Reading

HIST-2381 African-American History +

(3-3-0) Historical, economic, social and cultural development of minority groups. May

include African-American, Mexican American, Asian American and Native American issues. This course surveys various topics in African-American History and Culture from the Atlantic Slave Trade to present with emphasis on Slavery, African Syncretism, Diaspora Culture, the Old South, development of 20th century race relations and African-American identity and culture, as well as transnational nature of the civil rights movement and Black Nationalism.

HIST-2389 Academic Cooperative: Becoming A Global Citizen +

(3-3-0) An instructional program designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. Emphasizes the integration of historical perspectives into contemporary global issues.

(HITT) HEALTH INFORMATION AND MEDICAL RECORDS TECHNOLOGY/TECHNICIAN#

HITT-1253 Legal and Ethical Aspects of Health Information

(2-2-0) Concepts of privacy, security, confidentiality, ethics, health-care legislation and regulations relating to the maintenance and use of health information.

HITT-1301 Health Data Content and Structure

(3-2-4) Introduction to systems and processes for collecting, maintaining and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.

HITT-1341 Coding and Classification Systems

(3-2-4) Fundamentals of coding rules, conventions and guidelines using clinical classification systems.

HITT-1342 Ambulatory Coding

(3-2-4) Fundamentals of ambulatory coding rules, conventions and guidelines.

HITT-1345 Health Care Delivery Systems

(3-2-4) Examination of delivery systems including organization, financing, accreditation, licensure and regulatory agencies.

HITT-2161 Clinical: Health Information Technology

(1-0-6) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

HITT-2260 Clinical - Health Information and Medical Records Technology/Technician

(2-0-10) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

HITT-2335 Coding and Reimbursement Methodologies

(3-3-0) Advanced coding techniques with emphasis on case studies, health records and federal regulations regarding prospective payment systems and methods of reimbursement.

HITT-2343 Quality Assessment/Performance Improvement
(3-2-4) Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.

HITT-2346 Advanced Medical Coding
(3-2-2) Advanced concepts of ICD and CPT coding rules, conventions and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.

(HMSY) HOMELAND SECURITY

HMSY-1337 Introduction to Homeland Security
(3-3-0) Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

HMSY-1340 Homeland Security Intelligence Operations
(3-2-2) A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, management of operations, classification, production and analysis and assessment of threat vulnerability. Source development will be conducted.

(HPRS) HEALTH PROFESSIONS AND RELATED SERVICES

HPRS-1206 Essentials of Medical Terminology
(2-2-0) A study of medical terminology, word origin, structure and application.

HPRS-1271 Survey of Professions in Health Care
(2-2-0) A study of the current environment in health care and a survey of various jobs and professions in the health-care industry.

HPRS-2200 Pharmacology for Health Professions
(2-2-0) A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration and calculation of dosages.

HPRS-2201 Pathophysiology
(2-2-0) Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms and the physical and psychological reactions to diseases and injuries.

(HRPO) HUMAN RESOURCE MANAGEMENT AND PERSONNEL ADMINISTRATION, GENERAL

HRPO-1311 Human Relations
(3-3-0) Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO-1393 Special Topics in Organizational Behavior Studies

(3-3-0) 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.

HRPO-2301 Human Resources Management

(3-3-0) Behavioral and legal approaches to the management of human resources in organizations.

(HUMA) HUMANITIES

HUMA-1301 Introduction to Humanities I +

(3-3-0) This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

HUMA-1305 Introduction to Mexican-American Studies +

(3-3-0) This interdisciplinary survey examines the different cultural, artistic, economic, historical, political and social aspects of the Mexican-American/Chicano/a communities. It also covers issues such as dispossession, immigration, transnationalism and other topics that have shaped the Mexican-American experience.

HUMA-1315 Fine Arts Appreciation +

(3-3-0) This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama and dance) and the ways in which they express the values of cultures and human experience.

HUMA-2319 American Minority Studies +

(3-3-0) This interdisciplinary survey examines the diverse cultural, artistic, economic, historical, political and social aspects of American minority communities. Topics may include race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, age, disability and religion.

(HYDR) HYDRAULICS TECHNOLOGY/TECHNICIAN

HYDR-1345 Hydraulics and Pneumatics

(3-2-3) Discussion of the fundamentals of hydraulics and pneumatics, components of each system and the operations, maintenance and analysis of each system.

(IBUS) INTERNATIONAL BUSINESS/TRADE/COMMERCE

IBUS-1301 Principles of Exports

(3-3-0) Export management processes and procedures. Includes governmental controls and compliance, licensing of products, documentation, commercial invoices and traffic procedures. Emphasizes human and public relations, management of personnel, finance and accounting procedures.

IBUS-1302 Principles of Imports

(3-3-0) Practices and processes of import management operations which may include such factors as government controls and compliance. Emphasizes the preparation and understanding of import documents such as customs invoices, packing lists and commercial invoices.

IBUS-1305 Introduction to International Business and Trade

(3-3-0) The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm and operating procedures of the multinational enterprise.

(IFWA) INSTITUTIONAL FOOD WORKERS

IFWA-1491 Special Topics in Institutional Food Workers

(4-3-2) 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.

IFWA-2446 Quantity Procedures

(4-2-4) Exploration of the theory and application of quantity procedures for the operation of commercial, institutional and industrial food services. Emphasis on quantity cookery and distribution.

Required Prerequisite: FDNS-1301 and CHEF-1301 and TSI compliant in mathematics

Recommended Prerequisite: CHEF-1205 or Serve Safe Manager Certification

(IMED) EDUCATIONAL AND INSTRUCTIONAL MEDIA DESIGN

IMED-1316 Web Design I

(3-2-4) Instruction in web design and related graphic design issues including mark-up languages, websites and browsers.

Required Prerequisite: ARTC-1305

Required Co-Requisite: ARTC-1302

IMED-1341 Interface Design

(3-2-2) Skill development in the interface design process including selecting interfaces relative to a project's content and delivery system. Emphasis on aesthetic issues such as iconography, screen composition, colors and typography.

Required Prerequisites: ARTC-1302 and IMED-1316

IMED-2313 Project Analysis and Design

(3-2-2) Application of the planning and production processes for digital media projects. Emphasis on copyright and other legal issues, content design and production management.

Required Prerequisites: ARTC-1302, IMED-1316, IMED-1341 and IMED-2359

IMED-2315 Web Design II

(3-2-4) A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing websites according to accessibility standards, cultural appearance and legal issues.

Required Prerequisites: ARTC-1302 and IMED-1316

IMED-2359 Interactive Web Elements

(3-2-2) Production of projects using current web development tools that may incorporate dynamic data, web graphics, animation, video and audio streaming.

Required Prerequisites: ARTC-1302 and IMED-1316

(INCR) INSTRUMENTATION TECHNOLOGY/TECHNICIAN

INCR-1302 Physics of Instrumentation

(3-2-3) An introduction to simple control loops. Introduction to pressure, temperature, level and flow transmitters and the various transducers used in the detection of changes in process variables.

(INDS) INTERIOR DESIGN

INDS-1341 Color Theory and Application

(3-2-2) A study of color theory and its application to interior design.

(INEW) WEB PAGE AND COMPUTER PROGRAMMER/ PROGRAMMING, GENERAL

INEW-2434 Advanced Web Programming

(4-3-2) Web programming using industry-standard languages and data stores.

(INMT) MANUFACTURING TECHNOLOGY/TECHNICIAN

INMT-1445 Computer Numerical Controls

(4-3-3) Study of numerical controlled machine operations in a CAM/CIM environment.

Emphasis on standard and computer numerical controlled (CNC) procedures for planning, preparing, and operating a computer-assisted machine.

(INRW) INTEGRATED READING AND WRITING

INRW-0399 Integrated Reading and Writing

(3-3-1) A combined three-hour lecture/one-hour lab performance based course designed to develop students' critical reading and academic writing skills. If successfully completed, the course fulfills TSI requirements for reading and writing.

Required Prerequisites: RDNG-0361 or ENGL-0324 with a minimum grade of "C", or equivalent scores on an approved placement test

This is a developmental course and cannot be used to fulfill degree requirements.

(ITCC) SYSTEM, NETWORKING AND LAN OR WAN MANAGEMENT/MANAGER - CISCO

ITCC-1308 Introduction Voice Over Internet Protocol

(3-2-3) Basic concepts of voice over internet protocol (VoIP). Focuses on technology integration of and data transmission in network communications.

Recommended Prerequisite: ITCC-2408

ITCC-1401 Cisco Exploration 1 - Network Fundamentals

(4-3-2) 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.

Recommended Prerequisites: ITSC-1305 and ITSC-1425 or consent of Department Chair

ITCC-1404 Cisco Exploration 2 - Routing Protocols and Concepts

(4-3-2) 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.

Recommended Prerequisite: ITCC-1401

ITCC-2341 CCNA Security

(3-2-3) Overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies, products and solutions and secure router design, installation, configuration and maintenance; AAA and VPN implementation using routers and firewalls.

ITCC-2408 Cisco Exploration 3 - LAN Switching and Wireless

(4-3-2) 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.

Recommended Prerequisite: ITCC-1404

ITCC-2410 Cisco Exploration 4 - Accessing the WAN

(4-3-2) 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).

Recommended Prerequisite: ITCC-2408

ITCC-2454 CCNP Routing-Implementing IP Routing

(4-3-2) How to implement, monitor and maintain routing services in an enterprise network. How to plan, configure and verify the implementation of complete enterprise LAN and WAN routing solutions using a range of routing protocols in IPv4 and IPv6 environments. Configuration of secure routing solutions to support branch offices and mobile workers.

Required Prerequisite: ITCC-2410

ITCC-2455 CCNP Switch-Implementing IP Switching

(4-3-2) How to implement, monitor and maintain switching in converged enterprise campus networks. How to plan, configure and verify the implementation of complex enterprise switching solutions. How to secure integration of VLANs, WLANs, voice and video into campus networks.

Required Prerequisite: ITCC-2410

ITCC-2456 CCNP TSHOOT – Maintaining and Troubleshooting IP Networks

(4-3-2) How to monitor and maintain complex, enterprise and switched IP networks. Skills learned include planning and execution of regular network maintenance, as well as

support and troubleshooting using technology-based processes and best practices based on systematic and industry recognized approaches.

Required Prerequisite: ITCC-2455

(ITNW) COMPUTER SYSTEMS NETWORKING AND TELECOMMUNICATIONS

ITNW-1313 Computer Virtualization

(3-2-3) Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration and management of computer virtualization workstation and servers.

ITNW-1351 Fundamentals of Wireless LANs

(3-2-3) Design, plan, implement, operate, and troubleshoot Wireless Local Area Networks (WLANs). Includes WLAN design, installation and configuration and WLAN security issues and vendor interoperability strategies.

ITNW-1372 VMware vSphere: Install/Configure/Manage

(3-2-3) Explores installation, configuration and management of VMware vSphere ESXI and vCenter Server.

Recommended Prerequisite: ITNW-1425 and ITNW-1454

ITNW-1373 EMC Information Storage Management

(3-2-3) Introduction to storage architectures and key data center elements in classic, virtualized and cloud environments. Discussions of physical and logical storage components including substructures such as RAID and intelligent storage systems, including network technologies used in storage systems.

Recommended Prerequisite: ITNW-1425 and ITNW-1454

ITNW-1392 ST Computer Systems Networking & Telecommunications

(3-2-3) 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.

ITNW-1408 Implementing and Supporting Client Operating Systems

(4-3-2) The fundamentals of managing and configuring network clients.

Recommended Prerequisite: ITSC-1305

ITNW-1425 Fundamentals of Networking Technologies

(4-3-2) Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media and networking hardware and software.

Recommended Prerequisite: ITSC-1305

ITNW-1454 Implementing and Supporting Servers

(4-3-2) Implement, administer and troubleshoot information systems that incorporate servers in a networked computing environment.

Recommended Prerequisite: ITNW-1408

ITNW-1491 Special Topics in Information Sciences and Systems

(4-3-2) 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.

ITNW-1492 Special Topics in Computer Systems Networking and Telecommunications (4-3-2) 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.

Recommended Prerequisite: Consent of Department Chairperson

(ITSC) COMPUTER AND INFORMATION SCIENCES, GENERAL

ITSC-1305 Introduction to PC Operating Systems

(3-2-3) Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices and use of utilities.

ITSC-1316 Linux Installation and Configuration

(3-2-3) Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security and application installation. Emphasizes hands-on setup, administration and management of Linux.

ITSC-1407 UNIX Operating System I

(4-3-2) Introduction to the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands and writing script files. Includes introductory system management concepts.

Recommended Prerequisite: ITSC-1305

ITSC-1425 Personal Computer Hardware

(4-3-2) Current personal computer hardware including assembly, upgrading, setup, configuration and troubleshooting.

ITSC-1491 Special Topics in Computer and Information Sciences, General

(4-3-2) 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.

Recommended Prerequisite: Consent of Department Chair

(ITSE) COMPUTER PROGRAMMING

ITSE-1411 Beginning Web Programming

(4-3-2) Skills development in web programming including mark-up and scripting languages.

Recommended Prerequisite: COSC-1301

ITSE-1430 Introduction to C# Programming

(4-3-2) A study of C# syntax including data types, control structures, functions, syntax, and semantics of the language, classes, class relationships and exception handling.

