Copyright & Disclaimer

Information


CollegeSource digital catalogs are derivative works owned and copyrighted by Career Guidance Foundation. Catalog content is owned and copyrighted by the appropriate school.

While the Career Guidance Foundation provides information as a service to the public, copyright is retained on all digital catalogs.

This means you may NOT:

- distribute the digital catalog files to others,
- "mirror" or include this material on an Internet (or Intranet) server, or
- modify or re-use digital files

without the express written consent of the Career Guidance Foundation and the appropriate school.

You may:

- print copies of the information for your own personal use,
- store the files on your own computer for personal use only, or
- reference this material from your own documents.

The Career Guidance Foundation reserves the right to revoke such authorization at any time, and any such use shall be discontinued immediately upon written notice from the Career Guidance Foundation.

Disclaimer

CollegeSource digital catalogs are converted from either the original printed catalog or electronic media supplied by each school. Although every attempt is made to ensure accurate conversion of data, the Career Guidance Foundation and the schools which provide the data do not guarantee that this information is accurate or correct. The information provided should be used only as reference and planning tools. Final decisions should be based and confirmed on data received directly from each school.
# Table of Contents

Calendar ............................................................................................................. 2-3

An Overview ...................................................................................................... 4-6

Admissions ..................................................................................................... 6-10

Tuition and Fees ........................................................................................... 10-16

Financial Aid ................................................................................................. 16-21

Academic Policies/Programs ........................................................................ 22-27

Support Services .......................................................................................... 27-29

Workforce Development ................................................................................ 29-31

Notices to Students ....................................................................................... 31-32

Student Organizations and Activities ............................................................. 32

Housing ......................................................................................................... 33-34

Degrees and Certificates ................................................................................ 35-90

Course Descriptions ....................................................................................... 91-167

Faculty and Administrators ........................................................................... 168-176

Adjunct Faculty .............................................................................................. 176-178

Index ............................................................................................................. 183-185

Student Application ......................................................................................... 186

Approved Majors .......................................................................................... 187
## Calendar

### May Mini-Term 2000
- May 12: Classes begin
- May 29: Memorial Day holiday (campuses closed)
- May 31: Final exams

### Summer 2000
- May 11: Registration begins for Continuing Education classes
- May 18: Last day for payment of advance registration tuition and fees for Summer Session I
- May 29: Memorial Day holiday (campuses closed)
- June 1: Regular registration for Summer Session I and II
- June 5: Regular registration for Summer Session I and II
- June 6-7: Classes begin for Summer Session I
- June 6-7: Late registration/schedule changes for Summer Session I
- June 24 - Aug. 16: Advance registration for Fall
- June 29: Last day for payment of advance registration tuition and fees for Summer Session II
- July 4: Independence Day holiday (campuses closed)
- July 11: Final exams for Summer Session I
- July 12: Regular registration for Summer Session II
- July 13: Classes begin for Summer Session II
- July 13-17: Late registration/schedule changes for Summer Session II
- Aug. 17: Final exams for Summer Session II

### Fall 2000
- Aug. 11: Registration begins for Continuing Education classes
- Aug. 16: Last day for advance payment of tuition and fees
- Aug. 17 (6-7 p.m.): Regular registration at Tulia
- Aug. 21: Regular registration at Hereford
- Aug. 21: New faculty orientation
- Aug. 21: General assembly for faculty, staff and administrators
- Aug. 22: Regular registration at Moore County Campus
- Aug. 23-24 (9 a.m.-8 p.m.): Regular registration
- Aug. 26: Classes begin for Summer Session II
- Aug. 26: Continuing Education classes begin
- Aug. 28-30: Late registration ($10 fee)
- Aug. 29: Late registration at Moore County Campus
- Aug. 30: Late registration at Hereford
- Sept. 4: Labor Day holiday (campuses closed)
- Oct. 6: Last day to drop to a lower class level
- Oct. 9-13: Fall 00 graduates file applications for graduation in Registrar’s Office
- Nov. 4 - Jan. 3: Advance registration for Spring
- Nov. 21: Last day to change from credit to audit
- Nov. 21: Last day for students to drop or withdraw
- Nov. 22: Thanksgiving holiday (campuses closed at 5 p.m.)
- Nov. 23-26: Thanksgiving holidays (campuses closed)
- Dec. 11-14: Final exams
- Dec. 16 - Jan. 1: Christmas vacation
- Dec. 29: Registration begins for Spring Continuing Education classes

### Mid-Winter 2000
- Dec. 18: Classes begin
- Dec. 23-25, 30-31: Mid-Winter holidays (campuses closed)
- Jan. 5: Final exams
Spring 2001
Jan. 2 .............................................................. Administrators and staff return
Jan. 4 .............................................................. Last day for payment of advance registration tuition and fees for Spring
Jan. 4 (6-7) p.m. ................................................ Registration at Tulia
Jan. 8 (6-7 p.m.) .................................................. Registration at Hereford
Jan. 8 .............................................................. Faculty return
Jan. 9 (6-7 p.m.) .................................................. Registration at Moore County Campus
Jan. 11 (9 a.m.-8 p.m.) .......................................... Regular registration
Jan. 16 .............................................................. Classes begin
Jan. 16-18 ...................................................... Late registration ($10 late fee)
Jan. 17 ..............................................................Late registration at Hereford
Jan. 18 .............................................................. Late registration at Moore County Campus
Feb. 12-23 ........................................ Spring/Summer 01 graduates file applications for graduation in Registrar’s Office
Feb. 23 .............................................................. Last day to drop to a lower level
March 12-18 ...................................................... Spring vacation (faculty and students)
March 15-18 ...................................................... Spring vacation (campuses closed)
April 7- May 21 ............................................... Advance registration for Summer Session I
April 13-15 ........................................................ Easter holiday for faculty and students
April 14-15 ........................................................ Campuses closed
April 19 .............................................................. Last day to change from credit to audit
April 19 .............................................................. Last day for students to drop or withdraw
May 7-10 ......................................................... Final exams
May 11 (7 p.m.) ................................................... Commencement

May Mini-Term 2001
May 11 .............................................................. Classes begin
May 28 .............................................................. Memorial Day holiday (campuses closed)
May 30 .............................................................. Final exams

Summer 2001
May 10 .............................................................. Registration begins for Continuing Education classes
May 22 .............................................................. Last day for payment of advance registration tuition and fees for Summer Session I
May 26-28 ........................................................ Memorial Day holiday (campuses closed)
May 31 .............................................................. Regular registration for Summer Session I and II
June 4 .............................................................. Continuing Education classes begin
June 4 .............................................................. Classes begin for Summer Session I
June 4-5 .............................................................. Late registration/schedule changes for Summer Session I
June 23-Aug. 15 ................................................ Advance registration for Fall
July 4 .............................................................. Independence Day holiday (campuses closed)
July 10 .............................................................. Final exams for Summer Session I
July 11 .............................................................. Regular registration for Summer Session II
July 12 .............................................................. Classes begin for Summer II session
Aug. 16 .............................................................. Final exams for Summer Session II
An Overview

Welcome to Amarillo College
As your community college, Amarillo College works hard to bring you high-quality academic and technical programs, plus hundreds of occupational education and leisure study opportunities.

Amarillo College offers affordable tuition, and small classes when you want them—mornings, afternoons, evenings, even on weekends.

AC is an ideal place to begin your college career. Our transfer programs let you complete the first two years of a bachelor’s degree—conveniently and at a low cost.

Our technical degrees and certificates provide guaranteed training in fields where job prospects are good and there is the most long-term need for qualified personnel.

This Catalog is an official bulletin of Amarillo College containing policies, regulations, procedures, and fees now in effect.

We urge you to study the contents of this Catalog carefully. As a student, you are responsible for observing the regulations contained within this document.

The College reserves the right to make changes at any time to reflect the current board policies, administrative regulations and procedures, amendments by state law, and fee changes. Course descriptions give a broad outline of course content. Due to institutional differences, some variance in course content may occur. Nothing in the Catalog is to be interpreted as part of a contract. This Catalog is for information only and is subject to change.

Advantages
• Amarillo College is a fully accredited two-year college.
• Students can begin their college work at AC and transfer to institutions offering similar programs of study without loss of time or credit.
• Students receive education and training designed to prepare them for their chosen careers.
• Residents of Amarillo and the surrounding area can attend college for a minimum expense.
• Small classes allow ample opportunity for individual participation.
• An outstanding faculty gives each student personal attention.
• Each student also has an academic advisor who is available for conferences throughout the year.
• Students can choose from a variety of social and recreational activities.

History
On July 16, 1929, Amarillo College became the first junior college district in the state to be organized independent of a school district. The first classes were held in September 1929. The College moved to its present location with the construction of its first permanent building in 1937.

After serving primarily as a junior college offering arts and sciences courses, the curriculum was expanded in 1942 to include vocational courses.

In 1958, Amarillo College was granted its own board of regents independent of the trusteeship of the Amarillo Independent School District. The 1960s brought expansion in College facilities and programs. A number of allied health and occupational-technical programs were added to the curriculum along with an extensive array of continuing education and community service courses.

In 1995, State legislation transferred Texas State Technical College - Amarillo to AC. Today, the Amarillo Technical Center (ATC) continues TSTC-Amarillo’s 25-year history of meeting the region’s technical education needs.

Amarillo College served more than 8,000 credit students in Fall 1999. During the 1999 academic year, 29,385 continuing education students attended classes at AC’s four Amarillo campuses: the Washington Street Campus, 2201 S. Washington, 371-5000; the West Campus, 6222 W. Ninth, 354-6000; the Amarillo Technical Center, I-40 East and Exit 80, 335-4201; and the Business & Industry Center, 1314 S. Polk, 371-5129. January 2000 saw the opening of Amarillo College/Moore County Campus in Dumas.

Mission
Amarillo College, a public community college, provides educational programs, services, and resources for the residents of the Amarillo area. With fundamental principles affirming the value of education, the freedom for teaching and learning, and the worth and dignity of each individual, the College emphasizes innovation, excellence, and leadership in its mission to be an exemplary community college.

Legislation
A public junior college is an institution of higher learning, controlled by a local board of trustees or regents, and operated under statutory provisions. A public community college (State Statute 130.003, as amended in Senate Bill 330, 73rd Legislature, effective May 23, 1993) shall be to provide:
1. technical programs up to two years in length leading to associate degrees or certificates;
2. vocational programs leading directly to employment in semiskilled and skilled occupations;
3. freshman and sophomore courses in arts and sciences;
An Overview

4. continuing adult education programs for occupational or cultural upgrading;
5. compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. workforce development programs designed to meet local and statewide needs;
8. adult literacy and other basic skills programs for adults;
9. such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post secondary education in Texas

Goals

• provide programs leading to associate degrees and certification in university parallel and occupational-technical areas,
• provide courses and programs to enhance occupational skills and to meet community employment needs,
• provide courses and programs to broaden awareness and enrich personal development,
• provide basic skills and other developmental education,
• provide student and educational support services,
• be a center for social and cultural interaction, and
• participate in community research and economic development.

Commitments

In these goals Amarillo College is committed to:
• excellence in teaching and learning
• high academic standards
• lifelong learning
• faculty development and research
• total growth of the student
• students' pursuit of success
• academic freedom and diversity of thought
• an open-door admission
• community awareness of college programs
• minimal tuition and fees
• efficiency and accountability
• staff support and development
• fiscal responsibility
• institutional evaluation and planning
• the value of the associate degree

Board of Regents
John Huffaker, Neal D. Nossaman, Hermilio Martinez
Terms expire 2000
Louise Daniel, Sharon Oeschger, Fred A. Snyder
Terms expire 2002
Dale A. Roller, Larry K. Patterson, Carroll M. Forrester
Terms expire 2004

Central Administration
Dr. Fred Williams ................................. President
Dr. R.E. Byrd.............................. Vice President and
Dean of Instruction
J.R. Couser ....................... Dean of Student Services
Victor Fite.............................. Dean of Information
Technology Services
Dr. Kay Henard ... Dean of Institutional Advancement
Joyce Herring ..... General Manager of KACV/TV-FM
Neil Moseley ...... Vice President for Business Affairs
Glen Phillips ............................... Executive Director,
Amarillo Technical Center
Renée Vincent ................. Executive Director,
Moore County Campus
Damaris Schlong ........ Chief Administrative Officer,
Workforce Development

Accreditations

Institutional Accreditations and Memberships
Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; (404) 679-4501) to award associate of arts degrees, associate of science degrees, associate of applied science degrees, and certificates of completion.
Amarillo College is a member of:
• the Texas Junior College Association,
• the Texas Association of Community Colleges,
• the Association of Texas Colleges and Universities,
• the Texas American Association of Community and Junior Colleges,
• the Texas Community College Teachers Association,
• the Texas Association of School Boards, and
• the Southern Association of Colleges and Schools, Commission on Colleges.
The Amarillo College President’s Office will make available for review to any enrolled or prospective students, upon request, a copy of the document describing the institution’s accreditation.
Program Accreditations and Memberships

Specific programs of the College are approved by the Texas Higher Education Coordinating Board.

The Associate Degree Nursing Program is accredited by the National League for Nursing (NLNAC, 350 Hudson Street, New York, NY 10014, (212) 989-9393) and the State Board of Nurse Examiners.

The Automotive Technology program is certified by the Automotive Service Excellence, a national institute.

The Basic Peace Officer Program is certified by the Texas Commission on Law Enforcement Officer's Standards and Education (TCLEOSE).

The Center for Continuing Healthcare Education is approved by the Texas Nurses Association as a provider of continuing education in nursing.

The Child Development Lab School is accredited by the National Association for the Education of Young Children.

The Court Reporting Program is approved by the National Court Reporters Association.

The Dental Hygiene Program is accredited by the American Dental Association.

The Electronics Engineering Technology curriculum is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).

The Journalism Program is certified by the National Community College Journalism Association.

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631, (773) 714-8880).

Mortuary Science is pending accreditation by the American Board of Funeral Service Education.

Amarillo College is an accredited institutional member of the National Association of Schools of Music.

The Nuclear Medicine Technology Program is accredited by The Joint Review Committee on Education in Nuclear Medicine Technology and by The Nuclear Medicine Technology Certification Board.

The Occupational Therapy Assistant Program is accredited by The Accreditation Council for Occupational Therapy Education [P.O. Box 31220, Bethesda, MD 20824-1220, (301) 652-2682] of the American Occupational Therapy Association.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology.

The Physical Therapist Assistant Program is accredited by the American Physical Therapy Association.

The Nuclear Medicine, Radiography, Radiation Therapy, Respiratory Care and Surgical Technology Programs are accredited by the Committee on Allied Health Education and Accreditation.

The Theater Arts program is accredited by the Texas Educational Theatre Association.

The Vocational Nursing Program is accredited by the State Board of Vocational Nurse Examiners.

The AC Foundation, Inc. 371-5107
The Amarillo College Foundation, Inc., a nonprofit and tax-exempt foundation, seeks to promote excellence at Amarillo College. The Foundation is governed by a volunteer Board of Directors.

The Foundation exists to solicit and administer gifts and grants for the benefit of Amarillo College, its students, faculty and staff, its programs and facilities.

The Foundation accepts gifts from individuals, groups, and businesses. Support may be designated by the donor for specific purposes or for general unrestricted support of College Foundation activities.

The Foundation accepts gifts in the form of cash, stocks, and property upon approval by the Board of Directors. Many donations are made as memorials for friends or relatives. The Foundation invests these contributions in Texas' greatest natural resource – its students.

Donors may derive substantial tax advantages through estate planning, trust funds, bequests, and property conveyances to public foundations such as The Amarillo College Foundation.

Private support can mean the difference between mediocrity and excellence at a community college. It can likewise help determine whether a deserving student gets that chance to further his or her education. Those public institutions that have achieved exceptional performance and have produced leaders in each new generation have done so with the help and encouragement of private leadership and private resources.

For additional information, contact the executive director, The Amarillo College Foundation, Inc.; P.O. Box 447; Amarillo TX 79178.

Admissions 371-5030

Preparation

Amarillo College does not require completion of specific high school courses for admission. Listed below is the core curriculum recommended by the Texas Education Agency for high school students who plan to enroll in college-level programs.
Admissions

Summary of TASP Requirements

- All NONEXEMPT students must take the TASP or a state-approved alternative test. Failure to test as required by law will cause the student to be blocked from enrolling for college-level credit at Amarillo College, and at all other Texas public institutions of higher education. The registration block is removed once the student has tested.

- Students permanently transferring to Amarillo College from out of state, or from a private Texas college or university, are subject to TASP requirements. Out-of-state or private college students enrolling on a transient basis (e.g., summer only) will be deferred from TASP requirements until such time as they declare permanent enrollment in a Texas public institution of higher education. Students seeking deferral under this provision will be required to sign a statement.

- Students who do not achieve the state minimum score on any section of the TASP or the state-approved alternative test are required to seek advising, and to participate in developmental education. In accordance with state law, Amarillo College will monitor students' participation in required developmental course work, and will administratively withdraw students who violate TASP regulations.

- Texas law requires satisfaction of TASP regulations as a condition for granting a Level II certificate, associate or higher degree and for enrollment in upper-division courses.

- Texas law requires passing scores on all sections of the TASP for admission to a teacher education program.

Students who fit one of the following categories are EXEMPT from TASP requirements:

- Earned at least three semester hours of college-level credit prior to September 1989.
- Within the last five years and in a single sitting, earned a composite score of 23 or higher on the ACT test, with individual English and math scores of at least 19.
- Within the last five years and in a single sitting, earned a composite score of 1070 or higher on the Recentered SAT test (April 1995 and thereafter), with individual Verbal and Math scores of at least 500.
- Earned within the last three years, and on the first attempt, the following minimum scores on the TAAS test: Writing scale score 1770, Reading TLI 89, Math TLI 86.
- Possess a bachelor’s degree from a regionally accredited institution of higher education.

Admissions

High School Curriculum

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Language Arts</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>Science</td>
<td>2</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>Health</td>
<td>1</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Computer Science</td>
<td>0-1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18 1/2</strong></td>
</tr>
</tbody>
</table>

Amarillo College has an “open door” admissions policy that ensures all people who can benefit from higher education have an opportunity to do so. Our admissions policy does not discriminate on the basis of race, color, national origin, sex, age, religion or disability.

Admission Testing 371-5445

Legislation requires that as of Fall 1998, students entering Texas public colleges and universities be assessed for reading, mathematics, and writing skills before they enroll in any collegiate course work for credit, unless exempted. For testing exemptions see TASP exemptions on page 7. Tests include TASP and the following state-approved alternative tests: MAPS and ACCUPLACER.

Results of the TASP test or a state-approved alternative test are used by advisors to place students into appropriate course work and to help students achieve academic success at Amarillo College.

Tests are administered by Testing Services in the Student Service Center, Suite 101. See the Testing Services Information Guide for details.

TASP: Texas Academic Skills Program

The Texas Academic Skills Program is a diagnostic assessment for skills in reading, writing and mathematics. It was established in 1987 by TEC Code 51.306. TASP is designed to ensure that students have the academic skills necessary for effective performance in college-level course work.
Admissions

Admission Requirements

All Students
For admission to all programs, applicants must take the following steps:

• Fill out an application for admission (in this Catalog).
• Fill out a Certificate of Residence (in this Catalog).

First Time College Students

• Graduates of accredited high schools must submit to the Admissions Office an official high school transcript to verify graduation.
• General Educational Development Certificate holders must submit an Official Report of Test Results or a copy of the GED Certificate to the Admissions Office.
• Persons who have not graduated from an accredited high school or earned a GED, who are 18 years of age or older, may be admitted on an individual approval basis.
• Persons age 16 or 17 who are no longer attending a high school program and who have not earned a GED may be admitted with approval of the academic dean. These students will be admitted on probation and advised by the ACcess Division staff. Testing will be required as a part of the admission decision. Remediation will be required if test scores indicate deficient areas. Students who were schooled in a nontraditional setting must provide notarized documentation of course completion.

Concurrent High School Students

• High school seniors seeking early admission must submit written approval from their high school principal or superintendent. Concurrent students will be limited to enrollment in no more than two courses per semester.
• High school juniors must meet requirements for seniors and demonstrate college-level reading ability.
• High school students in a nonaccredited or nontraditional setting must be at least age 16 and provide a transcript or notarized statement of courses completed showing at least junior standing. Testing is required to demonstrate college-level reading ability and meet course prerequisites. Students will be advised by ACcess.

Transfer Students

• Certificate and degree seeking students must submit official copies of transcripts from all previous colleges and universities to the Admissions Office.
• Transfer students who are not enrolling to complete a degree or certificate need only submit an
Admissions

Official transcript from the last school they attended.

- Transfer students who are not on academic suspension at their last institution will be admitted unconditionally.
- Students who have advanced degrees from other institutions and wish to enroll for personal development need only submit transcripts to document TASP exemption.
- Transcripts become the property of the College and will not be returned to the student or forwarded to another school. If a transcript is received which shows academic suspension from the last school attended after the student has completed enrollment at Amarillo College, the student will be subject to administrative withdrawal with forfeiture of tuition and fees. Likewise, a student may be administratively withdrawn if a transcript is received which shows TASP information contrary to information provided by the student.

International Student Admissions

- Students who are not U.S. Citizens must document legal alien or visa status in order to enroll at Amarillo College.
- Students who have tourist visa status are limited to enrollment in English or English as a Second Language courses on a part-time basis.
- Students seeking admission and authorization for a student visa must submit evidence of graduation from high school or its equivalent, official transcripts of the student’s record in high school and his or her record at each college attended, TOEFL score (213 minimum on computer-based test; 550 minimum on written test), proof of good health, proof of immunizations, documentation of a health insurance policy, and official affidavit of financial support.
- Students seeking to transfer course work from international schools must have their transcripts evaluated by an approved credential evaluation service. The cost of this service will be paid by the student. Two approved services are:
  World Education Services, Inc.
  P.O. Box 745
  Old Chelsea Station
  New York, NY 10113-0745, and
  Education Credential Evaluators, Inc.
  P.O. Box 92970
  Milwaukee, WI 53202-0970

Brochures from the evaluation services are available in the Registrar’s Office. Evaluations of foreign credentials completed by individuals and/or by professional evaluation services are subject to review and approval by the Registrar and Director of Admissions.

Specific Admission Procedures

In addition to the general Amarillo College admission requirements, students must meet additional admission criteria as outlined in the following information:

- Students seeking admission to the following programs must meet additional admission requirements as stated in the individual program guidelines. These programs are: Associate Degree Nursing, Dental Assisting, Dental Hygiene, Fire Protection Technology, Mass Communication, Medical Data Specialist, Medical Laboratory Technology, Nuclear Medicine, Occupational Therapy Assistant, Paramedicine Technology, Pharmacy Technology, Physical Therapist Assistant, Professional Truck Operations, Radiation Therapy, Radiography, Radio-Television, Respiratory Care, Surgical Technology and Vocational Nursing.
- All students majoring in the health-care fields must provide documented proof that they have been immunized prior to program admission. Students in Allied Health and Nursing should consult their program chair regarding mandatory immunization requirements.

Professional Truck Operations Students

- Students seeking admission to the Professional Truck Operations program must submit a Department of Transportation physical report from a certified DOT physician with a negative drug screen and a three-year driver’s record check from the Department of Public Safety.

Acceptance of Transfer Course Work

- Standard academic credits are accepted from colleges and universities accredited by one of the regional accrediting associations. Amarillo College also accepts credits from colleges and universities that are accredited by the American Association of Bible Colleges. Courses in which a grade of “D” was earned will not be accepted as transfer credits at Amarillo College unless the overall GPA from the institution which issued those grades is 2.0 or higher.
- Transferability disputes between state-supported institutions within Texas will be handled in accordance with the guidelines published by the Texas Higher Education Coordinating Board. Issues which cannot be resolved between institutions will be reported to the Commissioner of the Coordinating Board for resolution.

Auditing a Course

Students seeking to audit courses must apply and meet all admission requirements. Student must have permission of the instructor and the department chair to order to audit a class. Having received
Admissions/Tuition and Fees

this permission, they may register on an audit basis at the close of regular registration and then only if space is available. No college credit is awarded for courses that are audited and a grade of “AU” (audit) will be assigned. The cost of auditing courses is the same as registration for credit. Auditors are entitled to attend class and may participate in class discussions and other class activities at the discretion of the instructor. Laboratory courses, skill and individual instruction courses, and clinical courses are not suitable for audit. Approval for audit is valid only for the class and semester specified and is not transferable. Students who elect to enroll on an audit basis may not subsequently change to a credit status.

Changing Course Status

Changing from Credit to Audit Status
Students who are enrolled for credit may change to audit status no later than the withdrawal deadline for each semester or term. Permission of the instructor and department chair is required. The election to change to audit status will be irreversible. No credit will be awarded and a grade of “AU” (audit) will be assigned.

Adding a Course
To add a course, student must consult an academic advisor. Students may add a course only with the approval of the academic advisor and the department chair. Adding a course must be done in person. If a fee is required, the charge is paid at the Assistance Center. No add is official until the student submits the appropriate form to the Assistance Center.

Dropping a Course
A grade of “W” will be given for student-initiated drops or withdrawals which are submitted on or before the last day to drop.
A student may not drop to a lower class level (excluding modified physical education classes) after Nov. 24 in the fall semester and April 22 in the spring semester.
It is the responsibility of the student to officially drop or withdraw from a course. Failure to officially withdraw may result in the student receiving a grade of F in the course. The student may obtain a withdrawal form from the academic advisor, Advising and Counseling Center, or from the Assistance Center.
No drop or withdrawal will be completed by telephone. No change is official until the completed forms are submitted to the Assistance Center.

Academic Advising
Amarillo College considers academic advising essential to college success. Advisors assist students with course schedules, academic plans, and transfer or employment information. Students are assigned faculty advisors from the academic program in which they propose to major. Students who have not yet selected a major field of study will be advised by the Advising and Counseling Center. In some instances, students are assigned to an advisor based on test scores or admission status.

While students in most majors are required to seek academic advising, in some programs, continuing students with good academic standing are permitted the option of scheduling courses without advisor approval. Self-scheduling students are cautioned that it is solely their responsibility to ensure that course choices fulfill their curricular or personal requirements. All students are strongly encouraged to confer with an academic advisor each semester they are enrolled at Amarillo College.

Tuition and Fees 371-5001

Residency
For tuition purposes, students enrolling in Amarillo College will be classified as follows: (1) resident students, (2) nonresidents of Amarillo Junior College District (students who live in Texas but not in the Amarillo Junior College district; a Texas resident must reside within the Amarillo Junior College District for a period of six months to be classified as a resident student), (3) nonresidents of Texas and (4) foreign students. Exceptions will be noted later.

General Rules

Minors – individuals 17 years of age or younger – and Dependents
Statute: Section 54.052(a)(3) “Dependent” means an individual who is claimed as a dependent for federal income tax purposes by the individual’s parent or guardian at the time of registration and for the tax year preceding the year in which the individual registers.
Section 54.052(c) An individual who is under 18 years of age or is a dependent and who is living away from his or her family and whose family resides in another state or has not resided in Texas for the 12-month period immediately preceding the date of registration shall be classified as a nonresident student.
Section 54.052(d) An individual who is 18 years of age or under or is a dependent and whose family has not resided in Texas for the 12-month period immediately preceding the date of registration shall be classified as a nonresident student, regardless of whether he or she has become the legal ward of residents of Texas or has been adopted by residents of Texas while he or she is attending an educational institution in Texas, or within a 12-month period before his or her attendance, or
Tuition and Fees

under circumstances indicating that the guardianship or adoption was for the purpose of obtaining status as a resident student.

Section 54.055 An individual who is 18 years of age or under or is a dependent and whose parents were formerly residents of Texas is entitled to pay the resident tuition fee following the parents' change of legal residence to another state, as long as the individual remains continuously enrolled in a regular session in a state-supported institution of higher education.

Individuals over 18

Statute: Section 54.052(e) An individual who is 18 years of age or over who has come from outside Texas and who is gainfully employed in Texas for a 12-month period immediately preceding registration in an educational institution shall be classified as a resident student as long as he or she continues to maintain a legal residence in Texas.

Section 54.052(f) An individual who is 18 years of age or over who resides out of the state or who has come from outside Texas and who registers in an educational institution before having resided in Texas for a 12-month period shall be classified as a nonresident student.

Section 54.052(g) An individual who would have been classified as a resident for the first five of the six years immediately preceding registration, but who resided in another state for all or part of the year immediately preceding registration, shall be classified as a resident student.

Section 54.054 A nonresident student classification is presumed to be correct as long as the residence of the individual in the state is primarily for the purpose of attending an educational institution. After residing in Texas for at least 12 months, a nonresident student may be reclassified as a resident student as provided in the rules and regulations adopted by the Higher Education Coordinating Board. Any individual reclassified as a resident student is entitled to pay the tuition fee for a resident of Texas at any subsequent registration as long as he or she continues to maintain his or her legal residence in Texas.

Married Students

Statute: Section 54.056 A student who is a resident of Texas who marries a nonresident is entitled to pay the resident tuition fee as long as the student does not adopt the legal residence of the spouse in another state.

Foreign Students

Statute: Section 54.057 An alien who is living in this country under a visa permitting permanent residence or who has filed with the proper Federal immigration authorities a declaration of intention to become a citizen has the same privilege of qualifying for resident status for fee purposes under this Act as has a citizen of the United States. A resident alien residing in a junior college district located immediately adjacent to Texas boundary lines shall be charged the resident tuition by that junior college.

Aliens living in the United States under a visa permitting permanent residence and those permitted by Congress to adopt the United States as their domicile while they are in this country have the same privilege of qualifying for Texas resident status for tuition purposes as do citizens of the United States.

(Note: Only a permanent resident may file with the Federal immigration authorities a declaration of intention to become a citizen.)

Generally, individuals who obtain permanent resident status while in Texas must wait a minimum of 12 months from the date of issue to request resident status for tuition purposes. At that time, they must provide conclusive evidence to indicate that they are in this state to live and reside permanently.

Tuition for students who are citizens of any country other than the United States of America is the same as the tuition required of other nonresident students.

Exceptions

Military Personnel and Veterans

Statute: Section 54.058 Military personnel are classified as provided by this section in the following manner. A person who is an officer, enlisted person, selectee or draftee of the Army, Army Reserve, Army National Guard, Air National Guard, Air Force, Air Force Reserve, Navy, Navy Reserve, Marine Corps, Marine Corps Reserve, Coast Guard, or Coast Guard Reserve of the United States, who is assigned to duty in Texas and the spouse and children of such an officer, enlisted person, selectee or draftee are entitled to register in a state institution of higher education by paying the tuition fee and other fees or charges required of Texas residents, without regard to the length of time the officer, enlisted person, selectee, or draftee has been assigned to duty or resided in the state. It is the intent of the legislature that only those members of the Army or Air National Guard, or other reserve forces mentioned above be exempted from the nonresident tuition fee and other fees and charges only when they become members of the Texas units of the military organizations mentioned above.

Junior College Tuition Waivers for Ad Valorem Tax Payers

Statute: Section 130.003(b)(4)...the governing board of a public junior college district may waive the difference in the rate of tuition for nonresident and resident students for a person, and his or her dependents, who owns property which is subject to ad valorem taxation by the junior college district.
Persons (or their dependents) who move into the Amarillo Junior College District and who own property which is subject to ad valorem taxation by Amarillo Junior College District shall be eligible to enroll at Amarillo College at the tuition rate for resident students.

Those students who think they qualify under one of the above listed exceptions, and who can provide conclusive evidence supporting the exception requested, should contact the Business Office.

Responsibilities
Statute: Section 54.0521 Oath of Residency. Before an individual may register at an institution of higher education paying tuition at the rate provided for residents, the individual must affirm under oath, to the appropriate official at the institution, that the individual is entitled to be classified as a resident for purposes of tuition.

If the institution later determines that the individual was not entitled to be classified as a resident at the time of the individual’s registration, the individual shall, not later than 30 days after the date the individual is notified of the determination, pay to the institution the amount the individual should have paid as a nonresident.

If the individual fails to make a timely payment as required by this section, the individual is not entitled to receive a transcript or to receive credit for courses taken during the time the individual was falsely registered as a resident student. Substantiating documentation will be required by Amarillo College to affirm Texas residency.

Fees
Students will not be admitted to classes or labs until they have paid their tuition and fees in full. Payment may be made in cash, by check, by money order, or by credit card (VISA, Mastercard, American Express, Discover). Students paying by check are warned to exercise due care, however, as all checks are accepted subject to final payment by the bank. A check returned by the bank because of a stop payment order or insufficient funds does not cancel a student’s registration. If a check given for tuition and fees at registration time is returned by the bank, the student will be charged a $10 late registration fee plus the handling charge for returned checks. Students who intend to withdraw from Amarillo College must present the withdrawal form to the Registrar to have their name removed from the official class records. Tuition refund requests must also be presented in writing to the Business Office. Tuition and fees may be changed at any time by action of the state legislature or by action of the Board of Regents of the Amarillo Junior College District.

Parents or students who believe that unusual, individual circumstances deserve special consideration regarding charges and refunds may appeal to the Business Office Manager in the Business Office, Student Service Center, second floor.

Student Alternative Payment Plan
The Payment Plan allows students who are enrolled in full semester length courses to pay for tuition and fees in installments. The first installment is one-half of the tuition and fees total, plus an administration fee (nonrefundable) due at registration; the second installment of one-fourth of the total is due before the sixth class week; and the final installment of one-fourth is due before the eleventh class week. Students who elect to use the Plan must complete and sign a promissory note (plan agreement).

Failure to make timely payments by the due dates will result in the assessment of a delinquent fee. A student who fails to make payment in full, including incidental fees, by the due dates may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work completed that semester. Refunds due as a result of withdrawal or schedule changes will be applied to the outstanding balance due of the note. The Plan is not available for summer or mini-term sessions.

Tuition and Basic Fee Schedule

<table>
<thead>
<tr>
<th>Semester Hour</th>
<th>Resident of District</th>
<th>Non-Resident of District</th>
<th>Non-Resident of State or Foreign</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$ 51.00</td>
<td>$ 60.00</td>
<td>$ 220.00</td>
</tr>
<tr>
<td>2</td>
<td>57.50</td>
<td>75.50</td>
<td>235.50</td>
</tr>
<tr>
<td>3</td>
<td>73.50</td>
<td>100.50</td>
<td>251.00</td>
</tr>
<tr>
<td>4</td>
<td>97.00</td>
<td>133.00</td>
<td>266.50</td>
</tr>
<tr>
<td>5</td>
<td>120.50</td>
<td>165.50</td>
<td>308.00</td>
</tr>
<tr>
<td>6</td>
<td>144.00</td>
<td>198.00</td>
<td>369.00</td>
</tr>
<tr>
<td>7</td>
<td>167.50</td>
<td>230.50</td>
<td>430.00</td>
</tr>
<tr>
<td>8</td>
<td>191.00</td>
<td>263.00</td>
<td>491.00</td>
</tr>
<tr>
<td>9</td>
<td>214.50</td>
<td>295.50</td>
<td>552.00</td>
</tr>
<tr>
<td>10</td>
<td>238.00</td>
<td>328.00</td>
<td>613.00</td>
</tr>
<tr>
<td>11</td>
<td>261.50</td>
<td>360.50</td>
<td>674.00</td>
</tr>
<tr>
<td>12</td>
<td>285.00</td>
<td>393.00</td>
<td>735.00</td>
</tr>
<tr>
<td>13</td>
<td>308.50</td>
<td>425.50</td>
<td>796.00</td>
</tr>
<tr>
<td>14</td>
<td>332.00</td>
<td>458.00</td>
<td>857.00</td>
</tr>
<tr>
<td>15</td>
<td>355.50</td>
<td>490.50</td>
<td>918.00</td>
</tr>
<tr>
<td>16</td>
<td>379.00</td>
<td>523.00</td>
<td>979.00</td>
</tr>
<tr>
<td>17</td>
<td>402.50</td>
<td>555.50</td>
<td>1,040.00</td>
</tr>
<tr>
<td>18</td>
<td>426.00</td>
<td>588.00</td>
<td>1,101.00</td>
</tr>
</tbody>
</table>

Tuition: For residents of the State of Texas, $17 per semester hour, but not less than $41.50. For nonresidents of the State of Texas, and for non U.S. Citizens, $45.50 per semester hour but not less than $201.50.
Basic Fees
All students must pay $5 per semester hour Matriculation Fee, $1 per semester hour Student Activity Fee and $.50 per semester hour General Fee, for a total of $6.50 per semester hour in basic fees. In addition, nonresidents of the Amarillo Junior College District, the State of Texas and non-U.S. Citizens pay $9 per semester hour out-of-district fee, totaling $15.50 per semester hour in basic fees. Each student must pay a Learning Resource Fee of $3 per semester.

Laboratory Fees
Accounting .................................................. $20.00
   ACCT 1272-1371-2301-2302
   ACNT 1311
Allied Health ........................................ $12.00
   SCIT 1320
Architecture ........................................... $16.00
   ARCH 2201-2202
Art Graphic Design .................................. $24.00
   ARTC 1305-1313-1325-1327-1341-1345-1353
   ARTC 2305-2313-2317-2341-2371-2372-2373
   ARTC 2374-2379
Art (Ceramics Art) .................................... $24.00
   ARTS 2346-2347
Astronomy ................................................ $18.00
   PHYS 1111-1112
Auto Collision Technology ......................... $24.00
   ABDR 1327-1349-1431-1441-1442
   ABDR 2402-2449-2453
Automotive Technology .............................. $24.00
   AUMT 1307-1310-1407-1410-1419
   AUMT 2315-2413-2417-2425-2434
   DEMR 1301
   ABDR 1327
Aviation Maintenance................................. $18.00
   AERM 1101-1240-1241-1243-1247-1253-1254
   AERM 1314-1315-1344-1345-1349-1350-1351-
   1352
   AERM 1373-1456-2233-2341-2351-2352-2447
Basic Academic Skills ............................. $20.00
   BAS 0101-0202
Biology .................................................. $18.00
   BIOL 1108-1109-1406-1407-1411-1413-1471-
   1472
   BIOL 2106-2374-2401-2402-2404-2421-2428
   CHEM 0201 ........................................... $10.00
Business Administration ......................... $20.00
   BUSI 2471
Chemistry .............................................. $18.00
   CHEM 1105-1111-1112-1375-1405
   CHEM 1406-1419-2223-2225
Computer Information Systems .............. $20.00
   BCIS 1301-1420-1432-2390-2415-2431-2432
COSC 1301-1401-1415-1430
   IMED 2388-2389
   IITW 1380-1421-2421
   ITSC 1313-2335
   ITSE 1392-1414-2347-2386-2409-2435
   ITSW 1402-1411-2436
Court/Realtime Reporting ....................... $20.00
   CRTR 1113-1208-1210-1214-1241-1242-1304-
   1306
   CRTR 1344-1346-1348-1354-1355-1357-1359-
   2210
   CRTR 2213-2218-2219-2303-2312-2317-2333-
   2335
   CRTR 2345-2347-2386
Criminal Justice
   (Law Enforcement Academy) ................. $24.00
   CJLE 1506-1512-1518-1524
   CJCR 1391-1491
Dentist Aide ........................................ $24.00
   DNTA 1166-1167
Dental Hygiene ....................................... $24.00
   DHYG 1260-1261-2261-2360
Diesel Mechanics Technology .................. $24.00
   DEMR 1229-1301-1313-1323-1406-1421
   DEMR 1442-1449-2331-2334-2432
   ELMT 1305
   AUMT 1307
Drafting .............................................. $10.00
   DFTG 1305-1309-1317-1325-1333-1344-1348-
   1352-1354
   DFTG 1358-1370-1372-1376-1391-2310-2332-
   2336-2340
Electronics Technology ......................... $6.00
   CETT 1409-1425-1491
   CETT 2248-2249-2439
   SMFT 1343-2335-2343
Electronics Technology ......................... $24.00
   INTC 1307
   CETT 1303-1305-1325-1329-1341-1345-2336
   LOFT 1301
   CPMT 1311-1345-1430-2333-2337-2349
Emergency Medical Services Professions ...... $12.00
   EMSP 1438-1455-1501-2430-2434-2444
Engineering ......................................... $16.00
   ENGR 1171-1173-1304-1307-1372
   ENGR 2171-2172-2301-2302-2405
English ............................................... $6.00
   ENGL 0343-1301-1302-2311
English As A Second Language .............. $10.00
   ESL 0311-0321-0331-0341
Environmental Health Technology .......... $6.00
   EPC 1305-1313-1340-1341-1343-1344
   EPC 1401-2331-2333
   OSHT 2374
## Tuition and Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Protection Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>French</td>
<td>$10.00</td>
</tr>
<tr>
<td>Geology</td>
<td>$18.00</td>
</tr>
<tr>
<td>German</td>
<td>$10.00</td>
</tr>
<tr>
<td>Hazardous Materials Technology</td>
<td>$6.00</td>
</tr>
<tr>
<td>Health Physics Technology</td>
<td>$6.00</td>
</tr>
<tr>
<td>Home Economics</td>
<td>$20.00</td>
</tr>
<tr>
<td>Industrial Hygiene Technology</td>
<td>$6.00</td>
</tr>
<tr>
<td>Industrial Maintenance Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>Interior Design</td>
<td>$6.00</td>
</tr>
<tr>
<td>Journalism</td>
<td>$24.00</td>
</tr>
<tr>
<td>Mass Communication</td>
<td>$24.00</td>
</tr>
<tr>
<td>Machining</td>
<td>$24.00</td>
</tr>
<tr>
<td>Mathematics</td>
<td>$6.00</td>
</tr>
<tr>
<td>Medical Data Specialist</td>
<td>$24.00</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>Mortuary Science</td>
<td>$10.00</td>
</tr>
<tr>
<td>Music</td>
<td>$24.00</td>
</tr>
<tr>
<td>Nursing (Associate Degree)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Nursing (Vocational)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>$24.00</td>
</tr>
<tr>
<td>Office Administration</td>
<td>$12.00</td>
</tr>
<tr>
<td>Photography</td>
<td>$24.00</td>
</tr>
<tr>
<td>Physics</td>
<td>$18.00</td>
</tr>
<tr>
<td>Psychology</td>
<td>$14.00</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>$24.00</td>
</tr>
<tr>
<td>Radio-Television Production</td>
<td>$24.00</td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td>$24.00</td>
</tr>
<tr>
<td>Radiography</td>
<td>$24.00</td>
</tr>
<tr>
<td>Radiation Therapy</td>
<td>$20.00</td>
</tr>
<tr>
<td>Reading</td>
<td>$20.00</td>
</tr>
<tr>
<td>Real Estate</td>
<td>$18.00</td>
</tr>
</tbody>
</table>

**Tuition and Fees**

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Protection Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>French</td>
<td>$10.00</td>
</tr>
<tr>
<td>Geology</td>
<td>$18.00</td>
</tr>
<tr>
<td>German</td>
<td>$10.00</td>
</tr>
<tr>
<td>Hazardous Materials Technology</td>
<td>$6.00</td>
</tr>
<tr>
<td>Health Physics Technology</td>
<td>$6.00</td>
</tr>
<tr>
<td>Home Economics</td>
<td>$20.00</td>
</tr>
<tr>
<td>Industrial Hygiene Technology</td>
<td>$6.00</td>
</tr>
<tr>
<td>Industrial Maintenance Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>Interior Design</td>
<td>$6.00</td>
</tr>
<tr>
<td>Journalism</td>
<td>$24.00</td>
</tr>
<tr>
<td>Mass Communication</td>
<td>$24.00</td>
</tr>
<tr>
<td>Machining</td>
<td>$24.00</td>
</tr>
<tr>
<td>Mathematics</td>
<td>$6.00</td>
</tr>
<tr>
<td>Medical Data Specialist</td>
<td>$24.00</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>Mortuary Science</td>
<td>$10.00</td>
</tr>
<tr>
<td>Music</td>
<td>$24.00</td>
</tr>
<tr>
<td>Nursing (Associate Degree)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Nursing (Vocational)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>$24.00</td>
</tr>
<tr>
<td>Office Administration</td>
<td>$12.00</td>
</tr>
<tr>
<td>Photography</td>
<td>$24.00</td>
</tr>
<tr>
<td>Physics</td>
<td>$18.00</td>
</tr>
<tr>
<td>Psychology</td>
<td>$14.00</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>$24.00</td>
</tr>
<tr>
<td>Radio-Television Production</td>
<td>$24.00</td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td>$24.00</td>
</tr>
<tr>
<td>Radiography</td>
<td>$24.00</td>
</tr>
<tr>
<td>Radiation Therapy</td>
<td>$20.00</td>
</tr>
<tr>
<td>Reading</td>
<td>$20.00</td>
</tr>
<tr>
<td>Real Estate</td>
<td>$18.00</td>
</tr>
</tbody>
</table>

---

**Tuition and Fees**

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Protection Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>French</td>
<td>$10.00</td>
</tr>
<tr>
<td>Geology</td>
<td>$18.00</td>
</tr>
<tr>
<td>German</td>
<td>$10.00</td>
</tr>
<tr>
<td>Hazardous Materials Technology</td>
<td>$6.00</td>
</tr>
<tr>
<td>Health Physics Technology</td>
<td>$6.00</td>
</tr>
<tr>
<td>Home Economics</td>
<td>$20.00</td>
</tr>
<tr>
<td>Industrial Hygiene Technology</td>
<td>$6.00</td>
</tr>
<tr>
<td>Industrial Maintenance Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>Interior Design</td>
<td>$6.00</td>
</tr>
<tr>
<td>Journalism</td>
<td>$24.00</td>
</tr>
<tr>
<td>Mass Communication</td>
<td>$24.00</td>
</tr>
<tr>
<td>Machining</td>
<td>$24.00</td>
</tr>
<tr>
<td>Mathematics</td>
<td>$6.00</td>
</tr>
<tr>
<td>Medical Data Specialist</td>
<td>$24.00</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>Mortuary Science</td>
<td>$10.00</td>
</tr>
<tr>
<td>Music</td>
<td>$24.00</td>
</tr>
<tr>
<td>Nursing (Associate Degree)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Nursing (Vocational)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>$24.00</td>
</tr>
<tr>
<td>Office Administration</td>
<td>$12.00</td>
</tr>
<tr>
<td>Photography</td>
<td>$24.00</td>
</tr>
<tr>
<td>Physics</td>
<td>$18.00</td>
</tr>
<tr>
<td>Psychology</td>
<td>$14.00</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>$24.00</td>
</tr>
<tr>
<td>Radio-Television Production</td>
<td>$24.00</td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td>$24.00</td>
</tr>
<tr>
<td>Radiography</td>
<td>$24.00</td>
</tr>
<tr>
<td>Radiation Therapy</td>
<td>$20.00</td>
</tr>
<tr>
<td>Reading</td>
<td>$20.00</td>
</tr>
<tr>
<td>Real Estate</td>
<td>$18.00</td>
</tr>
</tbody>
</table>

---

**Tuition and Fees**

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Protection Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>French</td>
<td>$10.00</td>
</tr>
<tr>
<td>Geology</td>
<td>$18.00</td>
</tr>
<tr>
<td>German</td>
<td>$10.00</td>
</tr>
<tr>
<td>Hazardous Materials Technology</td>
<td>$6.00</td>
</tr>
<tr>
<td>Health Physics Technology</td>
<td>$6.00</td>
</tr>
<tr>
<td>Home Economics</td>
<td>$20.00</td>
</tr>
<tr>
<td>Industrial Hygiene Technology</td>
<td>$6.00</td>
</tr>
<tr>
<td>Industrial Maintenance Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>Interior Design</td>
<td>$6.00</td>
</tr>
<tr>
<td>Journalism</td>
<td>$24.00</td>
</tr>
<tr>
<td>Mass Communication</td>
<td>$24.00</td>
</tr>
<tr>
<td>Machining</td>
<td>$24.00</td>
</tr>
<tr>
<td>Mathematics</td>
<td>$6.00</td>
</tr>
<tr>
<td>Medical Data Specialist</td>
<td>$24.00</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>Mortuary Science</td>
<td>$10.00</td>
</tr>
<tr>
<td>Music</td>
<td>$24.00</td>
</tr>
<tr>
<td>Nursing (Associate Degree)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Nursing (Vocational)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>$24.00</td>
</tr>
<tr>
<td>Office Administration</td>
<td>$12.00</td>
</tr>
<tr>
<td>Photography</td>
<td>$24.00</td>
</tr>
<tr>
<td>Physics</td>
<td>$18.00</td>
</tr>
<tr>
<td>Psychology</td>
<td>$14.00</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>$24.00</td>
</tr>
<tr>
<td>Radio-Television Production</td>
<td>$24.00</td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td>$24.00</td>
</tr>
<tr>
<td>Radiography</td>
<td>$24.00</td>
</tr>
<tr>
<td>Radiation Therapy</td>
<td>$20.00</td>
</tr>
<tr>
<td>Reading</td>
<td>$20.00</td>
</tr>
<tr>
<td>Real Estate</td>
<td>$18.00</td>
</tr>
</tbody>
</table>
Respiratory Care ..............................................................$24.00
RSPT 1410-1411-2305-2314
Spanish .................................................................$10.00
SPAN 1411-1412-2311-2312
Surgical Technology ..................................................$20.00
SRGT 1405-1409-1441-1442
Telecommunications ..................................................$24.00
ECTT 2433-2435-2439
CSIR 1355
Welding Technology ..................................................$24.00
WLDG 1225-1226-1253-1254-1425-1453
WLDG 1528-2413-2543-2547-2551-2553
Allied Health Malpractice/Clinical Accident Insurance
Allied Health Malpractice and Clinical Accident Insurance fees are nonrefundable except in cases of college error or total withdrawal prior to the first day of class/clinical.
Child Development/Early Childhood ........$24.00
CDEC 1264-1265-2264-2265
Dentist Aide ....................................................................$12.00
DNTA 1160-1167
Dental Hygiene ..............................................................$12.00
DHYG 1260-1261-2261-2261-2260-2260
Electronics Technology ................................................$24.00
CETT 2248-2249
Biom 2335-2339
Note: Per Student Basis
Emergency Medical Services Professions
EMSP 1163 .................................................................$35.00
EMSP 2266-2267 ........................................................$70.00
Medical Data Specialist ..................................................$24.00
POFM 1264
Medical Laboratory Technology ..................................$24.00
MLAB 1163 .................................................................$24.00
MLAB 2266-2267 ........................................................$70.00
Mortuary Science ...........................................................$24.00
MS 1312 ......................................................................$24.00
MS 2313-2314 ..............................................................$12.00
Nursing (Associate Degree) ..........................................$4.00
RNSG 1115-1260-1262-1263-1301-1309-1362
RNSG 2161-2163-2260-2261-2262-2263
Nursing (Vocational) .....................................................$4.00
VNSG 1163-1323-1360-1361-2160-2161-2163
RNSG 1301
Occupational Therapy Assistant ..................................$24.00
OTHA 1160 ....................................................................$24.00
OTHA 2160-2266-2267 ................................................$8.00
Pharmacy Technology ...................................................$24.00
PHRA 1166
Physical Therapist Assistant ........................................$12.00
PTHA 1160-1267-2160-2367
Radiologic Technology
(Nuclear Medicine) .......................................................$8.00
NMTT 1266-1267-2266-2267-2366-2367
(Radiography) ..............................................................$8.00
RADR 1166-1266-2266-2266-2267-2367
(Radiation Therapy) .......................................................$55.00
RADT 1167-1266-2166-2266-2267-2366
Respiratory Care ..........................................................$8.00
RSPT 1163-1166-1167-2166-2266-2267
Surgical Technology .....................................................$8.00
SRGT 1261-2360-2461
Fees
General Fees (not required of all students)
Credit by Examination (per course) ...........$15.00
Graduation - Special Order Diploma ...........$10.00
Late Registration ............................................................$10.00
Returned Checks ..........................................................$15.00
Music (Private Lessons)
MUAP 11XX-21XX .....................................................$60.00
(Elective/Minor Concentration 1/2 Hour Lessons)
MUAP 12XX-22XX .....................................................$105.00
(Elective/Major Concentration 1 Hour Lessons)
Physical Education
PHED classes held at Carter Fitness ...........$15.00
PHED classes held at Downtown Athletic Club and Gold’s Gym ...........$30.00
PHED classes held at Amarillo Town Club ...$35.00
PHED 1306 (CPR) .........................................................$15.00
PHED 1111-1112-2111-2112 (Swimming) ....$35.00
PHED 1116-2116 (Bowling) .........................$33.00
PHED 1117-2117-2127 (Golf) .........................$50.00
PHED 1115-2115 (Body Sculpting) .............$15.00
Professional Truck Operations ......................$90.00
CVOP 1301-2233-2305-2337
Travel and Tourism ........................................................$45.00
TRVM 1349-2437
Refunds
If a class does not materialize and is canceled by the college, 100 percent of all tuition and fees charged will be refunded. Students who officially withdraw from Amarillo College prior to the first day of classes will be refunded 100 percent of their mandatory tuition and fees less a $15 matriculation fee. If a transcript received by Amarillo College after a student has completed enrollment shows that the student is suspended at the last college attended, the student is subject to being withdrawn with forfeiture of all tuition and fees. Likewise, any student who provides false information about TASP...
testing or scores will be subject to being withdrawn with forfeiture of tuition and fees.

Students who officially withdraw or reduce their course enrollment on or after the first day of classes will have their tuition and mandatory fees refunded according to the following schedule:

**Fall and Spring Semesters**
During the first 15 class days ..................70 percent
During the 16th through 20th class day ...25 percent
After the 20th class day ................................None

**Summer Semesters**
During the first 5 class days ..................70 percent
During the 6th through 7th class day .......25 percent
After the 7th class day ................................None

Tuition and fees paid directly to Amarillo College by a sponsor, donor or scholarship shall be refunded to the source rather than directly to the student.

**Short-Term Academic Classes Refund Policy**
Students who enroll in short-term academic classes at times other than regularly scheduled full-term registrations are eligible for refunds on those courses. The same refund rules will apply except that the time frame for refunds on open enrollment courses of less than the regular term is adjusted according to the ratio of the short-term course to a full-term course.

**Special Supplies and Equipment**
In some programs, special supplies, equipment, or hand tools are considered essential for the satisfactory completion of the laboratory portion of the course and are required in addition to textbooks. In other programs, additional supplies and equipment are considered beneficial and are recommended but not required. Following are the estimated costs of these items for each program. Students should contact the respective departments to determine whether the special supplies and equipment are recommended or required. In most cases the items may be obtained through the Amarillo College Bookstore on the campus in which the program is offered.

**Art**
- Drawing ...................... $15.00 - $25.00
- Ceramics ..................... $15.00 - $25.00
- Painting ........................ $75.00 - $150.00

**Automotive Collision Repair** ................. $692.00

**Automotive Technology** .............................. $435.00 - $974.00

**Aviation Technology** ............................... $1,155.00

**Dentist Aide** ........................................ $250.00

**Dental Hygiene** ..................................... $2,250.00

**Diesel Mechanics Technology** ....................... $945.00

**Drafting** ............................................ $600.00

**Electronics**
- Engineering Technology ........... $25.00 - $55.00
- Electronic Systems Technology ... $300.00

**Geology** .............................................. $20.00 - $50.00

**Industrial Maintenance** ......................... $495.00

**Instrument and Control Technology** .......... $250.00

**Interior Design** ..................................... $125.00 - $300.00

**Keyboarding** ................................ ....... $15.00 - $45.00

**Machining Technology** ............................ Varies

**Medical Data Special** ................................ $75.00

**Medical Laboratory**
- Technology .................... $600.00 - $800.00

**Microbiology** ....................................... $15.00

**Mortuary Science** ................................. $35.00 - $60.00

**Nursing**
- ADN ............................................. $150.00 - $600.00
- Vocational ......................... $100.00 - $400.00

**Photography - Equipment** ...................... $200.00 - $1,500.00

**Supplies (per semester)** .............. $60.00 - $150.00

**Radiography** ....................................... $300.00 - $600.00

**Respiratory Care** .................................... $75.00

**Speedwriting** ...................................... $7.00 - $10.00

**Varies**

**Not supplied by Amarillo College Bookstore**

**Financial Aid 371-5310**

Financial aid is a means of reducing a student’s educational costs. Such costs include direct expenses, such as tuition, fees, books and supplies, and indirect expenses, such as room and board, transportation and personal expenses. Aid is available to students through state, federal and local government; through many private sources, such as industrial, service, civic and fraternal groups; and directly through colleges and universities.

Awards at Amarillo College are made on the basis of financial need, academic progress, achievement or other qualifications required by the donors of the funds. The financial need of a student is the difference between reasonable expenses during an academic year and the amount which the student/family can be expected to contribute toward these expenses. This is called the “Expected Family Contribution.”

Students must be enrolled at least half-time at Amarillo College to be eligible for most financial aid. Federal Pell grants can be paid to less-than-half-time students. For financial aid purposes, less than half-time means that a student must be enrolled in 1-5 credit hours; half-time 6-8 credit hours; three-quarter time, 9-11 credit hours; and full-time, 12 credit hours or more.

The U.S. Department of Education frequently changes regulations pertaining to financial aid.
Amarillo College attempts to comply with all legislative mandates and Federal regulations. The Financial Aid Office reserves the right to make policy and procedure changes during the award year.

Students who are in default on a Guaranteed Student Loan from any institution may enroll for classes at Amarillo College but will not be able to receive an official academic transcript as long as any Guaranteed Student Loan is in default.

Rights and Responsibilities
You have the right to ask:
• What financial assistance is available?
• What are the deadlines for submitting applications?
• What is the cost of attending and refund policies?
• What is the criteria used to select financial aid recipients?
• How is financial need determined?
• What is the criteria used to determine the amount of a student’s award?
• What is satisfactory academic progress and how does it affect the student?

It is your responsibility to:
• Be informed about the institution before you enroll.
• Complete all forms accurately and submit them on time.
• Read and understand forms you are asked to sign.
• Know and comply with deadlines.
• Report all changes in address, telephone number, name, grants, scholarships, and school status to the Financial Aid Office.
• Accept responsibility for all agreements you sign.

Ability to Benefit
To receive Title IV (Federal) funds at Amarillo College, a student must have a high school diploma or have passed the General Educational Development Test (GED). A student who does not have a high school diploma or GED must pass an examination approved by the U.S. Department of Education before receiving Federal funds. The TABE Test is the approved examination used by Amarillo College and is an independently administered by the Access Learning Center at Amarillo College. The Financial Aid Office will assist students who are interested in taking the TABE Test.

Types

Grants and Scholarships
Amarillo College provides a comprehensive program of grants, scholarships and work opportunities to assist students in their academic pursuits. Interested students should contact the Financial Aid Office.

Loans
Short-term, interest-free loans covering the cost of tuition and fees, or books are available through The Amarillo College Foundation, Inc. These loans must be repaid in full by end of the term. A student must have an overall “C” grade average, and a co-signer may be required. The co-signer (and the student if he has established credit) must have an acceptable credit rating.

Emergency Loans are for educational and related expenses, bear no interest, and require repayment within 30 days. The maximum emergency loan is $50.

The Federal Family Education Loan Program permits students who are eligible to obtain low-interest loans from a lending institution.

Federal Work-Study
The Federal Work-Study Program provides jobs for students who have financial need. Students must be enrolled at least half-time and establish need by filing an application for Federal Student Aid.

Hazelwood Act
Veterans who were residents of Texas at the time of enlistment in the Armed Forces and who are Texas residents at the time of enrollment and have resided in Texas for at least the past 12 months and who are not eligible for VA assistance or any educational benefits under Federal legislation in effect at the time of registration may apply for exemption from payment of tuition under the Hazelwood Act. This application is made through the Financial Aid Office and requires that a copy of the student’s WD53 or DD214 be filed with this office.

A veteran who is eligible for Federal education benefits (e.g. Pell) may receive Hazelwood, if his or her benefits are less than the exemption. Example, if veteran who would have qualified for $750 exemption through Hazelwood received a $200 Pell Grant, the student could receive an exemption for $550. The Federal education benefits will have to be exhausted first prior to receiving the exemption.
Conversely, if the Federal education benefits are greater than the exemption, the student must use the federal education benefits and will NOT be eligible for Hazelwood.

There is a maximum of 150 credit hours for which a person may receive benefit under Hazelwood. This limit is on credit hours attempted, not credit hours completed.

Veterans Affairs

Amarillo College is approved by the Texas Education Agency to offer instruction to students attending college under the various laws commonly referred to as the GI Bill. Eligible students should contact the Veterans Certification Clerk in the Registrar’s Office, prior to registration to obtain needed information relative to their benefits, enrollment and certification of attendance.

Tuition and fees must be paid by the student. Those depending solely on VA benefits should have all paperwork completed with the AC Veterans Affairs Office and a request for advance payment submitted at least 60 days before registration.

Students must advise the AC Veterans Certification Clerk each semester of hours in which they are enrolled and should contact the clerk when making course changes, a change of major, or when withdrawing from college. Academic probation or suspension (unsatisfactory progress) as described on page 22 may result in suspension of benefits.

Veterans Rehabilitation: Application for this assistance should be made to the Vocational Rehabilitation and Counseling Division, VA Outpatient Clinic, Room 134, 4902 34th St., Suite 10, Lubbock, Texas 79410.

Rehabilitation Assistance

The Texas Rehabilitation Commission offers assistance for tuition and required fees to students who have certain physical or emotional handicaps, provided the vocational objective selected by the handicapped person has been approved by an appropriate representative of the Commission.

Application for this type of assistance should be made to the Vocational Rehabilitation and Counseling Division, VA Outpatient Clinic, Room 134, 4902 34th St., Suite 10, Lubbock, Texas 79410.

How to Apply for Financial Aid

It is impractical for a student to limit his or her request to one type of aid such as a grant or scholarship. The financial aid award will be packaged from a variety of sources and will be based on the financial need and program eligibility of the student and, of course, the availability of funds. Students are advised to apply for all types of aid.

Since Federal, State and College regulations concerning financial aid change from year to year, the application for aid changes also. All students should request a financial aid application from the Financial Aid Office and designate in their request the semester in which they plan to enroll.

It is extremely important that the instructions provided on these forms be followed carefully; inaccurate or incomplete information will cause delays in the processing of the application. Applications for financial aid will not be considered complete until all required forms are on file in the Financial Aid Office.

Amarillo College requires students who apply for financial aid to submit the following:

- The Free Application for Federal Student Aid to the processor.
- The Amarillo College Scholarship Application to the Financial Aid Office if applying for an academic scholarship.

All applications are available in the Assistance Center. Students should apply early and must reapply each year.

Any student or prospective student desiring specific program information may call (806) 371-5310 or come to the Financial Aid Office in the Student Service Center.

Rules

Satisfactory Academic Progress Policy

Federal regulations require that any institution disbursing Federal Title IV student aid must establish, publish, and observe a Satisfactory Academic Progress Policy. Many supportive services - such as the ACcess Learning Center, Adult Students Program, Advising and Counseling, Lynn Library and Learning Center, and Peer Tutoring - are available at Amarillo College to help ensure the student’s academic success. Information about these services is available at the Advising and Counseling Center.

For Financial Aid purposes, Satisfactory Academic Progress is a standard for measuring whether a student who is otherwise eligible for Federal student aid is maintaining satisfactory progress in his or her course of study. The student’s total academic record at Amarillo College is used to measure satisfactory progress even if the student did not receive aid.

Student financial aid as defined in this policy applies to Federal Title IV and state aid.

To be eligible to begin receiving student financial aid at Amarillo College, a student must meet the following criteria:

- The student must have a High School Diploma or GED or pass an approved U.S. Department of Education test. The approved test used by Amarillo College is the TABE test. See the Financial Aid Office for details on the approved test;
• The student must be enrolled in academic courses which count toward a declared degree or certificate program which is at least 24 semester hours in length.

• The student's previous academic history at Amarillo College must reflect at least a 2.0 cumulative grade point average and at least an 80 percent course completion rate. In addition, the number of hours attempted cannot exceed 150 percent of the published length of the student’s major (see Maximum Time Frame). Any course in which an F, I, W, X, N, or AU was received does not count as a completed course.

Once a student has begun receiving student financial aid at Amarillo College, he or she will be evaluated at the end of each academic year (end of second Summer session). This evaluation will check for a minimum GPA of 2.0 and completion of hours funded for the current academic year. Students will be evaluated for maximum time frame at the end of each semester.

Enrollment Status
Student financial aid which is received on the basis of full-time enrollment requires the successful completion of at least 12 credit hours for that semester.

Student financial aid which is received on the basis of three-quarter-time enrollment requires the successful completion of at least nine credit hours for that semester.

Student financial aid which is received on the basis of half-time enrollment requires the successful completion of at least six credit hours for that semester.

Student financial aid which is received on the basis of less-than-half-time enrollment requires the successful completion of at least one credit hour for that semester.

Any course in which an F, I, W, X, N, or AU was received does not count as a completed course.

The student’s enrollment status is established as follows: For students receiving grant funding: Enrollment status is based upon the number of hours in which the student is enrolled at the time charges are first made against a grant account (Pell, FSEOG, TPEG). This includes tuition and fee charges, receipt of cash for books, or the creation of a balance check.

For students receiving guaranteed student loan funding: Enrollment status is based upon the number of hours in which the student is enrolled either on the date the first loan check is received or the first day of the semester, whichever is last.

Adjustments to enrollment status will not be made.
even if the student drops or adds a class after enrollment is initially set.

Students who do not complete the required hours for their enrollment status (as stated above) with at least a 2.0 GPA will be placed on Financial Aid Suspension.

**Maximum Time Frame**
The maximum time frame in which a student must complete his or her degree can be no longer than 150 percent of the published length of the student’s major. For example: if the Amarillo College Catalog lists a major which is 64 hours in length, then a student will automatically be placed on suspension for maximum time frame after the student has attempted 96 hours, which is 150 percent of the 64 hours required for the major (64 x 1.5 = 96).

**Note:** All credit hours attempted (with the exception of the first 24 semester hours of remedial or developmental hours) are counted toward the maximum time frame limit without regard to:

- whether the class was completed or passed;
- whether the class counts towards the degree upon which the student is currently working;
- whether the student received federal student aid for the class.

**Repeated Courses**
Reenrollment in a course in which an A, B, C, D, F, I, W, X, N, or AU was originally received is considered to be a repeated course. The student may be funded for a repeated course. All repeated courses (with the exception of the first 24 semester hours of remedial or developmental hours) will be counted as credit hours attempted toward the maximum time frame.

**Remedial/Developmental Courses**
Students who are required to enroll in remedial or developmental courses are eligible for student financial aid as long as the total number of remedial/developmental hours attempted has not exceeded 24 semester hours.

**Financial Aid Suspension**
If a student fails to maintain satisfactory academic progress, the student is placed on financial aid suspension. A student on financial aid suspension may not receive any federal student financial aid. Exceptions to this policy may be made at the discretion of the Financial Aid Review Committee. Criteria that may influence the Committee’s decision include:

- class attendance, completion of assignments, and substantiated academic progress in courses required for a degree;
- unusual circumstances such as extended medical confinement or death in the family;
- use of campus supportive services;
- timely response to Financial Aid Office contacts.

Students on financial aid suspension for reasons other than maximum time frame may remove themselves from financial aid suspension if they receive academic advising through the Advising and Counseling Center or the ACcess Learning Center and successfully complete 12 consecutive semester hours with no drops and a 2.0 grade point average for those 12 semester hours. A course in which an F, I, W, X, N, or AU is received will be treated as a drop.

**Appeals**
Students may be able to make written appeal of the Financial Aid Review Committee’s decision regarding financial aid suspension through the Amarillo College Appeals Committee. Written procedures are available in the Financial Aid Office.

**Award Process**
Awards will be made in date order in which files are complete. FSEOG will be awarded only to Pell recipients in lowest EFC order. Awards will be made according to the policy until all FSEOG funds are used. If two or more FSEOG awardings are made, the process will always go back to the point where FSEOG funds were totally used, and awards will begin again from that point to Pell recipients in lowest EFC order until funds are exhausted.

**Amarillo College preference dates for filing for financial aid are as follows:**
- **Fall Semester - March 30**
- **Spring Semester - Oct. 30**
- **Summer Semester - April 1**

This means students’ files must be complete by the above dates, if a student is to be awarded by the beginning of that term. These dates are not deadlines, other than the term commitment, and they are in no way cut-off dates for types and amounts of aid. Notification of the total amount of aid awarded, as well as the amount of aid awarded through each program, will be mailed to eligible students in the form of an “award letter.”

**Release of Funds**
Financial Aid funds will be released according to Federal guidelines and the Financial Aid Disbursement schedule, available from the Financial Aid Office. Students with incomplete applications should make arrangement to pay their initial expenses (e.g. tuition, books) from their own resources. Once the application is complete, funds will be released to the student as soon as possible.

Payments are made in three forms:

- A charge to the appropriate grant or loan account
- A check payable to the student
- A cash voucher for books

**Amarillo College Financial Aid**
All checks payable to the student as well as all cash will be disbursed at the Assistance Center. Federal Work Study employment earnings are paid every two weeks. Any financial aid funds issued will first be applied to the balance due Amarillo College before being used for personal expenses. Students will be paid based upon the number of hours in which they originally enroll. Adjustments will not be made once a student has charged to his or her account, received a check, or received a cash payment. Awards are not recalculated. If credit hours are added, the additional cost must be paid by the student.

**Refunds**
A refund policy which states how the College treats refunds to Title IV recipients is available in the Financial Aid Office. When and if a pro rata refund is in effect as set forth in 34 CFR 682.606 (b)(2) and (c) of the Federal regulations, a copy of that policy will also be available in the Financial Aid Office.

**PLEASE NOTE:** Financial aid rules and regulations can be very confusing. Please call the Financial Aid Office for assistance or explanations (371-5310).

---

### Financial Aid at a Glance

<table>
<thead>
<tr>
<th>Program</th>
<th>Eligibility</th>
<th>Value</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>Financial need, enrollment</td>
<td>Varies</td>
<td>Complete a Free Application for Federal Student Aid</td>
</tr>
<tr>
<td>Federal SEOG (Supplemental Education)</td>
<td>Financial need, enrolled at least half-time</td>
<td>$100 to $400 a year</td>
<td>The family contribution from the SAR will be used for awarding</td>
</tr>
<tr>
<td>TPEG (Texas Public Education Grant)</td>
<td>Financial need, enrollment</td>
<td>$100 to $600</td>
<td>The family contribution from the SAR will be used for awarding</td>
</tr>
<tr>
<td>SSIG (State Student Incentive Grant)</td>
<td>Financial need, enrolled at least half-time</td>
<td>$100 to $600 per semester</td>
<td>The family contribution from the SAR will be used for awarding</td>
</tr>
<tr>
<td>Loans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Loan</td>
<td>2.0 GPA, repaid within 30 days</td>
<td>$50 maximum</td>
<td>Application at Financial Aid Office</td>
</tr>
<tr>
<td>AC Foundation Loan</td>
<td>2.0 GPA, acceptable credit on file or have a co-signer, repaid within the semester</td>
<td>Tuition and fees, (one-half out-of-state) or books</td>
<td>Application at Financial Aid Office</td>
</tr>
<tr>
<td>Federal Family Education Loan (FFELP)</td>
<td>Financial need, enrolled at least half-time</td>
<td>Varies, in certain instances a student’s FFELP must be prorated</td>
<td>SAR and TGSLC Application</td>
</tr>
<tr>
<td>Employment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Work-Study Program</td>
<td>Financial need, enrolled at least half-time</td>
<td>Limited to 20 hours per week or up to student’s need with all other programs consolidated</td>
<td>The family contribution from the SAR will be used for awarding</td>
</tr>
<tr>
<td>On-campus employment other than Federal Work Study</td>
<td>Maintaining 2.0 GPA, enrolled at least half-time</td>
<td>Limited to 20 hours per week</td>
<td>Through AC Placement Office</td>
</tr>
<tr>
<td>Scholarships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC Foundation Scholarships</td>
<td>Awarded on high school activities, high school or AC GPA, full-time employment</td>
<td>$150 to $300</td>
<td>Application in Financial Aid</td>
</tr>
<tr>
<td>Departmental Scholarships</td>
<td>Inquire department chair of your major</td>
<td>Inquire department chair of your major</td>
<td>Inquire department chair of your major</td>
</tr>
</tbody>
</table>

The abbreviated information in this section is acknowledged to be limited and incomplete. Please contact the AC Financial Aid Office for more detailed information.
Academic Policies/Programs

Student Responsibilities
Students are responsible for knowing and understanding Amarillo College’s requirements relating to registration and academic standards. Students are encouraged to meet regularly with their academic advisors and to contact the Office of the Registrar with questions about academic procedures, policies or regulations.

Academic Grievances
A student who has a grievance concerning a course first should appeal to the instructor of the course. If the student is not satisfied with the decision from the instructor, the student may appeal the decision to the department chair and the division chair, in that order. If satisfactory resolution of the problem is still not achieved, the student may appeal to the Vice President and Dean of Instruction.

Change of Address
Students who change their mailing addresses are expected to notify the Registrar in writing immediately. Change of address forms may be obtained at the Assistance Center. Any communication from the College mailed to the address on record is considered to have been properly delivered to the student.

Personal Identification Number
Students may access enrollment information from their academic record by utilizing the inquiry program on the computer terminal in the lobby area of the Student Service Center. This program prompts the student to enter his or her social security number and date of birth to gain access. Any student who is concerned about the confidentiality of his or her academic record may request that an eight-digit Personal Identification Number be substituted for the date of birth in the inquiry program. Students must make this change in person at the Registrar’s Office.

Definitions and Explanations
Units of Credit - Semester Hours
Academic credit at Amarillo College is granted on the basis on semester hours. In general, a semester hour of credit is given for passing work in one lecture period of 50 minutes each week, two to four laboratory hours each week, or four to 16 clinical hours each week for 16 weeks.

Course Numbers
All courses are designated with a prefix, which denotes the field of study, and a four-digit course number. Course numbers at Amarillo College conform to the Texas Common Course Numbering System. Course numbers with a one (1) or two (2) as the first digit are Texas Common Course Numbering Rules. Course numbers with a three (3), four (4), or five (5) as the first digit are courses which have not yet been converted.

Texas Common Course Numbers
- The first digit of the number indicates the classification of the course: 1 - freshman, 2 - sophomore.
- The second digit indicates the number of semester hours credit the course carries.
- The last two digits indicate the course sequence. Thus English 3043 would become 1301 as the first English course in the sequence.

Semester Load
The minimum semester load for full-time status in a fall or spring semester is 12 credit hours. Students who wish to enroll in more than 18 hours must have the approval of the Vice President and Dean of Instruction.

A summer semester consists of a variety of variable length terms. The normal summer semester load is six to eight hours. Students who wish to enroll in more than nine hours must have the approval of the Vice President and Dean of Instruction.

Religious Holy Days
In accordance with Texas Education Code 51.911, Amarillo College shall allow an excused absence to students for the observance of a "Religious Holy Day" if the following criteria are met:
- Each instructor is notified in writing by the student no later than the fifteenth class day of the regular semester.
- Assignments or examinations missed during the absence will be completed within five class days or at the instructor’s convenience after the five day limit has passed.

* "Religious Holy Days" means a holy day observed by a religion whose places of worship are exempt from property taxation under section 11.20, Tax Code. See the Students Rights and Responsibilities publication for the complete request procedure.

Guarantee for Job Competency
Amarillo College guarantees that recipients of an Associate of Applied Science degree or Certificate of Completion will process technical job skills identified as exit competencies for his or her specific degree program and required for an entry-level position in the occupation for which the program was designed. If such a graduate is judged by his or her employer to be lacking in those skills, the graduate will be provided up to 12 tuition-free credit hours or additional skill training by Amarillo College under the
conditions of the guarantee policy. Students should contact their academic advisor or the Advising and Counseling Center for additional information.

Academic Standing

Students must meet academic standards in work completed at Amarillo College. The College places those students who fail to meet these standards on academic probation or academic suspension. Students who meet or exceed academic standards set by the College, will be considered in good standing. In determining academic standing, the College considers grades earned only at Amarillo College.

Academic Probation

A student whose semester grade-point average falls below a 2.0 will be placed on academic probation. For purposes of determining academic probation, all course work taken during the summer terms in a given year will be considered as one semester.

Placement

- A student whose semester grade-point average falls below a 2.0 at Amarillo College will be placed on academic probation.

Conditions

- A student on probation is required to meet with an academic advisor or counselor to review his or her academic progress or attend a one-hour probation seminar, AChoice.
- A student receiving Veteran’s Administration benefits who fails to maintain a 2.0 cumulative grade point average after earning 31 credit hours; or is placed on academic suspension, will be reported to the VA as making unsatisfactory progress.

Removal

- A student will be removed from academic probation when a 2.0 grade-point average or better has been earned on all work attempted at Amarillo College during the semester that the student is on probation. Summer enrollment will not be considered for removal of academic probation.

Academic Suspension

A student on probation who fails to bring his or her semester grade-point average up to a minimum of 2.0 will be suspended through the next long semester (summer school terms do not count toward fulfilling suspension requirements). In extenuating circumstances, a student who is on suspension from Amarillo College or any other college may petition the Vice President and Dean of Instruction to be reinstated. Such enrollment will be contingent upon the student’s participation in the Suspension-Waiver Program.

Grades and Reports

Students’ semester grades in all courses are filed in the Registrar’s Office, and these are the official record of the College. A final grade will be reported and then mailed to the student at the close of each semester. A grade once earned and recorded cannot be removed. If a student repeats a course, however, the last grade is the one counted toward fulfillment of degree requirements.

Grade Points (Quality Points)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Not computed</td>
</tr>
<tr>
<td>AU-Audit</td>
<td>Not computed</td>
<td></td>
</tr>
</tbody>
</table>

A grade point, or quality point, is the numerical value given to letter grades. Note above that an “A” is represented by a “4.” This means that an “A” in a one-credit-hour course earns 4 grade, or quality, points. An “A” in a three-credit-hour course earns 12 grade, or quality, points, etc.

Grade Point Average (GPA)

Semester Grade Point Average – The semester GPA is calculated by dividing the number of grade points earned by the total number of credit hours attempted, including grades assigned for remedial/developmental course work and excluding all but the last grade assigned where courses have been repeated. (Courses repeated at other schools will not apply to this policy.) This grade point average appears on official transcripts after each term enrolled.

Cumulative Grade Point Average – The overall GPA is calculated by dividing the total number of grade points earned by the total number of credit hours attempted, excluding grades assigned for remedial/
developmental course work and all but the last grade assigned where courses have been repeated. (Courses repeated at other schools will not apply to this policy.) This grade point average appears on official transcripts after each term enrolled.

Graduation Grade Point Average – The graduation GPA is calculated by dividing the total number of grade points earned by the total number of credit hours attempted, excluding remedial/developmental course grades and all but the last grade assigned where courses have been repeated. (Courses repeated at other schools will not apply to this policy.) Any student with a graduation GPA below 2.00 may petition the Vice President and Dean of Instruction to exclude grades in courses not required for their degree or certificate. If the student is granted permission to exclude grades he will not be considered for graduation with honors. The graduation GPA is used to determine eligibility for graduation and will not appear on the transcript.

For multiple enrollments, failing grade(s) will be omitted and last grade counts.

**Grade of "I"**
An “I” (Incomplete) may be given when a portion of course requirements, such as an exam or a report, has not been completed. The student and instructor must complete a Contract for Incomplete Grade form prior to the granting of a grade of “I.” If the course is not completed by the specified deadline, the “I” will be changed to an F. The student is entirely responsible for completing the work that will remove the “I.”

**Change of Grade**
Any grade change must be made by the instructor of record, or in the absence of the instructor, by the department chair. Request for grade changes made more than six months after the initial grade determination must also be approved by the division chair and Dean of Instruction. Grade changes will not be made without sufficient justification.

**Honors**

**Lists**
A scholastic honors list will be published after the end of each semester. Students must be enrolled in 12 or more hours of academic courses (nonremedial) and make a grade point average of 3.6 or above to qualify for the honors list. Any student not wanting his or her name published must submit a non-disclosure form to the Registrar’s Office prior to the twelfth class day.

**Program 371-5354**
The Honors Program at Amarillo College offers students who qualify two options: A two-year, 14-hour program of special courses or enrollment in individual honors courses. Some scholarship money is available. For further information, contact Carol Nicklaus, Honors Program coordinator, in Music Building, Room 312.

**Credits**

**Transcripts**
Transcripts of credits must be requested in writing by the student. All admission requirements and financial obligations to the College must be met in full before transcripts will be issued.

**Transfer**
Transferability of course work is usually dependent on the receiving institution’s course content requirements. These requirements may change. All students who wish to transfer course work from Amarillo College to any college or university should contact the Admissions Office at the school to assure transferability.

Students may also compare the common course numbers found on pages 85-86 with the common course information from the school where they wish to transfer. Any student transferring from a community college to a university shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college. If students encounter transfer problems, they should contact the AC Advising and Counseling Center. Students transferring to public colleges and universities in Texas which grant baccalaureate degrees should contact the receiving institution regarding additional fees that may be charged if they enroll in excess of 45 credit hours above the required number for their degree.

**Transfer Dispute Resolution**
The Texas Education Code Section 61.078 provides a means to aid students in resolving disputes regarding the transfer of course credits. To quality as a dispute the course(s) in questions must be listed in the Community College General Academic Course Guide Manual and be offered at the receiving institution. The sending institution, or the student working through the senior institution, must initiate the dispute. From the date a student is notified of the denial of credit, the law allows a maximum of 45 calendar days for the resolution of the dispute by the sending and receiving institutions.

In order to challenge the denial of credit, a “Transfer Dispute Resolution” form, available in the Registrar’s Office, must be completed within 15 days after the student has been notified of the denial of credit. This form is sent to the receiving institution. The receiving institution must then inform the student, the sending institution and the State Com-
missioner of Higher Education of the resolution. If need be, the Commissioner, or designee, may be called upon to resolve the dispute.

Alternative Methods of Earning Credit

TECH-PREP
Tech-Prep is a program that allows students to earn college credit through the completion of technical courses in high school. Amarillo College participates in the Panhandle Tech-Prep Consortium. Through this consortium Amarillo College has created a number of cooperative programs with area high schools. After completion of a Tech-Prep program in high school, students may enroll at Amarillo College and petition for credit based on the completion of the Tech-Prep program. High school students are urged to review the requirements of the articulation agreement for their specific program. Students may obtain copies of their articulation agreements from their high school counselor or from the Registrar’s Office at Amarillo College.

College Credit by Examination 371-5445
College credit can be granted for successful completion of selected examinations from the testing programs described below. Students must be enrolled at Amarillo College in order to receive credit by examination. The credit, if awarded, must apply to the student’s declared major. Course work will appear on the student’s transcript with a grade of “E” indicating “credit by examination.” Students are responsible for having their test results sent to the Registrar’s Office and filing the petition for credit. Registration materials for testing are available at Testing Services and in most secondary schools.

Contact the Amarillo College Testing Services in the Student Service Center, Room 101, for information on the following programs:

College Level Examination Program (CLEP)
Amarillo College grants semester hour credit for certain CLEP Subject examinations which measure achievement in specific courses.

College Board Advanced Placement (AP)
Program examinations are offered in participating secondary schools in May of each year. Information may be obtained by calling Amarillo Public School Testing Services, or by writing Educational Testing Service, Princeton, NJ 08540. Students may obtain a complete list of Amarillo College courses for which AP credit may be granted from Testing Services. Credit may be granted for a score of three or above to qualified students.

SAT Testing Program
This program consists of the SAT I-Reasoning Test and the SAT II-Subject Tests. Students may qualify for English and Mathematics credit at Amarillo College according to scores on these exams.

ACT Testing Program
ACT examinations consist of four sub-tests in math, English, science, and social studies. Amarillo College awards credit for English and Mathematics based on ACT scores.

Department Examinations
Several departments within the college prepare, administer, and score comprehensive examinations. A passing score on one of these exams will qualify a student for credit in the specific course covered by the examination. Students should contact the department chair for additional information.

Credit for Experience
Students who have completed one year of active duty in the Armed Forces of the United States and who have been discharged or released honorably may receive three semester hours of physical education credit. Students who wish to obtain this credit should submit an original copy of their DD 214 to the Registrar’s Office.

Credit will be awarded for learning achieved through experiences outside typical educational settings when it is consistent with the educational objectives of the student, the requirements of the curriculum, and the policy on granting credit for experience. Awarding of credit will be considered for the following experience:

- military training and experience;
- professional certificates, licenses, and credentials such as FAA licenses, medical field licenses, etc.;
- learning achieved through proprietary schools, apprenticeship or other in-house training programs;
- other experiences with appropriate documentation.

Students must be enrolled at the time they apply for credit. The credit, if awarded, must apply to the student’s declared major.

- Contact the department chair specific to the subject area to see if their request is feasible.
- Prepare application for credit by experience identifying course chosen for credit.
- Each application/portfolio must include a written justification by the student.
- Prepare portfolio documenting experience – should include, but not limited to the following:
  - previous education related to course;
  - previous work experience, military, etc., including dates, titles, job descriptions;
  - in-service training workshops, including dates, topics, certificates, or transcripts;
  - professional certificates, licenses;
  - letter from employers, volunteer agencies,
regulatory agencies supporting experience;
• return application to department.
Committee will review for appropriateness and approval.
• If the application is approved, the student will be notified to pay a $15 fee per course.
• If disapproved, the application will be returned.

Advanced Standing (Without Credit)
Office Technology, Language, and Mathematics offer advance placement without credit to qualified students. Students may contact the departments chairs for further information.

External Learning Experience 345-5544
An External Learning Experience (ELE) is a competency-based learning experience that enhances lecture and laboratory instruction, and is provided at work sites appropriate to a student’s field of study. The ELE allows the student to have practical, hands-on training and to apply learned concepts and theories in a workplace setting. There are four types of External Learning Experiences: Clinicals, Internships, Practica, and Cooperative Education.

Each program of study determines the type of External Learning Experience that best meets the needs of its students. To participate in an External Learning Experience, students should have completed six semester hours in their occupational major and must have approval from their program manager. The number of semester hour credits students earn depends on the type of External Learning Experience and the number of approved work hours. In addition to the work experience, Cooperative Education students must attend a lecture series totaling 16 hours. This lecture series earns students one semester credit hour.

External Learning Experience students find that their studies have greater relevance when on-the-job experience is combined with classroom instruction. This integration of work and study increases the student’s competence and motivation because it reinforces why learning is necessary. Also, the student’s interaction with fellow workers and supervisors helps the student develop important human relation skills.

Attendance
Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class in accordance with the requirements of the course as established by the instructor.

Class Cancellations 371-5000
Inclement Weather
If Amarillo College campuses are closed or classes canceled due to inclement weather, an official announcement will be made through all local television and radio stations. The College’s main number and the news media will be updated as decisions in closings are made.

Morning closings and changes will be announced by 6 a.m. If possible, the decision to close or change evening classes will be made by 3 p.m. Announcements should air within 30 minutes of the release time. If no announcements are made, the College will open as normally scheduled.

Please listen closely to announcements as classes in one location may be canceled while classes at another location remain open.

Final Examinations
The schedule for final exams will be published each semester in the Class Schedule. Examinations will be given as outlined in each course syllabus. Rescheduling exams at times outside the published schedule must be approved by the Vice President and Dean of Instruction.

Evening and Weekend Classes
Amarillo College offers classes during the evening and weekend hours for persons who wish to enroll in academic, cultural, or technical courses. Courses are provided in most departments of the College and are taught by regular faculty members and other qualified instructors.

Distance Education
The Distance Education Program provides access to Amarillo College courses and support services for students separated by time and/or physical location from traditional classroom settings. Distance courses have the same features as on-campus courses in terms of academic quality, objectives, credit hours, content and transferability and require the same effort and commitment. Currently students may take telecourses, online courses over the Internet, or interactive video courses. These courses offer flexibility to students who have time and distance constraints and limitations.

Telecourses
Students may take a variety of college-credit courses via telecommunications (television or radio)-“Telecourses.” Telecourses require that students view programs on KACV-TV or listen to programs on KACV-FM 90. Students may record programs for viewing or listening at convenient times or for review.

Students may also rent a complete set of cassettes from a second-party provider. This rental fee is not a part of the regular tuition and fees.

Students are required to read, to prepare written assignments, to follow study-guide assignments,
and to attend a few campus meetings, including an on-campus orientation. Campus visits and communication with support faculty are scheduled for mutually convenient times.

Telecourses can be taken with on-campus classes, and students may enroll in them through the normal registration processes. (For more information, visit www.kacv.tv/telecourse/.)

Online Courses
AC also offers online courses. Instead of attending regular classes on campus, students access weekly lessons and assignments on the Internet. Students must have access to an IBM compatible computer with a modem, and Internet Service Provider, and a web browser.

Interactive Video Courses
Interactive video instruction provides two-way, real-time communication between instructor and students who are geographically separated. Interactive video instruction requires the student to attend classes at a specific time and place, but often at a location much closer to where the student lives. AC currently has two interactive video classrooms linked to other colleges and universities, as well as to area independent school districts. Another classroom is planned for the Moore County Campus in Dumas.

Support Services
Library Services
Amarillo College offers comprehensive library services. In addition to on-campus holdings, the library is a member of the Harrington Consortium, which allows electronic access to more than half a million books in 21 regional libraries.

Through Interlibrary Loan or document ordering in our public access catalog, students can access a broad range of full-text sources across the country and around the world. The Lynn Library and Learning Center participation in the following library networks makes our Interlibrary Loan services possible: Harrington Library Consortium, the library network for the Texas Panhandle; Llano Estacado Information Access Network, a consortium of academic libraries in western Texas and eastern New Mexico; and OCLC, an international computerized network of more than 16,000 libraries.

Lucille King Lynn Library and Learning Center 371-5400
The Lynn Library and Learning Center (LLLC) supports the College’s curriculum resulting in a primary emphasis on our students’ study and research needs. The faculty and library staff choose materials for various courses of study, and these materials are organized into several collections. More than 75,000 items are available in a number of formats: print (books and periodicals), microforms, compact disks, audio and video tapes, computer databases, and computer programs.

Students can take advantage of research services the LLLC offers them. Instructional tours and orientations are scheduled for many classes that require research assignments. Any student can reserve time with our library staff to receive small-group or individualized instruction for any research project. Emphasis is located on identification of sources (monographs, serials, reports, and bibliographies), retrieval of full-text information, quality judgment, and use of research tools, such as the public access catalog, CD-ROM databases, and Internet databases.

Microcomputer programs, which support instruction given in the classroom, are available at the Computer-Aided Instruction Centre (CAIC) located in the LLLC. Programs for many disciplines have been chosen by the faculty to enhance content. Instruction in the use of programs and computer equipment is available during operating hours.

ATC Library 335-4257
The Amarillo Technical Center Library provides materials and equipment to meet the instructional, informational, and recreational needs of students, faculty, and staff based at ATC including a comprehensive collection of technical works. In addition to books, magazines, newspapers, music cassettes, and instructional audio/visual materials, the library has computers, microfiche, photocopiers, and audio/visual equipment.

Advising and Counseling Services 371-5440
Advising and Counseling services are available for all students and prospective students. Professional counselors help individuals evaluate academic, personal, and career options. The Advising and Counseling Center is located on the first floor of the Student Service Center on the Washington Street Campus. At the Amarillo Technical Center, Counseling Services are located in the James A. Bird Administration Building (335-4216). Counseling services are also available on the West Campus, Lecture Hall, Suite 102 (354-6007).

General Services 371-5440
- Educational planning and academic course advisement for prospective college students.
- Academic advising for those majoring in General Studies, Education, and persons who are undecided about a major (pending).
- Comprehensive services for students planning transfer to universities or professional schools.
Support Services

- College Success Techniques (SPCH 1171), a one-credit hour course which helps students manage college life, improve study skills, and learn success strategies.
- Counseling to those who are experiencing personal or life adjustment difficulties.
- Referral services for those needing assistance from other community agencies or organizations.

Testing Services 371-5445
Testing Services, located in the Student Service Center, Suite 101, offers a variety of services to students, prospective students, and instructors including standardized testing, make-up testing, instructional support such as test analysis, certification and competency examination, and proctoring services for students enrolled in distance learning programs.

Standardized tests are administered on scheduled dates and require advance registration and payment. The GED examination is administered each week. See the Testing Services Information Guide brochure for details.

Testing Services operates extended evening and weekend hours to accommodate the assessment needs of students and instructors. See the Testing Services Information Guide for exact times.

Adult Student Program 371-5449
The Adult Student Program is a part of Advising and Counseling located in the Student Service Center on the Washington Street Campus. Special services for adult students are also available on the West Campus, 356-3619.

The number of adults, women in particular, enrolled in higher education has risen significantly. Often these students have special needs upon returning to college because of family and job obligations. Amarillo College is sensitive and responsive to the personal and educational needs of the adult learner. Special support services available include:
- personal, educational and career counseling;
- referral help concerning family, legal, medical, child care and housing needs;
- child care, transportation, textbook and emergency aid;
- scholarship and other financial information;
- individualized job-shadowing program to promote career development.