Recommended Prerequisite: COSC-1436

ITSE-1450 System Analysis and Design

(4-3-2) Introduction to the planning, design and construction of computer information systems using the systems development life cycle and other appropriate design tools.

Recommended Prerequisite: COSC-1436

ITSE-1491 Special Topics in Computer Programming

(4-3-2) 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.

Required Prerequisite: Consent of Department Chairperson

ITSE-2402 Intermediate Web Programming

(4-3-3) Techniques for Web development. Includes server-side and client-side scripting.

Recommended Prerequisite: Competency in basic Web programming or Departmental Approval

ITSE-2405 Windows Programming (Visual Basic)

(4-3-2) Introduction to computer programming for Windows (Visual Basic). Emphasis on the fundamentals of structured design, development, testing, implementation and documentation. Includes language syntax, data and file structures, input/output devices and files.

Recommended Prerequisite: COSC-1436

ITSE-2409 Database Programming

(4-3-2) Database development using database programming techniques emphasizing database structures, modeling and database access.

Recommended Prerequisites: COSC-1436 and ITSW-1407

ITSE-2417 Java Programming

(4-3-2) Introduction to object-oriented Java programming including the fundamental syntax and semantics of Java for applications and Web applets.

Recommended Prerequisite: COSC-1436

(ITSW) DATA PROCESSING TECHNOLOGY/TECHNICIAN

ITSW-1407 Introduction to Database

(4-3-2) Introduction to database theory and the practical applications of a database.

Recommended Prerequisite: BCIS-1305 or COSC-1301

ITSW-1410 Introduction to Presentation Graphics Software

(4-3-2) Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

Recommended Prerequisite: BCIS-1305 or COSC-1301

ITSW-1491 Special Topics in Data Processing Technology/Technician

(4-3-2) 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.

(ITSY) INFORMATION TECHNOLOGY/SECURITY

ITSY-1300 Fundamentals of Information Security

(3-2-3) An introduction to information security including vocabulary and terminology, ethics, the legal environment and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.

ITSY-1342 Information Technology Security

(3-2-3) Instruction in security for network hardware, software, and data, including physical

security; backup procedures; relevant tools; encryption and protection from viruses.

Recommended Prerequisite: Successful completion of network administration course is strongly recommended before taking this class.

ITSY-2341 Security Management Practices

(3-2-3) In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design and developing and maintaining a security plan.

Required Prerequisite: ITSY-1342

ITSY-2342 Incident Response and Handling

(3-2-3) In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis and implementing and modifying security measures.

Required Prerequisites: ITSY-2400 and ITSY-2401

ITSY-2370 Ethical Hacking

(3-2-3) Course provides an in-depth coverage of ethical hacking practices, including an understanding of the landscape, key terms and concepts that a security professional needs to know about hackers and computer criminals. Emphasis is on the technical aspects of ethical hacking and how to be proactive to hacking attempts with defensive countermeasures.

Required Prerequisite: ITSY-1342

ITSY-2400 Operating System Security

(4-3-2) Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards.

Recommended Prerequisite: ITSY-1300

ITSY-2401 Firewalls and Network Security

(4-3-2) Identify elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

Recommended Prerequisite: ITSY-1300

ITSY-2443 Computer System Forensics

(4-3-2) In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach.

Recommended Prerequisite: ITSY-2442

ITSY-2445 Network Defense and Countermeasures

(4-3-2) This is a practical application and comprehensive course that includes the planning, design and construction of a complex network that will sustain an attack, document events and mitigate the effects of an attack.

Recommend Prerequisites: ITSY-2442 and ITSY-2400

ITSY-2459 Security Assessment and Auditing

(4-3-2) Capstone experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze and revise computer and network

security systems to ensure appropriate levels of protection are in place to assure regulatory compliance.

Recommended Prerequisites: ITSY-2400 and ITSY-2401

(KINE) PHYSICAL AND HEALTH EDUCATION

KINE-1101 Aerobic Dance - Beginning +

(1-0-3) Improves cardiovascular fitness, muscular endurance, strength, flexibility and body composition. (Course is coeducational.)

KINE-1102 Aerobic Fitness - Beginning +

(1-0-3) Improves cardiovascular fitness, muscular endurance/strength, flexibility and body composition. (Course is coeducational.)

KINE-1103 Basketball - Beginning +

(1-0-3) Instruction in the game of basketball with emphasis on the development and improvement of basic skills and strategies as well as an understanding of the rules of the game. (Course is coeducational.)

KINE-1104 Bowling - Beginning +

(1-0-3) Develops the basic skills necessary to enjoy the lifetime sport of bowling. (Course is coeducational.)

KINE-1105 Camping and Backpacking - Beginning +

(1-0-3) Develops the basic skills necessary to enjoy the lifetime sport of camping and backpacking. (Course is coeducational.)

KINE-1106 Camping and Hiking - Beginning +

(1-0-3) Develops the basic skills necessary to enjoy the lifetime sport of camping and hiking. (Course is coeducational.)

KINE-1107 Conditioning - Beginning +

(1-0-3) Improves cardiovascular-respiratory fitness, body composition, flexibility and muscular endurance and muscular strength. (Course is coeducational.)

KINE-1109 Conditioning and Weight Control - Beginning +

(1-0-3) Provides the overweight student insight into the nutritional, psychological and exercise factors that influence the development of obesity.

KINE-1110 Cycling - Beginning +

(1-0-3) Stimulates interest and develops skills necessary for participation in bicycling for physical conditioning and recreation. Covers bicycle repairs, endurance and flexibility training. (Course is coeducational.)

KINE-1111 Golf - Beginning +

(1-0-3) Develops and improves individual skills and the understanding of the rules of golf. (Course is coeducational.)

KINE-1112 Jogging - Beginning +

(1-0-3) Improves cardiovascular fitness, body composition and flexibility. (Course is coeducational.)

KINE-1113 Kickboxing - Beginning +

(1-0-3) Improves cardiovascular fitness, muscular endurance/strength, flexibility and body

composition. (Course is coeducational.)

KINE-1114 Soccer-Beginning +

(1-0-3) Develops and improves basic skills, strategies and rules for the game of soccer.

KINE-1115 Racquetball - Beginning +

(1-0-3) Develops and improves basic skills, strategies and rules for the game of racquetball. (Course is coeducational.)

KINE-1116 Recreational Sports - Beginning +

(1-0-3) Develops and improves basic skills, strategies and rules of various recreational sports. (Course is coeducational)

KINE-1117 Sailing - Beginning +

(1-0-3) Learn to sail safely. Covers sailing tasks associated with points of sailing, nautical terms, boat rescue and/or recovery and the operation and repair of sailing equipment. (Course is coeducational.)

KINE-1118 Solo Canoeing - Beginning +

(1-0-3) Provides instruction in the sport of canoeing with progression from flat water to white water. (Course is coeducational.)

KINE-1119 Self Defense-Beginning +

(1-0-3) Improves awareness skills and develops self-defense techniques against various attacks including: chokes, head locks, grabs, ground fighting and ground defense techniques, frontal and rear attacks, attacks from multiple opponents, weapons and weapon disarmament. (Course is coeducational.)

KINE-1120 Step Aerobics - Beginning +

(1-0-3) Improves cardiovascular fitness, muscular endurance/strength, flexibility and body composition and covers diet/weight management. (Course is coeducational.)

KINE-1121 Swim Conditioning - Beginning +

(1-0-3) Improves cardiovascular fitness, muscular strength/endurance and body composition. (Course is coeducational.)

KINE-1122 Swimming - Beginning +

(1-0-3) Develops good swimming technique, improves cardiovascular fitness level and teaches water safety skills. (Course is coeducational.)

KINE-1123 Swimming - Advanced Beginning +

(1-0-3) Develops good swimming technique, improves cardiovascular fitness level and teaches water safety skills. (Course is coeducational.)

KINE-1124 Tandem Canoeing - Beginning +

(1-0-3) Instruction in the sport of canoeing with progression from flat water to white water. (Course is coeducational.)

KINE-1125 Tennis - Beginning +

(1-0-3) Develops and improves skills, strategies and rules for the game of tennis. (Course is coeducational.)

KINE-1126 Tennis - Advanced Beginning +

(1-0-3) Develops and improves skills, strategies and rules for the game of tennis. (Course is

coeducational.)

KINE-1128 Volleyball - Beginning +

(1-0-3) Develops and improves basic skills, strategies and rules for the game of volleyball. (Course is coeducational.)

KINE-1129 Walk or Jog - Beginning +

(1-0-3) Improves cardiovascular fitness, body composition and flexibility. (Course is coeducational.)

KINE-1130 Walk - Beginning +

(1-0-3) Designed for the student who desires cardiovascular fitness of a low-impact nature through vigorous walking. (Course is coeducational.)

KINE-1131 Water Aerobics - Beginning +

(1-0-3) Develops cardiovascular endurance, flexibility and muscular endurance/strength through the resistance medium of water and covers weight control. (Course is coeducational.)

KINE-1132 Water Exercise - Beginning +

(1-0-3) Improves cardiovascular fitness, muscular strength/endurance and flexibility through water exercises and covers a diet/weight management program. (Course is coeducational.)

KINE-1133 Weight Training - Beginning +

(1-0-3) Improves muscular endurance and/or muscular strength. (Course is coeducational.)

KINE-1134 Yoga - Beginning +

(1-0-3) Improves flexibility, muscular endurance/strength and mental well-being. (Course is coeducational.)

KINE-1135 Adaptive Dance - Beginning +

(1-0-3) Experience a shift in the traditional forms of dance education. Explore dance as a community integration experienced through hands-on experience, lecture and presentation. (Course is coeducational.)

KINE-1136 Ballet - Beginning +

(1-0-3) Experience classical ballet technique and discover historical connections between ballet and other dance forms. (Course is coeducational.)

KINE-1137 Ballet - Intermediate +

(1-0-3) Experience classical ballet technique and discover historical connections between ballet and other dance forms. (Course is coeducational.)

KINE-1138 Choreography - Beginning +

(1-0-3) Experience improvisation as a basic building block in dance making. (Course is coeducational.)

KINE-1139 Country Western Dance - Beginning +

(1-0-3) Experience various styles of country-dance and swing and improve overall workout level, coordination and strength/endurance. (Course is coeducational.)

KINE-1140 Jazz - Beginning +

(1-0-3) Experience various styles of jazz dance, basic jazz terminology and the historical connections between jazz dance, jazz music and other dance forms. (Course is

coeducational.)

KINE-1141 Jazz - Intermediate +

(1-0-3) Experience various styles of jazz dance, basic jazz terminology and the historical connections between jazz dance, jazz music and other dance forms. (Course is coeducational.)

KINE-1142 Modern Dance - Beginning +

(1-0-3) Experience various aspects of dance through creative movement and develop a basic understanding of anatomy, proper body alignment, and discover historical connections between different styles of dance. (Course is coeducational.)

KINE-1143 Modern Dance - Intermediate +

(1-0-3) Experience various aspects of dance through creative movement and develop a basic understanding of anatomy, proper body alignment and discover historical connections between different styles of dance. (Course is coeducational.)

KINE-1144 Performance Dance - Beginning +

(1-0-3) Enhances knowledge of dance. Perform at least one dance piece, attend specific rehearsals for the piece(s) that will be performed, record experiences in journal form and participate in a self-evaluation. (Course is coeducational.)

KINE-1145 Performance Dance - Intermediate +

(1-0-3) Enhances knowledge of dance. Perform at least one dance piece, attend specific rehearsals for the piece(s) that will be performed, record experiences in journal form and participate in a self-evaluation. (Course is coeducational.)

KINE-1146 Tap - Beginning +

(1-0-3) Embrace the art of tap dancing and explore “the who, what, when, where and why” of tap. (Course is coeducational.)

KINE-1147 Tap - Intermediate +

(1-0-3) Embrace the art of tap dancing and explore “the who, what, when, where and why” of tap. (Course is coeducational.)

KINE-1148 Pilates - Beginning +

(1-0-3) Covers basic concepts and skills in the Pilates method of conditioning, including core strength, muscle tone, coordination and flexibility. Non-impact mat exercises are modified to various fitness levels.

KINE-1164 Introduction to Physical Fitness and Wellness+

(1-1-2) This course will provide an overview of the lifestyle necessary for fitness and health. Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility and strength training. Includes

1. Scientific information concerning values and preventive medical benefits of exercise.
2. Individual (personal) evaluations and experiments to determine present health fitness status.
3. Development of a personal exercise program based on student's needs.

KINE-1301 Foundations of Kinesiology +

(3-3-0) The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science and sport. This course offers the student both an introduction to the knowledge base as well as information on expanding career opportunities.

KINE-1304 Personal and Community Health +

(3-3-0) This course provides an introduction to the fundamentals, concepts, strategies, applications and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles and enhance individual well-being.

KINE-1306 First Aid +

(3-3-0) Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

KINE-1308 Sports Officiating +

(3-3-0) The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation and enforcement. (Course is co-educational.)

KINE-1321 Coaching/Sports/Athletics I +

(3-2-2) Study of the history, theories, philosophies, rules and terminology of competitive sports. Includes coaching techniques.