Career Planning and Placement Services 371-5459
Located in the Student Service Center on the Washington Street Campus.

Career Services
- Educational/Career Planning (PSYC 1171), a one-credit hour class to assist students in choosing a career and/or major
- Monthly community service career workshops
- Individual and group interest inventories for students, including appraisal of abilities, values clarification for job satisfaction, and identification of personality type for career choices
- Career/employment planning assistance
- Special collection of career materials including computerized career information
- Workshop for undeclared majors.

Job Placement Services
Through Job Placement Services students and alumni can find help securing part-time and full-time jobs. These jobs may be related to the student’s area of training, or may be a source of financial support to allow for continued enrollment at Amarillo College.

The Placement Office, an equal opportunity referral service, offers:
- list of part-time and full-time job opportunities;
- job search counseling to assist with completing applications, writing resumes and interview techniques;
- coordination of on-campus interviews.

ACcess Division 371-5431
The ACcess Division helps students succeed in college by bridging gaps between entry-level skills and college course work.

The ACcess Division is located on the third floor of Lynn Library on the Washington Street Campus. Call or come by to inquire about support courses such as:
- reading,
- spelling,
- writing,
- math,
- study skills,
- English as a Second Language,
- competency-based high school diploma, and
- literacy training.

Learning Centers 371-5434
ACcess Learning Centers offer an individualized, computer-assisted approach to learning in an open-entry/open-exit setting. The Center helps individuals complete the following:
- basic skills development in reading, math, and language,
- GED preparation,
- credit toward a high school diploma,
- college preparation for placement testing,
- skill development for college students,
• TASP remediation,
• English as a Second Language,
• continuing education programs,
• skill development for specific programs, such as LVN, law enforcement and fire academy.
AC also operates learning centers at the North Branch YMCA, the Amarillo Technical Center, and the Moore County Campus.

Services for Students with Disabilities 371-5436
ACcessibility Services coordinates student services including academic advising, testing accommodations, tutoring, classroom accommodations, registration assistance, and barrier-free access to campus facilities for Amarillo College students with disabilities. In addition to working closely with various state and local agencies, ACcessibility Services coordinates efforts with Amarillo College administration, faculty, and staff in providing services for students with disabilities.

In order to obtain reasonable and appropriate accommodations, students must provide appropriate documentation to verify their disability. To allow time to provide for adequate coordination of services each semester, new students with disabilities need to apply for services at least 30 days prior to the beginning of each semester of enrollment. (Some special accommodations require 60 days advance application.)

In order to receive accommodations, all students with disabilities must obtain an Accommodations Form from the Coordinator of ACcessibility Services which must be signed by each instructor and returned to the Coordinator. The deadline for applying for subsequent and continuous semesters of enrollment is two weeks prior to registration. Students applying after the deadline will be duly processed, but services cannot begin until the applications have been completed and accepted.

Prospective and current students, parents, and others who are interested in such services or more information should contact the Coordinator of ACcessibility Services, Student Service Center, Room 125.

Tutoring and Study Skills 371-5432
Any student who needs assistance in almost any academic course can request a free peer tutor through the ACcess Division. Tutoring can help students understand course material and gain confidence in their own abilities.

Study skills help goes hand-in-hand with tutoring. Through one-on-one help, students can improve their study habits. ACcess also offers study skills help through workshops, courses and a variety of free materials.

Special Services 371-5420
As a part of the ACcess Division, Special Services is a government funded program offering support services to 250 qualifying Amarillo College students. To qualify a student must be a first generation, low income or disabled student. These services include specialized advising, greenlighting, academic intervention, transfer assistance, professional tutoring, study skills seminars, transition and time management helps, and guidance toward financial aid possibilities.

Police Department 371-5163
Amarillo College is dedicated to ensuring our campuses are safe, healthy and drug-free places to visit, study and work. State-certified police officers are on duty to provide service to visitors, students, faculty and staff while they are on the College’s campuses.

To report criminal incidents, call 371-5163.

For traffic and parking regulations or additional information, consult the current Campus Safety, Traffic and Parking Regulations brochure.

Workforce Development 371-5129
Business & Industry Center 345-5532
Business & Industry Center, located at 1314 S. Polk, houses a 215-seat auditorium, a meeting/exhibit hall and classrooms providing state-of-the-art facilities for seminars, short courses, distance learning and computer training. This 31,215 square-foot facility is the area’s premier training center for business and industry.

Continuing Education 345-5592
Amarillo College offers numerous unique credit and noncredit educational options in the form of continuing education classes and workforce development opportunities.

Amarillo College’s workforce education and training programs are designed to meet the special needs of business and industry. Organizations may choose from hundreds of different training options, or the College can tailor instruction to meet specific requirements.

Instructional content and training times are flexible, and businesses may arrange for courses, seminars or workshops in conjunction with their own training programs. Employers may elect to receive training at the worksite, at the Business & Industry Center, at any of the College’s other campuses, or at another suitable location.

Leisure Studies 371-5200
Leisure Studies enhance the quality of life through cultural and enrichment studies as well as
avocational pursuits of almost unlimited variety. These short courses, seminars and workshops are conducted. There are no entrance requirements or examinations. Most Leisure Studies courses are offered once each semester; however, a class may be started at any time. Individuals or groups are invited to make requests, comments or suggestions by contacting the Coordinator of Leisure Studies.

**Occupational Education 371-5201**

Occupational Education presents work-related courses designed to improve occupational competence or advance employment. These courses also provide the basic skills and knowledge essential to entry-level employment in several occupational fields. Occupational Education courses are usually offered during the evening hours, but may be held at any time of the day. Courses are taught at Amarillo College or other suitable locations. Instructors are selected on the basis of formal education and relevant work experience. They are knowledgeable in their fields and able to emphasize both the theoretical and practical aspects of their subject.

For more information, contact the Coordinator of Occupational Education.

**Center for Continuing Healthcare Education 354-6085**

The Center for Continuing Healthcare Education conducts a wide range of workshops, seminars, conferences and courses for healthcare professionals using locally, nationally and internationally recognized speakers. These are developed, customized and selected according to periodic healthcare education needs assessments of healthcare professionals. The Center is conveniently located on the West Campus, adjacent to the Harrington Regional Medical Center.

The Center for Continuing Healthcare Education provides:

- courses leading to entry-level positions in basic healthcare delivery.
- seminars and workshops which broaden healthcare professionals’ understanding of cultural sensitivity, ethics and law.
- programs, courses and seminars specifically designed to enhance intellectual, occupational and technical skills in caring for people from womb to tomb.
- channels for the improvement of healthcare outcomes in the community.

**Program Accreditation**

Continuing education units are offered for a variety of specialties in healthcare. Contact hours offered for nurses meet ED I (Type I) criteria for registered nurse mandatory continuing education as established by the Board of Nurse Examiners for the State of Texas. The Amarillo College Center for Continuing Healthcare Education is approved as a provider of continuing education in nursing by the Texas Nurses Association, which is accredited as an approver of continuing education in nursing by the American Nurses Credentialing Center’s Commission on Accreditation. This approval meets ED I (Type I) criteria for mandatory continuing education requirements toward relicensure as established by the Board of Nurse Examiners for the State of Texas. These offerings are also acceptable for Licensed Vocational Nurses (LVN) mandatory continuing education.

The Center also has the ability to provide and co-provide continuing education credits for social workers, licensed professional counselors, dietitians, respiratory therapists, physical therapists, physicians, and physician assistants. Call the Center for specific needs at (806) 354-6085.

**Criminal Justice Programs 354-6081**

AC’s Criminal Justice Programs conduct training for law enforcement and corrections personnel in the 26 counties of the Texas Panhandle. Academic or continuing education credit is awarded, depending on the particular program.

A mainstay of the Criminal Justice Programs is the Panhandle Regional Law Enforcement Academy (PRLEA) which is located on the West Campus. It has been training people for careers as sheriff’s deputies and city police officers since the early 1970s. Upon completion of the Law Enforcement Academy, students receive 20 semester credit hours supplying the core requirements for a Certificate of Completion or an Associate in Applied Science degree in Criminal Justice Law Enforcement. Criminal Justice Programs also offer an Associate in Science degree in Criminal Justice. This degree is designed for students planning to complete a bachelor degree in Criminal Justice at a four-year university or college. For students in the correctional field, a Certificate of Completion or an Associate in Applied Science degree in Criminal Justice Corrections is offered.

The Criminal Justice Programs provide required in-service training and conduct specialty training and seminars using speakers that are recognized on a local, national and international level. PRLEA is a licensed training provider through the Texas Commission on Law Enforcement Officer’s Standards and Education (TCLEOSE) in Austin. Since 1989, Amarillo College’s Criminal Justice Programs have trained approximately 2,000 individuals to work as correctional officers in area prison units. Beginning in 1990, the Criminal Justice Programs
began contracting with the Texas Department of Criminal Justice - Institutional Division (TDCJ-ID) to conduct required yearly in-service training for officers working in the Panhandle's TDCJ-ID Units.

**Continuing Education Units**

Amarillo College awards Continuing Education Units (CEU’s) in recognition of satisfactory completion of Continuing Education courses. One CEU is defined as 10 hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. A certificate indicating satisfactory completion and the number of CEU’s awarded are issued at the end of the course. Permanent records are maintained by the Registrar’s Office.

**Registration Fees 371-5030**

Refunds will be given in full if the request is made in person at the Registrar’s Office prior to the scheduled second class meeting. In the event a class consists of only one or two meetings, a refund must be requested within seven days following the initial class meeting. A refund of 60 percent is allowed prior to the scheduled third class meeting. No refund is allowed after the third class meeting. All refund requests must be made in person.

If the class is canceled because the enrollment does not meet minimum registration requirements, the full course cost will be refunded automatically from the Business Office and will be mailed to the students. Due to processing, refunds will take a minimum of 21 days before being mailed.

**Notices to Students**

**Student Rights and Responsibilities Publication**

The Student Rights and Responsibilities publication is an official bulletin of Amarillo College that contains the Student Code of Conduct, Disciplinary Procedures, policies on confidentiality of student records, student grievance procedure, campus procedures, Substance Abuse Prevention Program and information on the Student Assistance Program. It provides a concise statement of policies, regulations and procedures.

The College reserves the right to make changes at any time to reflect current board policies, administrative regulations and procedures, and amendments of state law. Students are urged to study the contents of this publication carefully, for they are responsible for observing these regulations. Failure to comply with these regulations may result in disciplinary action. Copies are available in the Dean Student Services Office.

**Student Conduct**

A high standard of conduct is expected of all students. It is assumed that obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense will guide the actions of each member of the college community both in and out of the classroom. The student code of conduct is published in the Student Rights and Responsibilities publication. Any student who fails to perform according to expected standards may be disciplined.

**Student Grievances**

Students have the right to be heard in matters where they have grievances. The Student Rights and Responsibilities publication lists procedures students should follow for grievances of a general nature, an academic nature, or regarding discrimination.

**Substance Abuse Prevention Program**

Amarillo College is committed to providing an environment free from illegal drugs and alcohol. The College has established a program to prevent the illicit use of drugs and the abuse of alcohol by both students and employees as well as to inform all persons associated with the College concerning the health risks and potential legal penalties associated with substance abuse. Complete copies of the College’s policy are published in Amarillo College’s Student Rights and Responsibilities booklet which is available from the Dean of Student Services Office, the Registrar’s Office, and Campus Police/Security.

**Equal Opportunity Policy 371-5044**

It is the policy of Amarillo College not to discriminate on the basis of sex, disability, race, color, age, religion, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, Title VI, and Age Discrimination Act of 1978. Amarillo College will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the Title IX and Section 504 coordinator who is the Director of Personnel Services, Amarillo College, P.O. Box 447, Amarillo TX 79178.

**Discrimination**

Any student who believes he or she has been discriminated against on the basis of race, color, national origin, sex, age or disability by the institution or its personnel may informally discuss the complaint with the Department Officer with the objective of reaching a reasonable solution. The Department Officer will advise the student of his or her options in the situation and notify the Affirmative Action Officer of the College.
The Department Officer will schedule a meeting with the appropriate personnel in order to reach a reasonable solution to the complaint. If the aggrieved student still believes that the complaint has not been resolved, he or she may submit a written complaint stating name, nature and date of the alleged violation, names of persons responsible (where known) and requested action within 30 working days to the Department Officer. As dictated by circumstance, the Department Officer will ensure that the aggrieved student's rights to due process including the right to a hearing, where warranted, are honored. If a hearing is held, the Affirmative Action Officer and the Department Officer will conduct the hearing.

The Affirmative Action Officer and the Department Officer will consult with College legal counsel and render a decision in writing on the complaint within 10 working days. If the aggrieved party still feels that a satisfactory decision has not been reached, he or she may appeal the decision to the Dean of Student Services within 10 working days.

Confidentiality and Access of Students’ Records
Student records are confidential. They may be released only for use by faculty and professional staff for authorized College-related purposes. Students may withhold their permission for release of records for off-campus use. The only exceptions to this policy would be in a case in which such release is required by law.

The Registrar is the custodian of the student’s academic record. A student’s academic record may include application for admission information, dates of attendance, standardized achievement test scores, transcripts from previous schools attended, and various Veterans Administration forms. Public information which may be released upon request includes the following items: student name, address, telephone number, dates of attendance, major field of study, degrees, certificates and awards received. The College may disclose any of these items without prior written consent, unless notified in writing to the contrary. Requests for nondisclosure will be honored for only one semester; therefore, authorization to withhold directory information must be filed by the twelfth class day of each semester or the fourth class day of each summer term.

Amarillo College intends to comply fully with the Family Educational Rights and Privacy Act of 1974, and each year informs students of its provisions. This Act protects the privacy of education records, establishes the rights of students to inspect and review their education records, and provides guidelines for correction of inaccurate or misleading records. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the following offices: President’s Office, Dean of Student Services Office, and Registrar’s Office. The policy is also printed in the Student Rights and Responsibilities. The offices mentioned also maintain a Directory of Records which lists all education records maintained on students by the institution.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Dean of Student Services.

Immunization Information
Senate Bill 1517 passed in Spring 1991 and effective Fall 1991 gives Texas institutions of higher education the option of requiring students to prove that they have been adequately immunized for diphtheria, rubella, rubella, mumps, tetanus, and poliomyelitis prior to admission.

The consequences of not being fully immunized are severe. An outbreak of any of these diseases can have a devastating impact on the campus community.

Immunization is an integral part of preventive health care. Therefore, Amarillo College recommends that students entering this institution be fully vaccinated prior to enrollment and that preventive vaccinations be taken when required.

All students majoring in the health-care fields must provide documented proof that they have been fully immunized prior to program admission. Students in Allied Health and Nursing programs should consult with their program chairs regarding mandatory immunization requirements.

For additional immunization information, you are encouraged to contact your family physician, the county health department, or the Immunization Division of the Texas Department of Health.

Student Insurance
Amarillo College does not provide health insurance for students. However, information from various insurance carriers is kept on file in the Dean of Student Services Office for students to review for individual purchase.

Student Organizations and Activities 371-5303
More than 25 clubs and organizations bring students personal development and enjoyment outside the classroom. The Student Government Association sponsors the Distinguished Lecture Series, live
concerts, seasonal parties and other campus-wide activities. Students can also take part in intramural sports, use the College’s gymnasiums and fitness center, enjoy student lounges and take advantage of the opportunities to develop musical and acting talents through Fine Arts.

Student Government Association
The Student Government Association (SGA) is a group of AC students who are elected by fellow students to represent the student body in all matters to the Board of Regents, the administration and the faculty, and to develop student programming to enhance the learning atmosphere. Through involvement in SGA, students have the opportunity to learn and develop in a creative, intellectual, cultural, and social setting. The SGA makes recommendations regarding student interests and policies through the Director of Student Activities and the Dean of Student Services.

Student Activities and Development
Student activities and development programs help students develop self-confidence and personal skills designed to help outside the classroom. These programs complement academic programs and contribute to the intellectual achievement of each student; moreover, they promote a good learning atmosphere. Following is a list of examples of voluntary activities:

- Student leadership conferences,
- Student clubs and organizations,
- Musical and theatrical productions,
- Instrumental and vocal music programs,
- Co-curricular workshops, conferences, and lectures,
- Student publications and radio,
- Blue Blazers (Honorary Student Hosts),
- Intramural athletics,
- Phi Theta Kappa Honor Society, and
- SGA-sponsored activities.

Student Media
The Ranger
The office of student publications produces a weekly newspaper, The Ranger, as a forum for student opinion and a source of information to the college community.

AC Current
The AC Current, a student magazine, is published each semester.

KACV-FM 90
The College’s nationally award-winning radio station, KACV-FM 90, is operated by broadcast students. The 100,000 watt station broadcasts a radius of 75 miles and worldwide via the Internet.

Student Housing
Residential Housing and the Residence Hall are located at the Amarillo Technical Center – just east of the Amarillo International Airport. Food is served in the cafeteria in the Student Activity Center, centrally located on the ATC mall. No college or public transportation is available between campuses.

Students may also take advantage of privately owned apartments. These are usually rented through word of mouth or a notice on the College bulletin board.

Residential Housing 335-4245
Amarillo Technical Center manages a large housing complex open to the public and available to full-time students at discounted rates.

Duplex housing units include two- and three-bedroom unfurnished duplexes with carports, storage areas, and central heat and air. Ranges and refrigerators are provided, if needed. Residents pay for electricity and gas, and are required to maintain yards. Rent is due on or before the first day of each month; a late fee will be charged if rent is not paid by the fifth and fifteenth day of the month.

Up to two animals are allowed with prior Housing Office approval. There is a $200 nonrefundable deposit per animal.

Student Rates
Two-Bedroom Duplex – $360/month
Three-Bedroom Duplex – $390-$450/month

Application Fees
Duplex Housing – $275 deposit
Residence Hall – 335-4224

Two-bedroom units with kitchens, or three-bedroom units without kitchens, are available at the ATC campus. Two students share each bedroom. Private rooms are available in the non-kitchenette units.

All apartments are furnished. Students must supply their own linens and cooking utensils.

Rent is payable in advance each semester, unless a student chooses an installment payment plan. Rent does not include holidays and scheduled breaks between terms. Residence halls are closed during these times; they must be vacated on the last class day prior to such breaks. Students who need special accommodations during breaks should contact the Business Office (335-4233) and the Supervisor of the Residence Hall (335-4224). Students will be assessed a fee for remaining in the Residence Hall over break.

Rates
Two-Bedroom Kitchenette – $575/semester
Three-Bedroom Non-Kitchenette – $455/semester
Housing

Private Room, Non-Kichenette – $685/semester

Application Fees
Residence Hall – $135 deposit
Due to changing economic conditions, all rental rates are subject to change without notice.

Special Needs
Special housing for students with disabilities is also available. Please see the Supervisor of the Residence Hall for more information.

Rules
The Residence Hall Contract contains specific regulations; failure to comply could result in permanent dismissal from campus housing. Apartments are inspected bimonthly.

Reservations and Assignments
Because facilities are limited, new students should complete a housing application as early as possible before the beginning of the semester in which they plan to enroll. Applications will not be processed without the required deposit. Please submit Residential Housing Applications and deposits at least 45 days before move-in date. If a student decides not to enroll or not to live in campus housing, the College must have written notification at least 48 hours prior to the first class day.

Students living in housing must check out before their deposit is refunded. When a duplex or unit is properly vacated, the unused portion of the deposit will be refunded within 30 days following the return of all keys and inspection by the College. A portion of the housing deposit may be withheld to cover the cost of repairs, replacement of lost items, overdue rent, extra cleaning, damages, etc. No refunds will be processed during the last 10 days of a term.

Tenants may move into their assigned duplex or unit only after advance rent and deposits have been paid.

Returning students have priority in Residence Hall assignments. The Amarillo Technical Center Housing Office will contact each applicant to confirm reservations. When capacity is reached, additional applicants will be notified in writing of unavailability of housing.

Students may request a specific roommate and/or unit; however, Amarillo College reserves the right to assign students to specific units. Students may obtain permission to move from assigned facilities from the Supervisor of the Residence Hall. A fee will be assessed.

Student Mail
Students living in the Residence Hall receive their mail at the Housing Office. Mail should be addressed to: Amarillo Technical Center P.O. Box 11156 Amarillo TX 79111

Residential housing mail should be addressed to the assigned street address.

Meal Plans
Students may purchase a meal punch card or pay on a cash-per-meal basis.

• 10-meal punch card $42.50/each

This card is only good at the ATC Cafeteria. Students dining at the Washington Street and West Campus cafeterias must pay by cash or check.

NOTICE
This Catalog is an official document of Amarillo College, and all information was verified as correct and the latest available at the time of publication. All policies, curricula, schedules, fees and other information are subject to change. Information in this Catalog is not to be interpreted as part of a contract. Course descriptions are intended to be brief and general and are not to be considered binding. This Catalog is for information only. The College reserves the right to make changes at any time.
Degrees and Certificates

Amarillo College offers three associate degrees and various certificates of completion.

Associate in Arts or Associate in Science Degrees

These degrees are awarded upon the completion of a curriculum which has been designed to parallel the first two years of a four-year college or university program. Thus these degrees enable the student to transfer toward a Bachelor of Arts or Bachelor of Science degree.

Associate in Applied Science

This degree is awarded upon the completion of one of the technical or health occupations curricula. These curricula are designed to prepare the student to enter a career directly upon completion of the program.

Certificate of Completion

A Certificate of Completion in designated technical and health occupations areas will be conferred on students who complete the prescribed curriculum with a “C” average or above.

Departmental Certificate

A Departmental Certificate will be awarded to students who satisfactorily complete prescribed courses within a department. These certificates contain fewer than 15 semester hours and are awarded by the department.

General Degree Requirements

• Completion of entrance requirements.
• Satisfactory completion of the curriculum as prescribed for the major and degree sought including:
  • A minimum of 62 semester hours, (courses with numbers which begin with zero can not be included in total hours)
  • The general education requirements as specified,
  • Eighteen semester hours of sophomore level courses.
• Satisfactory completion of the competencies set forth in the syllabus for each course specified for the particular degree or certificate sought will constitute successful completion of program competencies.
• A minimum cumulative grade point average of 2.0.

Grades in courses not applying to the degree may be waived by petition if approved by the Vice President and Dean of Instruction and submitted to the Registrar. The waiver of grades as indicated above will not entitle a student to graduation with honors.

• Residence of 16 weeks.
• Completion of at least 15 semester hours at Amarillo College.
• Any student who is lacking 12 semester hours or less to meet graduation requirements at Amarillo College, may complete the required course work at another accredited college. Students must complete the course work and file an application for graduation within 12 months of their last enrollment at Amarillo College. To graduate under this policy, students must meet all program requirements and have a minimum of 42 semester hours of Amarillo College course work.
• Graduation With Honors - Associate degree students are eligible to graduate with honors or highest honors by completing a minimum of 45 hours at Amarillo College. Graduation with Honors requires a graduation G.P.A. of 3.6, graduation with Highest Honors requires a graduation G.P.A. of 3.8. Course work from other institutions will not be considered in calculating graduation G.P.A.
• Discharge of all financial obligations to the College prior to graduation.
• Formal application for graduation to be made September 25-29 for students completing requirements in the fall semester, February 12-23 for students completing requirements in the spring or summer semesters.
• Students who are not exempt from the provisions of TASP must pass all three sections and have scores reported to Amarillo College.
• Second Associate Degree from Amarillo College (AS, AA, AAS)

Subsequent to receiving an Associate Degree, students may qualify for a second Associate Degree by:
• Meeting all curriculum requirements for the second degree as stated in the catalog.
• Earning a minimum of 15 semester hours after receipt of the first degree at Amarillo College. Repeated course work will not count as additional hours.
• Maintaining a 2.0 GPA in the 15 hours of additional course work.
• Dual Majors and/or Degrees
  • A student may earn two degrees concurrently (e.g., AA, AS, and/or AAS) provided all requirements for each degree are met.
  • A student may complete a double major within an AA or AS degree but may not be awarded a second AA or AS degree.
  • A student may earn multiple AAS degrees.
  • In each case above, the student must complete all requirements for each degree and major.
• Declaration of Major at Amarillo College
  • A student must be enrolled during or after the academic year that major is in effect.
  • A student who changes majors will be required to graduate under the requirements in effect at the time of the change.
  • A student cannot declare a major that does not exist at the time of enrollment.

Graduation Under a Particular Catalog

Catalog graduation requirements are based upon the year and term of entry to Amarillo College. These catalog requirements will remain in effect for up to five years as long as the student registers for at least one semester or term each school year (i.e. twelve month period beginning with the fall semester and ending with the second summer session). If the student does not register at the college for any one of the four terms during the school year, the student’s new graduation requirements will be those in effect for the year and term the student re-enters the college. A student that changes majors will be required to graduate under requirements in effect at the time of the change.
Core Curriculum Requirements
A core curriculum of 42 semester credit hours is required at Amarillo College for an Associate in Arts or Associate in Science degree. By state law the Amarillo College core will transfer and satisfy the core requirement at any state university in Texas which has a 42 semester hour core regardless of any differences between the two sets of courses. A student who transfers to a Texas university with a requirement over 42 semester credit hours will be required to take the additional hours needed to meet the requirement of that university. Students who do not complete the entire 42 semester hour core at Amarillo College may still transfer the courses taken to apply toward the core requirement at that Texas university. For example, if a student takes 15 semester credit hours of the Amarillo College core courses then transfers to a Texas university with a 48 semester hour requirement, the student can only be required to take an additional 33 semester hours to satisfy that university’s core. The individual Amarillo College curriculum have been designed to satisfy the core requirements and as much as possible of the undergraduate requirements for a major in each respective discipline. A student who chooses not to follow a proposed curriculum may complete the general core and an additional 20 credit hours of transferable courses and graduate with a general studies Associate in Arts or Associate in Science degree.

Core curriculum courses are also designed to transfer to private universities and public out-of-state universities.

The following chart shows the distribution of the AA and AS Core Curriculum Requirements and AAS General Education Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>AA &amp; AS Degrees</th>
<th>AAS Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>*From the Core Curriculum Course List that follows this chart.</td>
<td>42</td>
<td>15</td>
</tr>
</tbody>
</table>

Communication
ENGL 1301: Freshman Comp. I
ENGL 1302: Freshman Comp. II
*Speech Communication

Mathematics

Natural Sciences

Visual & Performing Art

Social or Behavioral Sciences
HIST 1301/1302: History of the US I/II
GOVT 2305: Govt of the US
GOVT 2306: Govt of Texas and the US
*Social and Behavioral Sciences

Lifetime Fitness
Any Physical Education (PHED) course numbered 1101-1122

Additional Core Curriculum Course
As specified in individual curricula

Core Curriculum Course List (Approved List)

COMMUNICATION
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH 1315: Interpersonal Communication
SPCH 1318: Business and Professional Speaking

MATHEMATICS
MATH 1314: College Algebra
MATH 1316: Trigonometry
MATH 1324: Mathematics for Business Decisions I
MATH 1325: Mathematics for Business Decisions II
MATH 1333: Contemporary Mathematics
MATH 1342: Statistics
MATH 1348: Analytic Geometry
MATH 2413: Calculus I
MATH 2414: Calculus II
MATH (or any MATH course for which the above math courses are a prerequisite)

NATURAL SCIENCES
BIOL 2306: Environmental Science
BIOL 2106: Environmental Science Lab
BIOL 1308: Life Science I
BIOL 1108: Life Science Lab I
BIOL 1309: Life Science II
BIOL 1109: Life Science II Lab
BIOL 1411: Botany
BIOL 1413: Zoology
BIOL 1406: Biology I
BIOL 1407: Biology II
BIOL 2421: Microbiology
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
BIOL 2404: Human Physiology
CHEM 1305: Introductory Chemistry I
CHEM 1105: Introductory Chemistry I Lab
CHEM 1406: General Organic & Biological Chemistry
CHEM 1405: Essentials of Chemistry I
CHEM 1419: Introductory Organic Chemistry
CHEM 1311: Principles of Chemistry I
CHEM 1111: Principles of Chemistry I Lab
CHEM 1312: Principles of Chemistry II
CHEM 1112: Principles of Chemistry II Lab
CHEM 2323: Organic Chemistry I
CHEM 2223: Organic Chemistry I Lab
CHEM 2325: Organic Chemistry II
CHEM 2225: Organic Chemistry II Lab
GEOL 1303: Physical Geology
GEOL 1103: Physical Geology
GEOL 1304: Historical Geology
GEOL 1104: Historical Geology Lab
PHYS 1301: College Physics I
PHYS 1101: College Physics I Lab
PHYS 1302: College Physics II
PHYS 1102: College Physics II Lab
PHYS 1311: Descriptive Astronomy I
PHYS 1111: Descriptive Astronomy I Lab
PHYS 1312: Descriptive Astronomy II
PHYS 1112: Descriptive Astronomy II Lab
Degrees/Certificates

PHYS 2425.......................... Principles of Physics I
PHYS 2426.......................... Principles of Physics II
PHYS 1305.......................... Introductory Physics I
PHYS 1105.......................... Introductory Physics I Lab
PHYSC 1319 .......................... Concepts of Physical Science I
PHYSC 1317 .......................... Concepts of Physical Science II

The following four courses may satisfy core curriculum requirements for elementary education majors and can be used in lieu of eight (8) semester hours of other courses.

Natural Sciences:
BIOL 2374.......................... Integrated Biology I
CHEM 1375.......................... Integrated Chemistry I
PHYS 1375.......................... Integrated Physics I
PHYSC 1379 (Any Earth Science)

VISUAL & PERFORMING ARTS
ARTS 1301.......................... Art Appreciation
ARTS 1303.......................... Art History I
ARTS 1304.......................... Art History II
ARTS 1311.......................... Design I
ARTS 2356.......................... Fundamentals of Photography I
COMM 1336.......................... Introduction to Radio-Television Production
DRAM 1310.......................... Introduction to Theater
DRAM 1351.......................... Acting I
DRAM 2366.......................... American Cinema
HUMA 1315.......................... Survey of Art and Music
MUSI 1306.......................... Music Appreciation
MUSI 1310.......................... American Music
MUSI or MUAP (Any Music course or combination of courses with a Common Course Number)

HUMANITIES
ENGL 2322.......................... Masterworks of English Literature
ENGL 2323.......................... Masterworks of English Literature
ENGL 2327.......................... American Literature: Beginning to the Civil War
ENGL 2328.......................... American Literature: Civil War to the Present
ENGL 2331.......................... Literature of the Non-Western World
ENGL 2332.......................... Literature of the Western World
ENGL 2333.......................... Literature of the Western World
FREN 2311.......................... Second-Year French I
FREN 2312.......................... Second-Year French II
GERM 2311.......................... Second-Year German I
GERM 2312.......................... Second-Year German II
HUMA 1301.......................... Humanities I
HUMA 1302.......................... Humanities II
PHIL 1301.......................... Introduction to Philosophy
PHIL 1304.......................... Comparative Religion
PHIL 2303.......................... Logic
PHIL 2306.......................... Introduction to Ethics
RELG 1301.......................... The Old Testament
RELG 1302.......................... The New Testament
SOCI 2319.......................... Minority Studies
SPAN 2311.......................... Second-Year Spanish I
SPAN 2312.......................... Second-Year Spanish II

SOCIAL AND BEHAVIORAL SCIENCES
ECON 1301.......................... Introduction to Economics
ECON 2301.......................... Principles of Economics I
ECON 2302.......................... Principles of Economics II
GEOG 1302.......................... Cultural Geography
GOVT 2305.......................... Government of the United States
GOVT 2306.......................... Government of Texas and the United States
HIST 1301.......................... History of the United States I
HIST 1302.......................... History of the United States II
PHED 1304.......................... Concepts of Healthful Living
PSYC 2301.......................... General Psychology
PSYC 2302.......................... Psychology of Human Relations
PSYC 2308.......................... Child Psychology
SOCI 2301.......................... Marriage and the Family
SOCI 1301.......................... Introduction to Sociology
SOCI 1306.......................... Modern Social Problems
SOCI 2319.......................... Minority Studies

LIFETIME FITNESS
Any Physical Education (PHED) course numbered 1101-1122 (pages 151-154)

GENERIC DEGREE PLAN
The following is a generic curriculum plan showing how the core curriculum and other requirements may be met for a degree. The individual curricula on the following pages use this model to construct a plan for students pursuing a specific major.

ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCE
This curriculum presents the general requirements for a Associate in Arts or Associate in Science Degree. Specific requirements and recommendations are listed under each curriculum outlined in the catalog. Each student who declares an intended major will be given a degree plan and advised by the faculty advisor based on the university to which he/she intends to transfer.

SEMMESTER HOURS
CORE CURRICULAR REQUIREMENTS...................42
ENGL 1301/1302: Freshman Composition I and II...........6
HIST 1301/1302: History of the United States.............6
GOVT 2305: Government of the United States..................3
GOVT 2306: Government of Texas and the U.S.............3
Social Science........................................3
(Any Social and Behavioral Sciences course from approved list)
MATH...................................................3
(Students will be advised which MATH course to take based on assessment scores and the intended major)
Natural Sciences.................................8
(Students will be advised which natural science courses to take based on assessment scores and the intended major)
Communication........................................3
(Any Speech Communication course from approved list or as may be specified in a specific curriculum)
Visual and Performing Arts............................3
(Students will be advised which visual and performing arts course to take based on the intended major)
Humanities...........................................3
(Students will be advised which humanities course to take based on the intended major)
Lifetime Fitness....................................1
(Any Physical Education (PHED) course numbered 1101-1122 on pages 151-154)

MAJOR COURSE REQUIREMENTS..............20-24
(Refer to the curriculum under the major intended.) The curriculum as shown on the degree plan may vary based on the requirements of the university to which a student plans to transfer.

TOTAL ..............................................62-66
Degrees/Certificates

1 Curriculum plans in the following section of the catalog will indicate whether they lead to an Associate in Arts or Associate in Science degree. The Associate in Arts degree requires 6–8 semester credit hours of modern language.

2 Although a student will be awarded a degree with 66 semester credit hours, in many program areas a student may transfer more than 66 hours to a university.

CURRICULUM PLANS
This section of the catalog presents curricula which lead to certificates of completion, Associate in Applied Science (AAS), Associate in Arts (AA), and Associate in Science (AS) degrees.

The certificate and AAS curricula requirements are based on the professional judgment of the faculty and advisory committees for each program. The objective of these curricula is to prepare students for entry level positions in the specific occupation. Course substitutions may be made upon the recommendation of the faculty when it is in the best interest of the student and consistent with the integrity of the program.

The curricula which lead to an AA or AS degree have been designed to parallel the freshman and sophomore requirements at a typical Texas university in the respective major. Although the core curriculum is a requirement for a degree, other course requirements will be based on the intended major and to best prepare a student for a specific university. Students whose needs are not met by the curricula for specific areas may complete an AA or AS degree under the General Studies curriculum.

ACCOUNTING ASSOCIATE
Program Advisor: Mike Glasscock, 371-5249
or contact the Business Division, 371-5269

ASSOCIATE IN APPLIED SCIENCE
Major Code - ACNT.AAS
This program is designed for the student who plans to start a business career after two years of concentrated study in the field of accounting and related business subjects. Students seeking a four year accounting degree should follow the Business Administration degree plan.

GENERAL EDUCATION REQUIREMENTS .................. 15
ENGL 1301/1302: Freshman Composition I and II
GOVT 2305: Government of the United States or
GOVT 2306: Government of Texas and the U.S.
MATH 1332: College Mathematics or higher
SPCH 1321: Business and Professional Speaking

MAJOR COURSE REQUIREMENTS ......................... 18
ACCT 2301/2302: Accounting Principles I and II
ACNT 1311: Introduction to Computerized Accounting
ACNT 2303: Intermediate Accounting I
ACNT 1329: Payroll and Business Tax Accounting
ACNT 2309: Cost Accounting

RELATED REQUIRED COURSES ..................... 2-3
BUSI 1301: Introduction to Business
BUSI 2301: Business Law I
BUSI 2371: Principles of Management

TOTAL .................................................. 62-65

ACCOUNTING ASSOCIATE
Program Advisor: Mike Glasscock, 371-5249
or contact the Business Division, 371-5269

CERTIFICATE OF COMPLETION
Major Code - ACNT.CERT
WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

This program is designed for the student who plans to start a business career after one year of concentrated study in the field of accounting and related business subjects. Students seeking a four year accounting degree should follow the Business Administration degree plan.

GENERAL EDUCATION REQUIREMENTS ................ 6
COSC 1301: Computer Concepts
ECON 2301 or 2302: Principles of Economics I or II

MAJOR COURSE REQUIREMENTS ..................... 15
ACCT 2301/2302: Accounting Principles I and II
Must complete three of the following courses:
ACNT 1311: Introduction to Computerized Accounting
ACNT 2303: Intermediate Accounting I
ACNT 1329: Payroll and Business Tax Accounting
ACNT 2309: Cost Accounting

RELATED REQUIRED COURSES ..................... 6
BUSI 1301: Introduction to Business
Must complete one of the following related courses:
BUSI 2301: Business Law I
SPCH 1321: Business and Professional Speaking
BMGT 1305: Communications in Management
POFT 2312: Business Communications II
BCIS 1301: Microcomputer Applications

ELECTIVES ............................................... 2-3
TOTAL .................................................. 29-30

ADVERTISING
(See Mass Communication)

POFT 1325: Business Math and Machine Applications
COSC 1301: Computer Concepts
BCIS 1301: Microcomputer Applications
ECON 2301: Principles of Economics I
Co-op Education or Electives

ELECTIVES .................................................. 5-6
TOTAL .................................................. 62-65

For courses from approved list see pages 36-37.
Degrees/Certificates

ARCHITECTURE (PRE-ARCHITECTURE)
Program Advisor: Contact Arthur Schneider, Chairman, or contact the Sciences & Engineering Division, 371-5091

ASSOCIATE IN SCIENCE
Major Code - ARCH.AS
Provides the basic courses for the first two years of a four to six year degree in architecture. Note: For transfer, a portfolio of student work in ARCH and ART courses may be required by senior institutions.

SEMESTER HOURS
CORE CURRICULUM REQUIREMENTS ........................................ 42
Specific Courses to be taken in the core:
SPCH 1321: Business and Professional Speaking
MATH:
MATH 1348: Analytic Geometry
NATURAL SCIENCE:
PHYS 1301/1101: College Physics I/Lab
PHYS 1302/1102: College Physics II/Lab
MAJOR COURSE REQUIREMENTS ........................................ 14
MATH 2413: Calculus I
ARCH 2201/2202: Design Communications I and II
ARTS 1316/1317: Drawing I and II
RECOMMENDED COURSES ........................................ 10
Students will be advised for other courses based on the university to which they plan to transfer.
TOTAL ................................................................. 66
Course choices may include:
ENGR 1304: Engineering Graphics
ENGR 1372: Computer Graphics
ARTS 1303: Arts History I
ARTS 1304: Arts History II
HECO 1325: Interior Design

ART
Program Advisor: Denny Fraze, 371-5084
or contact the Language, Communication & Fine Arts Division, 371-5267
Prepares students majoring in art, art education or graphic design to transfer to a university for a baccalaureate degree.

ASSOCIATE IN SCIENCE
Major Code - ARTS.AS

SEMESTER HOURS
CORE CURRICULUM REQUIREMENTS .................................. 42
Specific Courses to be taken in the core:
VISUAL & PERFORMING ARTS:
ARTS 1303: Art History I
MAJOR COURSE REQUIREMENTS ...................................... 21
ARTS 1304: Art History II
ARTS 1311/1312: Design I and II
ARTS 1316/1317: Drawing I and II
ARTS 2316: Painting I
ARTS 2323: Drawing III

MAJOR OPTIONS ..................................................... 6
Students should select a program concentration in Art or Graphic Design.
Art
ARTS 2317: Painting II
ARTS 2324: Drawing IV
Graphic Design
ARTS 2313/2314: Design Communication I and II

TOTAL ................................................................. 69*
*Total hours must include 18 hours of sophomore level courses.

ART - GRAPHIC DESIGN
Program Advisors: Steven Cost, 345-5546
Pete Gonzalez, 345-5547
or contact the Language, Communication & Fine Arts Division, 371-5267

ASSOCIATE IN APPLIED SCIENCE
Major Code - ARTC.AAS
A foundation of art courses coordinated with options in print media, multimedia or animation prepares students to be graphic designers.

SEMESTER HOURS
GENERAL EDUCATION REQUIREMENTS ............................ 15
ENGL 1301: Freshman Composition I
ARTS 1304: Art History II
MATH:
(Any MATH course from approved list)
COMMUNICATION:
(Any SPCH course from approved list)
SOCIAL AND BEHAVIORAL SCIENCE:
(Any Social and Behavioral Sciences course from approved list)
MAJOR COURSE REQUIREMENTS .................................... 33
ARTS 1311: Design I
ARTS 1316/1317: Drawing I and II
ARTS 2323/2324: Drawing III and IV
ARTC 1325: Introduction to Computer Graphics - Print
ARTC 1327: Typography
ARTC 2317: Typographic Design
ARTC 1353: Computer Illustration
ARTC 2305: Digital Painting and Imaging
ARTC 2379: Graphic Design Portfolio
SPECIALTY OPTIONS ................................................. 21
Students should select one of the following specialty options:
Print Media
ARTC 1313/2313: Computer Production Art I and II
ARTS 2313/2314: Design Communication I and II
ARTS 2316: Painting I
COMM 2327: Introduction to Advertising
ELECTIVE (ARTS, ARTC or PHOTO course)
Multimedia
ARTC 2371/2372: Multimedia Graphics I and II
ARTC 1305: Basic Animation
ARTC 1345: 3-D Modeling and Rendering
ARTC 2373/2374: Multimedia Graphics Production I and II
COMM 1336: Introduction to Radio/TV Production

See Texas Academic Skills Program information for details on pages 7-8.
Degrees/Certificates

Animation
- ARTC 2371: Multimedia Graphics I
- COMM1336: Introduction to Radio/TV Production
- COMM 1337: Television Production I
- ARTC 1305: Basic Animation
- ARTC 1341/2341: 3-D Animation I and II
- ARTC 1345: 3-D Modeling and Rendering

TOTAL ................................................. 69*
*Total hours must include 18 hours of sophomore level courses.

ART - GRAPHIC DESIGN
Program Advisor: Steven Cost, 345-5546
Pete Gonzalez, 345-5547
or contact the Language, Communication & Fine Arts Division, 371-5267

CERTIFICATE OF COMPLETION
Major Code - ARTC.CERT.GD

WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

Prepares students for entry level employment in a graphic design print media position.

SEMESTER HOURS

MAJOR COURSE REQUIREMENTS ...................... 30
- ARTC 1325: Introduction to Computer Graphics - Print
- ARTC 1327: Typography
- ARTC 2317: Typographic Design
- ARTC 1353: Computer Illustration
- ARTS 1304: Art History II
- ARTS 1316/1317: Drawing I and II
- ARTS 1311: Design I
- COMM 2327: Introduction to Advertising

TOTAL .................................................. 30

ART - GRAPHIC DESIGN - MULTIMEDIA
Program Advisors: Steven Cost, 345-5546
Pete Gonzalez, 345-5547
or contact the Language, Communication & Fine Arts Division, 371-5267

CERTIFICATE OF COMPLETION
Major Code - ART.CERT.MM

WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

Prepares students for entry level employment in a graphic design print media position.

SEMESTER HOURS

MAJOR COURSE REQUIREMENTS ...................... 30
- ARTC 1305: Basic Animation
- ARTC 1325: Introduction to Computer Graphics - Print
- ARTC 1327: Typography
- ARTC 2317: Typographic Design
- ARTC 2371: Multimedia Graphics I
- ARTC 2372: Multimedia Graphics I and II
- ARTS 1311: Design I
- ARTS 1316: Drawing I

TOTAL .................................................. 30

AUTOMOTIVE COLLISION TECHNOLOGY
Program Advisor: Henry Wyckoff, 335-4209
or contact the Transportation Department, 335-4370

CERTIFICATES OF COMPLETION
Major Code - BELOW

WARNING: These are TASP waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

SEMESTER HOURS

TRANSPORTATION CORE REQUIREMENTS .......... 15
- DEMR 1301: Shop Safety and Procedures
- AUMT 1307: Automotive Electrical Systems
- DEMR 1323: HVAC Troubleshooting and Repair
- ABDR 1327: Suspension Systems
- AUMT 1310: Automotive Brake Systems

AUTO BODY ASSISTANT CERTIFICATE
Major Code - ABD.R.CERT.ABA

This course of study is designed to indoctrinate the student in the fundamentals of Automotive Collision Technology. Upon completion, the student will be able to enter the industry with a basic foundation of knowledge upon which they can build.

TRANSPORTATION CORE REQUIREMENTS .......... 15

MAJOR COURSE REQUIREMENTS ..................... 14
- ABDR 1315: Vehicle Interior Trim
- ABDR 1349: Automotive Plastic and Sheet Molding Compound Repair
- ABDR 1455: Minor Metal Repair
- ABDR 1431: Basic Refinishing

TOTAL .................................................. 29

REFINISH TECHNICIAN CERTIFICATE
Major Code - ABD.R.CERT.RT

This course of study is designed to prepare the student in the area of automotive refinishing. Upon completion, the student will be able to enter the industry with a specialized focus on automotive refinishing technology.

TRANSPORTATION CORE REQUIREMENTS .......... 15

MAJOR COURSE REQUIREMENTS ..................... 22
- ABDR 1315: Vehicle Interior Trim
- ABDR 1349: Automotive Plastic and Sheet Molding Compound Repair
- ABDR 1455: Minor Metal Repair
- ABDR 1431: Basic Refinishing
- ABDR 2449: Advanced Refinish I
- ABDR 2453: Color Analysis and Paint Matching

TOTAL .................................................. 37

For courses from approved list see pages 36-37.
ADVANCED AUTO BODY TECHNICIAN CERTIFICATE
Major Code - ABDR.CERT.AABT
This course of study is designed to prepare the student in the area of auto collision repair. Upon completion, the student will be able to enter the industry with a comprehensive understanding of auto collision technology.

TRANSPORTATION CORE REQUIREMENTS .............. 15
MAJOR COURSE REQUIREMENTS ..................... 27
ABDR 1315: Vehicle Interior Trim
ABDR 1455: Minor Metal Repair
ABDR 1431: Basic Refinishing
ABDR 1441: Structural Analysis and Damage Repair I
ABDR 1442: Structural Analysis and Damage Repair II
ABDR 2402: Autobody Mechanical and Electrical Service
ABDR 2441: Major Collision Repair and Panel Replacement

TOTAL ......................................................................... 42

Optional Courses:
  WLDG 2547: MIG Welding
  ABDR 1349: Automotive Plastic and Sheet Molding Compound Repair

AUTOMOTIVE TECHNOLOGY
Program Advisor: Henry Wyckoff, 335-4209
or contact the Transportation Department, 335-4370

ASSOCIATE IN APPLIED SCIENCE
Major Code - AUMT.AAS
This program prepares a person to be an automotive technician and for ASE certification. The student works with the latest in automotive test equipment in hands on laboratory experiences. Completion of this program prepares the student to work in the automotive industry.

GENERAL EDUCATION REQUIREMENTS ............ 15
ENGL 1301: Freshman Composition I
COMMUNICATION:
  (Any SPCH course from approved list)
MATH:
  MATH 1332: College Mathematics or any MATH course from approved list
SOCIAL AND BEHAVIORAL SCIENCES:
  (Any Social and Behavioral Sciences course from approved list)
MATHEMATICS OR NATURAL SCIENCE ELECTIVE:
  (Any course from approved list)

TRANSPORTATION CORE REQUIREMENTS .............. 15
DEMR 1301: Shop Safety and Procedures
AUMT 1307: Automotive Electrical Systems
DEMR 1323: HVAC Troubleshooting and Repair
ABDR 1327: Suspension Systems
AUMT 1310: Automotive Brake Systems

PROGRAM REQUIREMENTS ................................ 38
AUMT 1345: Automotive Heating and Air Conditioning
AUMT 1407: Automotive Electrical Systems
AUMT 1410: Automotive Brake Systems
AUMT 1416: Suspension and Steering
AUMT 1419: Automotive Engine Repair
AUMT 2315: Theory of Engine Performance Analysis I
AUMT 2413: Manual Drive Train and Axles

AUMT 2417: Engine Performance Analysis I
AUMT 2425: Automatic Transmission and Transaxle
AUMT 2434: Engine Performance Analysis II

TOTAL ......................................................................... 68

Optional Courses:
  AUMT 1349: Automotive Electronics Theory
  AUMT 1380: Cooperative Education - Auto/Automotive Mechanic/Technician
  DEMR 1313: Fuel Systems
  DEMR 2334: Advanced Diesel Tune-Up and Troubleshooting

AUTOMOTIVE TECHNOLOGY
Program Advisor: Henry Wyckoff, 335-4209
or contact the Transportation Department, 335-4370

CERTIFICATES OF COMPLETION

POWER TRAIN CERTIFICATE
Major Code - AUMT.CERT.PTRN
WARNING: These are TASP waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

TRANSPORTATION CORE REQUIREMENTS .............. 15
MAJOR COURSE REQUIREMENTS ..................... 23
AUMT 1419: Automotive Engine Repair
AUMT 2425: Automatic Transmissions and Axles
AUMT 2413: Manual Drive Trains and Axles
AUMT 2315: Theory of Engine Performance and Analysis I
AUMT 2417: Engine Performance Analysis I
AUMT 2434: Engine Performance Analysis II

TOTAL ......................................................................... 38

Optional Courses:
  AUMT 1349: Automotive Electronics Theory

CHASSIS AND BODY CERTIFICATE
Major Code - AUMT.CERT.CHSS
WARNING: These are TASP waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

TRANSPORTATION CORE REQUIREMENTS .............. 15
MAJOR COURSE REQUIREMENTS ..................... 15
AUMT 1345: Automotive Heating and Air Conditioning
AUMT 1407: Automotive Electrical Systems
AUMT 1410: Automotive Brake Systems
AUMT 1416: Suspension and Steering
AUMT 1419: Automotive Engine Repair
AUMT 2434: Engine Performance Analysis II

TOTAL ......................................................................... 30
Degrees/Certificates

**DIESEL FUEL SYSTEMS CERTIFICATE**
Major Code - AUMT.CERT.DFS
Prepares students to be an Automotive Technician with an expertise in the following areas.

**TRANSPORTATION CORE REQUIREMENTS** ........... 15
AUMT 1407: Automotive Electrical Systems
AUMT 2417: Engine Performance Analysis I
DEMR 1313: Fuel Systems
DEMR 2334: Advanced Diesel Tune-up and Troubleshooting

**MAJOR COURSE REQUIREMENTS** ..................... 14
AUMT 1407: Automotive Electrical Systems
AUMT 2417: Engine Performance Analysis I
DEMR 1313: Fuel Systems
DEMR 2334: Advanced Diesel Tune-up and Troubleshooting

**TOTAL** ......................................................... 29

**BASIC RECREATION VEHICLE TECHNICIAN CERTIFICATE**
Major Code - AUMT.CERT.BRVT
Prepares students with the basic service and troubleshooting skills necessary to maintain today’s Recreation Vehicles (RV’s).

**MAJOR COURSE REQUIREMENTS** ..................... 15
DEMR 1301: Shop Safety and Procedures
AUMT 1307: Automotive Electrical Systems
DEMR 1323: HVAC Troubleshooting and Repair
ABDR 1327: Suspension Systems
AUMT 1310: Automotive Brake Systems

**TOTAL** ......................................................... 15

**AUTOMOTIVE SERVICE RECREATION VEHICLE TECHNICIAN CERTIFICATE**
Major Code - AUMT.CERT.ASRV
Prepares students with the skills necessary to maintain the automotive functions of Recreation Vehicles (RV’s).

**TRANSPORTATION CORE REQUIREMENTS** ........... 15
AUMT 1407: Automotive Electrical Systems
AUMT 1345: Automotive Heating and Air Conditioning
AUMT 2340: Automotive Alternative Fuels
ABDR 1431: Basic Refinish

**MAJOR COURSE REQUIREMENTS** ..................... 14
AUMT 1407: Automotive Electrical Systems
AUMT 2340: Automotive Alternative Fuels
ABDR 1431: Basic Refinish

**TOTAL** ......................................................... 29

**AVIATION MAINTENANCE TECHNOLOGY**
Program Advisor: Dennis Moseley, 335-4381
or Terry McCanna, 335-4382
or contact the Manufacturing Technologies Department, 335-4390

**ASSOCIATE IN APPLIED SCIENCE**
Major Code - AERM.AAS
Prepares and qualifies students to take all FAA Licensing Exams for Airframe or Powerplant certification. Students enter the industry with a comprehensive understanding of Aviation Maintenance Technology.

**GENERAL EDUCATION REQUIREMENTS** ............... 15
ENGL 1301: Freshman Composition I
MATH:
- MATH 1332: College Mathematics or any MATH course from approved list
NATURAL SCIENCES:
- (Any Natural Sciences course from approved list)
SOCIAL AND BEHAVIORAL SCIENCES:
- (Any Social and Behavioral Sciences course from approved list)
COMMUNICATION:
- (Any SPCH course from the approved list)

**MAJOR COURSE REQUIREMENTS** ....................... 16
AERM 1101: Introduction to Aviation
AERM 1205: Weight and Balance
AERM 1208: Federal Aviation Regulations
AERM 1210: Ground Operations
AERM 1314: Basic Electricity
AERM 1315: Aviation Science
AERM 1373: Shop Practices

**MAJOR OPTIONS** ............................................. 32-33
The student must choose one of the following specialties.

**Airframe** ....................................................... 32
Prepares and qualifies students to take the General and Airframe sections of the FAA Licensing Exams. Meets the minimum requirements for positions within the aircraft manufacturing industry.
AERM 1241: Wood, Fabric, and Finishes
AERM 1243: Instruments and Navigation/Communication
AERM 1247: Airframe Auxiliary Systems
AERM 1253: Aircraft Welding
AERM 1254: Aircraft Composites
AERM 1345: Airframe Electrical Systems
AERM 1349: Hydraulic, Pneumatic, and Fuel Systems
AERM 1350: Landing Gear Systems
AERM 1372: Aircraft Sheet Metal
AERM 2231: Airframe Inspection
AERM 2233: Assembly and Rigging
EPTC 1307: Introduction to Environmental Safety and Health
QCTC 1303: Quality Control

**Powerplant** .................................................... 33
Prepares and qualifies students to take the General and Powerplant sections of the FAA Licensing Exams.
AERM 1240: Aircraft Propellers
AERM 1254: Aircraft Composites
AERM 1344: Aircraft Reciprocating Engines
AERM 1351: Aircraft Turbine Engine Theory
AERM 1456: Aircraft Powerplant Electrical
AERM 2341: Powerplant and Auxiliary Engines
AERM 2351: Aircraft Turbine Engine Overhaul
AERM 2352: Aircraft Powerplant Inspection
AERM 2447: Aircraft Reciprocating Engine Overhaul
EPTC 1307: Introduction to Environmental Safety and Health
QCTC 1303: Quality Control

**TOTAL** ......................................................... 63-64

See Texas Academic Skills Program information for details on pages 7-8.
For courses from approved list see pages 36-37.
AVIATION MAINTENANCE TECHNOLOGY
Program Advisor: Dennis Moseley, 335-4381
or Terry McCanna, 335-4382
or contact the Manufacturing Technologies Department, 335-4390

CERTIFICATES OF COMPLETION
Major Code - BELOW
WARNING: These are TASP waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

A certificate will be issued per FAA regulations at the completion of General, Airframe, and Powerplant sections.

GENERAL CERTIFICATE
Major Code - AERM.CERT.GEN
Prepares and qualifies students to take the General section of the FAA Licensing Exam.

SEMESTER HOURS
MAJOR COURSE REQUIREMENTS
AERM 1101: Introduction to Aviation
AERM 1205: Weight and Balance
AERM 1208: Federal Aviation Regulations
AERM 1210: Ground Operations
AERM 1314: Basic Electricity
AERM 1315: Aviation Science
AERM 1373: Shop Practices
TOTAL ........................................... 16

AIRFRAME MECHANIC CERTIFICATE
Major Code - AERM.CERT.AM
Prepares and qualifies students to take the General and Airframe section of the FAA Licensing Exams.

SEMESTER HOURS
MAJOR COURSE REQUIREMENTS
AERM 1101: Introduction to Aviation
AERM 1205: Weight and Balance
AERM 1208: Federal Aviation Regulations
AERM 1210: Ground Operations
AERM 1241: Wood, Fabric, and Finishes
AERM 1243: Instruments and Navigation/Communication
AERM 1247: Airframe Auxiliary Systems
AERM 1253: Aircraft Welding
AERM 1254: Aircraft Composites
AERM 1314: Basic Electricity
AERM 1315: Aviation Science
AERM 1345: Airframe Electrical Systems
AERM 1350: Landing Gear Systems
AERM 1372: Aircraft Sheet Metal
AERM 1373: Shop Practices
AERM 2231: Airframe Inspection
AERM 2233: Assembly and Rigging
TOTAL ........................................... 42

POWERPLANT MECHANIC CERTIFICATE
Major Code - AERM.CERT.PM
Prepares and qualifies students to take the General and Powerplant section of the FAA Licensing Exams.

SEMESTER HOURS
MAJOR COURSE REQUIREMENTS
AERM 1101: Introduction to Aviation
AERM 1205: Weight and Balance
AERM 1208: Federal Aviation Regulations
AERM 1210: Ground Operations
AERM 1240: Aircraft Propellers
AERM 1314: Basic Electricity
AERM 1315: Aviation Science
AERM 1344: Aircraft Reciprocating Engines
AERM 1351: Aircraft Turbine Engine Theory
AERM 1373: Shop Practices
AERM 1456: Aircraft Powerplant Electrical
AERM 2341: Powerplant and Auxiliary Power Units
AERM 2351: Aircraft Turbine Engine Overhaul
AERM 2352: Aircraft Powerplant Inspection
AERM 2447: Aircraft Reciprocating Engine Overhaul
TOTAL ........................................... 41

BIOLOGY
(Dentistry, Medical Technology, Medicine, Optometry, Veterinary Medicine)
Program Advisor: Dr. Robert Bauman, 371-5093
or contact the Sciences & Engineering Division, 371-5091

ASSOCIATE IN SCIENCE
Major Code - BIOL.AS

SEMESTER HOURS
CORE CURRICULUM REQUIREMENTS
Specific Courses to be taken in the core:
MATH:
MATH 1314: College Algebra or higher level math
NATURAL SCIENCES:
BIOL 1406: Biology I
BIOL 1407: Biology II
MAJOR COURSE REQUIREMENTS
BIOL 2316: Genetics
CHEM 1311/1111: Principles of Chemistry I
CHEM 1312/1112: Principles of Chemistry II
RECOMMENDED COURSES
Students will be advised for other courses based on the university to which they plan to transfer.
TOTAL ........................................... 66

Course choices may include:
BITC 1401: Botany
BITC 1402: Zoology
BIOL 1471: Biotechnology I
BIOL 1472: Biotechnology II
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
BIOL 2404: Human Physiology
BIOL 2421: Microbiology
BIOL 2428: Vertebrate Anatomy
CHEM 2323: Organic Chemistry I
CHEM 2223: Organic Chemistry I Lab
CHEM 2325: Organic Chemistry II
CHEM 2225: Organic Chemistry II Lab
PHYS 1301: College Physics I
PHYS 1101: College Physics I Laboratory
PHYS 1302: College Physics II
PHYS 1102: College Physics II Laboratory
BIOL 2189/2289/2389: Special Topics in Biology

BUSINESS ADMINISTRATION
Program Advisor: Tom Cole, 371-5242
or contact the Business Division, 371-5269

ASSOCIATE IN SCIENCE
Major Code - BUSI.AS
The business administration curriculum provides basic courses for the first two years of a four-year curriculum leading to the Bachelor of Business Administration degree.

SEMESTER HOURS
CORE CURRICULUM REQUIREMENTS ...........................................42
Specific Courses to be taken in the core:
MATH:
- MATH 1324: Math for Business Decisions I
COMMUNICATION:
- SPCH 1321: Business and Professional Speaking
SOCIAL AND BEHAVIORAL SCIENCES:
- ECON 2301: Principles of Economics I
HUMANITIES:
- ENGL (Sophomore Literature)
NATURAL SCIENCES:
- 8 hours of lab science recommended

MAJOR COURSE REQUIREMENTS ...........................................18
ACCT 2301: Accounting Principles I
ACCT 2302: Accounting Principles II
ECON 2302: Principles of Economics II
BUSI 1301: Introduction to Business
COSC 1301: Computer Concepts
MATH 1325: Math for Business Decisions II

RECOMMENDED COURSES ...........................................3
Students will be advised for other courses based on the University to which they plan to transfer

TOTAL ..........................................................63

BUSINESS ADMINISTRATION
COMPUTER INFORMATION SYSTEMS
Program Advisor: Duane Lintner, 371-5211
or contact the Computer Information Systems Department, 371-5238

ASSOCIATE IN SCIENCE
Major Code - BUSI.AS.CIS
The pre-professional business curriculum in Computer Information Systems provides basic courses for the first two years of a Bachelor of Business Administration degree with a major in Business Computer Information Systems.

SEMESTER HOURS
CORE COURRICULUM REQUIREMENTS ...........................................42
Specific Courses to be taken in the core:
MATH:
- MATH 1324: Math for Business Decisions I
COMMUNICATION:
- SPCH 1321: Business and Professional Speaking
SOCIAL AND BEHAVIORAL SCIENCES:
- ECON 2301: Principles of Economics I
HUMANITIES:
- ENGL (Sophomore Literature)
NATURAL SCIENCES:
- 8 hours of lab science recommended

MAJOR COURSE REQUIREMENTS ...........................................24
COSC 1401: Introduction to Computing
COSC 1415: Programming Techniques and Logic Design I
BCIS 2415: Programming Techniques and Logic Design II
ACCT 2301: Accounting Principles I
ACCT 2302: Accounting Principles II
ECON 2302: Principles of Economics II
MATH 1325: Math for Business Decisions II

TOTAL ..........................................................66

BUSINESS MANAGEMENT
(See Management)

CHEMISTRY
Program Advisor: Mary Graff, 371-5326
or contact the Sciences & Engineering Division, 371-5091

ASSOCIATE IN SCIENCE
Major Code - CHEM.AS
Provides courses needed by students to qualify to enter the junior year as a chemistry major at most senior institutions.

SEMESTER HOURS
CORE CURRICULUM REQUIREMENTS ...........................................42
Specific Courses to be taken in the core:
MATH:
- MATH 2413: Calculus I
NATURAL SCIENCES:
- PHYS 2425/2426: Principles of Physics I and II

MAJOR COURSE REQUIREMENTS ...........................................13
CHEM 2323/2223: Organic Chemistry I
CHEM 2325/2225: Organic Chemistry II
COSC 1317: Computer Programming for Engineers and Scientists

RECOMMENDED COURSES ...........................................11
Students will be advised for other courses based on the University to which they plan to transfer.

TOTAL ..........................................................66

For courses from approved list see pages 36-37.

See Texas Academic Skills Program information for details on pages 7-8.
CHILD DEVELOPMENT/EARLY CHILDHOOD

Program Advisor: Mary Clare Munger, 356-3688
or contact the Behavioral Studies Division, 371-5296

ASSOCIATE IN APPLIED SCIENCE
Major Code - CDEC.AAS

The major objective of the Child Development/Early Childhood program is to train caregivers to work with preschool children in a variety of preschool environments. The program will concentrate on areas of growth and development, age appropriate curriculum, health and safety and program management.

GENERAL EDUCATION REQUIREMENTS .................. 15
ENGL 1301: Freshman Composition I
PSYC 2301: General Psychology
SPCH 1318: Interpersonal Communication
MATH 1332 or any MATH course from approved list
PHED 1304: Concepts of Healthful Living

MAJOR COURSE REQUIREMENTS ....................... 48
CDEC 1196: Special Topics in Administration for Young Children
CDEC 1264: Practicum (Observation Techniques)
TECA 1303: Family and the Community
TECA 1311: Introduction to Early Childhood Education
TECA 1318: Nutrition, Health, and Safety
CDEC 1319: Child Guidance
TECA 1354: Child Growth and Development
CDEC 1356: Emergent Literacy for Early Childhood
CDEC 1357: Math and Science for Early Childhood
CDEC 1358: Creative Arts for Early Childhood
CDEC 1359: Children with Special Needs
CDEC 2264: Practicum (Advanced Child Care Practices)
CDEC 2265: Practicum (Management)
CDEC 2294: Special Topics in Advanced Child Care Practices
CDEC 2321: The Infant and Toddler

TOTAL ......................................................... 63

CHILD DEVELOPMENT/EARLY CHILDHOOD

Program Advisor: Mary Clare Munger, 356-3688
or contact the Behavioral Studies Division Office, 371-5296

CERTIFICATES OF COMPLETION
WARNING: These are TASP waived certificates.
Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

CDEC PROVIDER CERTIFICATE
Major Code - CDEC.CERT.PRVD

This program is designed for students planning to work as child care providers in a child care facility.

MAJOR COURSE REQUIREMENTS .......................... 36
CDEC 1264: Practicum (Observation Techniques)
TECA 1303: Family and the Community
TECA 1311: Introduction to Early Childhood Education
TECA 1318: Nutrition, Health and Safety
CDEC 1319: Child Guidance
TECA 1354: Child Growth and Development
CDEC 1356: Emergent Literacy for Early Childhood
CDEC 1357: Math and Science for Early Childhood
CDEC 1358: Creative Arts for Early Childhood
CDEC 1359: Children with Special Needs
CDEC 2264: Practicum (Advanced Child Care Practices)
CDEC 2265: Practicum (Management)
CDEC 2294: Special Topics in Advanced Child Care Practices
TECA 2321: The Infant and Toddler

TOTAL ......................................................... 36

CDEC ADMINISTRATOR CERTIFICATE
Major Code - CDEC.CERT.ADMN

This program is designed for students planning to become a director or manager in a child care facility.

MAJOR COURSE REQUIREMENTS .......................... 42
CDEC 1196: Special Topics in Administration for Young Children
CDEC 1264: Practicum (Observation Techniques)
TECA 1303: Family and the Community
TECA 1311: Introduction to Early Childhood Education
TECA 1318: Nutrition, Health, and Safety
CDEC 1319: Child Guidance
TECA 1354: Child Growth and Development
CDEC 1356: Emergent Literacy for Early Childhood
CDEC 1357: Math and Science for Early Childhood
CDEC 1358: Creative Arts for Early Childhood
CDEC 2264: Practicum (Advanced Child Care Practices)
CDEC 2265: Practicum (Management)
CDEC 2294: Special Topics in Advanced Child Care Practices
CDEC 2321: The Infant and Toddler

TOTAL ......................................................... 42

CDA CREDENTIAL OPTION
Major Code - CDEC.SHCT.CDA

Students completing this program will be awarded a CDA credential. Application for graduation is not required and students will not participate in commencement. Departmental certificates will not be recorded on official transcripts. Contact the department chair for additional information.

These courses provide academic course work preparation for the Child Development Associate national Credential. After completion of the following two courses the student must follow all necessary channels required by the CDA Consortium to attain a CDA credential.

See Texas Academic Skills Program information for details on pages 7-8.
### Degrees/Certificates

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEC 1295</td>
<td>Special Topics in CDA Credential</td>
</tr>
<tr>
<td>TECA 1354</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>CDEC 2264</td>
<td>Practicum (Advanced Child Care Practices)</td>
</tr>
</tbody>
</table>

**TOTAL** ................................................................. 7

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECA - Texas Early Childhood Articulation academic transfer course that will partially satisfy the first two-year requirements of a Child Development/Early Childhood baccalaureate degree at any Texas public university.</td>
<td></td>
</tr>
</tbody>
</table>

### COMPUTER INFORMATION SYSTEMS

Program advisor: Duane D. Lintner, 371-5211 or contact the Computer Information Systems Department, 371-5238

### ASSOCIATE IN APPLIED SCIENCE

**Major Code - BELOW**

This CIS curriculum provides several program concentrations that prepare an individual for today’s business computer industry opportunities. Each program prepares an individual for entry-level position in one of these areas: Software Systems and Networking, Microcomputer Specialist, AS/400 Application Development, Multimedia Production Management, and Systems Programming.

Students completing the Software Systems and Networking option, the Microcomputer Specialist option, or the Systems Programming option are encouraged to sit for the Associate Computer Programmer (ACP) exam during the spring of their second year. This exam is designed to measure the competencies of individuals aspiring to enter the computer software profession.

A grade of “C” or better is required for satisfactory completion of all common and major requirements.

**SEMMESTER HOURS**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL EDUCATION REQUIREMENTS</strong></td>
<td>15</td>
</tr>
<tr>
<td>ECON 2301: Principles of Economics</td>
<td></td>
</tr>
<tr>
<td>ENGL 1301: Freshman Composition I</td>
<td></td>
</tr>
<tr>
<td>MATH 1314: College Algebra</td>
<td></td>
</tr>
<tr>
<td>SPCH 1315: Public Speaking</td>
<td></td>
</tr>
<tr>
<td>or SPCH 1321: Business and Professional Speaking</td>
<td></td>
</tr>
<tr>
<td><strong>CORE CURRICULUM ELECTIVE:</strong></td>
<td></td>
</tr>
<tr>
<td>(To be selected from approved list)</td>
<td></td>
</tr>
</tbody>
</table>

**MAJOR COURSE REQUIREMENTS** ................................. 26

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI 1301</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BCIS 1301</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>COSC 1401</td>
<td>Introduction to Computing</td>
</tr>
<tr>
<td>COSC 1415</td>
<td>Programming Techniques and Logic Design I</td>
</tr>
<tr>
<td>ITCW 2436</td>
<td>UNIX Operating System II</td>
</tr>
<tr>
<td>ITSE 2409</td>
<td>Introduction to Database Programming</td>
</tr>
<tr>
<td>ITNW 1421</td>
<td>Introduction to Networking</td>
</tr>
</tbody>
</table>

**MAJOR OPTIONS** ......................................................... 29-31

Students should select a program concentration in AS/400 Application, Microcomputer Specialist, Multimedia Production and Management, Software Systems and Networking, Development, or Systems Programming.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AS/400 APPLICATION DEVELOPMENT</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Major Code - COSC.AAS.AS400</strong></td>
<td></td>
</tr>
<tr>
<td>ITCW 1411: AS/400 Operating Systems I</td>
<td></td>
</tr>
<tr>
<td>BCIS 1432: COBOL/400 Programming</td>
<td></td>
</tr>
<tr>
<td>ITSE 1414: Introduction to RPG Programming</td>
<td></td>
</tr>
<tr>
<td>BCIS 2432: COBOL/400 Programming II</td>
<td></td>
</tr>
<tr>
<td>ITSE 2435: Advanced RPG Programming</td>
<td></td>
</tr>
<tr>
<td>BCIS 2390: Systems Analysis I</td>
<td></td>
</tr>
<tr>
<td>ITCW 1402: Computer Control Language</td>
<td></td>
</tr>
<tr>
<td>ITSE 2347: Advanced Database Programming</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MICROCOMPUTER SPECIALIST</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Major Code - COSC.AAS.MICRO</strong></td>
<td></td>
</tr>
<tr>
<td>ACCT 2301</td>
<td>Accounting Principles I</td>
</tr>
<tr>
<td>ITCW 1371: Introduction to Computerized Accounting</td>
<td></td>
</tr>
<tr>
<td>ITCW 1411: AS/400 Operating Systems I</td>
<td></td>
</tr>
<tr>
<td>BCIS 1432: COBOL/400 Programming</td>
<td></td>
</tr>
<tr>
<td>or ITSE 1414: Introduction to RPG Programming</td>
<td></td>
</tr>
<tr>
<td>ITSE 2335: Application Problem Solving</td>
<td></td>
</tr>
<tr>
<td>BCIS 2390: Systems Analysis I</td>
<td></td>
</tr>
<tr>
<td>ENGL 2311: Technical Writing</td>
<td></td>
</tr>
<tr>
<td>HRPO 1311: Human Relations</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MULTIMEDIA PRODUCTION AND MANAGEMENT</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Major Code - COSC.AAS.MPM</strong></td>
<td></td>
</tr>
<tr>
<td>ARTC 1325: Introduction to Computer Graphics - Print</td>
<td></td>
</tr>
<tr>
<td>ARTC 2371: Multimedia Graphics I</td>
<td></td>
</tr>
<tr>
<td>ARTC 2372: Multimedia Graphics II</td>
<td></td>
</tr>
<tr>
<td>or ARTC 1305: Basic Animation</td>
<td></td>
</tr>
<tr>
<td>BUSI 2371: Principles of Management</td>
<td></td>
</tr>
<tr>
<td>ITSC 1311: Internet/Webpage Development</td>
<td></td>
</tr>
<tr>
<td>IMED 2301: Instructional Design</td>
<td></td>
</tr>
<tr>
<td>IMED 2388/IMED 2389: Internship - Educational/ Instructional Media Technology/Technician</td>
<td></td>
</tr>
<tr>
<td>CPMT 1311: Introduction to Computer Maintenance</td>
<td></td>
</tr>
<tr>
<td>MRKG 1311: Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td>PHTC 1349: Photo Digital Imaging I</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOFTWARE SYSTEMS AND NETWORKING</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Major Code - COSC.AAS.NTWRK</strong></td>
<td></td>
</tr>
<tr>
<td>ITCW 1411: AS/400 Operating Systems I</td>
<td></td>
</tr>
<tr>
<td>BCIS 1420: C Language Programming</td>
<td></td>
</tr>
<tr>
<td>or BCIS 2431: Visual Basic Programming</td>
<td></td>
</tr>
<tr>
<td>BCIS 2415: Programming Techniques and Logic Design II</td>
<td></td>
</tr>
<tr>
<td>BCIS 2390: Systems Analysis I</td>
<td></td>
</tr>
<tr>
<td>ITNW 1380: Business Systems, Networking, and Telecommunications</td>
<td></td>
</tr>
<tr>
<td>ITSE 2347: Advanced Database Programming</td>
<td></td>
</tr>
<tr>
<td>ITNW 2421: Networking with TCP/IP</td>
<td></td>
</tr>
<tr>
<td>CPMT 1349: Computer Networking Technology</td>
<td></td>
</tr>
<tr>
<td>ITNW 2309: Network Administration for Novell IntraNetWare</td>
<td></td>
</tr>
</tbody>
</table>

See Texas Academic Skills Program information for details on pages 7-8. For courses from approved list see pages 36-37.
Degrees/Certificates

SYSTEMS PROGRAMMING
Major Code - COSC.AAS.SYSPR
BCIS 2415: Programming Techniques and Logic Design II
ENGR 1371: Introductory Software Development
ENGR 1171: Introductory Software Development Lab
ENGR 1373: Introduction to Computer Science I
ENGR 1173: Introduction to Computer Science I Lab
ENGR 2371: Introduction to Computer Science II
ENGR 2171: Introduction to Computer Science II Lab
MATH 1316: Trigonometry
MATH 1348: Analytic Geometry
MATH 2413: Calculus I
MATH 2305: Discrete Mathematics

TOTAL: .............................................................. 70-72

COMPUTER INFORMATION SYSTEMS
CERTIFICATE OF COMPLETION
Major Code - COSC.CERT
WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

This curriculum is designed to provide the student with general familiarity with both microcomputers and larger business computer systems, programming, and software systems. Students with preparation in other fields often find this program adequate to provide the working knowledge of computers to assist them in their chosen field.

SEMESTER HOURS
GENERAL EDUCATION REQUIREMENTS .................. 9
ENGL 1301: Freshman Composition I
MATH 1314: College Algebra
SPCH 1315: Public Speaking
or
SPCH 1321: Business and Professional Speaking
MAJOR COURSE REQUIREMENTS ............................... 26
BUSI 1301: Introduction to Business
BCIS 1301: Microcomputer Applications
COSC 1401: Introduction to Computing
COSC 1415: Programming Techniques and Logic Design I
ITSW 2436: UNIX Operating System II
ITSE 2409: Introduction to Database Programming
ITNW 1421: Introduction to Networking
TOTAL ............................................................. 35

COMPUTER SCIENCE
(See Engineering Computer Science)

CONVENIENCE STORE MANAGEMENT
(See Management)

COURT/REALTIME REPORTING
Program Advisor: Patsy Lemaster, 371-5254
or contact the Business Division, 371-5269
ASSOCIATE IN APPLIED SCIENCE
Major Code - CRTR.AAS
Prepare students for positions in recording courtroom and legal proceedings using conflict-free theory utilizing computer-aided transcription. Texas State Certification and National Certification require 225 words a minute. Requires 15 hours of courtroom observation and 50 verified hours of internship of which 40 hours shall be in actual writing time. To be eligible for graduation from Amarillo College Court/Realtime Reporting, students must pass a minimum of three supervised five-minute tests on unfamiliar matter with 95+ percent accuracy at each of the following speeds: 225 wpm Q&A (2 voice), 200 wpm Jury Charge, 180 wpm Literary, and must be able to type two supervised five-minute timed writings at a minimum speed of 60 gross words per minute with a maximum of five errors. (Must pass state certification test to be licensed.)

GENERAL EDUCATION REQUIREMENTS .................. 15
ENGL 1301: Freshman Composition I
GOVT 2306: Government of Texas and the United States
MATH: (Any MATH course from approved list)
COMMUNICATION: (Any SPCH course from approved list)
CORE CURRICULUM ELECTIVE: (To be selected from approved list)

MAJOR COURSE REQUIREMENTS ............................ 42
CRTR 1113: Reporting Orientation
CRTR 1208: Realtime Reporting I
CRTR 1210: Realtime Reporting II
CRTR 1214: Reporting Technology I
CRTR 1304: Machine Shorthand I *
CRTR 1306: Machine Shorthand II
CRTR 1357: Literary/Jury Charge Dictation I
CRTR 1359: Literary/Jury Charge Dictation II
CRTR 2210: Realtime Reporting III
CRTR 2213: Reporting Technology II
CRTR 2218: Testimony Dictation I
CRTR 2219: Testimony Dictation II
CRTR 2303: Advanced Machine Shorthand
CRTR 2312: Reporting Procedures
CRTR 2331: RPR/CSR Preparation
CRTR 2335: Accelerated Machine Shorthand
CRTR 2336: Internship, Court/Realtime Reporting

RELATED REQUIRED COURSES ............................. 15
POFM 1313: Medical Terminology I
COSC 1301: Computer Concepts
LGLA 1307: Introduction to Law and Legal Professions
POFL 1305: Legal Terminology
POFT 1302: Business Communications I

TOTAL ............................................................. 72

*Keyboarding skill required as approved by instructor.
## COURT/REALTIME REPORTING

### PROFESSIONAL CERTIFICATE

Program Advisor: Patsy Lemaster, 371-5254  
or contact the Business Division, 371-5269

### CERTIFICATE OF COMPLETION

**Major Code:** CRTR.CERT.PRO

Upon satisfactory completion of this certificate, students are prepared for positions requiring advanced training in the specialized area of Court/Realtime Reporting. Texas State Certification and National Certification require 225 words per minute. The program requires 15 hours of courtroom observation and 50 verified hours of internship of which 40 hours shall be in actual writing time. To be eligible for graduation from Court/Realtime Reporting, students must pass a minimum of three supervised five-minute tests on unfamiliar material with 95+ percent accuracy at each of the following speeds: 225 wpm Q&A (2 voice), 200 wpm Jury Charge, 180 wpm Literary, and must be able to type two supervised five-minute timed writings at a minimum speed of 60 gross words per minute with a maximum of five errors. (Must pass state certification test to be licensed.)

### MAJOR COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTR 1113</td>
<td>Reporting Orientation</td>
</tr>
<tr>
<td>CRTR 1208</td>
<td>Realtime Reporting I</td>
</tr>
<tr>
<td>CRTR 1210</td>
<td>Realtime Reporting II</td>
</tr>
<tr>
<td>CRTR 1214</td>
<td>Reporting Technology I</td>
</tr>
<tr>
<td>CRTR 1304</td>
<td>Machine Shorthand I*</td>
</tr>
<tr>
<td>CRTR 1306</td>
<td>Machine Shorthand II</td>
</tr>
<tr>
<td>CRTR 1357</td>
<td>Literary/Jury Charge Dictation I</td>
</tr>
<tr>
<td>CRTR 1359</td>
<td>Literary/Jury Charge Dictation II</td>
</tr>
<tr>
<td>CRTR 2210</td>
<td>Realtime Reporting III</td>
</tr>
<tr>
<td>CRTR 2213</td>
<td>Reporting Technology II</td>
</tr>
<tr>
<td>CRTR 2218</td>
<td>Testimony Dictation I</td>
</tr>
<tr>
<td>CRTR 2219</td>
<td>Testimony Dictation II</td>
</tr>
<tr>
<td>CRTR 2303</td>
<td>Advanced Machine Shorthand</td>
</tr>
<tr>
<td>CRTR 2312</td>
<td>Reporting Procedures</td>
</tr>
<tr>
<td>CRTR 2331</td>
<td>RPR/CSR Preparation</td>
</tr>
<tr>
<td>CRTR 2335</td>
<td>Accelerated Machine Shorthand</td>
</tr>
<tr>
<td>CRTR 2386</td>
<td>Internship, Court/Realtime</td>
</tr>
</tbody>
</table>

### RELATED REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>POFM 1313</td>
<td>Medical Terminology I</td>
</tr>
<tr>
<td>COSC 1301</td>
<td>Computer Concepts</td>
</tr>
<tr>
<td>LGLA 1307</td>
<td>Introduction to Law and Legal Professions</td>
</tr>
<tr>
<td>POFL 1305</td>
<td>Legal Terminology</td>
</tr>
<tr>
<td>POFT 1302</td>
<td>Business Communications I</td>
</tr>
</tbody>
</table>

**TOTAL** 57

*Keyboarding skill required as approved by instructor.

## CAPTION REPORTING PROFICIENCY

### CERTIFICATE

Program Advisor: Patsy Lemaster, 371-5254  
or contact the Business Division, 371-5269

### CERTIFICATE OF COMPLETION

**Major Code:** CRTR.CERT.CAP

Upon satisfactory completion of this certificate, students are prepared for positions with specialized skills for employment in the Court/Realtime Reporting area. Prepares students for captioning positions at conferences, conventions, seminars, and in the broadcast environment. The National Certification requires an audio tape for five minutes at varying speeds of 180 to 200 words per minute at 96 percent accuracy.

### MAJOR COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTR 1241</td>
<td>Captioning Technology I</td>
</tr>
<tr>
<td>CRTR 1242</td>
<td>Captioning Technology II</td>
</tr>
<tr>
<td>CRTR 1344</td>
<td>Captioning Literary/Jury Charge</td>
</tr>
<tr>
<td>CRTR 1346</td>
<td>Captioning Reporting I</td>
</tr>
<tr>
<td>CRTR 1348</td>
<td>Captioning Speed Building</td>
</tr>
</tbody>
</table>

**TOTAL** 28

*Keyboarding skill required as approved by instructor.

---

See Texas Academic Skills Program information for details on pages 7-8.
Degrees/Certificates

CRTR 1354: Captioning Testimony
CRTR 2317: Technical Dictation
CRTR 2333: Captioning Reporting II
CRTR 2345: Testimony Dictation III
CRTR 2347: Testimony Dictation IV

TOTAL ........................................................................... 28

CRIMINAL JUSTICE
Program Advisor: Troy Hinrichs, 356-3618
or contact the Criminal Justice Programs, 354-6081

ASSOCIATE IN SCIENCE
Major Code - CRIJ.AS

Designed to transfer to senior institutions which offer a 4-year degree in Criminal Justice.

CORE CURRICULUM REQUIREMENTS .................. 42

MAJOR COURSE REQUIREMENTS ....................... 12
CRU 1301: Introduction to Criminal Justice
CRU 1306: Court Systems and Practices
CRU 2313: Correctional Systems and Practices
CRU 2328: Police Systems and Practices

MAJOR COURSE OPTIONS ................................ 8-10
To be selected in consultation with the academic advisor to student’s major criminal justice field and transfer institution of choice. Student must choose three of the following options:
CRU 1307: Crime in America
CRU 1310: Fundamentals of Criminal Law
CRU 1313: Juvenile Justice
CRU 2314: Criminal Investigation
CRU 2323: Legal Aspects of Law Enforcement
CJLE 2268: Practicum
CJLE 2269: Practicum

TOTAL ........................................................................... 62-64

CRIMINAL JUSTICE CORRECTIONS
Program Advisor: Toni Brasher, 354-6083
or contact Criminal Justice Programs, 354-6081

ASSOCIATE IN APPLIED SCIENCE
Major Code - CJLE.AAS.CORR

Equips correctional officers with knowledge and skills necessary for career development and advancement. Specifically for students entering or employed in the corrections field seeking a supervisory or mid-management position.

GENERAL EDUCATION REQUIREMENTS .......... 15
ENGL 1301: Freshman Composition I
COMMUNICATION:
(Any SPCH course from approved list)
MATH:
MATH 1332: College Mathematics or any MATH course from approved list
PSYCH 2301: General Psychology
SOCIO 1306: Modern Social Problems

MAJOR CORE REQUIREMENTS ......................... 16
CRU 1301: Introduction to Criminal Justice
CRIJ 1301: Introduction to Criminal Justice
CRIJ 1306: Court Systems and Practices
CRIJ 1325: Criminology
CJCR 1491: Correctional Officer I
CJCR 1391: Correctional Officer II

MAJOR COURSE REQUIREMENTS ....................... 27
CRU 2313: Correctional Systems and Practices
CRU 2328: Police Systems and Practices
CRU 1307: Crime in America
CRU 1310: Fundamentals of Criminal Law
CRU 1313: Juvenile Justice
CRU 2314: Criminal Investigation
CRU 2323: Legal Aspects of Law Enforcement
CJCR 2325: Legal Aspects of Corrections
CJCR 1371: Correctional Trends: A Local Perspective

RELATED COURSE REQUIREMENTS .................. 6
COSC 1301: Computer Concepts
PHED 1306: Standard First Aid/CPR Training

TOTAL ........................................................................... 64

CRIMINAL JUSTICE CORRECTIONS
Program Advisor: Toni Brasher, 354-6083
or contact Criminal Justice Programs, 354-6081

CERTIFICATE OF COMPLETION
Major Code - CJLE.CERT.COR

WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

Equips correctional officers with knowledge and skills necessary for career development and advancement. Specifically for students entering or employed in the corrections field seeking a supervisory or mid-management position.

MAJOR COURSE REQUIREMENTS ....................... 16
CRU 1301: Introduction to Criminal Justice
CRU 1306: Court Systems and Practices
CRU 1325: Criminology
CJCR 1491: Correctional Officer I
CJCR 1391: Correctional Officer II

CRIMINAL JUSTICE LAW ENFORCEMENT
Program Advisor: Sondra Beighle, 354-6049
or contact Criminal Justice Programs, 354-6081

ASSOCIATE IN APPLIED SCIENCE
Major Code - CJLE.AAS.LENF

For persons wishing to pursue a career in law enforcement and includes TCLEOSE requirements for basic licensure examination. Students desiring entrance into this program must contact the Program Advisor or the Criminal Justice Programs for instructions.

GENERAL EDUCATION REQUIREMENTS .......... 18
ENGL 1301/1302: Freshman Composition I and II
HIST 1301 or 1302: History of the United States
GOVT 2306: Government of Texas and the U.S.

For courses from approved list see pages 36-37.

See Texas Academic Skills Program Information for details on pages 7-8.
MATH:
  MATH 1332: College Mathematics or any MATH course from approved list

COMMUNICATION:
  (Any SPCH course from approved)

MAJOR COURSE REQUIREMENTS  .............. 20
The following four courses are the Texas Commission on Law Enforcement Officers Standards and Education (T.C.L.E.O.S.E.) approved Basic Peace Officer Academy and can only be taken as a Unit. Basic Peace Officer I and II comprise the first semester; Basic Peace Officer III and IV comprise the second semester. The four classes are a total of 668 clock hours and will enable students who complete all four classes to sit for the state licensing (T.C.L.E.O.S.E.) exam.

CJLE 1506: Basic Peace Officer I
CJLE 1512: Basic Peace Officer II
CJLE 1518: Basic Peace Officer III
CJLE 1524: Basic Peace Officer IV

MAJOR COURSE REQUIREMENTS  .............. 15
Student must choose one of the following options:

Law Enforcement:
  CRU 2328: Police Systems & Practices
  CRU 2314: Criminal Investigation
  CJLE 2247: Tactical Skills for Police
  CRU 2323: Legal Aspects of Law Enforcement
  CJLE 2445: Vice and Narcotics

Security Police Officer:
  CRU 2329: Police Systems & Practices
  CRU 2314: Criminal Investigation
  CJLE 2247: Tactical Skills for Police
  CJLE 2237: Advanced Firearms
  CRU 2323: Legal Aspects of Law Enforcement
  CJLE 2249: Basic Instructor

RELATED COURSE REQUIREMENTS  ............ 3
COSC 1301: Computer Concepts

ELECTIVES ........................................... 9
The student may choose 3 classes from the following list or other electives as approved by the advisor:

  CRU 1307: Crime in America
  CRU 1301: Introduction to CJ
  CRU 1310: Fundamentals of Criminal Law
  CRU 1313: Juvenile Justice System
  CRU 3306: Court Systems and Practices

TOTAL ................................................. 65

CRIMINAL JUSTICE LAW ENFORCEMENT
Program Advisor: Sondra Beighle, 354-6049 or contact Criminal Justice Programs, 354-6081

CERTIFICATE OF COMPLETION
Major Code - CJLE.CERT.LE

WARNING: This is a TASP waived certificate. Enrollment in a degree level course outside the certificate will subject a student to mandatory testing/remediation as prescribed by TASP regulations.

For persons wishing to pursue a career in law enforcement, Students may either receive a certificate enabling them to sit for the State Examination by Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) to become a Licensed Peace Officer or apply the hours toward an Associate of Applied Science Degree in Criminal Justice Law Enforcement. A student desiring entrance into this program must contact the Program Advisor or Criminal Justice Programs for instructions.

SEMMESTER HOURS

MAJOR COURSE REQUIREMENTS  .............. 20
The following four courses are the Texas Commission on Law Enforcement Officers Standards and Education (T.C.L.E.O.S.E.) approved Basic Peace Officer Academy and can only be taken as a Unit. Basic Peace Officer I and II comprise the first semester; Basic Peace Officer III and IV comprise the second semester. The four classes are a total of 668 clock hours and will enable students who complete all four classes to sit for the state licensing (T.C.L.E.O.S.E.) exam.

CJLE 1506: Basic Peace Officer I
CJLE 1512: Basic Peace Officer II
CJLE 1518: Basic Peace Officer III
CJLE 1524: Basic Peace Officer IV

DENTAL HYGIENE
Program Advisor: Dr. Chris Norton, 354-6056 or contact the Allied Health Division, 354-6055

ASSOCIATE IN APPLIED SCIENCE
Major Code - DHYG.AAS

Prepares students for employment in the private office or the community dental clinic. Upon successful completion of the program, graduates are eligible to apply for the national board examination and the state licensure examination for dental hygiene.

All of the major requirement courses are to be taken in a sequential order or at the advisement of the department major advisor. A grade of “C” or better is required for satisfactory completion of all courses. To continue in the program, a student may repeat a DHYG course only one time and may repeat no more than two DHYG courses while enrolled in the program. The term “repeat” shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade.

Students seeking admission into Dental Hygiene must file a specific program application form and complete additional admission procedures as required.