KINE-1338 Concepts of Physical Fitness +

(3-3-0) This course is designed to familiarize students with knowledge, understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

This course may not be substituted for KINE-1164 in the TCC Core Curriculum.

KINE-2101 Aerobic Dance - Intermediate +

(1-0-3) Improves cardiovascular fitness, muscular endurance, strength, flexibility and body composition. (Course is coeducational.)

KINE-2102 Aerobic Fitness - Intermediate +

(1-0-3) Improves cardiovascular fitness, muscular endurance/strength, flexibility and body composition. (Course is coeducational.)

KINE-2103 Basketball - Intermediate +

(1-0-3) Instruction in the game of basketball with emphasis on the development and improvement of basic skills and strategies as well as an understanding of the rules of the game. (Course is coeducational.)

KINE-2104 Bowling - Intermediate +

(1-0-3) Develops the basic skills necessary to enjoy the lifetime sport of bowling. (Course is coeducational.)

KINE-2106 Camping and Hiking - Intermediate +

(1-0-3) Develops the basic skills necessary to enjoy the lifetime sport of camping and hiking. (Course is coeducational.)

KINE-2107 Conditioning - Intermediate +

(1-0-3) Improves cardiovascular-respiratory fitness, body composition, flexibility and muscular endurance and muscular strength. (Course is coeducational.)

KINE-2110 Cycling - Intermediate +

(1-0-3) Stimulates interest and develops skills necessary for participation in bicycling for

physical conditioning and recreation. Covers bicycle repairs, endurance and flexibility training. (Course is coeducational.)

KINE-2111 Golf - Intermediate +

(1-0-3) Develops and improves individual skills and the understanding of the rules of golf. (Course is coeducational.)

KINE-2112 Jogging - Intermediate +

(1-0-3) Improves cardiovascular fitness, body composition and flexibility. (Course is coeducational.)

KINE-2113 Kickboxing - Intermediate +

(1-0-3) Improves cardiovascular fitness, muscular endurance/strength, flexibility and body composition. (Course is coeducational.)

KINE-2114 Soccer-Intermediate +

(1-0-3) Develops and improves basic skills, strategies and rules for the game of soccer.

KINE-2115 Racquetball - Intermediate +

(1-0-3) Develops and improves basic skills, strategies and rules for the game of racquetball. (Course is coeducational.)

KINE-2116 Recreational Sports - Intermediate +

(1-0-3) Develops and improves basic skills, strategies and rules of various recreational sports. (Course is coeducational.)

KINE-2117 Sailing - Intermediate +

(1-0-3) Learn to sail safely. Covers sailing tasks associated with points of sailing, nautical terms, boat rescue and/or recovery and the operation and repair of sailing equipment. (Course is coeducational.)

KINE-2120 Step Aerobics - Intermediate +

(1-0-3) Improves cardiovascular fitness, muscular endurance/strength, flexibility and body composition and covers diet/weight management. (Course is coeducational.)

KINE-2121 Swim Conditioning - Intermediate +

(1-0-3) Improves cardiovascular fitness, muscular strength/endurance and body composition. (Course is coeducational.)

KINE-2122 Swimming - Intermediate +

(1-0-3) Develops good swimming technique, improves cardiovascular fitness level and teaches water safety skills. (Course is coeducational.)

KINE-2123 Swimming - Advanced +

(1-0-3) Develops good swimming technique, improves cardiovascular fitness level and teaches water safety skills. (Course is coeducational.)

KINE-2125 Tennis - Intermediate +

(1-0-3) Develops and improves skills, strategies and rules for the game of tennis. (Course is coeducational.)

KINE-2126 Tennis - Advanced +

(1-0-3) Develops and improves skills, strategies and rules for the game of tennis. (Course is coeducational.)

KINE-2128 Volleyball - Intermediate +

(1-0-3) Develops and improves basic skills, strategies and rules for the game of volleyball. (Course is coeducational.)

KINE-2129 Walk or Jog - Intermediate +

(1-0-3) Improves cardiovascular fitness, body composition and flexibility. (Course is coeducational.)

KINE-2130 Walk - Intermediate +

(1-0-3) Designed for the student who desires cardiovascular fitness of a low-impact nature through vigorous walking. (Course is coeducational.)

KINE-2131 Water Aerobics - Intermediate +

(1-0-3) Develops cardiovascular endurance, flexibility and muscular endurance/strength through the resistance medium of water and covers weight control. (Course is coeducational.)

KINE-2132 Water Exercise - Intermediate +

(1-0-3) Improves cardiovascular fitness, muscular strength/endurance, flexibility through water exercises and covers a diet/weight management program. (Course is coeducational.)

KINE-2133 Weight Training - Intermediate +

(1-0-3) Improves muscular endurance and/or muscular strength. (Course is coeducational.)

KINE-2134 Yoga - Intermediate +

(1-0-3) Improves flexibility, muscular endurance/strength and mental well-being. (Course is coeducational.)

KINE-2135 Adaptive Dance - Intermediate +

(1-0-3) Experience a shift in the traditional forms of dance education. Explore dance as a community integration experienced through hands-on experience, lecture and presentation. (Course is coeducational.)

KINE-2136 Ballet - Intermediate or Advanced +

(1-0-3) Experience classical ballet technique and discover historical connections between ballet and other dance forms. (Course is coeducational.)

KINE-2137 Ballet - Advanced +

(1-0-3) Experience classical ballet technique and discover historical connections between ballet and other dance forms. (Course is coeducational.)

KINE-2138 Choreography - Intermediate +

(1-0-3) Experience improvisation as a basic building block in dance making. (Course is coeducational.)

KINE-2139 Country Western Dance - Intermediate +

(1-0-3) Experience various styles of country-dance and swing and improve overall workout level, coordination and strength/endurance. (Course is coeducational.)

KINE-2142 Modern Dance - Intermediate or Advanced +

(1-0-3) Experience various aspects of dance through creative movement and develop a basic understanding of anatomy, proper body alignment and discover historical connections between different styles of dance. (Course is coeducational.)

KINE-2144 Performance Dance - Intermediate or Advanced +

(1-0-3) Enhances knowledge of dance. Perform at least one dance piece, attend specific rehearsals for the piece(s) that will be performed, record experiences in journal form and participate in a self-evaluation. (Course is coeducational.)

KINE-2145 Performance Dance - Advanced +

(1-0-3) Enhances knowledge of dance. Perform at least one dance piece, attend specific rehearsals for the piece(s) that will be performed, record experiences in journal form and participate in a self-evaluation. (Course is coeducational.)

KINE-2146 Ballroom Dance I +

(1-0-3) Instruction and participation in ballroom dance technique.

KINE-2147 Ballroom Dance II +

(1-0-3) Instruction and participation in ballroom dance technique.

KINE-2148 Pilates - Intermediate +

(1-0-3) Covers basic concepts and skills in the Pilates method of conditioning, including core strength, muscle tone, coordination and flexibility. Non-impact mat exercises are modified to various fitness levels.

(LBRA) LIBRARY TECHNICIAN**LBRA-1174 Practicum in Library Technology**

(1-0-4) 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.

LBRA-1371 Introduction to Library Technology

(3-3-0) Introduction to evolving roles of library information paraprofessionals, including historical and philosophical foundations of libraries and overview of the professional setting, including types of libraries, information centers and professional organizations. Focus is on the comprehensive study of advanced communication skills for library assistants including techniques in reading, writing, listening and speaking. Covers types of information organizations and employers, role of the LTA, automation, history of the book, tools and terminology, basic library philosophy, seeking a job, library vendors, conflict resolution and dealing with change. This course is the recommended prerequisite for all other LBRA courses.

LBRA-1372 Organization of Information

(3-3-0) Introduction to cataloging systems (Library of Congress and Dewey Decimal), the acquisitions processes, bibliographic search tools, terminology, serials ordering, check-in and claims processes and the US MARC coding.

Recommended Prerequisite: LBRA-1371

LBRA-1373 Public Services

(3-3-0) Information access skills for print and electronic resources. Use of libraries and their structure, tools, and staff to identify, locate, evaluate and make effective and ethical use of information. Emphasizes critical thinking skills and clear concise written and spoken communication; techniques for time management, prioritizing reading materials and comprehending the main ideas and salient details of technical materials, including journals and reports and other work related materials.

Recommended Prerequisite: LBRA-1371

LBRA-1375 Information Sources and Services

(3-3-0) Covers reference philosophy, mission, major types of libraries, criteria to evaluate an information source, information sources available in all formats, the reference interview, search strategies, Boolean searching and digital resources. Includes copyright laws and the role of professional associates in supporting library systems.

(LGLA) LEGAL ASSISTANT/PARALEGAL

LGLA-1303 Legal Research

(3-3-0) Presents standard and/or computer-assisted legal research techniques in a law library emphasizing the paralegal's role.

Required Co-Requisite: LGLA-1307

LGLA-1305 Legal Writing

(3-3-0) Fundamentals of legal writing techniques including case and fact analysis, citation formats and legal writing styles emphasizing the paralegal's role in legal writing.

Required Prerequisites or Co-Requisites: LGLA-1303 and LGLA-1307

LGLA-1307 Introduction to Law and the Legal Professions

(3-3-0) Overview of the law and the legal professions including legal concepts, systems and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role. Prerequisite to other legal assistant courses.

LGLA-1345 Civil Litigation

(3-3-0) Presents fundamental concepts and procedures of civil litigation including pretrial, trial and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation.

Required Prerequisites or Co-Requisites: LGLA-1303 and LGLA-1307

LGLA-1353 Wills, Trusts, and Probate Administration

(3-3-0) Fundamental concepts of the law of wills, trusts and probate administration emphasizing the paralegal's role.

Recommended Prerequisites: LGLA-1305 and LGLA-1345

LGLA-1355 Family Law

(3-3-0) Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property and the parent-child relationship with emphasis on the paralegal's role in family law.

Recommended Prerequisites: LGLA-1305 and LGLA-1345

LGLA-1391 Special Topics in Legal Assistant/Paralegal

(3-3-0) 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.

Recommended Prerequisites: LGLA-1305 and LGLA-1345 or consent of Program Coordinator

LGLA-2281 Cooperative Education - Legal Assistant/Paralegal

(2-1-10) 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.

LGLA-2288 Internship - Legal Assistant/Paralegal

(2-0-10) 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.

Required Prerequisite: LGLA-2281

LGLA-2303 Torts and Personal Injury Law

(3-3-0) Fundamental concepts of tort and personal injury law including intentional torts, negligence and strict liability are presented with emphasis on the paralegal's role in tort and personal injury law.

Recommended Prerequisites: LGLA-1305 and LGLA-1345

LGLA-2311 Business Organizations

(3-3-0) Basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations and other emerging business entities with emphasis on the paralegal's role.

LGLA-2380 Cooperative Education Legal Assistant/Paralegal

(3-1-20) 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.

(LMGT) LOGISTICS AND MATERIALS MANAGEMENT

LMGT-1319 Introduction to Business Logistics

(3-3-0) A systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing and materials handling.

LMGT-1323 Domestic and International Transport Management

(3-3-0) An overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States as well as on global distribution systems. Topics include carrier responsibilities and services, freight classifications, rates, tariffs and public policy and regulations. Also includes logistical geography and the development of skills to solve logistical transportation problems and issues.

LMGT-1325 Warehouse and Distribution Center Management

(3-3-0) Emphasis on physical distribution and total supply chain management. Includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment and third party.

LMGT-2334 Principles of Traffic Management

(3-3-0) A study of the role and functions of a transportation traffic manager within a commercial or public enterprise. Includes training in rate negotiation, carrier and mode selection, carrier service evaluation, quality control, traffic pattern analysis, documentation for domestic and international shipments, claims, hazardous materials movement and the state, federal and international environments of transportation.

LMGT-2388 Internship: Logistics and Materials Management

(3-0-9) 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) HOSPITAL AND HEALTH CARE FACILITIES ADMINISTRATION/MANAGEMENT

LTCA-1311 Introduction to Long-Term Care Administration

(3-3-0) An overview of the long term care industry. Includes a survey of the history and philosophy of long-term care administration. Provides an introduction to regulatory standards and statutes.

LTCA-1312 Resident Care in the Long-Term Care Facility

(3-3-0) A study of the delivery of services to residents of long-term care facilities including ethical considerations and quality of life issues.

Required Prerequisite: LTCA-1311

LTCA-1313 Organization and Management of Long-Term Care Facilities

(3-3-0) An overview of the functional organizational structures common to long-term care facilities. Includes an examination of the role of the long-term care facility administrator in the organization and management of long-term care facilities.

Required Prerequisite: LTCA-1311

LTCA-2314 Long-Term Care Law

(3-3-0) A study of federal, state and local statutes and regulations affecting the long-term care industry.

Required Prerequisite: LTCA-1311

LTCA-2315 Financial Management of Long-Term Care Facilities

(3-3-0) A study of the techniques used in the financial management of the long-term care facility including special accounting requirements of Medicare, Medicaid and other third-party payer sources. Also covers strategies to promote financial sustainability.

Required Prerequisite: LTCA-1311

LTCA-2660 Clinical – Hospital and Health Care Facilities Administration/Management

(6-0-31) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

LTCA-2661 Clinical – Hospital and Health Care Facilities Administration/Management

(6-0-31) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

(MATH) MATHEMATICS

MATH-0114 Developmental Mathematics Part One

(1-1-0) Content includes performing algebraic operations and basic geometry concepts.