SEMMESTER HOURS

GENERAL EDUCATION REQUIREMENTS  ........ 27
ENGL 1301: Freshman Composition I
SOCI 1301: Introduction to Sociology
SPCH 1318: Interpersonal
MATH 1332: College Mathematics or any MATH course from approved list
CHEM 1406: General Organic & Biological Chemistry
PSYC 2301: General Psychology
BIOL 2404: Human Physiology and Anatomy
BIOL 2421: Microbiology

For courses from approved list see pages 36-37.
MAJOR COURSE REQUIREMENTS ............................ 42
DHYG 1191: Special Topics in Dental Hygiene
DHYG 1207: General and Dental Nutrition
DHYG 1215: Community Dentistry
DHYG 1223: Dental Hygiene Practice
DHYG 1227: Preventive Dental Hygiene Care
DHYG 1235: Pharmacology for the Dental Hygienist
DHYG 1239: General and Oral Pathology
DHYG 1260: Clinical - Dental Hygienist I
DHYG 1261: Clinical - Dental Hygienist II
DHYG 1301: Orofacial Anatomy, Histology and Embryology
DHYG 1304: Dental Radiology
DHYG 1311: Periodontology
DHYG 1319: Dental Materials
DHYG 1431: Preclinical - Dental Hygiene Care I
DHYG 2261: Clinical - Dental Hygienist IV
DHYG 2331: Contemporary Dental Hygiene Care II
DHYG 2360: Clinical - Dental Hygienist III
RELATED REQUIRED COURSE ............................. 3
POFM 1313: Medical Terminology I
TOTAL .................................................................. 72

DENTIST AIDE
Program Advisor: Dr. Chris Norton, 354-6056
or contact the Allied Health Division, 354-6055
CERTIFICATE
Major Code - DNTA.CERT
WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)
Prepares the student to assist at chairside to perform laboratory procedures; and to carry out business office duties. A grade of “C” is required for satisfactory completion of all course work.
Students seeking admission into the Dentist Aide program must file a specific program application form and complete additional admission procedures as required.
SEMESTER HOURS
MAJOR COURSE REQUIREMENTS ............................ 26
DNTA 1166: Practicum - Dental Assistant I
DNTA 1167: Practicum - Dental Assistant II
DNTA 1241: Dental Laboratory Procedures
DNTA 1249: Dental Radiology Techniques
DNTA 1251: Dental Office Management
DNTA 1301: Dental Materials
DNTA 1305: Dental Radiography
DNTA 1411: Dental Science
DNTA 1415: Chairside Assisting
DNTA 1453: Dental Assisting Applications
RELATED REQUIRED COURSES ............................. 9
COSC 1301: Computer Concepts
POFT 1302: Business Communications I
SPCH 1318: Interpersonal Communications
TOTAL .................................................................. 35

DENTISTRY
(see Biology)

DIESEL MECHANICS TECHNOLOGY
Program Advisor: Henry Wyckoff, 335-4209
or contact the Transportation Department, 335-4370
CERTIFICATES OF COMPLETION
Major Code - BELOW
WARNING: These are TASP waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)
SEMESTER HOURS
TRANSPORTATION CORE REQUIREMENTS .............. 15
DEMR 1301: Shop Safety and Procedures
AUMT 1307: Automotive Electrical Systems
DEMR 1323: HVAC Troubleshooting and Repair
ABDR 1327: Suspension Systems
AUMT 1310: Automotive Brake Systems
BASIC MECHANIC CERTIFICATE
Major Code - DEMR.CERT.BMC
Indoctrinates students in the fundamentals of Diesel Technology. Students enter the industry with a basic foundation of knowledge upon which they can build.
TRANSPORTATION CORE REQUIREMENTS .............. 15
MAJOR COURSE REQUIREMENTS ............................. 13
ELMT 1305: Basic Fluid Power
DEMR 1421: Power Train I
DEMR 1442: Power Train Applications I
DEMR 1229: Preventive Maintenance
TOTAL .................................................................. 28
Optional Courses: CVOP 1105: CDL Written Skills
CVOP 1301: CDL Driving Skills

DIESEL TECHNICIAN CERTIFICATE
Major Code - DEMR.CERT.DT
Gives students a broad knowledge base of all aspects of Diesel Technology. Students enter the industry prepared to work in a shop environment in a variety of specialties.
TRANSPORTATION CORE REQUIREMENTS .............. 15
MAJOR COURSE REQUIREMENTS ............................. 21
DEMR 1408: Diesel Engine I
DEMR 1449: Diesel Engine II
DEMR 1313: Fuel Systems
DEMR 2334: Advanced Diesel Tune-Up and Troubleshooting
DEMR 2432: Electronic Controls
DEMR 2348: Failure Analysis
TOTAL .................................................................. 36
Optional Courses: CVOP 1105: CDL Written Skills
CVOP 1301: CDL Driving Skills
DEMR 1380: Cooperative Education - Diesel Engine Mechanic and Repairer
# Degrees/Certificates

## DRAFTING

Program Advisor: Norma Newkirk, 335-4331 or contact Drafting, 335-4330

**ASSOCIATE IN APPLIED SCIENCE Major Code - DFTG.AAS**

provides hands-on computer-assisted drafting skills to assist students in technical careers of drafting. A combination of drafting disciplines specifically designed to be enhanced by use of the computer with major emphasis placed on mechanical, architectural, electrical, and engineering practices.

**SEMESTER HOURS**

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301: Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH:</td>
<td></td>
</tr>
<tr>
<td>COMMUNICATION:</td>
<td></td>
</tr>
<tr>
<td>SOCIAL BEHAVIOR:</td>
<td></td>
</tr>
</tbody>
</table>

**MAJOR COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFTG 1305: Technical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1309: Basic Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1317: Architecture Drafting-Residential</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1333: Mechanical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1352: Intermediate Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1370: Microstation I</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1372: Microstation II</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 2340: Solid Modeling/Design</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 2332: Advanced Computer-Aided Drafting</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL**

### 63

**ELECTIVE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFTG 1358: Electrical/Electronics Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1354: Architectural Drafting - Commercial</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1344: Pipe Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 2310: Structural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1348: Topographical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1376: 3D Rendering</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 2336: Computer-Aided Drafting Programming</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1391: Special Topics in Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 2380/2381: Cooperative Education Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1325: Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 2312: Technical Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 1304: Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CPMT 1347: Computer System Peripherals</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 1473: Intro to Geographic Information</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL**

### 63

### WARNING:

These are TASP waived certificates. Enrollment in a degree level course outside the certificate will subject a student to mandatory testing/remediation as prescribed by TASP regulations.

## DRAFTING TECHNICIAN CERTIFICATE

**Major Code - DFTG.CERT.DT**

introduces students to basic drafting techniques and procedures. Individuals completing this course are qualified to enter the work force as entry level drafters. Focuses on introductory drafting in machine, architectural and CAD.

**SEMESTER HOURS**

**MAJOR COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFTG 1305: Technical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1309: Basic Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1317: Architecture Drafting-Residential</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1333: Mechanical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1352: Intermediate Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1370: Microstation I</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1372: Microstation II</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1325: Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>COSC 1306: Computer Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL**

### 27

## AUTOCAD SPECIALIST CERTIFICATE

**Major Code - DFTG.CERT.CAD**

Trains individuals to be AutoCAD operators. Concentrates on AutoCAD commands necessary to create, edit, and plot both two and three dimensional drawings; install and customize AutoCAD software in the DOS environment.

**SEMESTER HOURS**

**MAJOR COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFTG 1309: Basic Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1352: Intermediate Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 2340: Solid Modeling/Design</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 2332: Advanced Computer-Aided Drafting</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL**

### 15

## EDUCATION

(ELEMENTARY EDUCATION)

Students seeking Texas teacher certification at the elementary level should follow the General Studies - Education degree plan. (Major Code - GENS.AS.ED) Programs vary significantly. Consultation with the program advisor is required.

---

See Texas Academic Skills Program information for details on pages 7-8.

For courses from approved list see pages 36-37.
EDUCATION
(SECONDARY EDUCATION)

Students seeking Texas teacher certification at the secondary level should major in the subject area in which they desire to teach. Students who have not yet determined a teaching field should follow the General Studies - Education degree plan. (Major Code - GENS.AS.ED)

ELECTRONIC SYSTEMS TECHNOLOGY

Program Advisor: Jack B. Stanley, 335-4318
or contact the Sciences & Engineering Division, 371-5091

ASSOCIATE IN APPLIED SCIENCE
Major Code - CETT.AAS.EST

Through this program the student will become competent in Safety Practices, Laws and Theories of Electricity, Test Equipment, Electronic Servicing, Digital Troubleshooting, Microprocessor Applications, in addition to a chosen area of specialization.

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENTS .................. 15
ENGL 1301: Freshman Composition I
COMMUNICATION:
(Any SPCH course from approved list)
MATH 1314: College Algebra
SOCIAL AND BEHAVIORAL SCIENCES:
(Any Social and Behavioral Sciences course from approved list)

MATH 1303: College Algebra

MATHEMATICS OR NATURAL SCIENCES ELECTIVE:
(Any course from approved list)

SEMESTER HOURS

MAJOR COURSE REQUIREMENTS ......................... 30
CETT 1303: DC Circuits
CETT 1305: AC Circuits
CETT 1325: Digital Fundamentals
CETT 1329: Solid State Devices
CETT 1341: Solid State Circuits
CETT 1345: Microprocessors
CPMT 1349: Computer Networking Technology
LOTT 1301: Introduction to Fiber Optics
INTC 1307: Electronic Test Equipment
QCTC 1303: Quality Control

MAJOR OPTIONS ........................................ 18-19
The student must choose one of the following specialties.

Microcomputer Service Specialist ...................... 18
A Computer Service Technician installs, maintains, and repairs computers, computer controlled equipment and systems. They keep records of maintenance, fill out time and expense reports, keep parts inventories, and order parts. Students gain practical experience in upgrading, expanding, maintaining, and repairing on a variety of personal computers.

CPMT 1311: Introduction to Computer Maintenance
CPMT 1345: Computer Systems Maintenance
CPMT 1347: Computer System Peripherals
CPMT 2333: Computer Integration
CETT 2335: Advanced Microprocessors
CPMT 2337: Microcomputer Interfacing

Networking Specialist ............................... 18
The Networking Specialist provides an on-site administrative support for networking users in a variety of work environments. Typical job tasks include automating access to the network, implementing corporate security strategies, customizing and optimizing the software, and handling routine software/hardware maintenance. Students may earn one of the three specialty areas: Microsoft NT, Novell NetWare or Cisco routers.

CPMT 1343: Microcomputer Architecture
CPMT 1347: Computer System Peripherals
ITNW 1333: Microsoft Networking Essentials

The student must choose from one of the following Networking Specialties:

NT Specialist
CPMT 2349: Advanced Computer Networking Technology
ITNW 2301: Administering Microsoft Windows NT
ITNW 2351: Microsoft Windows NT Core Technologies

Novell Specialist
ITNW 2305: Network Administration for Novell NetWare
ITNW 2309: Network Administration for Novell IntraNetWare
ITNW 2329: Advanced Network Administration for Novell NetWare

Cisco Specialist
ITNW 2313: Networking Hardware
ITNW 2321: Networking with TCP/IP
ITNW 2335: Network Troubleshooting and Support

TELECONFERENCING SPECIALIST .................... 18
This program prepares the student for a job in the electronics industry as a teleconferencing system technician. This program teaches the student to install, configure, operate and maintain teleconferencing systems. Additional duties include create and maintain documentation, coordinate system resources, and provide system training on teleconferencing equipment.

CPMT 1347: Computer System Peripherals
CPMT 1345: Computer Systems Maintenance
ITNW 2321: Networking with TCP/IP
ITNW 1371: Teleconferencing System Maintenance & Documentation

TOTAL ................................................. 63-64
CETT 1380 Cooperative Education - Computer Engineering Technology/Tech and CETT 1391 Special Topics in Computer Engineering Technology/Technician may be substituted for an EST required course with departmental advisor approval.

See Texas Academic Skills Program Information for details on pages 7-8.

For courses from approved list see pages 36-37.
ELECTRONICS SYSTEMS TECHNOLOGY
Program Advisor: Jack B. Stanley, 335-4318
or contact Sciences and Engineering Division, 371-5091

CERTIFICATES OF COMPLETION
Major Code - BELOW
WARNING: These are TASP waived certificates.
Students declaring this major are not subject to the TASP
regulations unless they enroll in a course outside the
curriculum prescribed below. (See Texas Academic Skills
Program information for details.)

GENERAL ELECTRONICS SYSTEMS ASSISTANT
CERTIFICATE
Major Code - CETT.CERT.GEN
This program is designed to prepare a person to enter
the fast-growing electronic field. The program will train a
person who performs a variety of routine tasks to assist
with the maintenance and installation of electronic
systems.

MAJOR COURSE REQUIREMENTS
...........................
30
CETT 1303: DC Circuits
CETT 1305: AC Circuits
CETT 1325: Digital Fundamentals
CETT 1329: Solid State Devices
CETT 1341: Solid State Circuits
CETT 1345: Microprocessors
CPMT 1349: Computer Networking Technology
INTC 1307: Electronic Test Equipment
LOTT 1301: Introduction to Fiber Optics
QCTC 1303: Quality Control

MICROCOMPUTER SERVICE SPECIALIST
CERTIFICATE
Major Code - CETT.CERT.MICR
Prepare students to be a troubleshooting technician in
the Microcomputer Repair field. Emphasis on practical,
hands-on training. Work experience, Equivalent Post
Secondary Education, or a combination thereof may
substitute for all or part of the certificate in General Elec-
tronics Systems Assistant as approved by the department
chair.

MAJOR COURSE REQUIREMENTS
...........................
42
CETT 1303: DC Circuits
CETT 1305: AC Circuits
CETT 1325: Digital Fundamentals
CETT 1329: Solid State Devices
CETT 1341: Solid State Circuits
CETT 1345: Microprocessors
CETT 2335: Advanced Microprocessors
CPMT 1311: Introduction to Computer Maintenance
CPMT 1345: Computer Systems Maintenance
CPMT 1347: Computer System Peripherals
CPMT 1349: Computer Networking Technology
CPMT 2333: Computer Integration
CPMT 2337: Microcomputer Interfacing
INTC 1307: Electronic Test Equipment
LOTT 1301: Introduction to Fiber Optics

TOTAL ...............................................................42

NETWORKING SPECIALIST CERTIFICATE
Major Code - CETT.CERT.NET
Networking Specialist provides on-site administrative
support for networking users in a variety of work environ-
ments. Typical job tasks include automating access to the
network, implementing corporate security strategies, cus-
tonizing and optimizing the software, and handling rou-
tine software/hardware maintenance. Student may earn
one of the three specialty areas: Microsoft NT, Novell
NetWare or Cisco routers.

MAJOR COURSE REQUIREMENTS
...........................
42
INTC 1307: Electronic Test Equipment
CETT 1303: DC Circuits
CPMT 1349: Computer Networking Technology
COSC 1301: Computer Concepts
CETT 1325: Digital Fundamentals
QCTC 1303: Quality Control
CETT 1345: Microprocessors
LOTT 1301: Introduction to Fiber Optics
QCTC 1303: Quality Control
CPMT 1343: Microcomputer Architecture
CPMT 1347: Computer System Peripherals
ITNW 1333: Microsoft Networking Essentials

The student must choose from one of the following net-
working specialties:

NT Specialist
CPMT 2349: Advanced Computer Networking Technology
ITNW 2301: Administering Microsoft Windows NT
ITNW 2351: Microsoft Windows NT Core Technologies

Novell Specialist
ITNW 2305: Network Administration for Novell NetWare
ITNW 2309: Network Administration for Novell
IntraNetWare
ITNW 2339: Advanced Network Administration for Novell
NetWare

Cisco Specialist
ITNW 2313: Networking Hardware
ITNW 2321: Networking with TCP/IP
ITNW 2335: Network Troubleshooting and Support

TOTAL ...............................................................42

ELECTRONICS APPLICATION SPECIALIST
CERTIFICATE
Major Code - EECT.CERT.EAS
This certificate allows the student to take courses for a
more broad based electronics program.

MAJOR COURSE REQUIREMENTS
...........................
40
CETT 1303: DC Circuits
CETT 1305: AC Circuits
CETT 1325: Digital Fundamentals
CETT 1329: Solid State Devices
CETT 1341: Solid State Circuits
CETT 1345: Microprocessors
CETT 2335: Advanced Microprocessors
CPMT 1311: Introduction to Computer Maintenance
CPMT 1345: Computer Systems Maintenance
CPMT 1347: Computer System Peripherals
CPMT 1349: Computer Networking Technology
CPMT 2333: Computer Integration
CPMT 2337: Microcomputer Interfacing
INTC 1307: Electronic Test Equipment
LOTT 1301: Introduction to Fiber Optics

TOTAL ...............................................................42

See Texas Academic Skills Program information for details on pages 7-8.
TELECONFERENCING SPECIALIST CERTIFICATE
Major Code - EECT.CERT.TS
Provide student with a solid foundation in electronics and the field of communications by computer, voice and video that are utilized in industrial workplaces. Students receive training to prepare them for entry level positions in manufacturing or commercial service settings.

MAJOR COURSE REQUIREMENTS
INTC 1307: Electronic Test Equipment
LOTT 1301: Introduction to Fiber Optics
TOTAL

55

ELECTRONICS ENGINEERING TECHNOLOGY
Program Advisor: Jack Stanley, 335-4318
or contact the Sciences & Engineering Division, 371-5091

ASSOCIATE IN APPLIED SCIENCE
Major Code - EECT.AAS.EET
Provides a strong foundation in electronics. Students may specialize in one of three areas: Biomedical, Computer, or General Electronics.

Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET), 111 Market Place, Suite 1050, Baltimore, Maryland, 21202, Phone: (410) 347-7700.

SEMESTER HOURS
GENERAL EDUCATION REQUIREMENTS
ENGL 1301: Freshman Composition I
SPCH 1318: Interpersonal Communication
MATH 1314: College Algebra
PHYS 1301/1101: College Physics I/Lab
ELECTIVE:
(Any Social and Behavioral Sciences course from approved list)

MAJOR COURSE REQUIREMENTS
CETT 1329: Solid State Devices
CETT 1409: DC/AC Circuits
CETT 2439: Amplifier Analysis
CETT 1305: AC Circuits
EECT 2439: Communications Circuits
CETT 1491: Pulse and Timing Circuits

See Texas Academic Skills Program information for details on pages 7-8.
EMSP 1455: Trauma Management
EMSP 1438: Introduction to Advanced Practice
EMSP 1163: Clinical-Emergency Medical Technology
EMSP 1149: Pre-Hospital Trauma Life Support
EMSP 1147: Pediatric Advanced Life Support

MAJOR COURSE REQUIREMENTS

PSYC: Any PSYC course from approved list
SPCH: Any SPCH course from approved list
BIOL 2402: Human Anatomy and Physiology II
BIOL 2401: Human Anatomy and Physiology I
ENGL 1301: Freshmen Composition I
MATH:

GENERAL EDUCATION REQUIREMENTS

SEMESTER HOURS

MAJOR COURSE REQUIREMENTS

EMSP 1501: Emergency Medical Technician-Basic
EMSP 2430: Medical Emergencies
EMSP 2444: Cardiology

EMS ELECTIVE:

Cumulative 3 hrs: any course(s) from EMSP Course Inventory list not listed above.

TOTAL

DEGREES/CERTIFICATES

EECT 2439: Communication Circuits
SMFT 2335: Vacuum Technology
SMFT 1343: Semiconductor Manufacturing Technology I
SMFT 2343: Semiconductor Manufacturing Technology II

RELATED REQUIRED COURSES

CHEM 1305: Introductory Chemistry I
CHEM 1105: Introductory Chemistry I Lab
BCIS 1301: Microcomputer Applications
ENGL 2311: Technical Writing

TOTAL

EMERGENCY MEDICAL SERVICES PROFESSIONS

Program Advisor: Dave Bulla, 354-6069
or contact the Allied Health Division, 354-6055

ASSOCIATE IN APPLIED SCIENCE

Major Code - EMSP.AAS

This program is designed for students who wish to earn an A.A.S. Degree in addition to completing the academic, clinical, and field internship requirements to sit for the Texas licensure examination as a Licensed Paramedic (LP) Candidate in Texas and/or the National Registry of Emergency Medical Technicians Paramedic (NREMT-P) registry examination. Successful completion of selected course work also satisfies the academic, clinical, and field internship preparatory requirements for prospective certification with the State of Texas as an Emergency Medical Technician-Basic (EMT-B) or EMT-Intermediate (EMT-I) and/or prospective registry with the National Registry of Emergency Medical Technicians as a NREMT-A registry candidate.

A grade of ‘C’ or higher is required for satisfactory completion of all courses in this curriculum.

EMSP 1501 and EMSP 1163 are open-admission courses; satisfying admission requirements to Amarillo College will satisfy admission requirements to these courses. A student seeking admission into any EMSP course other than EMSP 1501 and EMSP 1163 must file a specific program application form and/or complete additional course/program admission requirements prior to course enrollment.

MATH:

(Any MATH course from approved list)

ENGL 1301: Freshmen Composition I
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
SPCH: Any SPCH course from approved list
PSYC: Any PSYC course from approved list

ELECTIVE:

Cumulative 3 hrs: any academic course(s) from College Catalog

MAJOR COURSE REQUIREMENTS

EMSP 1147: Pediatric Advanced Life Support
EMSP 1149: Pre-Hospital Trauma Life Support
EMSP 1163: Clinical-Emergency Medical Technology
EMSP 1438: Introduction to Advanced Practice
EMSP 1455: Trauma Management

EMSP 1456: Patient Assessment and Airway Management
EMSP 1501: Emergency Medical Technician-Basic
EMSP 2135: Advanced Cardiac Life Support
EMSP 2266: Practicum/Field Experience I
EMSP 2267: Practicum/Field Experience II
EMSP 2430: Special Populations
EMSP 2434: Medical Emergencies

See Texas Academic Skills Program Information for details on pages 7-8.

For courses from approved list see pages 36-37.
Degrees/Certificates

EMSP 2266: Practicum/Field Experience I
EMSP 2267: Practicum/Field Experience II
EMSP 2430: Special Populations
EMSP 2434: Medical Emergencies
EMSP 2444: Cardiology
TOTAL ............................................................. 48

ENGINEERING
Program Advisor: Arthur Schneider, Chairman, Sciences & Engineering Division, 371-5091

ASSOCIATE IN SCIENCE
Major Code - ENGR.AS.GEN
Provides basic courses for the first two years of a four or five-year curriculum leading to a Bachelor of Science degree. Designed to accommodate most specialties in engineering. Credits generally transfer to an engineering college.

SEMESTER HOURS
CORE CURRICULUM REQUIREMENTS .................. 42
Specific Courses to be taken in the core:
COMMUNICATION:
SPCH 1321: Business and Professional Speaking
MATH:
MATH 2413: Calculus I
NATURAL SCIENCES:
PHYS 2425/2426: Principles of Physics I and II
MAJOR COURSE REQUIREMENTS ...................... 18
MATH 2414/2415: Calculus II and III
MATH 2320: Differential Equations
ENGR 2301: Engineering Mechanics I
CHEM 1311/1111: Principles of Chemistry I and II
RECOMMENDED COURSES ................................. 6
Student will be advised for other courses based on the university to which they plan to transfer.
TOTAL ............................................................. 66
Course Choices may include:
ENGL 2311: Technical Writing
ENGR 1304: Engineering Graphics
ENGR 1307: Surveying
ENGR 2302: Engineering Mechanics II
ENGR 2405: Electrical Circuits
ENGR 1373/1173: Intro to Computer Science I/Lab
COSC 1317: Computer Programming for Engineers and Scientists
GEOL 1403: Physical Geology
GEOL 1404: Historical Geology
CHEM 1312/1112: Principles of Chemistry I/Lab
CHEM 2323/2233: Organic Chemistry I/Lab
CHEM 2325/2225: Organic Chemistry II/Lab
MATH 2318: Linear Algebra
ENGR 2179/2279/2379*: Academic Cooperative in Engineering

ENGINEERING COMPUTER SCIENCE
Program Advisor: H. Paul Haiduk, 371-5239 or contact the Sciences & Engineering Division, 371-5091

ASSOCIATE IN SCIENCE
Major Code - ENGR.AS.COMPSC
Provides the first two years of a four year Bachelor’s Degree in computer science, software engineering, or computer engineering.

SEMESTER HOURS
CORE CURRICULUM REQUIREMENTS .................. 42
Specific Courses to be taken in the core:
COMMUNICATION:
SPCH 1321: Business and Professional Speaking
MATH:
MATH 2413: Calculus I
NATURAL SCIENCES:
PHYS 2425/2426: Principles of Physics I and II
MAJOR COURSE REQUIREMENTS ...................... 27
MATH 2305: Discrete Mathematics
MATH 2414/2415: Calculus II and III
ENGR 1371: Introductory Software Development
ENGR 1171: Introductory Software Development Lab
ENGR 1373/1173: Intro. to Computer Science I/Lab
ENGR 2371/2171: Intro. to Computer Science II/Lab
ENGR 1372/2172: Information Structures and Advanced Algorithms/Lab
TOTAL ............................................................. 69
Students will be advised to take additional courses on the university to which they plan to transfer.

Course Choices may include:
MATH 2318: Linear Algebra
MATH 2320: Differential Equations
CETT 1425: Digital Fundamentals
ENGR 2405: Electrical Circuits

ENGINEERING TECHNOLOGY
Program Advisor: Arthur Schneider, Chairman, Sciences & Engineering Division, 371-5091.

ASSOCIATE IN SCIENCE
Major Code - ENGR.AS.TECH
Provides basic courses for the first two years of a four year curriculum leading to a degree of Bachelor of Science in some branch of engineering technology as offered by many engineering colleges.

SEMESTER HOURS
CORE CURRICULUM REQUIREMENTS .................. 42
Specific Courses to be taken in the core:
COMMUNICATION:
SPCH 1321: Business and Professional Speaking
MATH:
MATH 1316: Trigonometry
NATURAL SCIENCES:
PHYS 1301/1101: College Physics I/Lab
PHYS 1302/1102: College Physics II/Lab

See Texas Academic Skills Program information for details on pages 7-8.
For courses from approved list see pages 36-37.
### Degrees/Certificates

#### MAJOR COURSE REQUIREMENTS
- MATH 1348: Analytic Geometry
- MATH 2413: Calculus I
- COSC 1317: Computer Programming for Engineers & Scientists
- ENGR 1304: Engineering Graphics

#### RECOMMENDED COURSES
- Students will be advised of other courses based on the university to which they plan to transfer

**TOTAL**: 66

Course choices may include:
- ENGR 2301: Engineering Mechanics I
- ENGR 1307: Surveying
- GEOL 1403: Physical Geology
- ENGR 2405: Electrical Circuits
- CHEM 1311/1111: Principles of Chemistry I & Lab
- ENGR 1372: Computer Graphics

#### ENGLISH
Program Advisor: Dr. Mary Dodson, 371-5176
Tom Hodges, 371-5180
or contact the Language, Communication, and Fine Arts Division, 371-5267

**ASSOCIATE IN ARTS**
**Major Code - ENGL.AA**

**CORE CURRICULUM REQUIREMENTS**: 42

**COMMUNICATION:**
- SPCH 1315: Public Speaking

**HUMANITIES:**
- ENGL 2322: Masterworks of English Literature

**MAJOR COURSE REQUIREMENTS**: 3-11

**RECOMMENDED COURSES**: 9-11

Students will be advised of other courses based on the university to which they plan to transfer

**TOTAL**: 62

#### ENVIRONMENTAL HEALTH TECHNOLOGY
Program Advisor: Jim Clements, 335-4204
or contact the Environmental Health Technology Program, 335-4274

**ASSOCIATE IN APPLIED SCIENCE**
**Major Code - EPCT.AAS**

Trains technicians to resolve environmental health and safety issues. Concentrates on the following technical areas, environmental monitoring, governmental regulations and agencies, solid hazardous waste management, chemical control, waste water, landfill management, and the transporting of hazardous materials.

See Texas Academic Skills Program information for details on pages 7-8.

For courses from approved list see pages 36-37.
### Environmental Health Technology

**Program Advisor:** Jim Clements, 335-4274
or contact the Environmental Health Technology Program, 335-4274

**Certificate of Completion**

**Major Code:** EPCT.CERT

**WARNING:** These are TASP waived certificates.

Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

Prepare students as assistants to industrial hygienists or handlers of hazardous materials. Aimed at the hazardous materials industry with emphasis on hands-on technology.

**Semester Hours**

**General Education Requirements**

- BIOL 2401: Human Anatomy and Physiology I
- ENGL 1301: Freshman Composition I

**Major Course Requirements**

- EPCT 1307: Introduction to Environmental Safety and Health
- EPCT 1344: Environmental Sampling and Analysis
- EPCT 1313: Contingency Planning
- EPCT 1340: Industrial Chemical Process
- EPCT 1401: Hazardous Waste Operations and Emergency Response (Hazwoper) Training and Related Topics

**Major Options**

- Hazardous Materials Technology
- OSHT 2401: OSHA Regulations - General Industry
- EPCT 1305: Environmental Regulations Interpretation and Applications
- Health Physics Technology
- OSHT 2401: OSHA Regulations - General Industry
- EPCT 1341: Principles of Industrial Hygiene
- EPCT 2331: Industrial Hygiene Application

**Total**

Optional Course:

- EPCT 2388: Internship-Environmental and Pollution Control Technology/Technician

(Note: Internship course EPCT 2388 may replace Hazardous Material Technology (HMT) or Occupational Safety Health Technology (OSHT) courses upon approval of Department Advisor. EPCT 2388 may be taken for additional credit.)

See Texas Academic Skills Program information for details on pages 7-8.

### Fire Protection Technology

**Program Advisor:** Jim Clements, 335-4204
or contact the Fire Protection Technology Department, 335-4274

**Associate in Applied Science**

**Major Code:** FIRS.AAS

This is a two-year program leading to an associate degree in applied science. The program is designed for students interested in a career in the fire protection field, either as a professional fire fighter or as a fire protection technician in industry. The courses will aid the professional firefighter in achieving promotion and advancement within his profession. Volunteer firemen will find the courses beneficial in upgrading their service to the community.

The program features two options. Option I for students completing the Amarillo College Basic Firefighter Certificate (Academy). Option II for licensed firefighters who have completed a Texas Commission on Fire Protection approved academy outside Amarillo College.*

**Semester Hours**

**General Education Requirements**

- ENGL 1301/1302: Freshman Composition I and II
- CHEM 1305/1307: Introductory Chemistry I and II
- MATH:
  - (Any MATH course from approved list)
- GOVT 2301: Government of Texas and the U.S.
- COMMUNICATION:
  - (Any SPCH course from approved list)

**Major Course Requirements**

- FIRT 1309: Fire Administration I
- FIRT 1313: Firefighting Strategies and Tactics I
- FIRT 1319: Firefighter Health and Safety
- FIRT 1349: Fire Administration II
- FIRT 1329: Building Codes and Construction
- PMT 3115: Basic Emergency Medical Technology

**Major Options**

- Students must choose one of the following options:
  - **Option I**
  - **Option II**

- **Fire Academy Credit**

*Licensed firefighters may be awarded equivalent of 17 semester hours credit for Fire Academy Option I, as a result of previous completion of a Texas Commission on Fire Protection approved academy.

- COSC 1301: Computer Concepts
- BMGT 1305: Communications and Management

**Total**

For courses from approved list see pages 36-37.
**Degrees/Certificates**

**OPTIONAL COURSES**
- N/A

**FIRE PROTECTION - BASIC FIREFIGHTER**
Program Advisor: Jim Clements, 335-4204 or contact the Fire Protection Technology Department, 335-4274.

**CERTIFICATE OF COMPLETION**
Major Code - FIRS.CERT

**WARNING:** This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

The program will prepare students to become certifiable as Basic Firefighters in the State of Texas, and aid the professional firefighter in achieving promotion and advancement in the profession. Volunteer firemen will find the courses beneficial in upgrading their service to the community.

**SEMESTER HOURS**

**REQUIREMENTS**
- FIRS 1171: Firefighter Orientation
- FIRS 1301: Firefighter Certification I
- FIRS 1377: Firefighter Certification II
- FIRS 1413: Firefighter Certification III
- FIRS 1319: Firefighter Certification IV
- FIRS 1374: Firefighter Certification V
- FIRS 1329: Firefighter Certification VI
- FIRS 1375: Firefighter Certification VII
- PMT 3115: Basic Emergency Medical Technology

**DEGREES/CERTIFICATES**

**GENERAL STUDIES**
Program Advisor: Advising and Counseling Center, 371-5440

**ASSOCIATE IN SCIENCE**
Major Code - GENS.AS

The General Studies major provides flexibility to create a customized degree program for which no other major at Amarillo College meets academic, occupational, or personal development needs. The General Studies degree can be individually designed to enhance workplace skills, to meet specific transfer requirements of senior institutions, and/or to provide a broad spectrum of educational experiences for those who are undecided about a major field of study. Students should consult with a counselor in the Advising & Counseling Center for course advisement.

**SEMESTER HOURS**

**CORE CURRICULUM REQUIREMENTS**

**ELECTIVES**
- N/A

It is suggested that these electives be 1) chosen to meet individual needs, or 2) chosen from the specific major of the college or university to which a student may transfer. It is recommended that students work closely with an advisor to determine appropriate classes. Eighteen (18) hours of sophomore level courses are required for graduation.

**TOTAL**

**GEOL 1403/1404: Physical and Historical Geology**

**DEGREES/CERTIFICATES**

**GEOLOGY**
Program Advisor: Dr. Richard Hobbs, 371-5333 or contact the Sciences & Engineering Division, 371-5091

**ASSOCIATE IN SCIENCE**
Major Code - GEOL.AS

Provides the basic courses for the first two years of a four year curriculum leading to a Bachelor of Science degree.

**SEMESTER HOURS**

**CORE CURRICULUM REQUIREMENTS**

**MATH:**
- MATH 2413: Calculus I
- PHYS 2425/2426: Principles of Physics I and II

**NATURAL SCIENCES:**
- GEOL 2001/2002: Geology

**MAJOR COURSE REQUIREMENTS**

**TOTAL**

See Texas Academic Skills Program information for details on pages 7-8. For courses from approved list see pages 36-37.
Degrees/Certificates

RECOMMENDED COURSES .............................................. 12
Students will be advised for other courses based on the University to which they plan to transfer.

TOTAL ............................................................................. 66

Course choices may include:
- MATH 1348: Analytic Geometry
- CHEM 1311/1111: Principles I and Lab
- CHEM 1312/1112: Principles II and Lab
- GEOL 2189/2289/2389: Academic Cooperative in Geology

HAZARDOUS MATERIALS TECHNOLOGY
(See Environmental Health Technology)

HUMAN SCIENCES
Program Advisor: Jerry Moller, 371-5297
or contact the Behavioral Studies Division Office, 371-5296

ASSOCIATE IN SCIENCE
Major Code - HUSC.AS

This degree provides basic courses for the first two years of a four-year curriculum leading to a Bachelor of Science in numerous human sciences related fields. Students should plan their program to match the specific requirements of the senior institution of choice. Programs differ significantly. The student must consult with the major advisor for course selection.

SEMESTER HOURS

CORE CURRICULUM REQUIREMENTS .......................... 42
Specific Courses to be taken in the core:
- HUMANITIES:
  - ENGL 2322: Masterworks of English Literature
- NATURAL SCIENCES:
  - Two 4-hour lab Sciences Courses
- COMMUNICATION:
  - SPCH 1315: Public Speaking

MAJOR COURSE REQUIREMENTS ................................. 19-20
- HUSC 1322: Nutrition and Food
- HUSC 1301: Basic Interpersonal Skill
- HUSC 2302: Theories of Human Development
- HUSC 2301: Courtship and Marriage
- HUSC 2314: Life Span Human Development
- HUSC 2303: The Contemporary Family
- HUSC 1307: Introduction to Family Finance

Major advisor will assist in the selection of appropriate core courses to fit the senior institution from the following areas of study: Family Financial Planning, Family Studies, Fashion Design, General Dietetics, Home Economics, Human Development, Interior Design, Restaurant, Hotel and Institutional Management, and Substance Abuse Counseling.

NOTE: Interior Design students will be required to present a portfolio to be reviewed by the senior institution. Substance Abuse Counseling students attending Texas Tech University may receive an interdisciplinary minor in Substance Abuse Studies.

TECA - Texas Early Childhood Articulation academic transfer course that will partially satisfy the first two-year requirements of a Child Development/Early Childhood baccalaureate degree at any Texas public university.

For courses from approved list see pages 36-37.
INDUSTRIAL MAINTENANCE
TECHNOLOGY
Technologies Program Advisor: Kim Hays, 335-4366 or contact the Manufacturing Department, 335-4390

ASSOCIATE IN APPLIED SCIENCE
Major Code - IMRT.AAS

Industrial Maintenance Technicians operate, troubleshoot, maintain, and service industrial and commercial equipment and facilities. Students choose an area of specialization which includes Electromechanical and Heating, Air Conditioning, & Refrigeration.

SEASONAL HOURS
GENERAL EDUCATION REQUIREMENTS ............ 15
ENGL 1301: Freshman Composition I
MATH:
MATH 1332: College Mathematics or any MATH course from approved list
NATURAL SCIENCES:
(Any Natural Science course from approved list)
SOCIAL AND BEHAVIORAL SCIENCES:
(Any Social and Behavioral Sciences course from approved list)
COMMUNICATION:
(Any SPCH course from approved list)

MAJOR COURSE REQUIREMENTS ....................... 27
CETT 1303: DC Circuits
CETT 1305: AC Circuits
ELMT 1373: Maintenance Concepts
ELMT 1377: Mechanical Components
ENTC 1349: Reliability & Maintainability
EPCT 1307: Intro to Environmental Safety & Health
IEIR 1306: Electric Motors
IEIR 1310: Motor Controls
IEIR 1312: Distribution Systems

MAJOR OPTIONS ........................................ 21
The student must choose one of the following specialties.
Electromechanical Technician ........................ 21
This curriculum provides a specialized program of study to prepare an individual for entry level positions with the skills necessary to install, operate, troubleshoot and maintain electromechanical equipment and systems.
CETT 1325: Digital Fundamentals
ELMT 1301: Basic Programmable Logic Controllers
ELMT 1305: Basic Fluid Power
ELMT 2333: Industrial Electronics
ELMT 2373: Pumps
ENTC 2377: Thermography & Vibration Analysis

Heating, Air Conditioning, and Refrigeration ........ 21
This curriculum provides a specialized program of study to prepare an individual for entry level positions with the skills necessary to install, operate, troubleshoot and maintain commercial and industrial refrigeration and air conditioning systems.
HART 1371: Residential Air Conditioning
HART 1372: Commercial Refrigeration
HART 1373: Air Conditioning Control Principles
HART 1375: Gas & Electric Heating
HART 1377: Refrigeration Principles

TOTAL .................................................. 63
OPTIONAL COURSES .................................. N/A
ELMT 1391: Special Topics in Electromechanical Technology/Technician
ELMT 2380: Cooperative Education-Electromechanical Technology/Technician

INDUSTRIAL MAINTENANCE TECHNOLOGY
CERTIFICATES OF COMPLETION
Major Code - BELOW

WARNING: These are TASP waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

INDUSTRIAL MAINTENANCE CERTIFICATE
Major Code - IMRT.CERT.IMC
Prepares individuals with the basic skills necessary to assist the mechanical specialist in the installation, operation and maintenance of mechanical systems.

SEASONAL HOURS
MAJOR COURSE REQUIREMENTS ....................... 27
CETT 1303: DC Circuits
CETT 1305: AC Circuits
ELMT 1373: Maintenance Concepts
ELMT 1377: Mechanical Components
ENTC 1349: Reliability & Maintainability
EPCT 1307: Intro to Environmental Safety & Health
IEIR 1306: Electric Motors
IEIR 1310: Motor Controls
IEIR 1312: Distribution Systems

TOTAL .................................................. 27

ELECTROMECHANICAL CERTIFICATE
Major Code - IMRT.CERT.ELMT
Prepares individuals with the necessary skills to install, operate, troubleshoot and maintain electromechanical equipment and systems.

SEASONAL HOURS
MAJOR COURSE REQUIREMENTS ....................... 42
CETT 1303: DC Circuits
CETT 1305: AC Circuits
ELMT 1301: Basic Programmable Logic Controllers
ELMT 1305: Basic Fluid Power
ELMT 1373: Maintenance Concepts
ELMT 1377: Mechanical Components
ELMT 2333: Industrial Electronics
ELMT 2373: Pumps
ENTC 1349: Reliability & Maintainability
EPCT 1307: Intro to Environmental Safety & Health
IEIR 1306: Electric Motors
IEIR 1310: Motor Controls

TOTAL .................................................. 63
For courses from approved list see pages 36-37.
HEATING, AIR CONDITIONING, & REFRIGERATION CERTIFICATE

Major Code - IMRT.CERT.HART

Prepares individuals with the necessary skills to install, operate, troubleshoot and maintain commercial and industrial refrigeration and air conditioning systems.

MAJOR COURSE REQUIREMENTS ........................................... 42

CETT 1303: DC Circuits
CETT 1305: AC Circuits
ELMT 1373: Maintenance Concepts
ELMT 1377: Mechanical Components
ENTC 1349: Reliability & Maintainability
EPCT 1307: Intro to Environmental Safety & Health
HART 1371: Residential Air Conditioning
HART 1372: Commercial Refrigeration
HART 1375: Gas & Electric Heating
HART 1377: Refrigeration Principles
HART 2375: Air Conditioning Systems Design
IEIR 1306: Electric Motors
IEIR 1310: Motor Controls
IEIR 1312: Distribution Systems

TOTAL ................................................................. 42

OPTIONAL COURSES .................................................. N/A

ELMT 1391: Special Topics in Electromechnical Technology/Technician
ELMT 2380: Cooperative Education-Electromechnical Technology/Technician

INSTRUMENT & CONTROL TECHNOLOGY

Program Advisor: Jack Stanley, 335-4318 or contact Sciences and Engineering Division, 371-5091

ASSOCIATE IN APPLIED SCIENCE

Major Code - CETT.AAS

Instrumentation is the applied science of measuring and controlling variables in the petroleum, chemical, power generating, and manufacturing industries. Due to the rapid increase in the industrial use of instrumentation devices, there is a great demand for technicians.

MAJOR COURSE REQUIREMENTS .................................. 24

CETT 1303: DC Circuits
CETT 1305: AC Circuits
CETT 1329: Solid State Devices
CETT 1341: Solid State Circuits
CSIR 1355: Industry Certification (F.C.C.)
ECT 2433: Telephone Systems
EECT 2435: Telecommunications
EECT 2439: Communications Circuits
EECT 1391: Special Topics in Electrical, Electronic and Communications Engineering Technology/Technician
or
EECT 1380: Cooperative Education-Electrical, Electronic and Communications Engineering Technology/Technician
LOTT 1301: Introduction to Fiber Optics

TOTAL ................................................................. 66

OPTIONAL COURSES .................................................. N/A

INTC 1391: Special Topics in Instrumentation Technology/Technician
INTC 1380: Cooperative Education - Instrumentation Technology/Technician

These courses may be substituted for a INTC or EECT required course with departmental advisor approval.
**INSTRUMENT & CONTROL TECHNOLOGY**

Program Advisor: Jack Stanley, 335-4318
or contact Sciences and Engineering Division, 371-5091

**CERTIFICATES OF COMPLETION**

**WARNING:** These are TASP waived certificates.

Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

**ELECTRONIC INSTRUMENT AND CONTROL TECHNICIAN**

Major Code - INTC.CERT.EICT

Instrumentation that focuses on electronic equipment. Deals with the calibration and installation of equipment with a general understanding of troubleshooting techniques.

**SEMESTER HOURS**

<table>
<thead>
<tr>
<th>MAJOR COURSE REQUIREMENTS</th>
<th>........................................</th>
<th>42</th>
</tr>
</thead>
<tbody>
<tr>
<td>CETT 1303: DC Circuits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CETT 1305: AC Circuits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CETT 1325: Digital Fundamentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CETT 1345: Microprocessors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTC 1301: Principles of Industrial Measurements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTC 1305: Introduction to Electronic Instrumentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTC 1307: Electronic Test Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTC 1312: Introduction to Instrumentation Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTC 1315: Control Valves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTC 1348: Analytical Instrumentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTC 1355: Unit Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTC 1356: Instrumentation Calibration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTC 1358: Flow and Measurement Calibration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QCTC 1301: Quality Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>42</td>
</tr>
</tbody>
</table>

**TELECOMMUNICATION SPECIALIST CERTIFICATE**

Major Code - CETT.CERT.TEL

Prepares students to be able to install, operate, troubleshoot and maintain telecommunication equipment in a variety of industrial settings.

**MAJOR COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>CETT 1303: DC Circuits</th>
<th>........................................</th>
<th>42</th>
</tr>
</thead>
<tbody>
<tr>
<td>CETT 1305: AC Circuits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CETT 1325: Digital Fundamentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CETT 1329: Solid State Devices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CETT 1345: Microprocessors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSI 1349: Computer Networking Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSIR 1355: Industrial Certification (F.C.C.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EECT 2433: Telephone Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EECT 2435: Telecommunications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EECT 2439: Communications Circuits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTC 1305: Introduction to Electronic Instrumentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTC 1307: Electronic Test Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOTT 1301: Introduction to Fiber Optics</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>........................................</td>
<td>42</td>
</tr>
</tbody>
</table>

**INTERIOR DESIGN**

Program Advisor: Norma Newkirk, 335-4331
or contact the Interior Design Department, 335-4330

**ASSOCIATE IN APPLIED SCIENCE**

**MAJOR COURSE REQUIREMENTS**

| ENGL 1301: Freshman Composition I | ........................................ | 15 |
| MATH: (Any MATH course from approved list) |                   |    |
| COMMUNICATION: (Any SPCH course from approved list) |                  |    |
| SOCIAL OR BEHAVIORAL SCIENCES: (Any PSYC course from approved list) |             |    |
| **GENERAL EDUCATION ELECTIVE**: (Any General Education course from approved list) |       |    |
| **MAJOR COURSE REQUIREMENTS** | ........................................ | 48 |
| INDS 1301: Basic Elements of Design |                   |    |
| INDS 1315: Materials, Methods, and Estimating |                |    |
| INDS 1319: Technical Drawing for Interior Designers |             |    |
| INDS 1341: Color Theory and Application |                  |    |
| INDS 1349: Fundamentals of Space Planning |                |    |
| INDS 2325: Professional Practices for Interior Designers |              |    |
| INDS 2305: Interior Design Graphics |                           |    |
| INDS 2321: Presentation Drawings |                             |    |
| INDS 1345: Commercial Design I |                                |    |
| INDS 1351: History of Interiors I |                              |    |
| INDS 2317: Rendering Techniques |                               |    |
| INDS 2307: Textiles for Interior Design |                    |    |
| INDS 2315: Lighting for Interior Designers |                     |    |
| INDS 2313: Residential Design I |                               |    |
| INDS 1352: History of Interiors II |                               |    |
| INDS 1364: Practicum - Interior Design |                         |    |
| **TOTAL** | ........................................ | 63 |

See Texas Academic Skills Program information for details on pages 7-8.

For courses from approved list see pages 36-37.
Degrees/Certificates

INTERIOR DESIGN
Program Advisor: Norma Newkirk, 335-4331
or contact the Interior Design Department, 335-4330

PROFESSIONAL CERTIFICATE
Major Code - INDS.CERT.PRO
Prerequisite: A.A.S. Interior Design
A Professional Certificate in Interior Design is an additional course of study offered to the graduate of the AAS Degree Program. This certificate is two additional semesters and offers courses in the areas of Contemporary Issues, Research, Advanced Problem Solving, and many others.