This is a developmental course and cannot be used to fulfill a degree requirement.

MATH-0115 Developmental Mathematics Part Two

(1-1-0) Course includes a continuation of simplifying algebraic expressions, solving equations and graphing linear equations. *This is a developmental course and cannot be used to fulfill a degree requirement.*

MATH-0116 Developmental Mathematics Part Three

(1-1-0) Content includes performing polynomial operations and simplifying exponential

expressions. *This is a developmental course and cannot be used to fulfill a degree requirement.*

MATH-0117 Intermediate Algebra, Part One

(1-1-0) Analysis of functions, factoring and rational expressions. *This is a developmental course and cannot be used to fulfill a degree requirement.*

MATH-0118 Intermediate Algebra, Part Two

(1-1-0) Content includes recognizing and using procedures to simplify and solve rational and radical exponential equations. *This is a developmental course and cannot be used to fulfill a degree requirement.*

MATH-0119 Intermediate Algebra, Part Three

(1-1-0) Content includes simplifying quadratic equations including complex zeros, performing operations on complex numbers and solving applications. *This is a developmental course and cannot be used to fulfill a degree requirement.*

MATH-0361 Developmental Mathematics I

(3-3-0) Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry and real and complex number systems. *This is a developmental course and cannot be used to fulfill degree requirements.*

Required Prerequisite: Satisfactory score on TSI Assessment.

MATH-0362 Developmental Mathematics II (Intermediate Algebra)

(3-3-0) A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical and rational), with a special emphasis on linear and quadratic expressions and equations. *This is a developmental course and cannot be used to fulfill degree requirements.*

Required Prerequisite: MATH-0361 or MATH-0116 with a minimum grade of "C" or satisfactory score on TSI Assessment.

MATH-1314 College Algebra +

(3-3-0) In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability and conics may be included. Computer software materials fee charged for some sections.

Required Prerequisite: TSI compliant in Mathematics.

MATH-1316 Plane Trigonometry +

(3-3-0) In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

Required Prerequisite: MATH-1314 with minimum grade of "C".

MATH-1324 Mathematics for Business and Social Sciences +

(3-3-0) The application of common algebraic functions, including polynomial, exponential, logarithmic and rational, to problems in business, economics and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming and probability including expected value.

Required Prerequisite: TSI compliant in Mathematics.

MATH-1325 Calculus for Business and Social Sciences +

(3-3-0) This course is the basic study of limits and continuity, differentiation, optimization and graphing and integration of elementary functions, with emphasis on applications in business, economics and social sciences. This course is not a substitute for MATH-2413, Calculus I.

Required Prerequisite: MATH-1324 or MATH-1314 with minimum grade of “C”.

MATH-1332 Contemporary Mathematics (Quantitative Reasoning) +

(3-3-0) Intended for non-STEM (Science, Technology, Engineering and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology and communication should be embedded throughout the course. Additional topics may be covered.

Required Prerequisite: TSI compliant in Mathematics.

MATH-1342 Elementary Statistical Methods +

(3-3-0) Collection, analysis, presentation and interpretation of data and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Topics may include population sampling; collection, tabulation and graphing of data; frequency distributions; mean and standard deviation; normal distribution; correlation and regression and tests for significance.

Required Prerequisite: TSI compliant in Mathematics and Reading.

MATH-1350 Mathematics for Teachers I +

(3-3-0) This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory and properties of the various number systems with an emphasis problem solving and critical thinking. This course is designed specifically for students who seek middle (4-8) teacher certification.

Required Prerequisite: MATH-1314 with a minimum grade of “C”.

MATH-1351 Mathematics for Teachers II +

(3-3-0) This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability and statistics with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle (4-8) teacher certification.

Required Prerequisite: MATH-1350 and MATH-1314 with a minimum grade of “C”.

MATH-2318 Linear Algebra +

(3-3-0) Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector and applications in science and engineering.

Required Prerequisite: MATH-2414 with minimum grade of “C”.

MATH-2320 Differential Equations +

(3-3-0) Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods and boundary value problems; application of differential equations to real-world problems.

Required Prerequisite: MATH-2414 with minimum grade of “C”.

MATH-2412 Pre-Calculus Math +

(4-4-1) In-depth combined study of algebra, trigonometry, and other topics for calculus

readiness.

Required Prerequisite: MATH-1314 or MATH-1316 with minimum grade of “C” or TSI compliant in mathematics and an appropriate score on the college-level mathematics placement test.

MATH-2413 Calculus I +

(4-4-1) Limits and continuity; the fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric and transcendental functions, with an application to calculation of areas.

Required Prerequisite: MATH-2412 with minimum grade of “C”.

MATH-2414 Calculus II +

(4-4-0) Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series and improper integrals.

Required Prerequisite: MATH-2413 with minimum grade of “C”.

MATH-2415 Calculus III +

(4-4-0) Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals and Jacobians and application of the line integral including Green’s Theorem, the Divergence Theorem and Stokes’ Theorem.

Required Prerequisite: MATH-2414 with minimum grade of “C”.

MATH-2421 Differential Equations and Linear Algebra +

(4-4-0) This course emphasizes solution techniques. Ordinary differential equations, vector spaces, linear transformations, matrix/vector algebra, eigenvectors, Laplace Transforms and systems of equations.

Required Prerequisite: MATH-2414 with minimum grade of “C”.

(MCHN) MACHINE TOOL TECHNOLOGY/MACHINIST

MCHN-2403 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls

(4-3-3) Programming and operation of Computer Numerically Controlled (CNC) machine shop equipment.

MCHN-2431 Operation of CNC Turning Centers

(4-3-3) A study of CNC operations with an emphasis on turning centers.

MCHN-2434 Operation of CNC Machining Centers

(4-3-3) A study of CNC operations with an emphasis on vertical machining centers.

MCHN-2444 Computerized Numerical Control Programming

(4-3-3) An introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled (CNC) machines.

(MRKG) MARKETING AND MARKETING MANAGEMENT, GENERAL

MRKG-1301 Customer Relationship Management

(3-3-0) General principles of customer relationship management including skills, knowledge, attitudes and behaviors.

MRKG-1302 Principles of Retailing

(3-3-0) Introduction to the retailing environment, types of retailers, current trends, the employment of retailing techniques and factors that influence retailing.

MRKG-1311 Principles of Marketing

(3-3-0) Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

MRKG-2333 Principles of Selling

(3-3-0) Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations that affect salespeople.

MRKG-2348 Marketing Research and Strategies

(3-3-0) Practical experiences in analyzing marketing studies using data-driven decision-making processes. Includes interrelationships among the components of the marketing mix.

MRKG-2349 Advertising and Sales Promotion

(3-3-0) Integrated marketing communications. Includes advertising principles and practices. Emphasizes multimedia of persuasive communication including buyer behavior, budgeting and regulatory constraints.

(MUAP) APPLIED MUSIC

MUAP-1190 Private Music Lessons +

(1-5-0) Piano, organ, voice, string, woodwind, brass and percussion instruments. Primarily for non-music majors. Students are required to participate in recital activities including attending performances and performing as assigned. Private music lesson fee charged. May be taken four times for credit.

MUAP-1191 Private Music Lessons +

(1-5-0) Piano and voice at the beginning college level. Primarily for music majors to fulfill secondary instrument requirement. Students are required to participate in recital activities including attending performances and performing as assigned. Private music lesson fee charged. May be taken four times for credit.

MUAP-1290 Private Music Lessons +

(2-1-0) Piano, organ, voice, string, woodwind, brass and percussion instruments. Primarily for non-music majors. Students are required to participate in recital activities including attending performances and performing as assigned. Private music lesson fee charged. May be taken four times for credit.

MUAP-1291 Private Music Lessons +

(2-1-0) Piano, organ, voice, string, woodwind, brass and percussion instruments. For music majors to fulfill principal instrument requirement. Students are required to participate in recital activities including attending performances and performing as assigned. Private music lesson fee charged. May be taken four times for credit.

MUAP-1292 Private Music Lessons +

(2-1-0) Continuation of MUAP-1291. For music majors to fulfill principal instrument requirement. Students are required to participate in recital activities including attending performances and performing as assigned. Private music lesson fee charged. May be taken

four times for credit.

Recommended Prerequisite: MUAP-1291

MUAP-2291 Private Music Lessons +

(2-1-0) Piano, organ, voice, string, woodwind, brass and percussion instruments at the advanced level. For music majors to fulfill requirements in a principal instrument. Students are required to participate in recital activities including attending performances and performing as assigned. Private music lesson fee charged. May be taken four times for credit.

Recommended Prerequisite: MUAP-1291

MUAP-2292 Private Music Lessons +

(2-1-0) Continuation of MUAP-2291. Students are required to participate in recital activities including attending performances and performing as assigned. Private music lesson fee charged. May be taken four times for credit.

Recommended Prerequisite: MUAP-2291

(MUEN) MUSIC ENSEMBLE

MUEN-1122 Jazz Ensembles +

(1-0-3) Large ensemble is comprised of instrumentation appropriate to designated ensemble styles. Ensemble will rehearse and perform music from literature of the appropriate styles.

MUEN-1123 Band +

(1-0-3) Large ensemble is comprised of instrumentation appropriate to designated ensemble styles. Ensemble will rehearse and perform music from literature of the appropriate styles.

MUEN-1124 Orchestra +

(1-0-3) Large ensemble is comprised of instrumentation appropriate to designated ensemble styles. Ensemble will rehearse and perform music from literature of the appropriate styles.

MUEN-1131 Piano Ensemble +

(1-0-3) Freshman Chamber Instrumental Ensemble to meet special needs with the nature of the ensemble determined by student interest and instrumentation.

MUEN-1132 Combo +

(1-0-3) Freshman Chamber Instrumental Ensemble to meet special needs with the nature of the ensemble determined by student interest and instrumentation.

MUEN-1133 Chamber Winds +

(1-0-3) The Freshman Chamber Instrumental Ensemble to meet special needs with the nature of ensemble determined by student interest and instrumentation.

MUEN-1134 Chamber Strings +

(1-0-3) Freshman Chamber Instrumental Ensemble to meet special needs with the nature of the ensemble determined by student interest and instrumentation.

MUEN-1135 Guitar Ensemble +

(1-0-3) Freshman Chamber Instrumental Ensemble to meet special needs with the nature of the ensemble determined by student interest and instrumentation.

MUEN-1136 Percussion Ensemble +

(1-0-3) Freshman Chamber Instrumental Ensemble to meet special needs with the nature of the ensemble determined by student interest and instrumentation.

MUEN-1141 Large Choral Ensembles +

(1-0-3) A wide variety of music representing literature of the great eras of music history is studied and performed.

Prerequisite: Demonstrated competence approved by the instructor.

MUEN-1151 Chamber Singers +

(1-0-3) Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit.

Prerequisite: Demonstrated competence approved by the instructor.

MUEN-1152 Chamber Opera +

(1-0-3) Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit.

Prerequisite: Demonstrated competence approved by the instructor.

MUEN-2122 Jazz Ensembles +

(1-0-3) Large ensemble is comprised of instrumentation appropriate to designated ensemble styles. Ensemble will rehearse and perform music from literature of the appropriate styles.

MUEN-2123 Band +

(1-0-3) Large ensemble is comprised of instrumentation appropriate to designated ensemble styles. Ensemble will rehearse and perform music from literature of the appropriate styles.

MUEN-2124 Orchestra +

(1-0-3) Large ensemble is comprised of instrumentation appropriate to designated ensemble styles. Ensemble will rehearse and perform music from literature of the appropriate styles.

MUEN-2131 Piano Ensembles +

(1-0-3) Freshman Chamber Instrumental Ensemble to meet special needs with the nature of the ensemble determined by student interest and instrumentation.

MUEN-2132 Combo +

(1-0-3) Freshman Chamber Instrumental Ensemble to meet special needs with the nature of the ensemble determined by student interest and instrumentation.

MUEN-2133 Chamber Winds +

(1-0-3) Freshman Chamber Instrumental Ensemble to meet special needs with the nature of the ensemble determined by student interest and instrumentation.

MUEN-2134 Chamber Strings +

(1-0-3) Freshman Chamber Instrumental Ensemble to meet special needs with the nature of the ensemble determined by student interest and instrumentation.

MUEN-2135 Guitar Ensemble +

(1-0-3) Freshman Chamber Instrumental Ensemble to meet special needs with the nature of the ensemble determined by student interest and instrumentation.

MUEN-2136 Percussion Ensemble +

(1-0-3) Freshman Chamber Instrumental Ensemble to meet special needs with the nature of the ensemble determined by student interest and instrumentation.

MUEN-2141 Large Choral +

(1-0-3) A wide variety of music representing literature of the great eras of music history is studied and performed.

Prerequisite: Demonstrated competence approved by the instructor.

MUEN-2151 Chamber Singers+

(1-0-3) A wide variety of music representing literature of the great eras of music history is studied and performed.

Prerequisite: Demonstrated competence approved by the instructor.

MUEN-2152 Chamber Opera+

(1-0-3) Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit.

Prerequisite: Demonstrated competence approved by the instructor.

(MUSI) MUSIC

MUSI-1157 Opera Workshop I +

(1-0-3) Performance of portions of or complete operas and the study of the integration of music, acting and staging of an opera.

MUSI-1160 Italian Diction +

(1-2-0) Study of phonetic sounds of the Italian language to promote the ability to sing in that language.

MUSI-1161 English Diction +

(1-2-0) Study of phonetic sounds of the English language to promote the ability to sing in that language.

MUSI-1163 Jazz Improvisation I +

(1-2-0) Materials and practices for improvisation or extemporaneous performance in the jazz idiom. Covers basic chord and scale relationships. Includes performance as well as classroom theory.

MUSI-1181 Class Piano I +

(1-2-1) Class instruction in the fundamentals of keyboard technique for beginning piano students. Introduction to piano playing through use of simple pieces. For students with no knowledge of the keyboard and music reading and for vocal and instrumental music majors with no piano background.

MUSI-1182 Class Piano II +

(1-2-1) Class instruction in the fundamentals of keyboard technique for beginning piano students. Piano music reading development; major, minor and chromatic scales; chords; harmonization; improvisation; and transposition.

Recommended Prerequisite: MUSI-1181 or audition

MUSI-1183 Class Voice +

(1-2-1) Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training.

Primarily for instrumental and keyboard majors to fulfill secondary requirement in voice, and for non-music majors to learn fundamentals of vocal techniques.

MUSI-1192 Guitar Class I +

(1-2-1) Class instruction in the fundamental techniques of playing guitar. Includes performance of the classical guitar.

MUSI-1211 Music Theory I +

(2-3-0) Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Includes chord and melody structure, chord progression and part-writing as seen in music literature of all periods. Review of music fundamentals with emphasis on refinement of musical judgments. Correlated study at the keyboard.

Required Co-Requisite: MUSI-1216

MUSI-1212 Music Theory II +

(2-3-0) Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.

Required Prerequisite: MUSI-1211

Required Co-Requisite: MUSI-1217

MUSI-1216 Sight Singing and Ear Training I +

(2-3-0) Singing tonal music in treble, bass, alto and tenor clefs. Aural study, including dictation, of rhythm, melody and diatonic harmony.

Required Co-Requisite: MUSI-1211

MUSI-1217 Sight Singing and Ear Training II +

(2-3-0) Singing tonal music in treble, bass, alto and tenor clefs. Aural study, including dictation, of rhythm, melody and diatonic harmony.

Required Prerequisite: MUSI-1216

Required Co-Requisite: MUSI-1212

MUSI-1301 Fundamentals of Music I +

(3-3-0) Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter and rhythm. Does not apply to a music major degree.

MUSI-1304 Foundations of Music +

(3-3-0) Study of the fundamentals of music for prospective classroom teachers with an introduction to melodic, rhythmic and harmonic elements. Emphasis on participation in singing and reading music. Includes experiences in music creativity for the college student majoring in elementary education and the "in-service" classroom teacher who has had little formal training in music.

MUSI-1306 Music Appreciation +

(3-3-0) Understanding music through the study of cultural periods, major composers and musical elements. Illustrated with audio recordings and live performances. Does not apply to a music major degree.

MUSI-1307 Music Literature +

(3-3-0) Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

MUSI-1310 American Music +

(3-3-0) General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock and contemporary art music.

MUSI-2181 Piano Class III +

(1-2-1) Class instruction in the fundamentals of keyboard technique for beginning piano students. Piano music reading development; major, minor and grammatic scales; chords; harmonization; improvisation and transposition.

Required Prerequisite: MUSI-1182 or audition

MUSI-2182 Piano Class IV +

(1-2-1) Class instruction in the fundamentals of keyboard technique for beginning piano students. Piano music reading development; major, minor, and grammatic scales; chords; harmonization; improvisation; and transposition.

Required Prerequisite: MUSI-2181 or audition

MUSI-2211 Music Theory III +

(2-3-0) Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian techniques.

Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.

Required Prerequisite: MUSI-1212

Required Co-Requisite: MUSI-2216

MUSI-2212 Music Theory IV +

(2-3-0) Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures.

Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.

Required Prerequisite: MUSI-2211

Required Co-Requisite: MUSI-2217

MUSI-2216 Sight Singing and Ear Training III +

(2-3-0) A continuation of MUSI-1217. Singing more difficult tonal music including modal, ethnic and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

Required Prerequisite: MUSI-1217

Required Co-Requisite: MUSI-2211

MUSI-2217 Sight Singing and Ear Training IV +

(2-3-0) Singing more difficult tonal music including modal, ethnic and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony and extended tertian structures.

Required Prerequisite: MUSI-2216

Required Co-Requisite: MUSI-2212

**(OSHT) OCCUPATIONAL SAFETY AND HEALTH
TECHNOLOGY/TECHNICIAN****OSHT-1305 OSHA Regulations - Construction Industry**

(3-3-0) A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry.

OSHT-1313 Accident Prevention, Inspection and Investigation

(3-3-0) Provides a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques and accident investigation analysis.

OSHT-1321 Fire Protection Systems

(3-3-0) Study of fire protection systems and their application with emphasis on the fire prevention codes and standards.

OSHT-1391 Special Topics in Occupational Safety and Health Technology/Technician

(3-3-0) 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.

OSHT-2309 Safety Program Management

(3-3-0) Examine the major safety management issues that affect the workplace including safety awareness, loss control, regulatory issues and human behavior modification.

OSHT-2320 Safety Training Presentation Techniques

(3-3-0) Principles of developing and presenting effective industrial and business training. Emphasis on instructor qualifications and responsibilities, principles of teaching including use of teaching aids and presentation skills.

OSHT-2388 Internship - Occupational Safety and Health Technology/Technician

(3-0-9) 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 employer.

OSHT-2401 OSHA Regulations - General Industry

(4-4-0) A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry.

OSHT-2405 Ergonomics and Human Factors in Safety

(4-4-0) The relationship of human behavior and ergonomics as applied to workplace safety.

(PHIL) PHILOSOPHY

PHIL-1301 Introduction to Philosophy +

(3-3-0) A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value and their practical applications.

Required Prerequisite: TSI compliant in reading

PHIL-1304 Introduction to World Religions +

(3-3-0) A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity and Islam. A one-semester survey course.

PHIL-2303 Introduction to Formal Logic +

(3-3-0) The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic and logical proofs in a system of rules.

PHIL-2306 Introduction to Ethics +

(3-3-0) The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals and standards of values.

PHIL-2316 Classical Philosophy +

(3-3-0) Study of major philosophers and philosophical themes from ancient through medieval periods.

(PHTC) COMMERCIAL PHOTOGRAPHY

PHTC-1300 Photo Digital Imaging I

(3-2-4) An introduction to computer and software instruction for electronic imaging. Includes color, gray scale, image conversion, presentation, and ethics.

Recommended Prerequisite: ARTS-2356

PHTC-1343 Expressive Photography

(3-2-4) A study of formal, professional and individual uses of photography by applying photographic technology to personalized needs. Emphasis on creative visual thinking, problem solving and the exploration of personal vision. Portfolio development and presentation are also covered.

Recommended Prerequisite: ARTS-2356 or consent of instructor

PHTC-1353 Portraiture I

(3-2-4) Skill development in the photographic principles of portrait lighting, posing and subject rapport.

Required Prerequisite: ARTS-2356 or consent of the instructor

PHTC-2331 Architectural Photography

(3-2-4) Study of the equipment, processes, and procedures necessary for the photography of building exteriors and interiors, dusk/night and night architectural landscapes and construction progress.

Required Prerequisite: ARTS-2356 or consent of the instructor

PHTC-2343 Portfolio Development

(3-2-4) A culmination experience for the evaluation of the student's photographic competencies. Includes association with a professional photographic organization, skills in résumé creation, completion of portfolio, professional self-presentation, comprehensive exam and seminars in areas of photographic interest.

PHTC-2349 Photo Digital Imaging II

(3-2-4) Advanced concepts in the use of the computer and software for photographic manipulation and output.

(PHYS) PHYSICS

PHYS-1401 College Physics I (Lecture + Lab) +

(4-3-3) Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces. Emphasis will be on problem solving.

Required Prerequisite: MATH-1314 and MATH-1316 or MATH-2412

PHYS-1402 College Physics II (Lecture + Lab) +

(4-3-3) Fundamental principles of physics, using algebra and trigonometry; the principles

and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics and modern physics topics with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics and modern physics topics with emphasis on problem solving.

Required Prerequisites: PHYS-1401

PHYS-1403 Stars and Galaxies (Lecture + Lab) +

(4-3-3) Study of stars, galaxies and the universe outside our solar system. Laboratory requires night observations.

PHYS-1404 Solar System (Lecture + Lab) +

(4-3-3) Study of the sun and its solar system, including its origin. Laboratory requires night observations.

PHYS-1405 Elementary Physics I (Lecture + Lab) +

(4-3-3) The first semester of a two-semester conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Topics include classical mechanics, atomic nature of matter and thermodynamics. The history of scientific developments and their impact on daily life are discussed.

Required Prerequisite: TSI complete in Math

PHYS-1407 Elementary Physics II (Lecture + Lab) +

(4-3-3) The second semester of a two-semester conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Topics include mechanical waves and acoustics, electricity and magnetism, light, atom and nuclear physics and relativity.

Required Prerequisite: PHYS-1405

PHYS-1415 Physical Science I (Lecture + Lab) +

(4-3-3) Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy and meteorology.

PHYS-2289 Academic Cooperative+

(2-1-3) An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy and associated phenomena.

PHYS-2389 Academic Cooperative+

(3-1-5) An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy and associated phenomena.

PHYS-2425 University Physics I (Lecture + Lab) +

(4-3-3) Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics and emphasis on problem solving.

Required Prerequisite: MATH-2413

PHYS-2426 University Physics II (Lecture + Lab) +

(4-3-3) Principles of physics for science, computer science, and engineering majors, using calculus and involving the principles of electricity and magnetism including circuits,

electromagnetism, waves, sound, light and optics.
Required Prerequisites: PHYS-2425 and MATH-2414

(PLTC) PLASTICS TECHNOLOGY/TECHNICIAN

PLTC-1291 Special Topics in Plastics Technology
(2-1-2) 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.

Required Prerequisites: AERM-1254 and PLTC-1303

PLTC-1303 Plastics

(3-2-2) An introductory course in techniques of combining the various types of reinforcing elements with polymer resins in order to yield specific characteristics and properties not attainable by either constituent acting alone.

(POFI) INFORMATION PROCESSING/DATA ENTRY TECHNICIAN

POFI-1449 Spreadsheets

(4-3-2) Skill development in concepts, procedures and application of spreadsheets.

Recommended Prerequisite: POFT-1127 or equivalent

POFI-2401 Word Processing

(4-3-2) Word processing software focusing on business applications.

Recommended Prerequisite: POFT-1127 or equivalent

POFI-2431 Desktop Publishing

(4-3-2) In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple-page displays and business applications.

Recommended Prerequisite: POFT-1329 or proficiency in word processing software

(POFT) ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE, GENERAL

POFT-1127 Introduction to Keyboarding

(1-0-3) Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy. *Placement test available.*

POFT-1301 Business English

(3-3-0) Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

POFT-1319 Records and Information Management

(3-3-0) Introduction to basic records information management systems including manual and electronic filing.

POFT-1321 Business Mathematics

(3-3-0) Fundamentals of business mathematics including analytical and critical thinking skills.

POFT-1329 Beginning Keyboarding

(3-2-2) Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. *Placement test available.*

POFT-1392 Special Topics in Administrative Assistant/Secretarial Science, General

(3-3-0) Topics address recently identified current events, skills, knowledge and attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

POFT-1409 Administrative Office Procedures

(4-3-2) Study of current office procedures, duties and responsibilities applicable to an office environment.

Recommended Prerequisite: Basic Keyboarding Skills

POFT-2301 Intermediate Keyboarding

(3-2-2) A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents.

Recommended Prerequisite: POFT-1329

POFT-2312 Business Correspondence and Communication

(3-2-2) Development of writing and presentation skills to produce effective business communications.

(PSTR) BAKING AND PASTRY ARTS

PSTR-1206 Cake Decorating I

(2-1-2) Introduction to skills, concepts and techniques of cake decorating. (Eight-week course to be taken prior to PSTR-2307 in same semester.)

PSTR-1301 Fundamentals of Baking

(3-2-4) Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts and doughnuts. Instructions in flours, fillings and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients and the evaluation of baked products.

PSTR-1305 Breads and Rolls

(3-2-3) Concentration on fundamentals of chemically and yeast-raised breads and rolls. Instruction on commercial preparation of a wide variety of products.

Required Prerequisites: PSTR-1301

PSTR-1310 Pies, Tarts, Teacakes and Cookies

(3-2-3) Focus on preparation of American and European style pie and tart fillings and dough, cookies, teacakes, custard and batters. Instruction of finishing and presentation techniques.

Required Prerequisites: PSTR-1301

PSTR-1442 Quantity Bakeshop Production

(4-2-4) Advanced baking techniques to include volume production of a variety of breads and desserts.

Required Prerequisites: PSTR-1301 and PSTR-1305

PSTR-2207 Cake Decorating II

(2-1-2) A course in decoration of specialized and seasonal products. (Eight-week course to be taken after PSTR-1206 in same semester.)