MAJOR COURSE REQUIREMENTS ........................................ 14
INDS 2401: Interior Design Building Systems
INDS 2431: Commercial Design II
INDS 2237: Portfolio Presentation
INDS 2435: Residential Design II

RELATED REQUIREMENTS ........................................... 12
ART 1303: Art History I
DFTG 1352: Intermediate Computer Aided Drafting
ART 1304: Art History II

ELECTIVE ................................................................. 3
(Approved by the department major advisor)

TOTAL ....................................................................... 26

INTERIOR DESIGN
Program Advisor: Norma Newkirk, 335-4331
or contact the Interior Design Department, 335-4330

CERTIFICATE OF COMPLETION
Major Code - INDS.CERT
WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

This certificate introduces the student to the basics of the Interior Design field. Individuals completing this course of study are qualified to enter the work force in the areas of furniture stores, wallpaper sales, carpet sales, and general assisting in the area of design. This program focuses on the elements and principles of design, an introduction to the history of design, and the beginnings of the development of a design concept.

SEMESTER HOURS

MAJOR COURSE REQUIREMENTS ................................. 24
INDS 1301: Basic Elements of Design
INDS 1315: Materials, Methods and Estimating
INDS 1319: Technical Drawing for Interior Design
INDS 1341: Color Theory and Application
INDS 1349: Fundamentals of Space Planning
INDS 2325: Professional Practice for Interior Designers
INDS 2305: Interior Design Graphics
INDS 2321: Presentation Drawings

TOTAL ........................................................................ 24

JOURNALISM
(See Mass Communication)

See Texas Academic Skills Program information for details on pages 7-8.

LAW (PRE-LAW)
Program Advisor: Jerry Moller, 371-5297
or contact the Behavioral Studies Division, 371-5296.

ASSOCIATE IN ARTS
Major Code - LAW.AA

ASSOCIATE IN SCIENCE
Major Code - LAW.AS
There is no unique curriculum for students planning to pursue a career in law. Generally a liberal college education is preferred. To insure that the pre-law student enrolls in the proper courses, the student must consult with the pre-law advisor prior to registration each semester. The liberal arts curriculum as listed below will serve as the basic curriculum guide.

LIBERAL ARTS
Program Advisor: Jerry Moller, 371-5297
Or contact the Behavioral Studies Division, 371-5296.

ASSOCIATE IN SCIENCE
Major Code - LART.AS

ASSOCIATE IN ARTS
Major Code - LART.AA

This curriculum is designed for those students who do not wish to declare a major but who wish to complete an associate degree as a foundation for a future baccalaureate degree.

SEMESTER HOURS

CORE CURRICULUM REQUIREMENTS .................... 42
Specific Courses to be taken in the core:
HUMANITIES:
ENGL 2322: Master works of English Literature

RECOMMENDED COURSES ................................. 20-24
Students will be advised on all recommended courses based upon the catalog at the university where student intends to transfer.

TOTAL .......................................................... 62-66

MACHINING TECHNOLOGY
Program Advisor: Bob Hubbard, 335-4396
Mark Woodard, 335-4397,
or contact the Manufacturing Technologies Department, 335-4390

ASSOCIATE IN APPLIED SCIENCE
Major Code - MCHN.AAS

Machinists set up and operate machine tools and computer numerical controlled machining centers while maintaining strict tolerances. Employment for machinists is found in small machine shops as well as large manufacturing companies.

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENTS .............. 15
ENGL 1301: Freshman Composition I

MATH:
MATH 1332: College Mathematics or any MATH course from approved list

NATURAL SCIENCES:
(Any Natural Sciences course from approved list)

For courses from approved list see pages 36-37.
Degrees/Certificates

SOCIAL AND BEHAVIORAL SCIENCES:
(Any Social and Behavioral Sciences course from approved list)
COMMUNICATION:
(Any SPCH course from approved list)

MAJOR COURSE REQUIREMENTS .............................. 48
MCHN 1305: Metals and Heat Treatment
MCHN 1308: Basic Lathe
MCHN 1313: Basic Milling Operations
MCHN 1317: Machine Shop Blueprint Reading
MCHN 1320: Precision Tools and Measurements
MCHN 1343: Machine Shop Mathematics
MCHN 1391: Special Topics in Machining
MCHN 1432: Bench Work and Layout
MCHN 2341: Advanced Machining Operations I
MCHN 2345: Advanced Machining Operations II
MCHN 2433: Advanced Lathe Operations
MCHN 2437: Advanced Milling Operations
INMT 1345: Computer Numerical Controls
INMT 1376: Computer Numerical Controls II
INMT 2374: Advanced Computer Numerical Controls

TOTAL ........................................................................... 63

OPTIONAL COURSES ................................................ N/A
MCHN 1366: Practicum-Machining Technology
MCHN 1380: Cooperative Education-Machining Technology

MACHINING TECHNOLOGY
Program Advisor: Bob Hubbard, 335-4396
Mark Woodard, 335-4397,
or contact the Manufacturing Technologies Department, 335-4390

CERTIFICATES OF COMPLETION
Major Code - BELOW

WARNING: These are TASP waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

BASIC MACHINE SHOP OPERATOR CERTIFICATE
Major Code - MCHN.CERT.BMSO
This course is designed to prepare students to enter the machining or manufacturing industry with the skills to set up and operate basic shop machines.

SEMESTER HOURS

MAJOR COURSE REQUIREMENTS .............................. 28
MCHN 1305: Metals and Heat Treatment
MCHN 1308: Basic Lathe
MCHN 1313: Basic Milling Operations
MCHN 1317: Machine Shop Blueprint Reading
MCHN 1391: Special Topics in Machining
MCHN 2433: Advanced Lathe Operations
MCHN 2437: Advanced Milling Operations

TOTAL ........................................................................... 66

MACHINE SHOP OPERATOR CERTIFICATE
Major Code - MCHN.CERT.MSO
This course is designed to prepare students to enter the machining or manufacturing industry with the skills to set up and operate basic shop machines while maintaining strict tolerances.

SEMESTER HOURS

MAJOR COURSE REQUIREMENTS .............................. 33
MCHN 1305: Metals and Heat Treatment
MCHN 1308: Basic Lathe
MCHN 1313: Basic Milling Operations
MCHN 1391: Special Topics in Machining
MCHN 2433: Advanced Lathe Operations
MCHN 2437: Advanced Milling Operations
INMT 1345: Computer Numerical Controls
INMT 1376: Computer Numerical Controls II
INMT 2374: Advanced Computer Numerical Controls

TOTAL ........................................................................... 66

MACHINE TECHNOLOGY CERTIFICATE
Major Code - MCHN.CERT.MT
The Machine Technology certificate is designed to prepare the student for employment in the machining/manufacturing industry. The set up and operation of machine tools and computer numerical controlled machining centers is emphasized.

SEMESTER HOURS

MAJOR COURSE REQUIREMENTS .............................. 42
MCHN 1305: Metals and Heat Treatment
MCHN 1308: Basic Lathe
MCHN 1313: Basic Milling Operations
MCHN 1320: Precision Tools and Measurements
MCHN 1343: Machine Shop Mathematics
MCHN 1432: Bench Work and Layout
INMT 1345: Computer Numerical Controls
INMT 1376: Computer Numerical Controls II
INMT 2374: Advanced Computer Numerical Controls

TOTAL ........................................................................... 66

OPTIONAL COURSES ................................................ N/A
MCHN 1366: Practicum-Machining Technology
MCHN 1380: Cooperative Education-Machining Technology

See Texas Academic Skills Program information for details on pages 7-8. For courses from approved list see pages 36-37.
MANAGEMENT - BUSINESS
MANAGEMENT
Program Advisors: Anne Nail, 371-5265
Willie Weaver, 371-5260
or contact the Business Division, 371-5269
ASSOCIATE IN APPLIED SCIENCE
Major Code - BMGT.AAS
Prepares students for positions requiring training in management. Students may specialize in one of three areas: Business Management, Marketing Management, or Convenience Store Management. Students completing their curriculum may qualify to enter a bachelor of applied arts and sciences degree program at a 4-year institution. Students seeking a Bachelor of Business Administration degree with a major in Management should follow the Business Administration degree plan.

SEMESTER HOURS
GENERAL EDUCATION REQUIREMENTS ................... 15
ENGL 1301/1302: Freshman Composition I and II
ECON 2301: Principles of Economics I
MATH:
   MATH 1332: College Mathematics or any MATH course from approved list
SPCH 1321: Business and Professional Speaking
MAJOR COURSE REQUIREMENTS ....................... 37
HRPO 1311: Human Relations
BMGT 1301: Supervision
BMGT 1305: Communications in Management
HRPO 2301: Human Resources Management
MRKG 1311: Principles of Marketing
BMGT 2305: Advanced Communications in Management
COSC 1401: Introduction to Computing
ACCT 2301: Accounting Principles I
BMGT 1382: Cooperative Education
BMGT 1383: Cooperative Education
BMGT 2331: Total Quality Management
BMGT 2341: Strategic Management
RELATED REQUIREMENTS .............................. 9-15
Student will choose one of the following options:
Business Management
BCIS 1301: Microcomputer Applications
Students will select 3-6 hours from the following:
   BUSG 1315: Small Business Operations*
   BUSG 2309: Small Business Management-Entrepreneurship*
   BMGT 1303: Principles of Management

Marketing Management
REQUIRED COURSES:
   COMM 2327: Introduction to Advertising
   BUSI 1311: Fundamentals of Salesmanship
Students will select an additional 0-3 hours from the following:
   BMGT 1373: Professional Image Development
   BUSG 1315: Small Business Operations
   BMGT 2309: Small Business Management-Entrepreneurship
   BMGT 1303: Principles of Management
   BMGT 1307: High Performance Work Teams
   BMGT 2303: Problem Solving and Decision Making
   BCIS 1301: Microcomputer Applications

Emphasis in Convenience Store Management
REQUIRED COURSES:
   BMGT 1171: Customer Service
   BMGT 1373: Professional Image Development
   BMGT 2377: Convenience Store Operations
Students will select an additional 3-6 hours from the following:
   BUSG 1315: Small Business Operations
   BMGT 1307: High Performance Work Teams
   BMGT 2303: Problem Solving and Decision Making
   BCIS 1301: Microcomputer Applications

ELECTIVE .............................................. 3
TOTAL .................................................. 64-70

MANAGEMENT - BUSINESS
MANAGEMENT
Program Advisors: Anne Nail, 371-5265
Willie Weaver, 371-5260
or contact the Business Division office, 371-5269
CERTIFICATES OF COMPLETION
Major Codes - BELOW
WARNING: These are TASP waived certificates. Enrollment in a degree level course outside the certificates will subject a student to mandatory testing/remediation as prescribed by TASP regulations.

ONE-YEAR CERTIFICATE OPTIONS
For students who wish to gain a general limited background required for many entry level business-related positions.

BUSINESS MANAGEMENT CERTIFICATE
Major Code - BMGT.CERT
Students will choose one of the following options:
Business Management
BCIS 1301: Microcomputer Applications
Students will select 3-6 hours from the following:
   BUSG 1315: Small Business Operations*
   BUSG 2309: Small Business Management-Entrepreneurship*
   BMGT 1303: Principles of Management

Students will also select 0-6 hours from the following:
   BMGT 1373: Professional Image Development
   BMGT 1307: High Performance Work Teams
   BMGT 2303: Problem Solving and Decision Making
   BUSI 1313: Investments
   BUSI 2301: Business Law I
   *(for an emphasis in Entrepreneurship, student may take both Small Business Operations and Small Business Management-Entrepreneurship)

MANAGEMENT - BUSINESS
MANAGEMENT
Program Advisors: Anne Nail, 371-5265
Willie Weaver, 371-5260
or contact the Business Division, 371-5269
ASSOCIATE IN APPLIED SCIENCE
Major Code - BMGT.AAS
Prepares students for positions requiring training in management. Students may specialize in one of three areas: Business Management, Marketing Management, or Convenience Store Management. Students completing their curriculum may qualify to enter a bachelor of applied arts and sciences degree program at a 4-year institution. Students seeking a Bachelor of Business Administration degree with a major in Management should follow the Business Administration degree plan.

SEMESTER HOURS
GENERAL EDUCATION REQUIREMENTS ................... 6
ENGL 1301: Freshman Composition I
SPCH 1321: Business and Professional Speaking
MAJOR COURSE REQUIREMENTS ....................... 24-25
HRPO 1311: Human Relations
BMGT 1301: Supervision
BMGT 1305: Communications in Management
BUSG 1315: Small Business Operations
   or
   BUSG 2309: Small Business Management-Entrepreneurship

See Texas Academic Skills Program information for details on pages 7-8.
BMGT 1303: Principles of Management
BMGT 2331: Total Quality Management
POFT 1325: Business Math and Machine Application
or
ACNT 1303: Introduction to Accounting I: Office Personnel
or
ACCT 2301: Accounting Principles I
BMGT 1307: High Performance Work Teams
or
BMGT 1382: Cooperative Education
or
BMGT 1383: Cooperative Education
COSC 1301: Computer Concepts
or
COSC 1401: Introduction to Computing
TOTAL .......................................................... 30-31

CONVENIENCE STORE MANAGEMENT CERTIFICATE
Major Code - BMGT.CERT.CSM
GENERAL EDUCATION REQUIREMENTS .......................... 6
ENGL 1301: Freshman Composition
SPCH 1321: Business and Professional Speaking
MAJOR COURSE REQUIREMENTS ................................. 28-29
BMGT 1171: Customer Service
HRPO 1311: Human Relations
BMGT 1301: Supervision
BMGT 1305: Communications in Management
BMGT 1373: Professional Image Development
BMGT 2377: Convenience Store Operations
HRPO 2301: Human Resources Management
BMGT 2305: Advanced Communications in Management
POFT 1325: Business Math and Machine Application
COSC 1301: Computer Concepts
or
COSC 1401: Introduction to Computing
TOTAL ............................................................. 34-35

MANAGEMENT SHORT-TERM CERTIFICATE
Major Code - BMGT.SHCT.MGMT
WARNING: This is TASP waived certificate. Enrollment in a degree level course outside the certificate will subject a student to mandatory testing/remediation as prescribed by TASP regulations.

ADVERTISING
Major Code - COMM.AS.ADV
COMM 1307: Mass Media Survey
COMM 2327: Introduction to Advertising
COMM 1336: Introduction to Radio-TV Production
ARTC 1325: Intro. to Computer Graphics-Print
RTVB 1329: Writing for Electronic Media

See Texas Academic Skills Program information for details on pages 7-8. For courses from approved list see pages 36-37.
Students must take one of the following courses:
COMM 2311: News Reporting and Writing I
COMM 2305: Print Workshop
ARTS 2356: Fundamentals of Photography I

JOURNALISM
Major Code - COMM.AS.JRN
COMM 1307: Mass Media Survey
COMM 1129, 1130, 2129, 2130: Publications
ARTC 1325: Intro. to Computer Graphics-Print
COMM 2311: News Reporting and Writing I
COMM 2315: News Reporting and Writing II
COMM 2209: News Editing and Design I
COMM 2210: News Editing and Design II

MASS COMMUNICATION
Major Code - COMM.AS.MCOM
Students should select 6 courses from the following list:
COMM 1307: Mass Media Survey
ARTC 1325: Intro. to Computer Graphics-Print
COMM 2327: Introduction to Advertising
COMM 2311: News Reporting and Writing I
COMM 2315: News Reporting and Writing II
COMM 2332: Broadcast News
COMM 1336: Introduction to Radio-TV Production
ARTS 2356: Fundamentals of Photography I

PUBLIC RELATIONS
Major Code - COMM.AS.PR
COMM 1307: Mass Media Survey
COMM 1316: Photojournalism
COMM 1336: Introduction to Radio-TV Production
COMM 2327: Introduction to Advertising
ARTC 1325: Intro. to Computer Graphics-Print

RADIO-TELEVISION
Major Code - COMM.AS.RTV
COMM 1307: Mass Media Survey
COMM 1336: Introduction to Radio/TV Production
ARTC 1325: Intro. to Computer Graphics-Print
COMM 2332: Broadcast News
COMM 2303: Radio Production I
COMM 2337: Television Production
COMM 2331: Announcing for Radio-Television

*METCHEMENDED COURSES ............................0-3
Students will be advised for other courses based on the university to which they plan to transfer.

TOTAL .........................................................62-63 *

*MATHEMATICS
Program Advisor: John Pool, 371-5325
or contact the Sciences & Engineering Division, 371-5091

ASSOCIATE IN SCIENCE
Major Code - MATH.AS

CORE CURRICULUM REQUIREMENTS .............................42
Specific Courses to be taken in the core:
MATH:
MATH 2413: Calculus I
NATURAL SCIENCES:
PHYS 2425/2426: Principles of Physics I and II orboth
CHEM 1311/1111: Principles of Chemistry I
CHEM 1312/1112: Principles of Chemistry II

MAJOR COURSE REQUIREMENTS ...............................11
MATH 2414: Calculus II
MATH 2415: Calculus III
MATH 2320: Differential Equations

RECOMMENDED COURSES ....................................13
Students will be advised for other courses based in the university to which they plan to transfer.

TOTAL ....................................................................66
Course Choices may include:
MATH 2318: Linear Algebra
MATH 2305: Discrete Mathematics
COSC 1317: Computer Programming for Engineers and Scientists
GERM 1411/1412: German for Beginners I
FREN 1411/1412: French for Beginners I

MEDICAL DATA SPECIALIST
Program Advisor: Judy Massie, 354-6068
or contact the Allied Health Division, 354-6055

CERTIFICATE OF COMPLETION
Major Code - MDSP.CERT

WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

This curriculum prepares the student as a Medical Data Specialist (MDSP). The Medical Data Specialist schedules patients, files insurance, codes for federal and state reimbursements and collections, types correspondence, transcribes from medical dictation, maintains telephone communication and collates all files to maintain the patient’s record. Upon completion of this curriculum, a certificate will be awarded.

The student must maintain a grade of “C” or above in all Medical Data Specialist and Allied Health courses.
A student seeking entry into the Medical Data Specialist program must file a specific program application and complete additional admission procedures as required.

See Texas Academic Skills Program information for details on pages 7-8.
For courses from approved list see pages 36-37.
### Degrees/Certificates

**MAJOR COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPNL 1201</td>
<td>Health Care Spanish</td>
</tr>
<tr>
<td>HPRS 1205</td>
<td>Medical Law/Ethics for Health Professions</td>
</tr>
<tr>
<td>MDCA 1220</td>
<td>Administrative Procedures I</td>
</tr>
<tr>
<td>MDCA 1221</td>
<td>Administrative Procedures II</td>
</tr>
<tr>
<td>MDCA 1242</td>
<td>Medical Insurance I</td>
</tr>
<tr>
<td>MDCA 1243</td>
<td>Medical Insurance II</td>
</tr>
<tr>
<td>POFM 1264</td>
<td>Practicum</td>
</tr>
<tr>
<td>MDCA 1302</td>
<td>Human Disease/Pathophysiology</td>
</tr>
<tr>
<td>MRMT 1307</td>
<td>Medical Transcription Fundamentals</td>
</tr>
<tr>
<td>POFM 1313</td>
<td>Medical Terminology I</td>
</tr>
<tr>
<td>POFM 2323</td>
<td>Medical Terminology II</td>
</tr>
<tr>
<td>MRMT 2333</td>
<td>Advanced Medical Transcription</td>
</tr>
</tbody>
</table>

**RELATED REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Freshman Composition I</td>
</tr>
<tr>
<td>SPCH 1318</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>OFAD 2304</td>
<td>Word/Information Processing I</td>
</tr>
</tbody>
</table>

**TOTAL**

| Hours | 41 |

**MEDICAL LABORATORY TECHNOLOGY**

Program Advisor: Janet Bohachef, 354-6059
or contact the Allied Health Division, 354-6055

**ASSOCIATE IN APPLIED SCIENCE**

**Major Code** - MLAB.AAS

This two year program prepares the student to perform laboratory procedures which aid the physician and pathologist in the diagnosis and treatment of disease in the hospital, clinical or research laboratory. Upon successful completion of this program, the student will be eligible to write a national certification examination for the Medical Laboratory Technician.

The MLAB courses are to be taken in sequential order unless special permission has been granted, in advance, by the Program Director or Education Coordinator. A grade of "C" or better is required for satisfactory completion of all required MLAB, mathematics, and science courses.

To continue in the program, a student may repeat a MLAB course only one time, and may repeat no more than two courses while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop or an unsatisfactory grade from a class. Students who are forced to completely withdraw from the college during a given semester may re-apply for admission to the program. Once the student has actually begun the program, he/she must complete all MLAB major courses within 36 months.

A student seeking entry into Medical Laboratory Technology must file a specific program application form with the department and complete additional admission procedures as required.

**SEMESTER HOURS**

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Freshman Composition I</td>
</tr>
<tr>
<td>MATH</td>
<td>College Mathematics or any MATH course from approved list</td>
</tr>
</tbody>
</table>

**SEMESTER HOURS**

| Hours | 20 |

**CHEM 1406**: Gen Organic & Biological Chemistry or
**CHEM 1311**: Principles of Chemistry I and
**CHEM 1111**: Principles of Chemistry I Laboratory
**SPCH 1318**: Interpersonal Communication
**BIOL 2421**: Microbiology

**ELECTIVE**

(Any Social and Behavioral Sciences course from approved list)

**MAJOR COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLAB 1163</td>
<td>Clinical - Phlebotomy</td>
</tr>
<tr>
<td>MLAB 1201</td>
<td>Introduction to Clinical Laboratory Science</td>
</tr>
<tr>
<td>MLAB 1211</td>
<td>Urinalysis and Body Fluids</td>
</tr>
<tr>
<td>MLAB 1223</td>
<td>Medical Terminology I</td>
</tr>
<tr>
<td>MLAB 1227</td>
<td>Coagulation</td>
</tr>
<tr>
<td>MLAB 1235</td>
<td>Immunology/Serology</td>
</tr>
<tr>
<td>MLAB 1331</td>
<td>Parasitology/Mycology</td>
</tr>
<tr>
<td>MLAB 1415</td>
<td>Hematology</td>
</tr>
<tr>
<td>MLAB 2266</td>
<td>Practicum I</td>
</tr>
<tr>
<td>MLAB 2267</td>
<td>Practicum II</td>
</tr>
<tr>
<td>MLAB 2271</td>
<td>Seminar I</td>
</tr>
<tr>
<td>MLAB 2431</td>
<td>Immunohematology</td>
</tr>
<tr>
<td>MLAB 2472</td>
<td>Seminar II</td>
</tr>
<tr>
<td>MLAB 2501</td>
<td>(Clinical) Chemistry</td>
</tr>
<tr>
<td>MLAB 2534</td>
<td>(Clinical) Microbiology</td>
</tr>
</tbody>
</table>

**RELATED REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPNL 1201</td>
<td>Health Care Spanish</td>
</tr>
<tr>
<td>POFM 1313</td>
<td>Medical Terminology I</td>
</tr>
</tbody>
</table>

**TOTAL**

| Hours | 67 |

**MEDICAL TECHNOLOGY**

(See Biology)

**MEDICINE**

(See Biology)

**MODERN LANGUAGES**

Program Advisor: Joyce Hinsley, 371-5078
Terry Moore, 371-5077
or contact the Language, Communication & Fine Arts Division, 371-5267

**ASSOCIATE IN ARTS**

**Major Code** - LANG.AA

**SEMESTER HOURS**

**CORE CURRICULUM REQUIREMENTS**

| Hours | 42 |

Specific Courses to be taken in the core:

**HUMANITIES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2322</td>
<td>Masterworks of English Literature</td>
</tr>
</tbody>
</table>

**RECOMMENDED COURSES**

Students will be advised for other courses based on the university to which they plan to transfer

**TOTAL**

| Hours | 62-66* |

*Total hours must include 18 hours of sophomore level courses.

For courses from approved list see pages 36-37.

See Texas Academic Skills Program information for details on pages 7-8.
MORTGAGE LENDING
(See Real Estate)

MORTUARY SCIENCE
Program Advisor: Jason Allieri, 371-5188
or contact the Sciences & Engineering Division, 371-5091

ASSOCIATE IN APPLIED SCIENCE
Major Code - MRTS.AAS
Provides prospective funeral service practitioners with the
theoretical knowledge and the practical skills which are
currently demanded for success in the industry. Educate
students concerning the responsibilities of the funeral
service profession to the community at large and
emphasize high standards of ethical conduct.

Students seeking entry into the Associate of Applied
Science degree in Mortuary Science must complete a
specific program admission form and meet all admission
requirements. Prior conviction of a felony may render the
student ineligible to practice in the state of Texas.

SEMESTER HOURS
GENERAL EDUCATION REQUIREMENTS ............... 15
ENGL 1301: Freshman Composition I
MATH 1332: College Mathematics
SPCH 1321: Business and Professional Speaking
PSYC 2315: General Psychology
CHEM 1305: Introduction to Chemistry

RELATED REQUIRED COURSES ..................... 10
MDCA 1302: Human Disease/Pathophysiology
BIOL 2421: Microbiology
SOCI 1371: Sociology of Death and Dying

MAJOR COURSE REQUIREMENTS ..................... 35
MRTS 1211: Contemporary Funeral Service Practices
MRTS 1310: Funeral Service Clinical Orientation
MRTS 1342: Mortuary Management I
MRTS 2335: Mortuary Jurisprudence
MRTS 2342: Mortuary Management II
MRTS 1360: Funeral Service Clinical I
MRTS 2360: Funeral Service Clinical II
MRTS 2432: Human Anatomy
MRTS 2445: Technical Procedures I
MRTS 2447: Technical Procedures II

ELECTIVE .............................................. 3
Selected upon discussion with program coordinator.

TOTAL .............................................. 71

*Total hours must include 18 hours of sophomore level
courses.

NUCLEAR MEDICINE
Program Advisor: Howard Bacon, 354-6071
or contact the Allied Health Division, 354-6055

ASSOCIATE IN APPLIED SCIENCE
Major Code - NMTT.AAS.NM

This program provides the basic skills required of a be-
ginning staff technologist practicing in nuclear medicine.
Upon satisfactory completion of the curriculum, the
graduate will be eligible to write the national certification
examination administered by the American Registry of
Radiologic Technologists and/or the National Nuclear
Medicine Certification Board (NMTCB).

All of the major requirement courses are to be taken in a
sequential order or at the advisement of the department
major advisor. A grade of “C” or better is required for
satisfactory completion of all courses.

To continue in the program, a student may repeat a
NMTT course only one time and may repeat no more
than two NMTT courses while enrolled in the program.
The term “repeat” shall be interpreted to mean re-enroll-
ment following withdrawal, drop, or unsatisfactory grade.

A student seeking entry into Nuclear Medicine must file a
specific program application form and complete additional
admission procedures as required.

SEMESTER HOURS
GENERAL EDUCATION REQUIREMENTS ............ 23
ENGL 1301: Freshman Composition I
CHEM 1305: Introductory Chemistry
SPCH 1318: Interpersonal Communication
PSYC 2301: General Psychology
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II

MATH:
MATH 1332: College Mathematics or any MATH
course from approved list

See Texas Academic Skills Program information for details on pages 7-8.
Degrees/Certificates

MAJOR COURSE REQUIREMENTS .................................................39
NMTT 1266: Practicum I
NMTT 1267: Practicum II
RADR 1303: Patient Care in Radiology
NMTT 1305: Nuclear Medicine Data Processing
NMTT 1309: Nuclear Medicine Instrumentation
NMTT 1313: Nuclear Medicine Physics
NMTT 1401: Introduction to Nuclear Medicine
NMTT 2266: Practicum III
NMTT 2267: Practicum VI
NMTT 2301: Radiochemistry and Radiopharmacy
NMTT 2309: Nuclear Medicine Methodology II
NMTT 2313: Nuclear Medicine Methodology III
NMTT 2366: Practicum IV
NMTT 2367: Practicum V
RELATED REQUIRED COURSES ...........................................6
POFM 1313: Medical Terminology
SCIT 1320: Physics for Allied Health
TOTAL ......................................................................................68

NURSING
Associate Degree Nursing (ADN)
Program Advisor: Sue McGee, 354-6010
or contact the Nursing Division, 354-6009

ASSOCIATE IN APPLIED SCIENCE
Major Code - RNSG.AAS

The following curriculum is designed for the student who wishes to enter the nursing profession directly upon the completion of the two year course of study. Accredited by Texas Board of Nurse Examiners and the National League for Nursing Accrediting Commission (NLNAC), [61 Broadway-33rd Floor, New York City, NY 10006, 1-800-669-1656.]

Students completing this curriculum are eligible to take the State Board examination for the Registered Nurse Licensure. Prior conviction for a felony may render the student ineligible to take the NCLEX-RN exam which qualifies one to practice as a Registered Nurse.

The student must have a “C” in all required courses in order to progress to the next level of the program. Any nursing course with a required concurrent clinical course is integrated and inseparable; thus a student must pass both components in the same semester in order to be eligible to enroll in the next level.

To continue in the program, a student may repeat any nursing course or combination of concurrently enrolled nursing courses (class and concurrent clinical course) one time only, but may repeat no more than two different nursing course or course combinations in total while enrolled in the program. The term “repeat” shall be interpreted to mean re-enrollment following withdrawal, audit, drop, or unsatisfactory grade.

A student seeking entry into the Associate Degree Nursing (ADN) program must file a specific program application form and complete additional admission procedures as required.

GENERAL EDUCATION REQUIREMENTS ..................................27
ENGL 1301: Freshman Composition I
PSYC 2301: General Psychology
COMMUNICATION:
(Any SPCH course from approved list)
MATH: (Math 1332, 1333, 1314, or higher)
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
BIOL 2420: Microbiology
HECO 1322: Principles of Nutrition

MAJOR COURSE REQUIREMENTS .............................................42
RNSG 1309: Introduction to Nursing
RNSG 1301: Pharmacology in Nursing
RNSG 1341: Principles of Adult Health Nursing
RNSG 1362: Clinical - Principles of Adult Health Nursing
RNSG 1244: Concepts of Clinical Decision-Making I
RNSG 1263: Clinical - Concepts of Clinical Decision-Making I
RNSG 1245: Concepts of Clinical Decision-Making II
RNSG 2261: Clinical - Concepts of Clinical Decision-Making II
RNSG 2213: Mental Health Nursing
RNSG 2161: Clinical - Mental Health Nursing
RNSG 1251: Care of the Childbearing Family
RNSG 1260: Clinical - Care of the Childbearing Family
RNSG 2201: Care of Children and Families
RNSG 2260: Clinical - Care of Children and Families
RNSG 2241: Advanced Concepts of Clinical Decision Making
RNSG 2262: Clinical - Advanced Concepts of Clinical Decision Making
RNSG 2231: Management of Client Care
RNSG 2263: Clinical - Management of Client Care
RNSG 1110: Introduction to Community-Based Nursing
RNSG 2163: Clinical - Community-Based Nursing

ELECTIVES ..............................................................................2
(Effective options include courses in the following list or other electives as approved by advisor):
- RSPT 1137: Basic Dysrhythmia Interpretation
- RNSG 1291: Operating Room Techniques
- RNSG 1262: Clinical - Operating Room Techniques
- RNSG 2191: Clinical Applications of Lab Data for the Nurse
- RNSG 1191: Epidemiology of Infectious Diseases
- HPRS 1206: Medical Terminology for the Health Care Professional

TOTAL .........................................................................................71

ADVANCED PLACEMENT OPTION (ADN)
GENERAL EDUCATION REQUIREMENTS
(see previous) ...........................................................................27

MAJOR COURSE REQUIREMENTS .............................................45
RNSG 2397: Transition to Nursing
RNSG 1301: Pharmacology in Nursing
RNSG 1115: Health Assessment
RNSG 2201: Care of Children & Families
RNSG 2260: Clinical - Care of Children & Families
RNSG 1245: Concepts of Clinical Decision-Making II

For courses from approved list see pages 36-37.
Degrees/Certificates

RNSG 2261: Clinical - Concepts of Clinical Decision-Making II
RNSG 2213: Mental Health Nursing
RNSG 2161: Clinical - Mental Health Nursing
RNSG 2241: Advanced Concepts of Clinical Decision Making
RNSG 2262: Clinical - Advanced Concepts of Clinical Decision Making
RNSG 2231: Management of Client Care
RNSG 2263: Clinical - Management of Client Care
RNSG 1110: Introduction to Community-Based Nursing
RNSG 2163: Clinical - Introduction to Community-Based Nursing

Articulated credit will be granted for the following courses upon successful completion of RNSG 2307: Transition to Nursing:

- RNSG 1309: Introduction to Nursing
- RNSG 1341: Principles of Adult Health
- RNSG 1362: Clinical - Principles of Adult Health
- RNSG 1251: Care of the Childbearing Family
- RNSG 1260: Clinical - Care of the Childbearing Family
- RNSG 1244: Concepts of Clinical Decision Making I
- RNSG 1263: Clinical - Concepts of Clinical Decision-Making I

TOTAL ........................................................................... 72

NURSING
(Vocational Nursing)
Program Advisor: Delores Thompson, 354-6018
or contact the VN Department, 354-6015

CERTIFICATE OF COMPLETION
Major Code – VNSG.CERT

WARNING: This is a TASP-waived certificate. Enrollment in a degree level course outside the certificate will subject a student to mandatory testing/remediation as prescribed by TASP regulations.

Students completing the curriculum are qualified to take the State Board examination for the Vocational Nursing licensure. Individuals accepted for enrollment or enrolled in the program shall be provided verbal and written information regarding conditions that may disqualify graduates from licensure. Prior conviction of a felony may render the student ineligible to take the State Board examination in Texas.

Students must have a "C" in all required courses in order to progress to the next level of the program. Any nursing course with a required concurrent clinical course is integrated and inseparable; thus a student must pass both components in the same semester in order to be eligible to enroll in the next level.

To continue in the program, a student may repeat any course or combination of concurrently enrolled nursing courses (class and concurrent clinical course) one time only, but may repeat no more than two different courses or concurrent nursing course combinations in total while enrolled in the program. The term “repeat” shall be interpreted to mean re-enrollment following withdrawal, audit, drop, or unsatisfactory grade.

Students seeking entry into Vocational Nursing must file a specific program application form and complete additional admission procedures as required.

Semester Hours

GENERAL EDUCATION REQUIREMENTS ...................... 7

- BIOL 2401: Human Anatomy and Physiology I
- HECO 1322: Nutrition
- PSYC 2301: General Psychology

MAJOR COURSE REQUIREMENTS .............................. 37

- VNSG 1323: Basic Nursing Skills
- VNSG 1236: Mental Health
- VNSG 1304: Foundations of Nursing
- RNSG 1301: Pharmacology
- VNSG 1400: Nursing in Health & Illness I
- VNSG 1360: Clinical - Nursing in Health & Illness I
- VNSG 1230: Maternal-Neonatal Nursing
- VNSG 2160: Clinical - Maternal-Neonatal Nursing
- VNSG 1234: Pediatrics
- VNSG 2161: Clinical - Pediatrics
- VNSG 1409: Nursing in Health & Illness II
- VNSG 1361: Clinical - Nursing in Health & Illness II
- VNSG 2431: Advanced Nursing Skills
- VNSG 2163: Clinical - Advanced Nursing Skills
- VNSG 1163: Clinical - Intermediate

TOTAL ........................................................................... 44
OCCUPATIONAL THERAPY
(Pre-Occupational Therapy)
Program Advisor: Virginia Gass, 354-6079
or contact the Allied Health Division, 354-6055

ASSOCIATE IN SCIENCE
Major Code - OTHA.AS
Provides basic courses for the first two years of a 4-year curriculum leading to a degree in Occupational Therapy.

GENERAL EDUCATION REQUIREMENTS ................. 42
Specific Courses to be taken in the core:
COMMUNICATION:
SPCH 1315: Public Speaking
or
SPCH 1321: Business and Professional Speaking
MATHEMATICS:
MATH 1314: College Algebra
SOCIAL AND BEHAVIORAL SCIENCES:
PSYC 2301: General Psychology
NATURAL SCIENCES:
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II

MAJOR COURSE REQUIREMENTS ..................... 28
BIOL 1406: Biology I
CHEM 1311: Principles of Chemistry I
CHEM 1111: Principles of Chemistry I Lab
CHEM 1312: Principles of Chemistry II
CHEM 1112: Principles of Chemistry II Lab
PHYS 1301: College Physics I
PHYS 1101: College Physics I Lab
MATH 1316: Trigonometry
PSYC 2314: Life-Span Developmental Psychology
or
PSYC 2315: Psychology of Adjustment
PSYC 2319: Social Psychology

TOTAL ......................................................... 70

OCCUPATIONAL THERAPY ASSISTANT
Program Advisor: Virginia Gass, 354-6079
or contact the Allied Health Division, 354-6055

ASSOCIATE IN APPLIED SCIENCE
Major Code - OTHA.AAS
Upon successful completion of the Occupational Therapy Assistant program, the graduate will be qualified to work under the supervision of a registered occupational therapist to provide services to individuals of all ages who are physically, psychologically, or developmentally disabled. The program is accredited with the American Occupational Therapy Association and the Accreditation Council for Occupational Therapy Education (ACOTE). Graduates will be eligible to sit for the national certification examination administered by the National Board for Certification for Occupational Therapy (NBCOT). Upon successful completion of the certification examination, the student will be able to apply for licensure in the state of Texas or any state requiring licensure.

All of the major requirements are to be taken in a sequential order or at the advisement of the department major advisor. A grade of “C” or better is required for all OTHA courses and any prerequisite courses.

To continue in the program, a student may repeat an OTHA course only one time and may repeat no more than two OTHA courses while enrolled in the program. The term “repeat” shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade. When a student completes all academic courses, fieldwork experiences must be completed within eighteen months of completion or academic courses will have to be repeated.

A student seeking entry into Occupational Therapy Assistant program must file a specific program application form and complete additional admission procedures as required.

SEMESTER HOURS
ENGL 1301: Freshman Composition I ................. 20
SPCH 1318: Interpersonal Communication
PSYC 2301: General Psychology
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
MATH:
MATH 1332: College Mathematics or any MATH course from approved list

MAJOR COURSE REQUIREMENTS .................... 37
OTHA 1160: Clinical I OTA
OTHA 1301: Introduction to Occupational Therapy
OTHA 1309: Human Structure and Function in OT
OTHA 1341: Life Skills Performance of Childhood in OT
OTHA 1345: Life Skills Performance of Youth in OT
OTHA 1349: Life Skills Performance of Maturity in OT
OTHA 1415: Therapeutic Media I in OT
OTHA 2180: Clinical II OTA
OTHA 2209: Mental Health in OT
OTHA 2266: Practicum I OTA
OTHA 2267: Practicum II OTA
OTHA 2331: Physical Function in OT
OTHA 2335: Healthcare Management in OT
OTHA 2402: Therapeutic Media II in OT

RELATED REQUIRED COURSES ....................... 9
COSC 1301: Computer Concepts
POFM 1313: Medical Terminology I
PSYC 2314: Life Span Developmental Psychology

TOTAL ....................................................... 66

OFFICE ADMINISTRATION/BUSINESS EDUCATION
Program Advisor: Delores Behrens, 371-5253
or contact the Business Division, 371-5269

ASSOCIATE IN SCIENCE
Major Code - OFAD.AS.BE
This curriculum provides basic courses for the first two years of a four-year curriculum leading to the Bachelor of Business Administration degree.

See Texas Academic Skills Program information for details on pages 7-8.
Degrees/Certificates

SEMESTER HOURS

CORE CURRICULUM REQUIREMENTS .............................. 42
Specific Courses to be taken in the core:
MATH:
  MATH 1324: Math for Business Decisions I
COMMUNICATION:
  SPCH 1321: Business and Professional Speaking
SOCIAL AND BEHAVIORAL SCIENCES:
  ECON 2301: Principles of Economics
HUMANITIES:
  ENGL (Sophomore Literature)
NATURAL SCIENCES:
  8 hours of lab science recommended

MAJOR COURSE REQUIREMENTS ................................. 9
ACCT 2301: Accounting Principles I
ACCT 2302: Accounting Principles II
ECON 2302: Principles of Economics II

RECOMMENDED COURSES .......................................... 11
Students will be advised for other courses based on the
University to which they plan to transfer.

TOTAL ........................................................................ 62

OFFICE ADMINISTRATION
Program Advisor: Delores Behrens, 371-5253
or contact the Business Division, 371-5269

ASSOCIATE IN APPLIED SCIENCE
Major Code - OFAD.AAS

This curriculum is designed to prepare students for
positions requiring training in office skills with options for
positions as an Administrative Secretary, Legal Secretary,
Medical Secretary, or Office Assistant. Students may
complete a major in any of the above areas.

GENERAL EDUCATION REQUIREMENTS .................. 15
ENGL 1301: Freshman Composition I
MATH:
  (Any MATH course from approved list)
SOCIAL OR BEHAVIORAL SCIENCES:
  (Any Social or Behavioral Sciences course from
   approved list)
COMMUNICATIONS:
  (Any SPCH course from approved list)
CORE CURRICULUM ELECTIVE:
  (To be selected from approved course list)
  +GOVT 2306: Government of Texas and the United
   States must be taken as the Social or Behavior Sciences
   requirement listed under General Education Require-
   ments for Legal Secretary majors.

RELATED REQUIRED COURSES ................................. 32
ACCT 1303: Introduction to Accounting I: Office
Personnel*
ITSW 2331: Advanced Word Processing
POFT 2301: Word Processing
POFT 1302: Business Communications I
POFT 1309: Administrative Office Procedures I
POFT 1313: Professional Development for Office
Personnel
POFT 1325: Business Math and Machine Applications
POFT 2203: Speed and Accuracy Building
POFT 2301: Document Formatting and Skillbuilding**
POFT 2312: Business Communications II
POFT 2333: Advanced Document Formatting and
Skillbuilding
+Students declaring a major with a specialty in Legal Sec-
   retary will take POFI 1345: Integrated Software Applica-
   tions instead of ACNT 1303: Introduction to Accounting I:
   Office Personnel.
++Student must have POFT 1329: Keyboarding and
   Document Formatting skills or instructor approval before
   enrolling in POFT 2301: Document Formatting and
   Skillbuilding.

MAJOR COURSE REQUIREMENTS ................................. 21
Student must choose one of the following specialties.
Administrative Secretary ......................................... 21
ITSW 1304: Introduction to Spreadsheets
OFAD 1314: Introduction to Records Management
POFI 1345: Integrated Software Applications
POFI 2331: Desktop Publishing for the Office
POFT 1345: Shorthand/Notetaking I
POFT 2343: Shorthand/Notetaking II
POFT 2364: Practicum or Elective

Legal Secretary ..................................................... 21
BUSI 2301: Business Law I
ITSW 1304: Introduction to Spreadsheets
POFI 2331: Desktop Publishing for the Office
POFL 1305: Legal Terminology
POFM 1313: Medical Terminology I
POFT 1345: Shorthand/Notetaking I
POFT 2364: Practicum or Elective

Medical Secretary .................................................. 21
HPRF 1205: Medical Law/Ethics for Health Professionals
MDCA 1221: Administrative Procedures II
MDCA 1242: Medical Insurance I
OFAD 1314: Introduction to Records Management
POFI 1345: Integrated Software Applications
POFM 1313: Medical Terminology I
POFT 1345: Shorthand/Notetaking I
POFT 2364: Practicum or Elective

Office Assistant .................................................... 21
BCIS 1301: Microcomputer Applications
BMGT 1301: Supervision
ITSW 1304: Introduction to Spreadsheets
OFAD 1314: Introduction to Records Management
POFI 1345: Integrated Software Applications
POFI 2331: Desktop Publishing for the Office
POFT 2364: Practicum or Elective

TOTAL ........................................................................ 68

See Texas Academic Skills Program information for details on pages 7-8.

For courses from approved list see pages 36-37.
Degrees/Certificates

OFFICE ADMINISTRATION

Information Management Specialist
Program Advisor: Delores Behrens, 371-5253
or contact the Business Division, 371-5269

ASSOCIATE IN APPLIED SCIENCE

Major Code - OFAD.AAS.IMS
This curriculum is designed as an advanced level program to prepare students for positions requiring skills of the administrative assistant and computer support person in an office environment.

GENERAL EDUCATION REQUIREMENTS .......... 15
ENGL 1301: Freshman Composition I
HUMANITIES:
- (Any Humanities course from approved list)
MATH:
- (Any MATH course from approved list)
SOCIAL SCIENCE:
- (Any Social or Behavioral Sciences course from approved list)
COMMUNICATION:
- (Any SPCH course from approved list)

MAJOR COURSE REQUIREMENTS .................. 57
ACCT 2301: Accounting Principles I
ACCT 2302: Accounting Principles II
BCIS 1301: Microcomputer Applications
COSC 1401: Introduction to Computing
COSC 1415: Programming Techniques and Logic Design I
CPMT 1347: Computer Systems Peripherals
ITSE 2409: Introduction to Database Programming
ITSW 1304: Introduction to Spreadsheets
ITSW 2436: UNIX Operating System II
OFAD 1314: Introduction to Records Management
POFI 2331: Desktop Publishing for the Office
POFT 1302: Business Communications I
POFT 1309: Administrative Office Procedures I
POFT 1313: Professional Development for Office Personnel
POFT 1325: Business Math and Machine Applications
POFT 2203: Speed and Accuracy Building
POFT 2301: Document Formatting and Skillbuilding
POFT 2312: Business Communications II
POFT 2333: Advanced Document Formatting and Skillbuilding

*Students declaring a major with a specialty in Legal Secretary will take POFI 1345: Integrated Software Applications instead of ACNT 1303: Introduction to Accounting I: Office Personnel.
**Student must have POFT 1329: Keyboarding and Document Formatting skills or instructor approval before enrolling in POFT 2303: Document Formatting and Skillbuilding.

RELATED COURSE REQUIREMENTS .............. 21
Student must choose one of the following specialties.

Administrative Secretary .......................... 21
ITSW 1304: Introduction to Spreadsheets
OFAD 1314: Introduction to Records Management
POFI 1345: Integrated Software Applications
POFI 2331: Desktop Publishing for the Office
POFT 1345: Shorthand/Notetaking I
POFT 2343: Shorthand/Notetaking II
POFT 2364: Practicum or Elective

Legal Secretary ................................. 21
BUSI 2301: Business Law I
ITSW 1304: Introduction to Spreadsheets
POFI 2331: Desktop Publishing for the Office
POFL 1305: Legal Terminology
POFM 1313: Medical Terminology I
POFT 1345: Shorthand/Notetaking I
POFT 2364: Practicum or Elective

Medical Secretary ............................... 21
HPRF 1205: Medical Law/Ethics for Health Professionals
MDCA 1221: Administrative Procedures II
MDCA 1242: Medical Insurance I
OFAD 1314: Introduction to Records Management
POFI 1345: Integrated Software Applications
POFM 1313: Medical Terminology I
POFT 1345: Shorthand/Notetaking I
POFT 2364: Practicum or Elective

OFFICE ADMINISTRATION

Professional Certificate
Program Advisor: Delores Behrens, 371-5253
or contact the Business Division, 371-5269

CERTIFICATE OF COMPLETION

Major Code - OFAD.CERT.PRO
Satisfactory completion of courses listed below will enable students to receive the Office Technology Professional Certificate with Specialties. The Office Technology Professional Certificate with Specialties may be completed in 15 months.