Required Prerequisites: PSTR-1206

PSTR-2331 Advanced Pastry Shop

(3-2-3) A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work and decorations. Emphasis on advanced techniques.

Required Prerequisites: PSTR-1301 and CHEF-1205

(PSYC) PSYCHOLOGY

PSYC-1110 Orientation to College

(1-1-0) Facilitates adjustment to college. Standardized tests and counseling offered to provide personal, vocational, and educational development.

PSYC-1300 Learning Framework +

(3-3-0) A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning and application of learning strategies. Theoretical models of strategic learning, cognition and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (A student may NOT earn credit for both EDUC-1300 and PSYC-1300.)

PSYC-2301 General Psychology +

(3-3-0) A survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

Required Prerequisite: TSI compliant in reading

PSYC-2306 Human Sexuality +

(3-3-0) This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological and anthropological, but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom.

PSYC-2308 Child Psychology +

(3-3-0) This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development.

Recommended Prerequisite: PSYC-2301

PSYC-2314 Life Span Growth and Development +

(3-3-0) A study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

Recommended Prerequisite: PSYC-2301

PSYC-2315 Psychology of Adjustment +

(3-3-0) Study of the processes involved in adjustment of individuals to their personal and social environments.

PSYC-2316 Psychology of Personality +

(3-3-0) Study of various approaches to determinants, development, and assessment of personality. Includes contemporary theories of personality with emphasis on personality

dynamics. Individual personality trends stressed with attention to group interaction.

Recommended Prerequisite: PSYC-2301

PSYC-2319 Social Psychology +

(3-3-0) Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations and group processes. A student may NOT earn credit for both PSYC-2319 and SOCI-2326.

Recommended Prerequisite: PSYC-2301 or SOCI-1301

(PSYT) CLINICAL AND COUNSELING PSYCHOLOGY

PSYT-1313 Psychology of Personal Adjustment

(3-3-0) Overview of personal, social and work adjustment skills.

PSYT-1393 Special Topics in Clinical Psychology

(3-3-0) 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.

PSYT-2165 Practicum - Clinical Psychology

(1-0-10) Practical general workplace training supported by an individualized learning plan developed by the employer, College and student. The guided external experiences may be for pay or no pay.

Required Prerequisite: Consent of Department Chairperson

Required Co-Requisite: DAAC-1343

PSYT-2339 Counseling Theories

(3-3-0) An examination of evidenced-based and contemporary counseling theories which may include psychodynamic, cognitive, behavioral and humanistic.

PSYT-2345 Principles of Behavior Management and Modification

(3-3-0) An analysis of behavior management and cognitive theories and techniques with emphasis on their applications.

(PTHA) PHYSICAL THERAPIST ASSISTANT#

PTHA-1201 The Profession of Physical Therapy

(2-1-3) Introduction to the profession of physical therapy and the role of the physical therapist assistant.

PTHA-1225 Communication in Health Care

(2-2-1) Communication theories and principles for optimal delivery of health care.

PTHA-1321 Pathophysiology for the PTA

(3-3-0) Study of the pathophysiology of diseases and conditions encountered in physical therapy. *Enrollment in this course is restricted to students accepted to the Physical Therapist Assistant program. It does not replace HPRS-2201.*

PTHA-1405 Basic Patient Care Skills

(4-3-4) The application of basic patient handling, functional skills, communication and selected data collection techniques.

PTHA-1413 Functional Anatomy

(4-3-4) The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement.

PTHA-1431 Physical Agents

(4-3-4) Biophysical principles, physiological effects, efficacy and application of physical agents.

PTHA-2201 Essentials of Data Collection

(2-1-4) Data collection techniques used to assist in patient/client management.

PTHA-2239 Professional Issues

(2-2-0) Discussion of professional issues and behaviors related to clinical practice; preparation for transition into the workforce. A Capstone course.

PTHA-2360 Clinical – Physical Therapist Assistant

(3-0-15) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

PTHA-2361 Clinical – Physical Therapist Assistant

(3-0-15) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

PTHA-2363 Clinical -Physical Therapist Assistant

(3-0-18) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. *This is the Capstone clinical experience.*

PTHA-2409 Therapeutic Exercise

(4-2-6) Concepts, principles and application of techniques related to therapeutic exercise and functional training.

PTHA-2431 Management of Neurological Disorders

(4-3-4) Comprehensive rehabilitation techniques of selected neurological disorders. An advanced course.

PTHA-2435 Rehabilitation Techniques

(4-3-4) Comprehensive rehabilitation of selected diseases and disorders. An advanced course integrating previously learned and new skills and techniques.

(PTRT) PETROLEUM TECHNOLOGY/TECHNICIAN

PTRT-1307 Recovery and Production Methods

(3-2-3) Petroleum recovery and production methods.

PTRT-1313 Industrial Safety

(3-2-2) An overview for petroleum and manufacturing workers of state and federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards, such as confined space entry, emergency action, lock out/tag out and other work related subjects.

PTRT-1317 Natural Gas Processing I

(3-2-3) An overview of natural gas processing operations. Topics include fundamentals of gas processing, the scientific principles and how they apply to the process, processing equipment and procedures.

PTRT-1324 Petroleum Instrumentation

(3-2-3) Study of instruments, instrument systems, terminology, process variables and control loops as used in a petroleum environment.

PTRT-2323 Natural Gas Production

(3-2-3) An overview of the aspects of natural gas and oil production including various aspects of hydrocarbon production, processing equipment and gas compression and transportation systems.

(RADR) RADIOLOGIC TECHNOLOGY#

RADR-1201 Introduction to Radiography

(2-2-0) An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health-care professionals and an orientation to the profession and the health-care system.

RADR-1203 Patient Care

(2-2-0) An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills and basic pharmacology.

RADR-1266 Practicum - Radiologic Technology/Science - Radiographer

(2-0-16) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

RADR-1267 Practicum - Radiologic Technology/Science - Radiographer

(2-0-16) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

RADR-1311 Basic Radiographic Procedures

(3-2-3) An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomic structure and equipment and evaluation of images for proper demonstration of basic anatomy.

RADR-1313 Principles of Radiographic Imaging I

(3-3-0) Radiographic image quality and the effects of exposure variables. X-ray beam and image formation are emphasized.

RADR-1366 Practicum - Radiologic Technology/Science - Radiographer

(3-0-24) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

RADR-2209 Radiographic Imaging Equipment

(2-2-0) Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process.

RADR-2213 Radiation Biology and Protection

(2-2-0) Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation and methods for protecting personnel and patients from excessive exposure.

RADR-2233 Advanced Medical Imaging

(2-2-0) Specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis.

RADR-2235 Radiologic Technology Seminar

(2-2-0) A Capstone course focusing on the synthesis of professional knowledge, skills and attitudes in preparation for professional employment and lifelong learning. Intermediate level information on pharmacology, drug administration and venipuncture included.

RADR-2301 Intermediate Radiographic Procedures

(3-2-3) A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomic structure and equipment and evaluation of images for proper demonstration of anatomy.

RADR-2305 Principles of Radiographic Imaging II

(3-3-0) Continuation of radiographic image quality and the effects of exposure variables and the synthesis of all variables in image production. Includes equipment quality control and image quality assurance.

RADR-2331 Advanced Radiographic Procedures

(3-2-3) Continuation of positioning; alignment of the anatomic structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology.

RADR-2366 Practicum - Radiologic Technology/Science Radiographer

(3-0-24) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

RADR-2367 Practicum - Radiologic Technology/Science Radiographer

(3-0-24) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

(RBTC) ROBOTICS TECHNOLOGY/TECHNICIAN

RBTC-1351 Robotic Mechanisms

(3-2-3) The application of principles and the calculation of practical problems involving four bar linkages, cams, gears and gear trains. Topics include vector quantities, angular displacement, motion concepts, velocities and motions.

Recommended Prerequisite: MATH-1332

RBTC-1401 Programmable Logic Controllers

(4-3-3) A study of programmable controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators and programming.

RBTC-1447 Electro-Mechanical Devices

(4-3-3) A study of electro-mechanical devices found in robotic systems. Includes transformers, switches and solid-state relays.

Recommended Prerequisite: CETT-1409

RBTC-2445 Robot Application, Set-Up and Testing

(4-3-3) A Capstone course that provides the student with laboratory experience in the installation, set-up and testing of robotic cells. Topics include maintenance.

(RDNG) READING

RDNG-0160 College Study Skills

(1-1-0) Improvement of study systems, time management, effective listening, and note taking. Underlining, outlining texts, learning through media, concentration, retention of information and taking examinations. Placement is based on the TSI Assessment or another approved test.

This is a developmental course and cannot be used to fulfill degree requirements.

RDNG-0361 Reading Techniques I

(3-3-0) Improvement of basic reading skills through individualized development of comprehension, vocabulary, study skills, critical reasoning and relationships among ideas in written material. Placement based on TSI Assessment or another approved test. May be repeated as many times as needed for remediation. *This is a developmental course and cannot be used to fulfill degree requirements.*

Required Prerequisite: Appropriate score on TSI Assessment

(RELE) REAL ESTATE

RELE-1300 Contract Forms and Addenda

(3-3-0) Promulgated Contract Forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms and commission rules governing use of forms and case studies involving use of forms.

RELE-1303 Real Estate Appraisal

(3-3-0) The central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations and reporting.

RELE-1307 Real Estate Investments

(3-3-0) Characteristics of real estate investments. Includes techniques of investment analysis, time-valued money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation and applications to property tax.

RELE-1311 Law of Contracts

(3-3-0) Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements.

RELE-1315 Property Management

(3-3-0) The role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws and the Fair Housing Act.

RELE-1319 Real Estate Finance

(3-3-0) Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act and the state housing agency.

RELE 1406 Principles of Real Estate

(4-4-0) A complete overview of licensing as a broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination and community reinvestment. Fulfills the four-semester-hour requirement of Principles of Real Estate for the salesperson license.

RELE-2301 Law of Agency

(3-3-0) Law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures and the disclosure of an agency.

(RNSG) NURSING#

RNSG-1105 Nursing Skills I

(1-0-3) Study of the concepts and principles necessary to perform basic nursing skills for the adult patient and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Focus is on holistic human needs. Associate degree nurse role assimilation is facilitated through the development of identified major concepts. Credit by Examination is available for Fast Track Option. Enrollment requires official acceptance into the Nursing Program.

Required Prerequisites: BIOL-2401, BIOL-2402 and BIOL-2420 and TSI compliant in Mathematics

Required Co-Requisites: RNSG-1413 and RNSG-1360 (If it is the second attempt at passing this course, then the co-requisite may be waived.)

RNSG-1193 Special Topics A – Registered Nursing/Registered Nurse

(1-1-0) 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.

Required Prerequisites: RNSG-1413, RNSG-1360 and RNSG-1105

RNSG-1293 Special Topics B – Registered Nursing/Registered Nurse

(2-2-0) 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.

Required Prerequisites: RNSG-1413, RNSG-1360, RNSG-1105, RNSG-1441, RNSG-1461, RNSG-2213, RNSG-2263, RNSG-2208, RNSG-2260, RNSG-2201 and RNSG-2261

Required Prerequisites/Co-Requisites: PSYC-2301 or PSYC-2314 and Creative Arts/Language, Philosophy and Culture elective

RNSG-1360 Clinical-Foundations Nursing Practice

(3-0-9) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. A method of instruction providing detailed education, training and work based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. Onsite clinical instruction, supervision, evaluation

and placement is the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Focus is on holistic human needs. Associate degree nurse role assimilation is facilitated through the development of identified major concepts. Enrollment requires official acceptance into the Nursing Program.

Required Prerequisites: BIOL-2401, BIOL-2402, BIOL-2420 and TSI compliant in Mathematics.

Required Co-Requisites: RNSG-1105 and RNSG-1413 (If it is the second attempt at passing this course, then the co-requisite may be waived.)

RNSG-1413 Foundations for Nursing Practice

(4-4-0) Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health-care team and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, and a systematic framework for decision-making and critical thinking. The mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps manage the patient through these issues. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Focus is on holistic human needs. Associate degree nurse role assimilation is facilitated through the development of major concepts. Enrollment requires official acceptance into the Nursing Program.

Required Prerequisites: BIOL-2401, BIOL-2402, BIOL-2420 and TSI compliant in Mathematics

Required Co-Requisites: RNSG-1105 and RNSG-1360 (If it is the second attempt at passing this course, then the co-requisite may be waived.)

RNSG-1441 Common Concepts of Adult Health

(4-4-0) Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health-care team and member of the profession. Study of the common concepts of caring for adult patients and families' with medical-surgical health-care needs related to body systems, emphasizing knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Focus is on holistic human needs. Associate degree nurse role assimilation is facilitated through the development of major concepts.

Required Prerequisites: RNSG-1413, RNSG-1360 and RNSG-1105

Required Co-Requisite: RNSG-1461 (If it is the second attempt at passing this course, then the co-requisite may be waived.)

RNSG-1443 Complex Concepts of Adult Health

(4-4-0) Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health-care team and member of the profession in the care of adult patients and families with complex medical-surgical health-care needs associated with body systems. Emphasis on complex knowledge, judgments, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Focus is on holistic human needs. Associate degree nurse role assimilation is facilitated through the development of major concepts. Test fee charged.

Required Prerequisites: RNSG-1413, RNSG-1360, RNSG-1105, RNSG-1441, RNSG-1461, RNSG-2213, RNSG-2263, RNSG-2208, RNSG-2260, RNSG-2201 and RNSG-2261

Required Co-Requisite: RNSG-2461 and PSYC-2301 or PSYC-2314, and Creative Arts/Language, Philosophy and Culture elective (If it is the second attempt at passing this course, then the co-requisite may be waived.)

RNSG-1461 Clinical - Common Concepts of Adult Health

(4-0-12) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the

clinical professional. The clinical professional (faculty or preceptor) generally supervises in a clinical site. Practical experience is simultaneously related to theory. Clinical education is an unpaid learning experience. Focus is on holistic human needs. Associate degree nurse role assimilation is facilitated through the development of major concepts.

Required Prerequisites: RNSG-1413, RNSG-1360 and RNSG-1105

Required Co-Requisite: RNSG-1441 (If it is the second attempt at passing this course, then the co-requisite may be waived.)

RNSG-2201 Care of Children and Families

(2-2-0) Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Focus is on holistic human needs. Associate degree nurse role assimilation is facilitated through the development of major concepts. Testing fee is charged.

Required Prerequisites: RNSG-1413, RNSG-1360, RNSG-1105, RNSG-1441, RNSG-1461, RNSG-2213 and RNSG-2263

Required Co-Requisite: RNSG-2261 (If it is the second attempt at passing this course, then the co-requisite may be waived.)

RNSG-2208 Maternal and Newborn Nursing and Women's Health

(2-2-0) Concepts related to nursing care for childbearing families and women's health issues. Content includes knowledge, judgment, skill and professional values within a legal/ethical framework including a focus on normal and high-risk needs for the childbearing family during the preconception, prenatal, intrapartum, neonatal and postpartum periods and consideration of selected issues in women's health. This course lends itself to a blocked approach. Focus is on holistic human needs. Associate degree nurse role assimilation is facilitated through the development of identified learner processes. The TCC nursing practice model is the framework for teaching and learning the roles of the nurse. Testing fee charged.

Required Prerequisites: RNSG-1413, RNSG-1360, RNSG-1105, RNSG-1441, RNSG-1461, RNSG-2213 and RNSG-2263

Required Co-Requisite: RNSG-2260 (If it is the second attempt at passing this course, then the co-requisite may be waived.)

RNSG-2213 Mental Health Nursing

(2-2-0) Principles and concepts of mental health, psychopathology and treatment modalities related to the nursing care of patients and their families. This course lends itself to a blocked approach. Focus is on holistic human needs. Associate degree nurse role assimilation is facilitated through the development of major concepts.

Required Prerequisites: RNSG-1413, RNSG-1360 and RNSG-1105

Required Co-Requisite: RNSG-2263 (If it is the second attempt at passing this course, then the co-requisite may be waived.)

RNSG-2260 Clinical - Maternal and Newborn Nursing and Women's Health

(2-0-6) A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Practical experience is simultaneously related to theory. Clinical education is an unpaid learning experience. Focus is on holistic human needs. Associate degree nurse role assimilation is facilitated through the development of major concepts.

Required Prerequisites: RNSG-1413, RNSG-1360, RNSG-1105, RNSG-1441, RNSG-1461, RNSG-2213 and RNSG-2263

Required Co-Requisite: RNSG-2208 (If it is the second attempt at passing this course, then the co-requisite may be waived.)

RNSG-2261 Clinical - Care of Children and Families

(2-0-6) A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. The supervision (faculty or preceptor), is generally in a clinical setting. Practical experience is simultaneously related to theory. Clinical education is an unpaid learning experience. Focus is on holistic human needs. Associate degree nurse role assimilation is facilitated through the development of major concepts.

Required Prerequisites: RNSG-1413, RNSG-1360, RNSG-1105, RNSG-1441, RNSG-1461, RNSG-2213 and RNSG-2263

Required Co-Requisite: RNSG-2201 (If it is the second attempt at passing this course, then the co-requisite may be waived.)

RNSG-2263 Clinical - Mental Health Nursing

(2-0-6) A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. The supervision (faculty or preceptor) is generally in a clinical setting. Practical experience is simultaneously related to theory. Clinical education is an unpaid learning experience. Focus is on holistic human needs. Associate degree nurse role assimilation is facilitated through the development of major concepts.

Required Prerequisites: RNSG-1413, RNSG-1360 and RNSG-1105

Required Co-Requisite: RNSG-2213 (If it is the second attempt at passing this course, then the co-requisite may be waived.)

RNSG-2461 Clinical - Complex Concepts of Adult Health

(4-0-12) A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. The supervision (faculty or preceptor) is generally in a clinical setting. Practical experience is simultaneously related to theory. Clinical education is an unpaid learning experience. Focus is on holistic human needs. Associate degree nurse role assimilation is facilitated through the development of major concepts.

Required Prerequisites: RNSG-1413, RNSG-1360, RNSG-1105, RNSG-1441, RNSG-1461, RNSG-2213, RNSG-2263, RNSG-2208, RNSG-2260, RNSG-2201 and RNSG-2261

Required Co-Requisite: RNSG-1443 (If it is the second attempt at passing this course, then the co-requisite may be waived.)

(RSPT) RESPIRATORY CARE#

RSPT-1101 Introduction to Respiratory Care

(1-0-3) An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control and cardiopulmonary resuscitation (CPR).

Recommended Co-Requisite: RSPT-1166

RSPT-1141 Respiratory Home Care and Rehabilitation

(1-1-0) A study of respiratory home care and rehabilitation equipment, procedures and patient education. Emphasizes treatment of patients in home care and alternate settings.

Recommended Prerequisites: RSPT-2210 and RSPT-2405

RSPT-1166 Practicum - Respiratory Care Therapy/Therapist

(1-0-7) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

Recommended Co-Requisite: RSPT-1101

RSPT-1207 Cardiopulmonary Anatomy and Physiology

(2-2-0) Anatomy and physiology of the cardiovascular and pulmonary systems.
Recommended Prerequisites: RSPT-1101 and RSPT-1419

RSPT-1266 Practicum - Respiratory Care Therapy/Therapist
(2-0-14) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.
Recommended Prerequisites: RSPT-1101 and RSPT-1166

RSPT-1267 Practicum - Respiratory Care Therapy/Therapist
(2-0-14) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.
Recommended Prerequisite: RSPT-1266

RSPT-1331 Respiratory Care Fundamentals II
(3-2-3) Continued development of knowledge and skills for respiratory care. Topics include lung expansion therapy, bronchial hygiene therapy, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques and blood gas analysis and interpretation.
Recommended Prerequisite: RSPT-1429

RSPT-1429 Respiratory Care Fundamentals I
(4-3-3) Introduction to respiratory care fundamentals. Topics include history, medical terms and symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers and humidity/aerosol therapy.
Recommended Co-Requisites: RSPT-1101 and HPRS-1206

RSPT-2131 Simulations in Respiratory Care
(1-1-0) Theory of clinical simulation examinations. Includes construction types, scoring and mechanics of taking the computerized simulation examination.
Recommended Prerequisites: RSPT-2210 and RSPT-2405

RSPT-2133 Respiratory Care Case Management
(1-1-0) Investigation, organization and presentation of case studies.
Recommended Co-Requisites: RSPT-2266 or RSPT-2267

RSPT-2139 Advanced Cardiac Life Support
(1-1-0) Advanced Cardiac Life Support (ACLS) with an emphasis on airway management. Designed to develop skills for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification based on American Heart Association standards.
Recommended Prerequisites: RSPT-1207 and RSPT-1323

RSPT-2147 Specialties in Respiratory Care
(1-1-0) Emerging and specialty practices in respiratory care.
Recommended Prerequisites: RSPT-2210 and RSPT-2405

RSPT-2210 Cardiopulmonary Disease
(2-2-0) Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment and detection of cardiopulmonary diseases.
Recommended Prerequisites: RSPT-2139 and RSPT-2414

RSPT-2266 Practicum - Respiratory Care Therapy/Therapist
(2-0-14) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

Recommended Prerequisite: RSPT-1267
Recommended Co-Requisite: RSPT-2133

RSPT-2267 Practicum - Respiratory Care Therapy/Therapist
(2-0-14) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

Recommended Prerequisite: RSPT-2266
Recommended Co-Requisite: RSPT-2133

RSPT-2353 Neonatal and Pediatric Cardiopulmonary Care
(3-2-3) A study of neonatal and pediatric cardiopulmonary care.

Recommended Prerequisites: RSPT-2210 and RSPT-2405

RSPT-2405 Pulmonary Diagnostics
(4-3-3) The theories and techniques involved in pulmonary function testing, blood gas analysis and quality control. Includes noninvasive monitors.

Recommended Prerequisites: RSPT-2139 and RSPT-2414

RSPT-2414 Mechanical Ventilation
(4-3-3) The study of mechanical ventilation with emphasis on ventilator classification, methods, principles and operational characteristics. Includes indications, complications and physiologic effects and principles of mechanical ventilation. Emphasizes initiation, management and weaning of ventilation support.

Recommended Prerequisites: RSPT-1207 and RSPT-1323

(RSTO) FOOD AND BEVERAGE/RESTAURANT OPERATIONS MANAGER

RSTO-1304 Dining Room Service
(3-2-2) Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling and management of food-service personnel.

RSTO-1313 Hospitality Supervision
(3-3-0) Fundamentals of recruiting, selection and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, applicable personnel laws and regulations. Emphasis on leadership development.

RSTO-1325 Purchasing for Hospitality Operations
(3-3-0) Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle. (*Licensure/Certification Agency: American Culinary Federation Educational Institute, Council on Hotel, Restaurant, and Institutional Education*)

(RTVB) RADIO AND TELEVISION BROADCASTING TECHNOLOGY/TECHNICIAN

RTVB-1150 Radio Experience I
(1-0-3) Laboratory experience in radio operation and announcing by broadcasting on a radio station.

Required Prerequisite: RTVB-1309

RTVB-1302 Computer Applications Media Production

(3-3-3) Computer applications for audio, video, graphics, budgets and scripts in media productions.

RTVB-1309 Audio/Radio Production I

(3-3-3) Concepts and techniques of sound production including basic recording, mixing and editing techniques.

RTVB-1321 TV Field Production

(3-3-3) Pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing and in-camera or basic continuity editing with an emphasis on underlying principles of video technology.

RTVB-1325 TV Studio Production

(3-3-3) Basic television production planning and techniques including video, audio and lighting equipment commonly used in a studio.

RTVB-1347 Audio/Radio Production II

(3-3-3) Audio production theories regarding multitrack recording, studio live production and equipment operation.

Prerequisite: RTVB-1309

RTVB-1355 Radio and Television Announcing

(3-3-0) Radio and television announcing skills such as voice quality, articulation, nunciation and pronunciation. Includes preparation for on-air and voice-over positions.

RTVB-2250 Radio Experience II

(2-1-2) Advanced laboratory experience in radio operation and announcing by broadcasting on a radio station.

Required Prerequisite: RTVB-1309

RTVB-2265 Practicum - Radio and Television

(2-0-14) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

Required Prerequisite: Consent of Program Coordinator

RTVB-2330 Film and Video Editing

(3-3-3) Film and broadcast editing for the preparation and completion of shorts, trailers, documentaries and features.

Required Prerequisite: RTVB-1302

RTVB-2343 Commercial Recording Techniques

(3-3-1) Skills in multi-track recording productions for the commercial audio recording industry.

RTVB-2347 Management and Operation of Electronic Media Facilities

(3-3-0) An analysis of management principles of production companies, broadcast stations, cable companies and emerging technologies.

RTVB-2387 Internship-Radio and Television

(3-0-14) 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.

Required Prerequisite: Consent of Program Coordinator

(SCWK) SOCIAL WORK

SCWK-2305 Special Problems of Youth

(3-3-0) Examination of the special needs of youth and their implications for social service workers delivering services to this population.

(SLNG) SIGN LANGUAGE INTERPRETER

SLNG-1207 Intra-lingual Skills Development for Interpreters

(2-1-2) Development of intra-lingual (English to English) skills necessary for future development of intra-lingual (English to American Sign Language [ASL/ASL to English]) skills. Focus on linguistics and cognitive skills development in areas of paraphrasing, summarizing, main idea identification, comprehension, memory, delayed repetition, multi-tasking, vocabulary and cultural literacy.

SLNG-1211 Fingerspelling and Numbers

(2-1-2) Development of expressive and receptive skills in fingerspelling and numbers. Receptive skills focus on whole word phrase recognition and fingerspelling and number comprehension in context. Expressive skills focus on the development of speed, clarity and fluency.

SLNG-1215 Visual and Gestural Communication

(2-2-0) Development of skills in non-verbal communications. Emphasizes the use and understanding of facial expression, gestures, pantomime and body language.

SLNG-1291 Special Topics in Sign Language Interpreter

(2-2-0) 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.

SLNG-1321 Introduction to the Interpreting Profession

(3-3-0) An overview of the field of American Sign Language (ASL)/English interpretation. Provides an historical framework for the current principles, ethics, roles, responsibilities and standard practices of the interpreting profession.