Upon satisfactory completion of this 15-month certificate, the student is prepared for positions requiring advanced training in specialized areas such as Administrative Secretary, Legal Secretary, Medical Secretary, or Office Assistant.

MAJOR COURSE REQUIREMENTS ................. 32
ACNT 1303: Introduction to Accounting I: Office Personnel
ITSW 2331: Advanced Word Processing
POFI 2301: Word Processing
POFT 1302: Business Communications I
POFT 1309: Administrative Office Procedures I
POFT 1313: Professional Development for Office Personnel
POFT 1325: Business Math and Machine Applications
POFT 2203: Speed and Accuracy Building
POFT 2301: Document Formatting and Skillbuilding

For courses from approved list see pages 36-37.
### Degrees/Certificates

<table>
<thead>
<tr>
<th>Degree/Certificate</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Assistant</td>
<td>21</td>
</tr>
<tr>
<td>BMGT 1301: Microcomputer Applications</td>
<td></td>
</tr>
<tr>
<td>BMGT 1301: Supervision</td>
<td></td>
</tr>
<tr>
<td>ITSW 1304: Introduction to Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>OFAD 1314: Introduction to Records Management</td>
<td></td>
</tr>
<tr>
<td>POFI 1345: Integrated Software Applications</td>
<td></td>
</tr>
<tr>
<td>POFI 2331: Desktop Publishing for the Office</td>
<td></td>
</tr>
<tr>
<td>POFI 2364: Practicum or Elective</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>53</td>
</tr>
</tbody>
</table>

### OFFICE TECHNOLOGY

Program Advisor: Delores Behrens, 371-5253
or contact the Business Division, 371-5269

**CERTIFICATE OF COMPLETION**

**Major Code - OFAD.CERT**

**WARNING:** This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

Upon satisfactory completion of this certificate, the student is prepared for entry-level positions with basic office skills. This certificate may be completed in nine months.

**SEMESTER HOURS**

**MAJOR COURSE REQUIREMENTS**

- ACNT 1303: Introduction to Accounting I: Office Personnel
- ITSW 2331: Advanced Word Processing
- POFI 2301: Word Processing
- POFI 1302: Business Communications I
- POFI 1309: Administrative Office Procedures I
- POFI 1313: Professional Development for Office Personnel
- POFI 1325: Business Math and Machine Applications
- POFI 2203: Speed and Accuracy Building
- POFI 2301: Document Formatting and Skillbuilding**
- POFI 2312: Business Communications II
- POFI 2333: Advanced Document Formatting and Skillbuilding

**TOTAL**

**32**

**Student must have** POFI 1329: Keyboarding and Document Formatting skills or instructor approval before enrolling in POFI 2301: Document Formatting and Skillbuilding.

### OPTOMETRY

(See Biology)

### PARALEGAL STUDIES

Program Advisor: Patsy Lemaster, 371-5254
or contact the Business Division, 371-5269

**ASSOCIATE IN APPLIED SCIENCE**

**Major Code - LGLA.AAS**

Upon successful completion of this program, students will be prepared to work in a law office as a legal assistant and will have met the educational requirements to take the Certified Legal Assistant exam. (Work experience may be required.) A grade of “C” or better is required for satisfactory completion of all Paralegal Studies courses. Students having education, training, or experience in business communications, word processing, or keyboarding are encouraged to earn credit by examination for courses listed as OTHER RELATED REQUIREMENTS.

**SEMESTER HOURS**

**GENERAL EDUCATION REQUIREMENTS**

**ENGL 1301/1302: Freshman Composition I and II**

**MATH:**

(Any MATH course from approved list)

**PHIL 2303: Logic**

**PSYC:**

(Any PSYC course from approved list)

**COMMUNICATION:**

(Any SPCH course from approved list)

**MAJOR COURSE REQUIREMENTS**

- LGLA 1301: Legal Research and Writing
- LGLA 1307: Introduction to Law and the Legal Professions
- LGLA 1345: Civil Litigation
- LGLA 1351: Contracts
- or
- RELE 1311: Law of Contracts
- LGLA 1353: Wills, Trusts, and Probate Administration
- LGLA 1355: Family Law
- LGLA 2303: Torts and Personal Injury
- LGLA 2305: Interviewing and Investigating
- LGLA 2313: Criminal Law and Procedure
- LGLA 2325: Advanced Civil Litigation (CAPSTONE) or
- LGLA 2335: Practicum - Paralegal/Legal Assistant (CAPSTONE)
- POFL 1305: Legal Terminology
- POFI 1309: Administrative Office Procedures I

**RELATED REQUIRED COURSES**

- LGLA 1343: Bankruptcy
- ITPS 2371: Advanced Business Communications

**OTHER RELATED REQUIREMENTS**

- POFI 1302: Business Communications I
- POFI 2301: Word Processing
- POFI 2301: Document Formatting and Skillbuilding

**TOTAL**

**72**

### PARAMEDICINE

(See Emergency Medical Services Professions)
See Texas Academic Skills Program information for details on pages 7-8.

PHARMACY
(Pre-Pharmacy)
Program Advisor: Dr. Gerald Foster, 371-5327
or contact the Sciences & Engineering Division, 371-5091

ASSOCIATE IN SCIENCE
Major Code - PHRA.AS

Provides the requirements for the first two years of the five-year program leading to the Bachelor of Science in pharmacy. Most schools of pharmacy require MATH 2413: Calculus I, Texas Tech University School of Pharmacy also requires MATH 4703: Statistics.

SEMESTER HOURS

CORE CURRICULUM REQUIREMENTS ................................. 42
Specific Courses to be taken in the core:
MATH:
MATH 2413: Calculus I
NATURAL SCIENCES:
PHYS 1301/1302: College Physics I and II
MAJOR COURSE REQUIREMENTS .................................. 18
CHEM 2323/2223: Organic Chemistry I
CHEM 2325/2225: Organic Chemistry II
BIOL 1406/1407: Biology I and II
RECOMMENDED COURSES ....................................... 6
Students will be advised for other courses based on the university to which they plan to transfer.
TOTAL ................................................................. 66

Course choices may include:
MATH 1342: Statistics
CHEM 1311/1111: Principles I and Lab
CHEM 1312/1112: Principles II and Lab
BIOL 2421: Microbiology
PHYS 1101: College Physics I Lab
PHYS 1102: College Physics II Lab

PHARMACY TECHNOLOGY
Program Advisor: Lyndi Shadbolt, 354-3621
or contact the Nursing Division, 354-6010

CERTIFICATE OF COMPLETION
Major Code - PHRA.CERT

WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below.

Upon completion, students will be qualified to become a vital member of the Pharmacy Team. The role of the pharmacy technician continues to expand. Some of the responsibilities include interpreting prescriptions, reconstituting medications, bulk compounding and mixing of sterile parenteral and enteral products. All work is performed under the supervision of a Pharmacist.

A certification of completion is awarded upon successful completion of the curriculum. All of the major requirement courses are to be taken in a sequential order or at the advisement of the department major advisor. A grade of "C" or better is required for satisfactory completion of all courses in the curriculum.

To continue in the program, students may repeat a PHRA course only one time and may repeat no more than two courses in the curriculum.

PHRA courses while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade.

Students seeking entry into Pharmacy Technology must file a specific program application form and complete additional admission procedures as required.

SEMESTER HOURS

MAJOR COURSE REQUIREMENTS ................................. 17
PHRA 1301: Introduction to Pharmacy
PHRA 1309: Pharmaceutical Mathematics
PHRA 1345: Intravenous Admixture & Sterile Compounding
PHRA 1306: Computerized Drug Delivery Syst. I
PHRA 1404: Pharmacotherapy & Disease Process
PHRA 1166: Practicum

RELATED REQUIRED COURSES ................................. 9
POFM 1313: Medical Terminology I
POFM 2323: Medical Terminology II
COSC 1301: Computer Concepts
TOTAL ................................................................. 26

PHOTOGRAPHY
Program Advisor: Kenneth Pirtle, 371-5271
or contact the Language, Communication & Fine Arts Division, 371-5267

ASSOCIATE IN ARTS
Major Code - PHTC.AS

Parallels the first two years of most four-year institutions offering a major in Photography.

Students must provide for their own use the following equipment: camera (of design approved by instructor), light meter, flash unit and tripod. Except for certain specialized projects students will provide their own film, photographic paper and processing supplies.

SEMESTER HOURS

CORE CURRICULUM REQUIREMENTS .......................... 42

MAJOR COURSE REQUIREMENTS ................................. 9
ARTS 2356: Photography I
ARTS 2357: Photography II
DRAM 2366: American Cinema

RECOMMENDED COURSES ................................. 12
Students will be advised for other courses based on the university to which they plan to transfer.
TOTAL ................................................................. 63*

*Total hours must include 18 hours of sophomore level courses.

PHOTOGRAPHY
Program Advisor: Kenneth Pirtle, 371-5271
or contact the Language, Communication & Fine Arts Division, 371-5267

ASSOCIATE IN ARTS
Major Code - PHTC.AA

Parallels the first two years of most four-year institutions offering a major in Photography.

Students must provide for their own use the following equipment: camera (of design approved by instructor),

For courses from approved list see pages 36-37.
Degrees/Certificates

light meter, flash unit and tripod. Except for certain specialized projects students will provide their own film, photographic paper and processing supplies.

CORE CURRICULUM REQUIREMENTS .................. 42
MAJOR COURSE REQUIREMENTS ..................... 15-17
ARTS 2356: Photography I
ARTS 2357: Photography II
DRAM 2366: American Cinema
MODERN LANGUAGE:
(French, German or Spanish; 6-8 hrs)

RECOMMENDED COURSES ................................ 6
Students will be advised for other courses based on the university to which they plan to transfer.

TOTAL .................................................. 63-65*

*Total hours must include 18 hours of sophomore level courses.

PHOTOGRAPHY
Program Advisor: Kenneth Pirtle, 371-5271
or contact the Language, Communication & Fine Arts Division, 371-5267

Associate in Applied Science
Major Code - PHTC.AAS
Prepares students for positions in the photographic profession. Students satisfactorily completing this program will have the necessary skills and knowledge to qualify for entrance positions as darkroom technicians, commercial photographers, portrait photographers, photojournalists and general photographic technicians.

Students must provide for their own use the following equipment: camera (of design approved by instructor), light meter, flash unit and tripod. Except for certain specialized projects students will provide their own film, photographic paper and processing supplies.

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENTS ............ 15
ENGL 1301/1302: Freshman Composition I and II
COMMUNICATION:
(Any SPCH course from approved list)
MATH 1332:
(College Math or any MATH course from approved list)
ELECTIVE:
(Any Social or Behavioral Sciences course from approved list)

MAJOR COURSE REQUIREMENTS .................... 39
ARTS 2356: Photography I
ARTS 2357: Photography II
PHTC 1313: History of Photography
PHTC 1345/2345: Illustrative Photography I and II
PHTC 1341/2341: Color Photography I and II
PHTC 1353/2353: Portrait Photography I and II
PHTC 1343: Expressive Photography
PHTC 1349/2349: Photo Digital Imaging I and II
PHTC 2343: Commercial Photography

RELATED REQUIRED COURSES ................. 9
COMM 1307: Mass Media Survey
or
COMM 2327: Introduction to Advertising
COSC 1301: Computer Concepts
or
ARTC 1325: Introduction to Computer Graphics - Print
COMM 1337: Television Production I

PHOTO PRACTICUM OR ELECTIVES ................. 2-3
ELECTIVES .................................................. 3

TOTAL .................................................. 68-69*

*Total hours must include 18 hours of sophomore level courses.

PHOTOGRAPHY
Program Advisor: Kenneth Pirtle, 371-5271
or contact the Language, Communication & Fine Arts Division, 371-5267

CERTIFICATE OF COMPLETION
Major Code - PHTC.CERT

WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

For students intent on learning the skills necessary to become a professional photographer without the core curriculum course work required in the two-year Associate in Applied Science degree. Students completing the Photography Certificate program will be eligible to apply for many entry level positions as a professional photographer or lab technician.

Students must provide for their own use the following equipment: camera (of design approved by instructor), light meter, flash unit and tripod. Except for certain specialized projects students will provide their own film, photographic paper and processing supplies.

SEMESTER HOURS

MAJOR COURSE REQUIREMENTS .................... 33
ARTS 2356: Photography I
ARTS 2357: Photography II
PHTC 1345: Illustrative Photography I
PHTC 2345: Illustrative Photography II
PHTC 1341: Color Photography I
PHTC 2341: Color Photography II
PHTC 1353: Portrait Photography I
PHTC 2353: Portrait Photography II
PHTC 1349: Photo Digital Imaging I
PHTC 2349: Photo Digital Imaging II
PHTC 2343: Commercial Photography

RELATED REQUIRED COURSES .................... 9
MCOM 3403: Introduction to Advertising
COMM 1337: Television Production I
ARTC 1325: Introduction to Computer Graphics - Print
or
COSC 1301: Computer Concepts

TOTAL .................................................. 42

See Texas Academic Skills Program information for details on pages 7-8. For courses from approved list see pages 36-37.
PHYSICAL EDUCATION
Program Advisor: Craig Clifton, 371-5299
or contact the Behavioral Studies Division, 371-5296

ASSOCIATE IN SCIENCE
Major Code - PHED.AS

The physical education curriculum provides basic courses for the first two years of a four-year curriculum leading to a Bachelor of Science degree. Students should plan their program to match the specific requirements of the senior institution of choice. Programs differ significantly. Students must consult with the major advisor for course selection.

SEMESTER HOURS
CORE CURRICULUM REQUIREMENTS .................. 42

Specific Courses to be taken in the core:
NATURAL SCIENCES:
  BIOL 2401: Human Anatomy and Physiology I
  BIOL 2402: Human Anatomy and Physiology II
SOCIAL AND BEHAVIORAL SCIENCES:
  PHED 1304: Concepts of Healthful Living

MAJOR COURSE REQUIREMENTS ....................... 16

PHED 1101: Lifetime Fitness
PHED 1301: Foundation of Physical Education
PHED 1306: Standard First Aid and CPR
PHED (Six additional activity courses, one of which is sophomore level)
HECO 1322: Principles of Nutrition

RECOMMENDED COURSES .......................... 6

Major advisor will assist student in selection of appropriate courses required by senior institution of choice. (One of which will be sophomore level.)

TOTAL ............................................ 64

PHYSICAL THERAPIST ASSISTANT
Program Advisor: Ed Hankard, 354-6043
or contact the Allied Health Division, 354-6055

ASSOCIATE IN APPLIED SCIENCE
Major Code - PTHA.AAS

The Physical Therapist Assistant curriculum is designed to prepare the student for employment in the physical therapy clinic. The PTA graduate works under the supervision of a licensed Physical Therapist. Upon successful completion of the program the graduate is eligible to apply for state licensure.

A grade of “C” or better is required for satisfactory completion of all PTHA courses and any prerequisite courses.

To continue in the program, a student may repeat a PTHA course only one time and may repeat no more than two PTHA courses while enrolled in the program. The term “repeat” shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade.

A student seeking entry into Physical Therapist Assistant must file a specific program application form and complete additional admission procedures as required.

GENERAL EDUCATION REQUIREMENTS .............. 20
ENGL 1301: Freshman Composition I
SPCH 1318: Interpersonal Communication
PSYC 2301: General Psychology
MATH:
  MATH 1322: College Mathematics or any MATH course from approved list
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II

MAJOR COURSE REQUIREMENTS ..................... 40
PTHA 1160: Clinical I
PTHA 1267: Practicum I
PTHA 1301: The Profession of Physical Therapy
PTHA 1317: Issues in Health Care
PTHA 1321: Clinical Pathophysiology
PTHA 1405: Basic Patient Care Skills
PTHA 1413: Functional Anatomy
PTHA 1531: Physical Agents
PTHA 2160: Clinical II
PTHA 2301: Assessment Skills
PTHA 2367: Practicum II
PTHA 2435: Rehabilitation Technique
PTHA 2509: Therapeutic Exercise

RELATED REQUIRED COURSES ...................... 9
POFM 1313: Medical Terminology I
SCIT 1320: Physics for Allied Health
PSYC 2314: Life-Span Development Psychology

TOTAL ............................................. 69

PRE-PHYSICAL THERAPY
Program Advisor: Ed Hankard, 354-6043
or contact the Allied Health Division, 354-6055

ASSOCIATE IN SCIENCE
Major Code - PTHA.AS

Meets the requirements for the first two years of the six year curriculum leading to a Masters Degree in Physical Therapy. Additional courses leading to completion of the required prerequisite for certain Physical Therapy programs may be completed at Amarillo College.

GENERAL EDUCATION REQUIREMENTS .............. 42

COMMUNICATION:
  SPCH 1315: Public Speaking
  or
  SPCH 1321: Business and Professional Speaking

MATH:
  MATH 1316: Trigonometry

SOCIAL AND BEHAVIORAL SCIENCES:
  PSYC 2301: General Psychology
NATURAL SCIENCES:
  BIOL 1406: Biology I
  BIOL 1407: Biology II

MAJOR COURSE REQUIREMENTS ..................... 22
CHEM 1311: Principles of Chemistry I
CHEM 1111: Principles of Chemistry I Lab
CHEM 1312: Principles of Chemistry II
CHEM 1112: Principles of Chemistry II Lab
PHYS 1301: College Physics I
PHYS 1101: College Physics I Lab

For courses from approved list see pages 36-37.
Degrees/Certificates

PHYS 1302: College Physics II
PHYS 1102: College Physics II Lab
PSYC 2308: Child Psychology
PSYC 2319: Social Psychology
TOTAL .......................................................... 64

PHYSICS
Program Advisor: Darryl Maddox, 371-5330
or contact the Sciences & Engineering Division, 371-5091

ASSOCIATE IN SCIENCE
Major Code - PHYS.AS
Prepares students for the junior year as a Physics major at most senior institutions.

SEMESTER HOURS
CORE CURRICULUM REQUIREMENTS ....................... 42
Specific Courses to be taken in the core:
MATH:
MATH 2413: Calculus I
NATURAL SCIENCES:
CHEM 1311/1111: Principles of Chemistry I
CHEM 1312/1112: Principles of Chemistry II
MAJOR COURSE REQUIREMENTS ......................... 11
PHYS 2425/2426: Principles of Physics I and II
COSC 1317: Computer Programming for Engineers and Scientists
RECOMMENDED COURSES .................................. 13
Students will be advised for other courses based on the University to which they plan to transfer.
TOTAL .......................................................... 66
Course choices may include:
MATH 1328: Analytic Geometry
MATH 2414: Calculus II
CHEM 2323/2223: Organic Chemistry I
CHEM 2325/2225: Organic Chemistry II
PHYS 2169/2289/2389: Academic Cooperative in Physics

PROFESSIONAL TRUCK OPERATIONS
Program Advisor: Bradley Darnall, 335-4371
or Cary VanDell, 335-4375
or the Professional Truck Operations Department, 335-4370

CERTIFICATE OF COMPLETION
Major Code - BELOW
WARNING: These are TASP waived certificates. Enrollment in a degree level course outside the certificate will subject a student to mandatory testing/remediation as prescribed by TASP regulations.

Students seeking admission to the Professional Truck Operations program must submit a Department of Transportation physical report from a certified DOT physician with a negative drug screen and a three-year driver’s record check from the Department of Public Safety.

COMMERCIAL DRIVER LICENSE SKILLS CERTIFICATE
Major Code - CVOP.CERT.CDLS
This course of study is designed to prepare and qualify the student to take the State of Texas Commercial Drivers License Class A Exam.

MAJOR COURSE REQUIREMENTS ............................. 8
CVOP 1105: Commercial Drivers License Written Skills
CVOP 2101: Federal Motor Carrier Safety Regulations
CVOP 2305: Fundamental Driving Skills
CVOP 1301: Commercial Drivers License Driving Skills

BASIC PROFESSIONAL TRUCK OPERATION
Major Code - CVOP.CERT.BPTO
This course of study is designed to prepare and qualify the student to enter the industry as a beginning driver. This certification includes a course in Tractor Trailer Defensive Driving.

COMMERCIAL DRIVERS LICENSE SKILLS CERTIFICATE
Major Code - CVOP.CERT.CDLS
This course of study is designed to prepare and qualify the student to take the State of Texas Commercial Drivers License Class A Exam.

MAJOR COURSE REQUIREMENTS ............................. 8
CVOP 2135: Defensive Driving Course - Professional Truck Driver
CVOP 2131: Trucking Environment and Lifestyle
CVOP 2233: Advanced Driving Skills I
CVOP 2237: Advanced Driving Skills II
OSHT 1191: Special Topics: Occ. Safety & Health
TOTAL .......................................................... 16

ADVANCED PROFESSIONAL TRUCK OPERATION
Major Code - CVOP.CERT.APTO
This course of study is designed to prepare the student to build a broader range of skills which are utilized in the industry, beyond driving skills and expand practical experience.

BASIC PROFESSIONAL TRUCK OPERATIONS
Major Code - CVOP.CERT.BPTO
This course of study is designed to prepare and qualify the student to enter the industry as a beginning driver. This certification includes a course in Tractor Trailer Defensive Driving.

COMMERCIAL DRIVER LICENSE SKILLS
CERTIFICATE .................................................... 8
MAJOR COURSE REQUIREMENTS ............................. 8
CVOP 2135: Defensive Driving Course - Professional Truck Driver
CVOP 2131: Trucking Environment and Lifestyle
CVOP 2233: Advanced Driving Skills I
CVOP 2237: Advanced Driving Skills II
TOTAL .......................................................... 16

ADVANCED PROFESSIONAL TRUCK OPERATION
Major Code - CVOP.CERT.APTO
This course of study is designed to prepare the student to build a broader range of skills which are utilized in the industry, beyond driving skills and expand practical experience.

COMMERCIAL DRIVERS LICENSE SKILLS
CERTIFICATE .................................................... 8
MAJOR COURSE REQUIREMENTS ............................. 8
CVOP 2135: Defensive Driving Course - Professional Truck Driver
CVOP 2131: Trucking Environment and Lifestyle
CVOP 2233: Advanced Driving Skills I
CVOP 2237: Advanced Driving Skills II
TOTAL .......................................................... 16

ADVANCED PROFESSIONAL TRUCK OPERATION
Major Code - CVOP.CERT.APTO
This course of study is designed to prepare the student to build a broader range of skills which are utilized in the industry, beyond driving skills and expand practical experience.

COMMERCIAL DRIVERS LICENSE SKILLS
CERTIFICATE .................................................... 8
MAJOR COURSE REQUIREMENTS ............................. 8
CVOP 2135: Defensive Driving Course - Professional Truck Driver
CVOP 2131: Trucking Environment and Lifestyle
CVOP 2233: Advanced Driving Skills I
CVOP 2237: Advanced Driving Skills II
TOTAL .......................................................... 16

PSYCHOLOGY
Program Advisor: Linda Shelly, 371-5190
or contact the Behavioral Studies Division, 371-5296

ASSOCIATE IN SCIENCE
Major Code - PSYC.AS
The psychology curriculum provides basic courses for the first two years of a four-year curriculum leading to a Bachelor of Science in Psychology degree. Students should plan their program to match the specific requirements of the senior institution of choice. Programs differ significantly. Students must consult with the major advisor for course selection.

SEMESTER HOURS
CORE CURRICULUM REQUIREMENTS ....................... 42
Specific Courses to be taken in the core:
HUMANITIES:
PHIL 1301: Introduction to Philosophy
PHIL 2306: Introduction to Ethics
See Texas Academic Skills Program Information for details on pages 7-8.

For courses from approved list see pages 36-37.
Degrees/Certificates

NATURAL SCIENCES:
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II

SOCIAL AND BEHAVIORAL SCIENCES:
SOCI 1301: Introduction to Sociology

MAJOR COURSE REQUIREMENTS ........................................ 9
PSYC 2301: General Psychology
PSYC 2319: Social Psychology
Choose one from the following:
PSYC 2308: Child Psychology
PSYC 2314: Life Span Developmental Psychology
SOCI 2301: Marriage and the Family

RECOMMENDED COURSES ........................................ 12
Major advisor will assist student in selection of appropriate courses required by senior institution of choice

TOTAL ........................................................................... 63

PUBLIC RELATIONS
(See Mass Communication)

RADIATION THERAPY
Program Advisor: Tony Tackitt, 354-6063
or contact the Allied Health Division, 354-6055

ASSOCIATE IN APPLIED SCIENCE
Major Code - RADT.AAS.RT

This program provides the basic skills required of a beginning staff radiologic technologist practicing radiation therapy. Upon satisfactory completion of the curriculum, the student will be eligible to write the national certification examination administered by the American Registry of Radiologic Technologists.

All of the major requirement courses are to be taken in a sequential order or at the advisement of the department major advisor. A grade of "C" or better is required for satisfactory completion of all courses. To continue in the program, a student may repeat a RADT/RADR course only one time and may repeat no more than two RADT/RADR courses while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade.

A student seeking entry into Radiation Therapy must file a specific program application form and complete additional admission procedures as required.

SEMMESTER HOURS

GENERAL EDUCATION REQUIREMENTS ............ 15
ENGL 1301: Freshman Composition I
HUMA 1301: Humanities I
MATH:
(Any MATH course from approved list)
SPCH 1318: Interpersonal Communication
ELECTIVE:
(Any Social and Behavioral Sciences course from approved list)

MAJOR COURSE REQUIREMENTS ...................... 51
RADT 1142: Quality Assurance in Radiation Therapy
RADT 1167: Practicum II
RADT 1201: Introduction to Radiologic Technology
RADT 1205: Technical Procedures I
RADT 1246: Technical Procedures II
RADT 1266: Practicum I
RADT 1271: Technology Research
RADR 1317: Radiographic Anatomy and Physiology I
RADR 1318: Radiographic Anatomy and Physiology II
RADT 1401: Introduction to Radiation Therapy
RADT 2166: Practicum III
RADT 2231: Technical Procedures III
RADT 2266: Practicum IV
RADT 2267: Practicum VI
RADR 2313: Radiation Biology & Protection
RADT 2366: Practicum V
RADT 2401: Oncology I
RADT 2403: Oncology II
RADT 2407: Dosimetry I
RADT 2409: Dosimetry II

TOTAL ........................................................................... 72

RADIOGRAPHY
Program Advisor, Bill Crawford, 354-6070
or contact the Allied Health Division, 354-6055

ASSOCIATE IN APPLIED SCIENCE
Major Code - RADR.AAS

This program provides the basic skills required of a beginning staff radiologic technologist practicing in radiography (x-ray technology). Upon satisfactory completion of the curriculum, the graduate will be eligible to write the national certification examination administered by the American Registry of Radiologic Technologists.

To continue in the program, a student may repeat a RADR course only one time and may repeat no more than two RADR courses while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade. A student will have 36 months to complete all major requirements.

A grade of "C" or better is required for satisfactory completion of each course.

A student seeking entry into Radiography must file a specific program application form and complete additional admission procedures as required.

SEMMESTER HOURS

GENERAL EDUCATION REQUIREMENTS ............ 15
ENGL 1301: Freshman Composition I
HUMA 1301: Humanities I
SPCH 1318: Interpersonal Communication
MATH:
Math 1332: College Mathematics or any MATH course from approved list

MAJOR COURSE REQUIREMENTS ...................... 54
RADT 1166: Practicum III
RADR 1201: Introduction to Radiography
RADR 1266: Practicum I
RADR 1267: Practicum II
RADR 1303: Patient Care

For courses from approved list see pages 36-37.
Degrees/Certificates

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADR 1313</td>
<td>Principles of Radiographic Imaging I</td>
</tr>
<tr>
<td>RADR 1317</td>
<td>Radiographic Anatomy and Physiology I</td>
</tr>
<tr>
<td>RADR 1318</td>
<td>Radiographic Anatomy and Physiology II</td>
</tr>
<tr>
<td>RADR 1411</td>
<td>Basic Radiographic Procedures I</td>
</tr>
<tr>
<td>RADR 2217</td>
<td>Radiographic Pathology</td>
</tr>
<tr>
<td>RADR 2235</td>
<td>Radiologic Technology Seminar</td>
</tr>
<tr>
<td>RADR 2266</td>
<td>Practicum VI</td>
</tr>
<tr>
<td>RADR 2305</td>
<td>Principles of Radiographic Imaging II</td>
</tr>
<tr>
<td>RADR 2309</td>
<td>Radiographic Imaging Equipment</td>
</tr>
<tr>
<td>RADR 2313</td>
<td>Radiation Biology Protection</td>
</tr>
<tr>
<td>RADR 2333</td>
<td>Advanced Medical Imaging</td>
</tr>
<tr>
<td>RADR 2366</td>
<td>Practicum IV</td>
</tr>
<tr>
<td>RADR 2367</td>
<td>Practicum V</td>
</tr>
<tr>
<td>RADR 2370</td>
<td>Principles of Radiologic Science I</td>
</tr>
<tr>
<td>RADR 2401</td>
<td>Intermediate Radiographic Procedures</td>
</tr>
</tbody>
</table>
*RELATED REQUIRED COURSES ............................. 3
POFM: Medical Terminology I

**TOTAL** ........................................................................ 72

RADIO-TELEVISION

Program Advisor: Danita McAnally, 371-5273
or contact the Language, Communication & Fine Arts Division, 371-5267

ASSOCIATE IN APPLIED SCIENCE

Major Code - SEE BELOW

Prepares students for positions in the radio-television field. Students satisfactorily completing this program will have the necessary skills and knowledge to qualify for entry positions in radio and/or television stations, production houses and advertising agencies. A specialty area of broadcast production or broadcast sales and marketing will be chosen by the student depending upon the student’s career goal.

Students seeking entry into the Associate in Applied Science degree in Radio-Television must complete a specific program admission form and meet all admission requirements.

**SEMESTER HOURS**

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL EDUCATION REQUIREMENTS</td>
<td>15</td>
</tr>
<tr>
<td>GOVT 2306: Government of Texas and the U.S.</td>
<td></td>
</tr>
<tr>
<td>MATH:</td>
<td></td>
</tr>
<tr>
<td>MATH 1332: College Math or any approved MATH course from approved list</td>
<td></td>
</tr>
<tr>
<td>COMMUNICATION:</td>
<td></td>
</tr>
<tr>
<td>(Any SPCH course from approved list)</td>
<td></td>
</tr>
<tr>
<td>MAJOR COURSE REQUIREMENTS</td>
<td>12</td>
</tr>
<tr>
<td>COMM 1336: Intro. to Radio-TV Production</td>
<td></td>
</tr>
<tr>
<td>COMM 1337: Television Production</td>
<td></td>
</tr>
<tr>
<td>COMM 2303: Radio Production I</td>
<td></td>
</tr>
<tr>
<td>RTVB 1329: Writing for Electronic Media</td>
<td></td>
</tr>
<tr>
<td>MAJOR OPTION REQUIREMENTS</td>
<td>32</td>
</tr>
<tr>
<td>Student must choose one of the following options:</td>
<td></td>
</tr>
<tr>
<td>BROADCAST PRODUCTION</td>
<td></td>
</tr>
<tr>
<td>Major Code - RTVB.AAS.BP</td>
<td></td>
</tr>
<tr>
<td>RTVB 1447: Audio/Radio Production II</td>
<td></td>
</tr>
<tr>
<td>or RTVB 2337: TV Production Workshop I</td>
<td></td>
</tr>
<tr>
<td>COMM 1307: Mass Media Survey</td>
<td></td>
</tr>
<tr>
<td>COMM 2331: Announcing for Radio-Television</td>
<td></td>
</tr>
<tr>
<td>COMM 2332: Introduction to Advertising</td>
<td></td>
</tr>
<tr>
<td>COMM 1335: Survey of Electronic Media</td>
<td></td>
</tr>
<tr>
<td>COMM 2327: Broadcast News</td>
<td></td>
</tr>
<tr>
<td>RTVB 2339: Broadcast Sales</td>
<td></td>
</tr>
<tr>
<td>ARTC 1325: Intro. to Computer Graphics-Print</td>
<td></td>
</tr>
<tr>
<td>COMM 2327: Introduction to Advertising</td>
<td></td>
</tr>
<tr>
<td>RTVB 2339: Broadcast Sales</td>
<td></td>
</tr>
<tr>
<td>ARTC 1325: Intro. to Computer Graphics-Print</td>
<td></td>
</tr>
<tr>
<td>COMM 2339: Broadcast Sales</td>
<td></td>
</tr>
<tr>
<td>RTVB 2337: Television Production Workshop I</td>
<td></td>
</tr>
<tr>
<td>RTVB 1447: Audio/Radio Production II</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>62*</td>
</tr>
</tbody>
</table>

*Total hours must include 18 hours of sophomore level courses.

RADIO-TELEVISION

Program Advisor: Danita McAnally, 371-5273
or contact the Language, Communication & Fine Arts Division, 371-5267

CERTIFICATE OF COMPLETION

Major Code - RTVB.CERT

**WARNING:** This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

Prepares students for positions in the radio-television field without the additional coursework necessary for an Associate in Applied Science degree. Students completing the Radio-Television certificate will be eligible for many entry level positions in the field of radio and television. A specialty area of broadcast production or broadcast sales and marketing will be chosen by the student depending upon the student’s career goal.

Students seeking entry into the Certificate of Completion program in Radio-Television must complete a specific program admission form and meet all admission requirements.

**MAJOR COURSE REQUIREMENTS** ........................... 42

Student must choose one of the following options:

**BROADCAST PRODUCTION**

Major Code - RTVB.AAS.BP

RTVB 1447: Audio/Radio Production II

or RTVB 2337: TV Production Workshop I

COMM 1307: Mass Media Survey

See Texas Academic Skills Program information for details on pages 7-8.
Degrees/Certificates

RTVB 1329: Writing for Electronic Media
RTVB 2339: Broadcast Sales
COMM 1307: Mass Media Survey
COMM 2331: Announcing for Radio-Television
COMM 1335: Survey of Electronic Media
COMM 2332: Broadcast News
ARTC 1325: Intro. to Computer Graphics-Print
RTVB 2164, 2264, 2364: Practicum

ELECTIVES

or

Broadcast Sales and Marketing
COMM 1307: Mass Media Survey
COMM 1335: Survey of Electronic Media
COMM 1336: Intro. to Radio-TV Production
COMM 1337: Television Production
COMM 2303: Radio Production I
COMM 2327: Introduction to Advertising
RTVB 1329: Writing for Electronic Media
RTVB 2339: Broadcast Sales
HRPO 1311: Human Relations
MRKG 1311: Principles of Marketing
BUSI 1311: Fundamentals of Salesmanship
ARTC 1325: Intro. to Computer Graphics-Print
RTVB 2164, 2264, 2364: Practicum

TOTAL .............................................. 42

RADIO-TELEVISION
Program Advisor: Danita McAnally, 371-5273
or contact the Language, Communication & Fine Arts Division, 371-5267

BROADCAST SALES AND MARKETING BASIC CERTIFICATE
Major Code - RTVB.CERT.BASIC

WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

Prepares students for entry level positions in broadcast sales as account executives or marketing analysts for either radio or television.

COMM 2327: Introduction to Advertising
RTVB 1329: Writing for Electronic Media
RTVB 2339: Broadcast Sales
HRPO 1311: Human Relations
MRKG 1311: Principles of Marketing
BUSI 1311: Fundamentals of Salesmanship

TOTAL .............................................. 18

REAL ESTATE
Program Advisor: Beverly Vinson, 371-5262
or contact the Business Division, 371-5269

ASSOCIATE IN APPLIED SCIENCE
Major Code - RELE.AAS

Upon completion of this program, the student will have met the educational requirements for Real Estate Salesperson/Broker licensure. Students completing this curriculum may qualify to enter a bachelor of applied arts and sciences degree program or a bachelor of general studies degree program at a four-year institution. Students seeking a Bachelor of Business Administration degree should follow the Business Administration degree plan.

SEASONED HOURS

GENERAL EDUCATION REQUIREMENTS ............... 15
ENGL 1301/1302: Freshman Composition I and II
ECON 2301: Principles of Economics I
MATH:
Math 1332: College Mathematics or any MATH course from approved list
COMMUNICATION:
(Any SPCH course from approved list)

MAJOR COURSE REQUIREMENTS ....................... 24
REAL 1301: Principles of Real Estate
RELE 1309: Real Estate Law
RELE 1325: Real Estate Mathematics
RELE 2301: Law of Agency
RELE 1303: Real Estate Appraisal
RELE 1311: Law of Contracts
RELE 1319: Real Estate Finance
RELE 1321: Real Estate Marketing

*Students choosing fields of specialization other than sales or brokerage may request substitutions for selected Major Course Requirements.

MAJOR OPTIONS ........................................ 6
Select 6 hours from these courses:
RELE 1315: Property Management
RELE 1307: Real Estate Investment
RELE 2331: Real Estate Brokerage
RELE 2305: Real Estate Inspections
RELE 1191: Seminar for Real Estate Assistants
RELE 1223: Real Estate Computer Application
RELE 1266 or other Practicum - Real Estate

RELATED REQUIRED COURSES ....................... 16
ACCT 2301: Accounting Principles I
COSC 1401: Introduction to Computing
BCIS 1301: Microcomputer Applications
HRPO 1311: Human Relations
BMGT 1305: Communications in Management

RELATED OPTIONS ....................................... 3-6
Select 3-6 hours from these courses:
Any Real Estate or Mortgage Lending Course(s)
BUSI 1301: Introduction to Business
BUSI 2301: Business Law I
HECO 1325: Interior Design
BMGT 1301: Supervision
PSYC 2301: General Psychology

TOTAL .................................................. 64-67

See Texas Academic Skills Program information for details on pages 7-8.
For courses from approved list see pages 36-37.
### REAL ESTATE

**Program Advisor:** Beverly Vinson, 371-5262  
**or contact the Business Division, 371-5269**

**CERTIFICATE OF COMPLETION**  
**Major Code:** RELE.CERT

**WARNING:** This is a TASP-waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

This program is the first year of the two-year real estate degree and serves as a stepping stone from the Salesperson Certificate toward the two-year AAS degree and meets broker requirements. Students satisfactorily completing the one-year certificate will have met the educational requirements for Real Estate Salesperson licensure.

#### SEMESTER HOURS

**GENERAL EDUCATION REQUIREMENTS**  
- COSC 1301: Computer Concepts  
- or  
- COSC 1401: Introduction to Computing  
- ENGL 1301: Freshman Composition I  

**COMMUNICATION:**  
- (Any SPCH course from approved list)

**MAJOR COURSE REQUIREMENTS**  
- REAL 1301: Principles of Real Estate  
- RELE 1325: Real Estate Mathematics  
- RELE 2301: Law of Agency  
- RELE 1303: Real Estate Appraisal  
- RELE 1311: Law of Contracts  
- RELE 1319: Real Estate Finance  
- RELE 1321: Real Estate Marketing

*Students choosing fields of specialization other than sales or brokerage may request substitutions for selected Major Course Requirements.

**RELATED REQUIRED COURSES**  
- Select 3 hours from these courses:  
  - BCIS 1301: Microcomputer Applications  
  - RELE 1309: Real Estate Law  
  - RELE 1315: Property Management  
  - RELE 1307: Real Estate Investment  
  - RELE 2331: Real Estate Brokerage  
  - RELE 2305: Real Estate Inspections  
  - BNKG 1353: Mortgage Lending  
  - RELE 2307: Real Estate Title & Settlement  
  - RELE 1191: Seminar for Real Estate Assistants  
  - RELE 1223: Real Estate Computer Application  
  - RELE 1266: or other Practicum - Real Estate

**TOTAL**  
- 33-34

---

### SALESPERSON CERTIFICATE

**Major Code:** RELE.CERT.SAL

**WARNING:** This is a TASP-waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

This certificate is designed for those students who complete the pre-licensing courses and the Salesperson Annual Education (SAE) required by the Texas Real Estate Commission.

#### SEMESTER HOURS

**MAJOR COURSE REQUIREMENTS**  
- REAL 1301: Principles of Real Estate  
- RELE 1325: Real Estate Mathematics  
- RELE 2301: Law of Agency  
- RELE 1311: Law of Contracts  
- **“MAJOR” OR “RELATED” REQUIREMENTS**  
  - Select 2 courses accepted by the Texas Real Estate Commission for “core” or “related” credit and approved by the major advisor. Among the accepted courses are:  
    - RELE 1309: Real Estate Law  
    - RELE 1303: Real Estate Appraisal  
    - RELE 1315: Property Management  
    - RELE 1307: Real Estate Investment  
    - RELE 1319: Real Estate Finance  
    - RELE 1321: Real Estate Marketing  
    - RELE 2331: Real Estate Brokerage  
    - RELE 2305: Real Estate Inspections  
    - BNKG 1353: Mortgage Lending  
    - RELE 2307: Real Estate Title & Settlement  
    - RELE 1191: Seminar for Real Estate Assistants  
    - RELE 1223: Real Estate Computer Application  
    - COSC 1301: Computer Concepts  
    - or  
    - COSC 1401: Introduction to Computing  
    - ENGL 1301: Freshman Composition I  
    - ECON 2301: Principles of Economics I  
    - MATH 1332: College Mathematics or any MATH course from approved list  
    - HRPO 1311: Human Relations  
    - PSYC 2301: General Psychology  
    - SPCH 1318: Interpersonal Communication

**TOTAL**  
- 18-19

### MORTGAGE LENDING CERTIFICATE

**Major Code:** RELE.CERT.MOR

**WARNING:** This is a TASP-waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

This certificate is designed for students who desire an in-depth study of mortgage lending practices—whether as a real estate professional or as a mortgage lender.

**TOTAL**  
- 18-19

---

See Texas Academic Skills Program information for details on pages 7-8.  
For courses from approved list see pages 36-37.
### Degrees/Certificates

#### MAJOR COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BNKG 1353</td>
<td>Mortgage Lending</td>
<td>3</td>
</tr>
<tr>
<td>RELE 2307</td>
<td>Real Estate Title &amp; Settlement</td>
<td>3</td>
</tr>
<tr>
<td>RELE 1303</td>
<td>Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>RELE 1325</td>
<td>Real Estate Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

#### RELATED REQUIRED COURSES

- COSC 1301: Computer Concepts       3
- COSC 1401: Introduction to Computing 3

**TOTAL** 12

#### RECREATION VEHICLE SERVICE TECHNOLOGY

(See Automotive Technology)

#### RELIGION

Program Advisor: Freddy Black, 373-0204

<table>
<thead>
<tr>
<th>Major Code</th>
<th>Major Code - RELG.AA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>This curriculum is designed to provide the freshman and sophomore foundation for a major in Religion. The Religion courses are taught through the various Bible Chairs which are operated by their respective groups for the benefit of students at Amarillo College.</td>
</tr>
</tbody>
</table>

**SEMINISTER HOURS** 15-16

<table>
<thead>
<tr>
<th>CORE CURRICULUM REQUIREMENTS</th>
<th>Specific Courses to be taken in the core:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PHIL 1304: Introduction to World Religions</td>
</tr>
</tbody>
</table>

**SEMINISTER HOURS** 42

<table>
<thead>
<tr>
<th>MAJOR COURSE REQUIREMENTS</th>
<th>18-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>RELE 1302: The Old Testament</td>
<td></td>
</tr>
<tr>
<td>RELG 2301: Life of Christ</td>
<td></td>
</tr>
<tr>
<td>RELG 2302: Life of Paul</td>
<td></td>
</tr>
<tr>
<td>GREE 1411 and 1412: Greek I and II or two Modern Language courses</td>
<td></td>
</tr>
</tbody>
</table>

**RECOMMENDED COURSES** 3

Major advisor will assist student in selection of appropriate courses required by senior institution of choice.

**TOTAL** 63-65

---

#### RESPIRATORY CARE

Program Advisor: Bill Young, 354-6058

<table>
<thead>
<tr>
<th>Major Code</th>
<th>Major Code - RSPT.AAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>This program provides the basic skills for an individual to be a competent professional practitioner of respiratory care. Completion of this program qualifies students to take examinations by the National Board for Respiratory Care. A grade of &quot;C&quot; or better is required for satisfactory completion of each respiratory care course. To continue in the program, students may repeat a RSPT course only one time and may repeat no more than two RSPT courses while enrolled in the program. The term &quot;repeat&quot; shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade. Each student will be required to pass a comprehensive exit examination prior to graduation. Students seeking entry into Respiratory Care must file a specific program Application form and complete additional admission procedures as required.</td>
</tr>
</tbody>
</table>

**SEMINISTER HOURS** 46

<table>
<thead>
<tr>
<th>MAJOR COURSE REQUIREMENTS</th>
<th>16-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSPT 1101: Introduction of Respiratory Care</td>
<td></td>
</tr>
<tr>
<td>RSPT 1163: Clinical - Respiratory Therapy Technician</td>
<td></td>
</tr>
<tr>
<td>RSPT 1166: Practicum 1 Respiratory Therapy Technician</td>
<td></td>
</tr>
<tr>
<td>RSPT 1167: Practicum 2 Respiratory Therapy Technician</td>
<td></td>
</tr>
<tr>
<td>RSPT 1307: Cardiopulmonary Anatomy and Physiology</td>
<td></td>
</tr>
<tr>
<td>RSPT 1317: Respiratory Care Pharmacology</td>
<td></td>
</tr>
<tr>
<td>RSPT 1340: Advanced Cardiopulmonary Anatomy and Physiology</td>
<td></td>
</tr>
<tr>
<td>RSPT 1391: Special Topics in Respiratory Care</td>
<td></td>
</tr>
<tr>
<td>RSPT 1410: Respiratory Care Procedures I</td>
<td></td>
</tr>
<tr>
<td>RSPT 1411: Respiratory Care Procedures II</td>
<td></td>
</tr>
<tr>
<td>RSPT 2166: Practicum 5 Respiratory Therapy Technician</td>
<td></td>
</tr>
<tr>
<td>RSPT 2231: Simulations in Respiratory Care</td>
<td></td>
</tr>
<tr>
<td>RSPT 2265: Practicum 3 Respiratory Therapy Technician</td>
<td></td>
</tr>
<tr>
<td>RSPT 2267: Practicum 4 Respiratory Therapy Technician</td>
<td></td>
</tr>
<tr>
<td>RSPT 2395: Pulmonary Diagnostics</td>
<td></td>
</tr>
<tr>
<td>RSPT 2310: Cardiopulmonary Disease</td>
<td></td>
</tr>
<tr>
<td>RSPT 2314: Mechanical Ventilation</td>
<td></td>
</tr>
<tr>
<td>RSPT 2353: Neonatal/Pediatric Cardiopulmonary Care</td>
<td></td>
</tr>
<tr>
<td>RSPT 2358: Advanced Respiratory Care Assessment</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 69

---

#### SOCIAL SCIENCE

Program Advisor: Jerry Moller, 371-5297

<table>
<thead>
<tr>
<th>ASSOCIATE IN SCIENCE DEGREE</th>
<th>Major Code - SOCS.AS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Students planning to major in one of the social sciences are advised to consult the catalog of the college to which they will transfer and plan their program of study accordingly. The curriculum listed here is designed to provide a foundation for any social science discipline; however, each student should contact the social science advisor at the earliest possible time so that a degree plan can be completed which will insure the proper course selection for the discipline of choice.</td>
</tr>
</tbody>
</table>

For courses from approved list see pages 36-37.
Degrees/Certificates

SEMESTER HOURS

CORE CURRICULUM REQUIREMENTS .................... 42

Specific Courses to be taken in the core:
HIST 1301/1302: History of the U.S. I and II
GOVT 2305/2306: Govt of U.S./Govt of Texas
SOCIAL SCIENCE:
(Any course to be chosen from approved list)
HUMANITIES:
ENGL 2322: Masterworks of English Literature

RECOMMENDED COURSES .............................. 20-24

Students will be advised on all recommended courses based upon specific Social Science major required by the catalog at the university where student intends to transfer.