SLNG-1344 American Sign Language (ASL) III

(3-2-3) Integrates and refines expressive and receptive skills in American Sign Language (ASL), including recognition of sociolinguistic variation. A practice-oriented approach to language acquisition.

SLNG-1345 American Sign Language (ASL) IV

(3-2-3) An integration of expressive and receptive skills in American Sign Language (ASL) with emphasis on grammar, linguistics, literature and discourse styles at an intermediate level. Provides students with information on linguistic and cultural variations.

SLNG-1347 Deaf Culture

(3-3-0) Historical and contemporary perspective of American Deaf culture using a sociocultural model. Includes cultural identity and awareness, values, group norms, communication, language and significant contributions made by deaf people to the world.

SLNG-1350 Sign-to-Voice

(3-2-2) Skill development in interpreting and transliterating from American Sign Language and other modes of communication to English and analysis of increasingly

complex tasks utilizing simulated interpreting experiences including skills analysis and peer evaluation.

SLNG-1404 American Sign Language (ASL) I

(4-3-2) An introduction to the basic skills in production and comprehension of American Sign Language (ASL). Includes the manual alphabet and numbers. Develops conversational ability, culturally appropriate behaviors and exposes students to ASL grammar.

SLNG-1405 American Sign Language (ASL) II

(4-3-2) Develops receptive and expressive ability and allows recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). Increases fluency and accuracy in fingerspelling and numbers. Encourages opportunities for interaction with the deaf community.

SLNG-2266 Practicum I

(2-2-0) Practical, general, workplace training supported by an individualized learning plan developed by the employer, the College and the student.

SLNG-2267 Practicum II

(2-2-0) Practical, general workplace training supported by an individualized learning plan developed by the employer, the College and the student.

SLNG-2301 Interpreting I

(3-3-2) An overview of the interpreting process and models of interpretation. Introduces the skills necessary to achieve dynamic message equivalence in interpreting American Sign Language (ASL) to English and English to ASL.

SLNG-2302 Interpreting II

(3-3-2) Continued development of discourse analysis and interpreting skills for increasingly complex tasks. Utilization of consecutive and simultaneous interpreting scenarios including monologues and dialogues. Emphasizes skill development, self-analysis and peer evaluation.

SLNG-2303 Transliterating

(3-3-1) A practice-oriented course designed to develop skills necessary for rendering spoken English to a signed English format and signed English to spoken English.

SLNG-2431 Interpreting III

(4-3-2) A practice-oriented course to strengthen skills in the integration and application of interpreting using complex source materials. Continued exposure to simulated interpreting/transliterating experiences.

SLNG-2436 Interpreting IV

(4-3-2) Advanced development in interpreting/ transliterating skills. Emphasizes achieving the nuances of interpretation in terms of lexical choices, speaker's goal, register and affect. Designed to help prepare students for advanced certification at the state and national levels.

(SLPS) SECURITY AND LOSS PREVENTION SERVICES

SLPS-1371 Introduction to Security Management

(3-3-0) An exploration of topics, which form the foundation of knowledge necessary in the field of security management. Specific content areas include: the history of private security, loss prevention, prevention programs, risk assessment, vulnerability assessment and

countermeasure selection. Other topics include internal and external relations and financial management.

SLPS-1391 Special Topics in Security and Loss Prevention Services

(3-3-0) 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.

SLPS-2371 Fundamentals of Physical Security

(3-3-0) Basic concepts of facilities protection and control, to include: facility planning, perimeter boundaries, alarms, barriers, lighting, security surveys, materials control, emergency planning, employee and visitor control, and issues regarding parking, communications and transportation.

(SOCJ) SOCIOLOGY

SOCI-1301 Introduction to Sociology +

(3-3-0) The scientific study of human society, including ways in which groups, social institutions and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity and deviance.

Required Prerequisite: ENGL-1301 with minimum grade of “C” or TSI compliant in Reading

SOCI-1306 Social Problems +

(3-3-0) Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance or family problems.

SOCI-2301 Marriage and the Family +

(3-3-0) Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

SOCI-2319 Minority Studies +

(3-3-0) This course studies minority-majority group relations, addressing their historical, cultural, social, economic and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability or religion.

SOCI-2326 Social Psychology +

(3-3-0) Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations and group processes. Students may NOT earn credit for both SOCI-2326 and PSYC-2319.

Recommended Prerequisite: SOCI-1301 or PSYC-2301

SOCI-2336 Criminology +

(3-3-0) The course surveys various theories of crime, with an emphasis on understanding the social causes of criminal behavior. The techniques for measuring crime as a social phenomenon and the characteristics of criminals are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system and other social responses to crime.

(SOCW) SOCIAL WORK

SOCW-2361 Introduction to Social Work +

(3-3-0) Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

SOCW-2362 Social Welfare as a Social Institution +

(3-3-0) Introduction to the study of modern social work, the underlying philosophy and ethics of social work and the major divisions and types of social work together with their methods and objectives.

Required Prerequisite: SOCW-2361

(SPAN) SPANISH

SPAN-1411 Beginning Spanish I +

(4-3-2) Basic Spanish language skills in listening, speaking, reading and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Includes acquisition of language functions, basic vocabulary and culture through contextualized presentations, interactive activities, and extensive laboratory practice.

SPAN-1412 Beginning Spanish II +

(4-3-2) Continued development of basic Spanish language skills in listening, speaking, reading and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high-beginner to low-intermediate level. Emphasis on conversation.

Recommended Prerequisite: SPAN-1411

SPAN-2311 Intermediate Spanish I +

(3-3-0) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Conversational practice based on selected readings and dialogues. Directed composition. Class conducted largely in Spanish.

Recommended Prerequisite: SPAN-1412

SPAN-2312 Intermediate Spanish II +

(3-3-0) Continuation of SPAN-2311. The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation and interpretation of the cultures of the Spanish-speaking world.

Recommended Prerequisite: SPAN-2311

(SPCH) SPEECH

SPCH-1311 Introduction to Speech Communication +

(3-3-0) Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

SPCH-1315 Public Speaking +

(3-3-0) Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity and speech organizational techniques to develop students' speaking abilities as well as ability to effectively evaluate oral presentations.

SPCH-1318 Interpersonal Communication +

(3-3-0) Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families and relationships with co-workers and supervisors.

SPCH-1321 Business and Professional Communication +

(3-3-0) Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

SPCH-1342 Voice and Diction +

(3-3-0) Physiology and mechanics of effective voice production with practice in articulation, pronunciation and enunciation. Includes training in effective use of the voice and body, vocal mechanism and the phonetic alphabet.

SPCH-2289 Academic Cooperative +

(2-0-2) 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.

SPCH-2333 Discussion and Small Group Communication +

(3-3-0) Discussion and small group theories and techniques as they relate to group process and interaction. Includes leadership and effective participation, group behavior, problem solving and resolution of conflict.

Recommended Prerequisite: SPCH-1311 or SPCH-1321

SPCH-2335 Argumentation and Debate +

(3-3-0) Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence and refutation.

SPCH-2341 Oral Interpretation +

(3-3-0) Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms. Analysis of thought, development of imagination, communication of emotional values and individual projects in interpretative reading.

SPCH-2389 Academic Cooperative +

(3-0-3) 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.

(SRGT) SURGICAL TECHNOLOGY#

SRGT-1266 Practicum - Surgical Technology/Technologist

(2-0-14) Practical, general workplace training supported by an individualized learning plan

developed by the employer, College and student.

SRGT-1267 Practicum - Surgical Technology/Technologist

(2-0-16) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

SRGT-1405 Introduction to Surgical Technology

(4-4-0) Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient-care concepts.

SRGT-1409 Fundamentals of Perioperative Concepts and Techniques

(4-4-0) In-depth coverage of perioperative concepts such as aseptic/sterile principles and practices, infectious processes, wound healing and creation and maintenance of the sterile field.

SRGT-1441 Surgical Procedures I

(4-4-0) Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to general, OB/GYN, genitourinary, otorhinolaryngology, and orthopedic surgical specialties incorporating instruments, equipment and supplies required for safe patient care.

Required Prerequisites: SRGT-1405, SRGT-1409 and SRGT-1266

SRGT-1442 Surgical Procedures II

(4-4-0) Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/maxillofacial and neurological surgical specialties incorporating instruments, equipment and supplies required for safe patient care.

Required Prerequisites: SRGT-1405, SRGT-1409 and SRGT-1266

SRGT-2130 Professional Readiness

(1-1-0) Overview of professional readiness for employment, attaining certification, and maintaining certification status. A Capstone experience may be included.

SRGT-2266 Practicum - Surgical Technology/Technologist

(2-0-16) Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

(SRVY) SURVEY TECHNOLOGY/SURVEYING

SRVY-1301 Introduction to Surveying

(3-2-3) An overview of the surveying profession. The history of surveying and its impact on the world. Review of the mathematics used in surveying. Introduction to basic surveying equipment with emphasis on measurements. Instruction on surveying procedures and the limitation of errors. Calculation to determine precision and error of closure.

(STSC) STUDENT SUCCESS

STSC-0111 Transition to College Success

(1-1-0) Psychology of learning and success. Examines factors that underlie learning, success and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, education and career planning and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills,

preparing for examinations and utilizing learning resources are covered. Includes courses in college orientation and developments of students' academic skills that apply to all disciplines.

This is a developmental course and cannot be used to fulfill degree requirements.

(TECA) EARLY CHILDHOOD EDUCATION

TECA-1303 Families, School and Community +

(3-2-2) 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. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities Standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of sixteen hours of field experiences. Criminal background check required prior to enrolling.

TECA-1311 Educating Young Children +

(3-2-2) An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities and current issues. Course content must align with State Board for Educator Certification Pedagogy and Professional Responsibilities Standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences. Criminal background check required prior to enrolling.

TECA-1318 Wellness of the Young Child +

(3-2-2) A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness and safety practices. Focus is on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities Standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences. Criminal background check required prior to enrolling.

TECA-1354 Child Growth and Development +

(3-3-0) A study of the physical, emotional, social and cognitive factors impacting growth and development of children through adolescence.

(TECM) APPLIED MATHEMATICS

TECM-1303 Technical Calculations

(3-3-0) Specific mathematical calculations required by business, industry and health occupations.

(TRVM) TOURISM AND TRAVEL SERVICES MANAGEMENT

TRVM-1201 Customer Sales and Service

(2-2-0) Practical information and techniques to create excellent customer sales and service unique to the travel public.

TRVM-1300 Introduction to Travel & Tourism

(3-3-0) An overview of the travel and tourism industry. Emphasis on travel careers and the impact on society.

TRVM-1327 Special Events Design

(3-3-0) The development of a special event from the conceptual stage through completion. Emphasis on industry terminology, factors to consider when planning a special event and contingency plans.

TRVM-2301 Introduction to Convention/Meeting Management

(3-3-0) Overview of the meetings and convention industry and the various aspects and skills involved in planning and managing meetings, conventions and expositions. Emphasis on types of meetings, markets, industry suppliers, budget and program planning, site selection and contract negotiations, registration and housing, food and beverage requirements, function and meeting room setup and audiovisual requirement.

TRVM-2345 Advanced Topics in Tourism

(3-3-0) Provides the students with an in depth look into the aspects of concierge, destination management companies, incentives meeting and travel planning, attractions management, special event, festival planning and ecotourism. Included are field trips, guest speakers and case studies.

(WIND) WIND ENERGY

WIND-2459 Wind Power Delivery System

(4-3-3) Components, equipment, and infrastructure used in the production and transmission of electricity as related to wind turbine power.

(WLDG) WELDER/WELDING TECHNOLOGY

WLDG-1312 Introduction to Flux Cored Arc Welding (FCAW)

(3-2-3) An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints and butt joints using Flux Cored Arc Welding (FCAW) equipment.

WLDG-1317 Introduction to Layout and Fabrication

(3-2-3) A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

WLDG-1428 Introduction to Shielded Metal Arc Welding (SMAW)

(4-3-3) An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting and various joint designs. Instruction provided in SMAW fillet welding in various positions.

WLDG-1430 Introduction to Gas Metal Arc Welding (GMAW)

(4-3-3) Principles of gas metal arc welding, set-up and use of GMAW equipment and safe use of tools and equipment. Instruction in various joint designs.

WLDG-1434 Introduction to Gas Tungsten Arc Welding (GTAW)

(4-3-3) Principles of gas tungsten arc welding (GTAW) including set-up and use of GTAW equipment. Instruction in various positions and joint designs.

WLDG-1435 Introduction to Pipe Welding

(4-3-3) An introduction to welding of pipe using the shielded metal arc welding (SMAW) process, including electrode selection, equipment set-up and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

Required Prerequisites: WLDG-1428 and WLDG-1430 or approval of Program Coordinator

WLDG-1440 AWS Level I Certification Review

(4-3-3) A review of various welding processes, welding terminology and welding technology curriculum in preparation for taking the American Welding Society Level One Certification written test.

WLDG-1453 Intermediate Layout and Fabrication

(4-3-3) An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints and written specifications.

WLDG-2451 Advanced Gas Tungsten Arc Welding (GTAW)

(4-3-3) Advanced topics in GTAW welding, including welding in various positions and directions.

WLDG-2453 Advanced Pipe Welding

(4-3-3) Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment set-up and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.