TOTAL .................................................... 62-66

SOCIAL WORK

Program Advisor: Linda Shelly, 371-5190
or contact the Behavioral Studies Division, 371-5296

ASSOCIATE IN SCIENCE

Major Code - SOCW.AS

This curriculum provides basic courses for the first two years of a four year curriculum leading to a degree of Bachelor of Science in Social Work. Students should plan their program to match the specific requirements of the senior institution of choice. Programs differ significantly. Students must consult with the major advisor for course selection.

SEMESTER HOURS

CORE CURRICULUM REQUIREMENTS .................... 42

Specific Courses to be taken in the core:
NATURAL SCIENCES:
BIOL 1308/1108: Life Science I/Lab
BIOL 1309/1109: Life Science II/Lab
SOCIAL AND BEHAVIORAL SCIENCES:
PSYC 2301: General Psychology

MAJOR COURSE REQUIREMENTS ...................... 9

SOCI 1301: Introduction to Sociology
SOCI 1306: Modern Social Problems
SOCI 2361: Introduction to Social Work

RECOMMENDED COURSES ............................ 12

The student will be advised for other courses based on the university to which he/she plans to transfer.

TOTAL ..................................................... 63*

*Total hours must include 18 hours of sophomore level courses.

SPEECH COMMUNICATION

Program Advisor: Robert Boyd, 371-5232
or contact the Language, Communication & Fine Arts Division, 371-5267

ASSOCIATE IN SCIENCE

Major Code - SPCH.AS

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENTS ................. 42

Specific Courses to be taken in the core:
HUMANITIES:
(any sophomore literature course)
COMMUNICATION:
SPCH 1315: Public Speaking

MAJOR COURSE REQUIREMENTS ...................... 15-17

SPCH 1318: Interpersonal Communication
SPCH 1342: Voice and Diction
SPCH 2341: Oral Interpretation
MODERN LANGUAGE:
(French, German or Spanish; 6-8 hours)

RECOMMENDED COURSES ............................. 3-6

The student will be advised for other courses based on the university to which he/she plans to transfer.

TOTAL ..................................................... 62-63*

*Total hours must include 18 hours of sophomore level courses.

SUBSTANCE ABUSE COUNSELING

Program Advisor: Bob Banks, 371-5338
or contact the Behavioral Studies Division, 371-5296

ASSOCIATE OF APPLIED SCIENCE

Major Code - DAAC.AAS

This two-year program is designed to prepare individuals for a career as a substance abuse counselor. The program will provide A.A.S. graduates and those exiting with a certificate the educational components required to be licensed by the Texas Commission on Alcohol and Drug Abuse (TACADL).

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENTS ............... 29

ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
GOVT 2306: Government of Texas and the U.S.
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
SPCH 1318: Interpersonal Communication
SOCI 1301: Introduction to Sociology

For courses from approved list see pages 36-37.
### MAJOR COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAAC 1304</td>
<td>Pharmacology of Addiction</td>
<td>3</td>
</tr>
<tr>
<td>DAAC 1307</td>
<td>Addicted Family Intervention</td>
<td>3</td>
</tr>
<tr>
<td>DAAC 1311</td>
<td>Counseling Theories</td>
<td>3</td>
</tr>
<tr>
<td>DAAC 1314</td>
<td>Dynamics of Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td>DAAC 1317</td>
<td>Basic Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>DAAC 1319</td>
<td>Introduction to Alcohol and Other Drug Addictions</td>
<td>3</td>
</tr>
<tr>
<td>DAAC 1341</td>
<td>Counseling Alcohol and Other Drug Addictions</td>
<td>3</td>
</tr>
<tr>
<td>DAAC 1343</td>
<td>Current Issues</td>
<td>3</td>
</tr>
<tr>
<td>DAAC 1391</td>
<td>Special Topics in Alcohol/Drug Abuse Counseling</td>
<td>3</td>
</tr>
<tr>
<td>DAAC 2266</td>
<td>Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>DAAC 2267</td>
<td>Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>COSC 1301</td>
<td>Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>

### SEMESTER HOURS

<table>
<thead>
<tr>
<th>Education Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL EDUCATION</td>
<td>3</td>
</tr>
<tr>
<td>MAJOR COURSE REQUIREMENTS</td>
<td>33</td>
</tr>
<tr>
<td>MATH</td>
<td>3</td>
</tr>
<tr>
<td>RELATED REQUIRED</td>
<td>11</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td>63</td>
</tr>
</tbody>
</table>
### SURGICAL TECHNOLOGY

Program Advisor: Debbie Inman, 356-3663  
or contact the Allied Health Division, 354-6055

**CERTIFICATE**  
Major Code - SRGT.CERT

**WARNING:** This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program for details).

Upon completion, graduates will be qualified to be an essential member of the surgical team.

A certificate of completion is awarded upon successful completion of the curriculum. Major requirement courses are to be taken in sequential order. Students will be given two years to complete the entire Surgical Technology certificate curriculum. Students who fail to do so will be required to reapply for acceptance into the program and repeat all courses.

Graduates are eligible to write the National Certification Examination to become a Certified Surgical Technologist (CST). A grade of “C” or better is required for satisfactory completion of all courses in the curriculum.

Students seeking entry into Surgical Technology must file a specific program application form and complete additional admission procedures as required.

<table>
<thead>
<tr>
<th>SEMESTER HOURS</th>
<th>MAJOR COURSE REQUIREMENTS</th>
<th>25</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRGT 1261: Clinical I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRGT 1405: Introduction to Surgical Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRGT 1409: Fundamentals of Aseptic Technique</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRGT 1441: Surgical Procedures I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRGT 1442: Surgical Procedures II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRGT 2360: Clinical III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRGT 2461: Clinical II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELATED REQUIRED COURSES</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>POFM 1313: Medical Terminology I</td>
<td></td>
</tr>
<tr>
<td>BIOL 2401: Human Anatomy and Physiology I</td>
<td></td>
</tr>
<tr>
<td>BIOL 2402: Human Anatomy and Physiology II</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>36</th>
</tr>
</thead>
</table>

### THEATRE

Program Advisor: Dr. Bill Gelber, Director of Theatre, 371-5343  
or contact the Language, Communication & Fine Arts Division, 371-5267

**ASSOCIATE IN SCIENCE**  
Major Code - THEA.AA

<table>
<thead>
<tr>
<th>SEMESTER HOURS</th>
<th>GENERAL EDUCATION REQUIREMENTS</th>
<th>42</th>
</tr>
</thead>
</table>
| Specific Courses to be taken in the core:  
COMMUNICATION:  
SPCH 1315: Public Speaking  
VISUAL & PERFORMING ARTS:  
DRAM 1310: Introduction to Theatre |

<table>
<thead>
<tr>
<th>MAJOR COURSE REQUIREMENTS</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAM 1241: Makeup</td>
<td></td>
</tr>
<tr>
<td>DRAM 1330: Stagecraft</td>
<td></td>
</tr>
<tr>
<td>DRAM 1351: Acting I</td>
<td></td>
</tr>
<tr>
<td>DRAM 1352: Acting II</td>
<td></td>
</tr>
<tr>
<td>DRAM 1120: Theatre Practicum</td>
<td></td>
</tr>
<tr>
<td>DRAM 1121: Theatre Practicum</td>
<td></td>
</tr>
<tr>
<td>DRAM 2120: Theatre Practicum</td>
<td></td>
</tr>
<tr>
<td>DRAM 2121: Theatre Practicum</td>
<td></td>
</tr>
<tr>
<td>SPCH 1342: Voice &amp; Diction</td>
<td></td>
</tr>
</tbody>
</table>
| or  
| SPCH 2341: Oral Interpretation |

**RECOMMENDED COURSES**  
The student will be advised for other courses based on the university to which he/she plans to transfer.

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>63*</th>
</tr>
</thead>
</table>

*Total hours must include 18 hours of sophomore level courses.

### TRAVEL AND TOURISM

Program Advisor: Catheryne Lankford, 371-5263  
or Anne Nail, 371-5265  
or contact the Business Division, 371-5269

**ASSOCIATE IN APPLIED SCIENCE**  
Major Code - TRVM.AAS

Travel and Tourism will introduce and develop skills necessary for entry into the travel industry. The program will address all aspects of the travel industry, management and basic business principles, communications skills and general education.

<table>
<thead>
<tr>
<th>SEMESTER HOURS</th>
<th>CORE CURRICULUM REQUIREMENTS</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301/1302: Freshman Composition I and II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 2301: Principles of Economics I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1332: College Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(or any MATH course from approved list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Any SPCH course from approved list)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR COURSE REQUIREMENTS</th>
<th>23</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRVM 1300: Introduction to Travel and Tourism</td>
<td></td>
</tr>
<tr>
<td>TRVM 1308: Travel Destination I - Western Hemisphere</td>
<td></td>
</tr>
<tr>
<td>TRVM 1341: Travel Destination II - Eastern Hemisphere</td>
<td></td>
</tr>
<tr>
<td>TRVM 1349: Travel Industry Operations I</td>
<td></td>
</tr>
<tr>
<td>TRVM 2437: Travel Industry Operations II</td>
<td></td>
</tr>
<tr>
<td>BMGT 1171: Customer Service</td>
<td></td>
</tr>
<tr>
<td>HAMG 1321: Introduction to the Hospitality Industry</td>
<td></td>
</tr>
<tr>
<td>TRVM 2377: Travel Career Development</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELATED REQUIRED COURSE</th>
<th>27-30</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRPO 1311: Human Relations</td>
<td></td>
</tr>
</tbody>
</table>

See Texas Academic Skills Program information for details on pages 7-8.  
For courses from approved list see pages 36-37.
BMGT 1301: Supervision
BMGT 1305: Communications in Management
BMGT 1373: Professional Image Development
COSC 1301: Computer Concepts
ACCT 2301: Accounting Principles I
MRKG 1311: Principles of Marketing
BUSI 1311: Fundamentals of Salesmanship

Students will select 3-6 hours from the following:
BUSG 2309: Small Business Management-Entrepreneurship
BMGT 1303: Principles of Management
TRVM 1380: Cooperative Education - Travel and Tourism

TOTAL ......................................................... 65-68

TRAVEL AND TOURISM
Program Advisor: Catheryne Lankford, 371-5263
or Anne Nail, 371-5265
or contact the Business Division, 371-5269

CERTIFICATE OF COMPLETION
Major Code - TRVM.CERT

WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

For students who may not wish to attend school for two years but who wish to gain a general limited background required for many entry level business-related positions.

SEMESTER HOURS
RELATED REQUIRED COURSES ........................................ 6
ENGL 1301: Freshman Composition I
COSC 1301: Computer Concepts

MAJOR COURSE REQUIREMENTS .................................. 29
TRVM 1300: Introduction to Travel and Tourism
TRVM 1308: Travel Destination I - Western Hemisphere
TRVM 1341: Travel Destination II - Eastern Hemisphere
TRVM 1349: Travel Industry Operations I
TRVM 2437: Travel Industry Operations II
BMGT 1171: Customer Service
HAMG 1321: Introduction to the Hospitality Industry
HRPO 1311: Human Relations
BMGT 1305: Communications in Management
BMGT 1373: Professional Image Development

TOTAL .............................................................. 35

HOSPITALITY SHORT-TERM CERTIFICATE
Major Code - TRVM.SHTC.HOSP

WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details.)

For students who wish to gain a basic understanding of the hospitality segment of the Travel and Tourism industry.

See Texas Academic Skills Program information for details on pages 7-8.

For courses from approved list see pages 36-37.
ACCOUNTING

ACCT 1371*: Introduction to Accounting I
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. Does not substitute for ACCT 2301. (3 sem hrs; 3 lec, 1 lab) (ACCTG 3013)#

ACCT 1272*: Introduction to Accounting II
Prerequisite: ACCT 1371
A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. Completion of ACCT 1371 and ACCT 1272 is the equivalent of ACCT 2301. (3 sem hrs; 2 lec, 2 lab) (ACCTG 3022)#

ACCT 2301*: Accounting Principles I
A study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasis on accounting cycle for service and merchandising enterprises. (3 sem hrs; 3 lec, 1 lab) (ACCTG 4313)#

ACCT 2302*: Accounting Principles II
Prerequisite: ACCT 2301
A study of the fundamentals of managerial accounting. Emphasis on accounting for a manufacturing concern, budgeting, planning, management decision making, and analysis of financial reports. (3 sem hrs; 3 lec, 1 lab) (ACCTG 4323)#

ACNT 1311: Introduction to Computerized Accounting
Prerequisites: ACCT 2301 and COSC 1301
Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (3 sem hrs; 2 lec, 2 lab) (ACCTG 4333)#

ACNT 1329: Payroll and Business Tax Accounting
Prerequisite: ACCT 2302
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. (3 sem hrs; 3 lec) (ACCTG 4353)#

ACNT 2303: Intermediate Accounting I
Prerequisite: ACCT 2301 and ACCT 2302
Critical analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements. Emphasis on current theory and practice. (3 sem hrs; 3 lec) (ACCTG 4343)#

ACNT 2309: Cost Accounting
Prerequisite: ACCT 2302
A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing. (3 sem hrs; 3 lec) (ACCTG 4363)#

ACNT 2380: Cooperative Education in Accounting
Prerequisite: Consent of Accounting department chair Credit for a course in Accounting through comparable work done at a supervised employment site. This requires the approval of the student advisor and of the student’s employer. The student must also be concurrently enrolled in an Accounting course related to the employment site duties. (3 sem hrs; 1 lec, 20 external) (ACCTG 5012, 5022)#

ACNT 2381: Cooperative Education in Accounting
Prerequisite: Consent of Accounting department chair Credit for a course in accounting through comparable work done at a supervised employment site. This requires the approval of the student advisor and of the student’s employer. The student must also be concurrently enrolled in an accounting course related to the employment site duties. (3 sem hrs; 1 lec, 20 external) (ACCTG 5013, 5023)#

ALLIED HEALTH

SPNL 1201: Health Care Spanish
Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or physician’s office. (2 sem hrs; 2 lec) (AH 3001)#

HPRS 1205: Medical Law/Ethics for HealthProfessionals
Introduction to the relationship between legal aspects and ethics associated with the health care field. Emphasis on the ethical and legal responsibilities of health care professionals. (2 sem hrs; 2 lec) (AH 3002)#

SCIT 1320: Physics for Allied Health
Prerequisite: Math proficiency on the level of elementary algebra
An introduction to physics with emphasis on applications to health related fields of study. Topics include forces, motion, work and energy, fluids, heat, electricity and magnetism, wave motion, sound, electromagnetic radiation, and nuclear radiation. (3 sem hrs; 2 lec, 3 lab) (AH 3003)#

POFM 1313: Medical Terminology I
Instruction in the practical application of a medical vocabulary. Topics include structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms. (3 sem hrs; 3 lec) (AH 3013)#

POFM 2323: Medical Terminology II
Prerequisite: POFM 1313
A continuation of Medical Terminology I including structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots and combining forms. Emphasis on various medical specialty fields. (3 sem hrs; 3 lec) (AH 4023)#

*Texas Common Course Number    #Prefix and number before the 1999-2000 Catalog
**ARCHITECTURE**

**ARCH 2201**: Design Communication I  
The development of visual perception and graphic communication utilizing an intensive investigation of freehand drawing.  
(2 sem hrs; 1 lec, 3 lab) (ARCH 3102)#

**ARCH 2202**: Design Communication II  
Prerequisite: ARCH 2201 with a grade of C or better  
A continuation of ARCH 2201 with emphasis on refined technique and more complex drawing problems.  
(2 sem hrs; 1 lec, 3 lab) (ARCH 3112)#

**ART**

**ARTS 1301**: Art Appreciation  
Study of the artistic styles and visual elements in order to increase understanding and enjoyment of art.  
(3 sem hrs; 3 Lec) (ART 3093)#

**ARTS 1303**: Art History I  
A survey of painting, sculpture, architecture, and the minor arts from prehistoric times to the 14th Century.  
(3 sem hrs; 3 Lec) (ART 3053)#

**ARTS 1304**: Art History II  
A survey of painting, sculpture, architecture, and the minor arts from the 14th Century to the present.  
(3 sem hrs; 3 lec) (ART 3063)#

**ARTS 1311**: Design I  
Emphasis on two-dimensional design, including the fundamental elements and principles of line, color, texture, shape, space, form, and unity.  
(3 sem hrs; 6 studio) (ART 3013)#

**ARTS 1312**: Design II  
Emphasis on three-dimensional (sculptural) design concepts, materials, and techniques.  
(3 sem hrs; 6 studio) (ART 3033)#

**ARTS 1316**: Drawing I  
Investigation of a variety of media, techniques, and subjects. Exploration of perceptual and descriptive possibilities with consideration of drawing as a developmental process as well as an end in itself. Regular outside assignments.  
(3 sem hrs; 6 Studio) (ART 3013)#

**ARTS 1317**: Drawing II  
Prerequisite: ARTS 1316 with a minimum grade of C  
Expansion of ARTS 1316 stressing the expressive and conceptual aspects of drawing, including the human figure within a spatial environment. Regular outside assignments.  
(3 sem hrs; 6 studio) (ART 3023)#

**ARTS 2314**: Design Communication II  
Prerequisite: ARTS 2313 with a minimum grade of C  
A further investigation of communication design techniques. Regular outside assignments.  
(3 sem hrs; 6 studio) (ART 4143)#

**ARTS 2316**: Painting I  
Prerequisites: ARTS 1311, 1312, and 1317 with minimum grades of C or permission of department chair  
Exploration of the potentials of painting media with emphasis on color and composition. Regular outside assignments.  
(3 sem hrs; 6 studio) (ART 4033)#

**ARTS 2317**: Painting II  
Prerequisite: ARTS 2316 with a minimum grade of C  
Continuation of ARTS 4033 with emphasis on individual expression and techniques. Regular outside assignments.  
(3 sem hrs; 6 studio) (ART 4043)#

**ARTS 2323**: Drawing III  
Prerequisite: ARTS 1317 with a minimum grade of C  
A life drawing course emphasizing structure and action of the human figure. Regular outside assignments.  
(3 sem hrs; 6 Studio) (ART 4013)#

**ARTS 2324**: Drawing IV  
Prerequisite: ARTS 2323 with a minimum grade of C  
Continuation of ARTS 2323 with emphasis on individual expression. Regular outside assignments.  
(3 sem hrs; 6 Studio) (ART 4023)#

**ARTS 2326**: Sculpture I  
Prerequisites: ARTS 1311, 1312 and 1317 with minimum grades of C or permission of department chair  
Investigation of various sculptural design concepts, materials, and techniques. Regular outside assignments.  
(3 sem hrs; 6 Studio) (ART 4053)#

**ARTS 2327**: Sculpture II  
Prerequisite: ARTS 2326 with a minimum grade of C  
Continuation of ARTS 2326 emphasizing individual expression. Regular outside assignments.  
(3 sem hrs; 6 studio) (ART 2327)#

**ARTS 2333**: Printmaking I  
Prerequisites: ARTS 1311, 1312 and 1317 with minimum grades of C or permission of department chair  
Introduction to basic printmaking processes and techniques of woodcut, linocut, drypoint and etching. Regular outside assignments.  
(3 sem hrs; 6 studio) (ART 4233)#

**ARTS 2334**: Printmaking II  
Prerequisite: ARTS 2333 with minimum grades of C  
A further investigation of printmaking processes and techniques. Regular outside assignments.  
(3 sem hrs; 6 studio) (ART 4243)#

**ARTS 2341**: Jewelry I  
Prerequisites: ARTS 1311, 1312 and 1317 with minimum grades of C or permission of department chair  
Exploration of design, construction, and form utilizing basic jewelry techniques. Regular outside assignments.  
(3 sem hrs; 6 studio) (ART 4213)#

*Texas Common Course Number  #Prefix and number before the 1999-2000 Catalog
ARTS 2342*: Jewelry II
Prerequisite: ARTS 2341 with a minimum grade of C
A further investigation of design, construction and forming, and advanced techniques. Regular outside assignments.
(3 sem hrs; 6 studio) (ART 4223)#

ARTS 2346*: Ceramics I
Prerequisites: ARTS 1311, 1312, and 1317 with minimum grades of C or permission of the department chair
Introduction to basic ceramic techniques, glazing, and firing from a fine art viewpoint. Regular outside assignments.
(3 sem hrs; 6 studio) (ART 4073)#

ARTS 2347*: Ceramics II
Prerequisite: ARTS 2346 with a minimum grade of C
Continuation of ARTS 2346 with emphasis on design and glazing. Regular outside assignments.
(3 sem hrs; 6 studio) (ART 4083)#

ARTS 2356*: Fundamentals of Photography I
Negative exposure and development, basic enlarging, composition, darkroom technique, flash exposure, and use of exposure meter and filters; elementary instruction.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 3013)#

ARTS 2357*: Fundamentals of Photography II
Prerequisite: ARTS 2356
Advanced exposure and printing techniques. Proper use of the Zone System, archival printing, toning, printing for maximum quality. Use of the 4 X 5 camera.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 3023)#

ARTS 2366*: Watercolor I
Prerequisites: ARTS 1311, 1312, and 1317 with minimum grades of C or permission of the department chair
Investigation of watercolor painting techniques. Regular outside assignments.
(3 sem hrs; 6 studio) (ART 4153)#

ARTS 2367*: Watercolor II
Prerequisite: ARTS 2366 with a minimum grade of C
A further investigation of watercolor painting techniques with emphasis on individual expression.
(3 sem hrs; 6 studio) (ART 4163)#

ARTC 1305: Basic Animation
Prerequisites: ARTC 1325, 2317 and 2305 with a minimum grade of C
Examination of concepts, characters and storyboards for basic animation production. Emphasis on creating movement and expression utilizing traditional or electronically generated image sequences.
(3 sem hrs; 6 studio) (AGD 4053)#

ARTC 1313: Computer Production Art I
Prerequisites: ARTC 1325, 2317 and 2305 with a minimum grade of C
An introduction to the fundamentals of using the computer as a primary production tool. Topics include an overview of industry standard software for page layout and design, drawing and image manipulation and various methods of reproduction for print and electronic delivery.
(3 sem hrs; 6 studio) (AGD 4113)#

ARTC 1325: Introduction to Computer Graphics - Print
A survey of computer design concepts, terminology, processes and procedures. Topics include computer graphics software, electronic images, electronic publishing, vector-based graphics and interactive multimedia.
(3 sem hrs; 6 studio) (AGD 3013)#

ARTC 1337: Typography
Prerequisite: ARTC 1325 with minimum grade of C or concurrent enrollment
A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards.
(3 sem hrs; 6 studio) (AGD 1313)#

ARTC 1341: 3-D Animation I
Prerequisites: ARTC 1325, 2317 and 2305 with a minimum grade of C
Instruction in three-dimensional (3-D) modeling and rendering techniques including lighting, staging, camera and special effects. Emphasis on 3-D modeling building blocks using primitives to create simple or complex objects.
(3 sem hrs; 6 studio) (AGD 4233)#

ARTC 1345: 3-D Modeling and Rendering
Prerequisite: ARTC 1305 with a minimum grade of C
A studio course in the theory and technique of three-dimensional (3-D) modeling utilizing appropriate software. Topics include the creation and modification of 3-D geometric shapes; and variety of rendering techniques; and use of camera light sources, texture and surface mapping.
(3 sem hrs; 6 studio) (AGD 4063)#

ARTC 1353: Computer Illustration
Prerequisite: ARTC 1325 with a minimum grade of C or concurrent enrollment
Exploration of computer programs with applications to illustration and photo manipulation and file management for reproduction. Emphasis on concept development in print and digital delivery.
(3 sem hrs; 6 studio) (AGD 3133)#

ARTC 2305: Digital Painting and Imaging
Prerequisite: ARTC 1353 with a minimum grade of C
General principles of digital image processing and electronic painting. Emphasis on bitmapped or raster-based image marking and the creative aspects of electronic illustration for commercial and fine art applications.
(3 sem hrs; 6 studio) (AGD 3143)
ARTC 2313: Computer Production Art II
Prerequisite: ARTC 1313 with a minimum grade of C
Studio art utilizing layout procedures from thumbnails and roughs to final comprehensive and printing. Emphasis on the effective use of a variety of stylistic approaches to visual communication and the development of effective work habits and studio skills.
(3 sem hrs; 6 studio) (AGD 4123) #

ARTC 2317: Typographic Design
Prerequisite: ARTC 1327 with a minimum grade of C
Exploration of problems in typographic design including computer generated letterforms as elements of design. Topics include theory and techniques of traditional, contemporary and experimental typography for advertising and editorial usage.
(3 sem hrs; 6 studio) (AGD 3123) #

ARTC 2341: 3-D Animation II
Prerequisite: ARTC 1341 with a minimum grade of C
Skill development in three-dimensional modeling and rendering techniques using lighting, staging and special effects for digital output. Emphasis on the production of three-dimensional (3-D) animation and outputting software.
(3 sem hrs; 6 studio) (AGD 4243) #

ARTC 2164, 2165, 2166 2167: Graphic Design Practicum
Prerequisite: Sophomore standing
Practicum work arranged with an acceptable graphic design related facility. Students work in the appropriate area of their graphic design major option with employer and faculty supervision. Students may register for up to two internship courses each semester.
(1 sem hr; 10 hrs practicum)

ARTC 2371: Multimedia Graphics I
Prerequisites: ARTC 1325, 2317 and 2305 with minimum grade of C or permission of instructor
Exploration of multimedia organizational concepts with an emphasis on creating original artistic graphic design presentations. Instruction includes a study of a full range of electronic peripheral equipment and graphic design computer programs. Regular outside assignments.
(3 sem hrs; 6 studio)

ARTC 2372: Multimedia Graphics II
Prerequisite: ARTC 2371 with a minimum grade of C or permission of instructor
A continuation of Multimedia Graphics I emphasizing advanced artistic conceptualization of design imagery. Includes study of advanced electronic and computer based equipment and programs.
(3 sem hrs; 6 studio)

ARTC 2373: Multimedia Graphics Production I
Prerequisites: ARTC 1325, 2317 and 2305 with minimum grade of C or permission of instructor and concurrent enrollment in ARTC 2371
Course focuses on creating original artistic multimedia graphic presentations. In-depth study including organizing audio and computer generated visual imagery related to commercial presentations.
(3 sem hrs; 6 studio)

ARTC 2374: Multimedia Graphics Production II
Prerequisite: ARTC 2373 with a minimum grade of C or permission of instructor
A continuation of Multimedia Graphics Production I emphasizing the creation of artistic visual imagery on computers with audio enhancement. Advanced audio and computer generated visual imagery concepts will be explored. Regular outside assignments.
(3 sem hrs; 6 studio)

ARTC 2379: Graphic Design Portfolio
Prerequisite: Second semester sophomore standing or permission of instructor
Capstone course emphasizing the development and refinement of original graphic designs to build a professional portfolio. Includes portfolio organization and presentation, and resume organization concepts.
(3 sem hrs; 6 studio)

ASTRONOMY

PHYS 1111*: Descriptive Astronomy I Laboratory
Prerequisite: PHYS 1311 or concurrent enrollment
Designed to study observing techniques, telescopes, and the solar system. Telescopes of several types and computers are available for use. PHYS 1311/1111 count toward the science laboratory requirement for many non-science programs.
(1 sem hr; 3 lab) (ASTRO 3151) #

PHYS 1112*: Descriptive Astronomy II Laboratory
Prerequisite: PHYS 1312 or concurrent enrollment
Observe and photograph the stars, galaxies, and other astronomical objects. Laboratory studies of optical phenomena, spectral analysis of stars, emission spectra, resolution and function of various astronomical devices. PHYS 1312/1112 count toward the science laboratory requirement for many non-science programs.
(1 sem hr; 3 lab) (ASTRO 3251) #

PHYS 1311*: Descriptive Astronomy I
An introduction to the study of astronomy, emphasizing the solar system. Activities include the use of telescopes for observation, computers, celestial sphere, models and slides to visualize the subject material.
(3 sem hrs; 3 lec) (ASTRO 3113) #

PHYS 1312*: Descriptive Astronomy II
Continuation of PHYS 1311, emphasizing stars, galaxies, quasars, black holes, and cosmology. Activities are planned to enhance the lecture, and include telescopes, optics, spectra, and star charts.
(3 sem hrs; 3 lec) (ASTRO 3223) #

AUTO COLLISION TECHNOLOGY

ABDR 1315: Vehicle Interior Trim
An overview of glass removal and replacement and interior panel replacement. Introduction to interior and exterior trim removal and replacement. Special emphasis on padded and non-padded vinyl tops.
(3 sem hrs; 1 lec; 4 lab) (ACT 3342) #
ABDR 1327: Suspension Systems  
Basics of standard and heavy duty steering and suspen- 
sion systems including fundamentals, related tools and 
equipment, basic services, and individual system compo-
nents. Emphasis on diagnostics and minor and major 
services on chassis, front suspension, and manual power 
steering systems.  
(3 sem hrs; 2 lec; 2 lab)  

ABDR 1349: Automotive Plastic and Sheet Molding  
Compound Repair  
A comprehensive course in repair of interior and exterior 
plastics including the use of various types of adhesives 
and state of the art plastic welding.  
(3 sem hrs: 1 lec; 4 lab) (ACT 3233)#  

ABDR 1431: Basic Refinishing  
An introduction to terms, trade practices, hand tools, 
power tools, current refinishing products, shop safety, 
and equipment used in the automotive refinishing 
industry. Painting of trim and replacement parts included. 
Emphasis on surface preparation. Introduction to 
masking techniques.  
(4 sem hrs; 2 lec; 6 lab) (ACT 3122, ACT 3222)#  

ABDR 1441: Structural Analysis and Damage Repair I  
Skill development in the roughing and shaping 
procedures on automotive sheet metal necessary to 
make satisfactory minor body repairs. Emphasis on the 
alignment of component parts such as doors, hood, 
front-end assemblies, and deck lids.  
(4 sem hrs; 2 lec; 6 lab) (ACT 4313)#  

ABDR 1442: Structural Analysis and Damage Repair II  
Prerequisite/Corequisite ABDR 1441  
Continuation of general repair and replacement 
procedures for damaged structural parts and collision 
damaged.  
(4 sem hrs; 8 lab) (ACT 4323)  

ABDR 1455: Minor Metal Repair  
Sheet metal alignment principles using mechanical and 
hydraulic equipment. Emphasis on attachment devices 
used to straighten and align exterior body panels.  
(4 sem hrs; 2 lec; 6 lab)  

ABDR 2402: Autobody Mechanical and Electrical 
Service  
Instruction in the repair, replacement, and/or service of 
those mechanical or electrical systems that are subject 
to damage from a collision. 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.  
(4 sem hrs; 2 lec; 4 lab) (ACT 4332, 4353, 4373, 4382)#  

ABDR 2441: Major Collision Repair and Panel 
Replacement  
Instruction in preparation of vehicles for repair including 
removal and reinstallation of fenders, bumpers, trims, 
head and door liners, locks, handles, fascia, headers, 
doors, tailgates, deck lids, hatches, and hoods. Interpret-
ing information from damage reports, planning repair 
sequences, selecting appropriate tools, and organizing 
removed parts for reinstallation are also included. Special 
emphasis on developing safe work habits.  
(4 sem hrs; 2 lec; 4 lab)  

ABDR 2449: Advanced Refinish I  
Skill development in multi-stage refinishing including 
base coat/clear coat techniques. Further development in 
identification of problems and solutions in color matching 
and partial panel refinishing.  
(4 sem hrs; 2 lec; 6 lab) (ACT 4133, ACT 4233)#  

ABDR 2453: Color Analysis and Paint Matching  
Color theory, color analysis, tinting, and advanced 
blending techniques for commercially acceptable paint 
matching.  
(4 sem hrs; 2 lec; 4 lab) (ACT 4113, ACT 4213)#  

AUTOMOTIVE TECHNOLOGY  
AUMT 1307: Automotive Electrical Systems  
An overview of automotive electrical systems including 
topics in operational theory, testing, diagnosis, and repair 
of batteries, charging and starting systems, and electrical 
accessories. Emphasis on electrical schematic diagrams 
and service manuals. May be taught manufacturer 
specific.  
(3 sem hrs; 2 lec; 2 lab) (AM 3023)#  

AUMT 1310: Automotive Brake Systems  
Operation and repair of drum/disc type brake systems. 
Emphasis on safe use of modern equipment. Topics 
include brake theory, diagnosis, and repair of power, 
manual, anti-lock brake and air brake systems, and 
parking brakes. May be taught manufacturer specific.  
(3 sem hrs; 3 lec) (AM 3013)#  

AUMT 1345: Automotive Heating and Air Conditioning  
Theory of automotive air conditioning and heating 
systems. Emphasis on the basic refrigeration cycle and 
diagnosis and repair of system malfunctions. Covers EPA 
guidelines for refrigerant handling and new refrigerant 
replacements. May be taught manufacturer specific.  
(3 sem hrs; 2 lec; 2 lab) (AM 3143)#  

AUMT 1349: Automotive Electronics Theory  
A course in automotive technology including electrical 
principles, semiconductor and integrated circuits, digital 
fundamentals, microcomputer systems, and electrical test 
equipment.  
(3 sem hrs; 3 lec)
Course Descriptions

AUMT 1380: Cooperative Education - Auto/Automotive Mechanic/Technician
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.
(3 sem hrs; 1lec; 20 ext hrs)

AUMT 1407: Automotive Electrical Systems
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer specific.
(4 sem hrs; 2lec; 6 lab) (AM 3133)#

AUMT 1410: Automotive Brake Systems
Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific.
(4 sem hrs; 2lec; 6 lab)

AUMT 1416: Suspension and Steering
Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer specific.
(4 sem hrs; 2lec; 6 lab) (AM 4053)#

AUMT 1419: Automotive Engine Repair
Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer.
(4 sem hrs; 2lec; 6 lab) (AM 3133)#

AUMT 2315: Theory of Engine Performance Analysis I
Theory of operation and diagnosis of basic engine dynamics including the study of the ignition system, fuel delivery systems, and the use of engine performance diagnostic equipment.
(3 sem hrs; 3lec; 0 lab) (AM 4043)#

AUMT 2340: Automotive Alternative Fuels
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 legislation concerning fuels.
(3 sem hrs; 2lec; 2 lab)

AUMT 2413: Manual Drive Train and Axles
A study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. May be taught manufacturer specific.
(4 sem hrs; 2lec; 6 lab) (AM 4133)#

AUMT 2417: Engine Performance Analysis I
Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught manufacturer specific.
(4 sem hrs; 2lec; 6 lab) (AM 4143)#

AUMT 2425: Automatic Transmissions and Axles
A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. May be taught manufacturer specific.
(4 sem hrs; 2lec; 6 lab) (AM 4063)#

AUMT 2434: Engine Performance Analysis II
Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.
(4 sem hrs; 8lab) (AM 4243)#

AVIATION MAINTENANCE TECHNOLOGY

AERM 1101: Introduction to Aviation
An overview of aviation maintenance including the history of aviation, the mechanic’s roles and duties, and nomenclature of aircraft and safety.
(1 Sem Hr; 1 Lec)

AERM 1205: Weight and Balance
An introduction to Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations, and appropriate maintenance record entries.
(2 Sem Hr; 1 Lec; 2 Lab) (AMT 3002)#

AERM 1208: Federal Aviation Regulations
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.
(2 Sem Hr; 2 Lec; 1 Lab) (AMT 3022)#

AERM 1210: Ground Operations
An introductory course in fuels, servicing methods and procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control.
(2 Sem Hr; 2 Lec) (AMT 3012)#

AERM 1240: Aircraft Propellers
(2 Sem Hrs; 1 Lec; 2 Lab) (AMT 4022)#
Course Descriptions

AERM 1241: Wood, Fabric, and Finishes
A course in the use and care of various covering materials, finishes, and wood structures including approved methods and procedures. (2 Sem Hrs; 1 Lec; 2 Lab) (AMT 3021)#

AERM 1243: Instruments and Navigation/Communication
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. (2 Sem Hrs; 1 Lec; 2 Lab) (AMT 4002)#

AERM 1247: Airframe Auxiliary Systems
Topics address airframe auxiliary systems including the operation and repair of position and warning systems, cabin atmospheric control systems, ice and rain control systems for aircraft and engines, and fire detection and protection systems. (2 Sem Hrs; 1 Lec; 4 Lab) (AMT 3063)#

AERM 1253: Aircraft Welding
Topics address repair procedures for steel, magnesium, brass, and aluminum materials used in aircraft assembly and selection and application of appropriate methods of welding, brazing, and soldering steel, magnesium, brass, and aluminum. (2 Sem Hrs; 1 Lec; 2 Lab) (AMT 3031)#

AERM 1254: Aircraft Composites
A study of the inspection and repair of composites, fiberglass, honeycomb, and laminated structural materials including doors, windows, bonded structures, and interior furnishings. (2 Sem Hrs; 1 Lec; 3 Lab) (AMT 3041)#

AERM 1314: Basic Electricity
A study of aircraft electrical systems and their requirements including the use of 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. (3 Sem Hrs; 2 Lec; 4 Lab) (AMT 3023)#

AERM 1315: Aviation Science
Fundamentals of mathematics, physics, and drawings as they apply to aircraft principles and operations as required by the Federal Aviation Administration for airframe and powerplant mechanics. (3 Sem Hrs; 2 Lec; 3 Lab) (AMT 3013)#

AERM 1344: Aircraft Reciprocating Engines
A study of reciprocating engines and their development, operating principles, and theory. Instruction in engine instruments, lubricating, and exhaust systems. (3 Sem Hrs; 2 Lec; 4 Lab) (AMT 4053)#

AERM 1345: Airframe Electrical Systems
A study of airframe electrical systems including installation, removal, disassembly, and repair of electrical components and related wiring. (3 Sem Hrs; 2 Lec; 4 Lab) (AMT 3043)#

AERM 1349: Hydraulic, Pneumatic, and Fuel Systems
Skill development in inspecting, servicing, and maintaining aircraft fluid systems including hydraulics, pneumatics, and fuel. Application of basic concepts through detailed maintenance procedures. (3 Sem Hrs; 2 Lec; 4 Lab) (AMT 3033)#

AERM 1350: Landing Gear Systems
Inspection, servicing, overhaul, and repair of fixed and retractable landing gear systems. In-depth coverage of systems, components, and operation. (3 Sem Hrs; 2 Lec; 2 Lab) (AMT 3052)#

AERM 1351: Aircraft Turbine Engine Theory
Theory, history, and servicing of turbine engines to include lubrication, instrumentation, auxiliary power units, and exhaust systems. (3 Sem Hrs; 2 Lec; 4 Lab) (AMT 4052)#

AERM 1372: Aircraft Sheet Metal
A course in inspection and repair of sheet metal structures including forming, layout, and bending of sheet metal and identification, selection, and installation of rivets and fasteners. (2 Sem Hrs; 2 Lec; 4 Lab) (AMT 3052)#

AERM 1373: Shop Practices
An introduction to the correct use of hand tools and 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. (3 Sem Hrs; 2 Lec; 4 Lab) (AMT 3003)#

AERM 1346: Aircraft Powerplant Electrical
Theory, operation, and maintenance of powerplants including electrical, ignition, starting, and fire protection systems. (4 Sem Hrs; 1 Lec; 6 Lab) (AMT 4023)#

AERM 2231: Airframe Inspection
A study of the materials and procedures for completing a 100-hour inspection as per Federal Aviation Regulations and manufacturers’ service information. (2 Sem Hrs; 1 Lec; 2 Lab) (AMT 4012)#

AERM 2233: Assembly and Rigging
An advanced course in assembly and rigging of fixed and rotary-wing aircraft. (2 Sem Hrs; 1 Lec; 2 Lab) (AMT 4012)#

AERM 2341: Powerplant and Auxiliary Power Units
General principles of auxiliary power units (APU), powerplant systems, and components. (3 Sem Hrs; 2 Lec; 2 Lab) (AMT 4032)#

AERM 2351: Aircraft Turbine Engine Overhaul
Topics address inspection, disassembly, reassembly, and replacement of gas turbine engines, sections, and components and operational troubleshooting and analysis. (3 Sem Hrs; 2 Lec; 4 Lab) (AMT 4063)#

*Texas Common Course Number #Prefix and number before the 1999-2000 Catalog
AERM 2352: Aircraft Powerplant Inspection
In-depth coverage of methods and procedures for completing airworthiness and conformity inspections on aircraft powerplants.
(3 Sem Hrs; 1 Lec; 6 Lab) (AMT 4073)#

AERM 2447: Aircraft Reciprocating Engine Overhaul
A study of reciprocating engine overhaul including measurement and inspection procedures. Instruction in removal and installation, inspections, checks, servicing, and repair of engines.
(4 Sem Hrs; 2 Lec; 6 Lab) (AMT 4042)#

BASIC ACADEMIC SKILLS

BAS 0101: Basic Academic Skills Laboratory
Basic skills laboratory develops and reinforces the skill areas of math, reading, and writing to meet TASP requirements.
(1 sem hr; 1 lec) (BAS 0721)#

BAS 0103: Basic Academic Skills Laboratory
Basic skills laboratory develops and reinforces the skill areas of math, reading, and writing.
(1 sem hr; 1 lec) (BAS 0721)#

BAS 0202: Basic Academic Skills Laboratory
Basic skills laboratory develops and reinforces the skill areas of math, reading, and writing to meet TASP requirements.
(2 sem hrs; 1 lec, 2 lab) (BAS 0722)#

BAS 0203: Basic Academic Skills Laboratory
Basic skills laboratory develops and reinforces the skill areas of math, reading, and writing.
(2 sem hrs; 1 lec, 2 lab) (BAS 0722)#

BIOLOGY

BIOL 1108*: Life Science Lab I (lab for non-science majors)
Laboratory experience in ecology and plant and animal interactions. Suggest that this lab be taken during the same semester as BIOL 1308.
(1 sem hr; 2 lab)

BIOL 1109*: Life Science Lab II (lab for non-science majors)
Laboratory experiments in the basic processes of life using plant and animal models. Suggest that this lab be taken during the same semester as BIOL 1309.
(1 sem hr; 2 lab)

BIOL 1306*: Biology I
Prerequisite: High school biology or CHEM 0201
Fundamentals of molecular biology, cell biology, genetics, and evolutionary theory.
(4 hrs; 3 lec, 3 lab) (BIOL 3114)#

BIOL 1406*: Biology I
Prerequisite: BIOL 1406
Fundamentals of biology of organisms, population biology, and biological diversity.
(4 hrs; 3 lec, 3 lab) (BIOL 3124)#

BIOL 1411*: Botany
(4 sem hrs; 3 lec, 3 lab) (BIOL 3114)#

BIOL 1413*: Zoology
A study of protozoan protista and animal kingdom through vertebrates. Application of the biological principles and concepts of cellular, developmental, ecological, genetic, and molecular biology to the morphological and physiological relations of organisms. Meets liberal arts and natural sciences requirements.
(4 sem hrs; 3 lec, 4 lab)

BITC 1401: Biotechnology I
Basic concepts and procedures of biotechnology (the use of biological entities in engineering, agriculture, medicine, etc) and bacteriology, including DNA and protein manipulations.
(4 sem hrs; 3 lec, 4 lab)

BITC 1402: Biotechnology II
Prerequisite: BITC 1401
Continuation of Biotechnology techniques including recombinant DNA procedures.
(4 sem hrs; 3 lec, 4 lab)

BIOL 2106*: Environmental Science Lab
Prerequisite: BIOL 2306 or concurrent
Laboratory exercises in environmental problems.
(1 sem hr; 2 lab)

BIOL 2189*/2289*/2389*: Special Topics in Biology
Prerequisite: Permission of instructor
Integrates on-campus study with practical, hands-on experience in the biological sciences. The individual student will set specific goals and objectives in the study of living organisms and their systems.
(1 sem hr; 10 hrs work/week - 2 sem hrs; 20 hrs work/week - 3 sem hr; 30 hrs work/week)

BIOL 2306*: Environmental Science
The relationship of man and his environment and their interdependence, including environmental perception, ecological relationships, pollution, water supply, urbanization and related topics.
(3 sem hrs; 3 lec) (BIOL 3013)#

BIOL 2316*: Genetics
Prerequisite: BIOL 1406 and MATH 1314
Basic principles of Mendelian and molecular genetics.
(3 sem hrs; 3 lec)
**BIOL 2374**: Integrated Biology
Prerequisite: CHEM 1371 (May be taken concurrently)
Preparation for elementary and middle school teachers of science: to supplement science knowledge and increase confidence levels of science instruction. Hands-on activities, and survey of topics in biology, which will include structure and systems, energy transformations, change over time, interactions and scientific world view.
(3 sem hrs; 2 lec, 4 lab) (Biol 4033)#

**BIOL 2401**: Human Anatomy and Physiology I
Prerequisite: Test scores indicating college-level reading skill (TASP or state-approved alternative test)
Recommended: CHEM 0201. A detailed study of the human organism according to levels of chemical and structural organization with special reference to cytology, histology, and organs of the integumentary, skeletal, muscular, and digestive, nervous systems and fluid and electrolyte balance.
(4 sem hrs; 3 lec, 3 lab) (BIOL 3424)#

**BIOL 2402**: Human Anatomy and Physiology II
Prerequisite: Test scores indicating college-level reading skill (TASP or state-approved alternative test)
Recommended: CHEM 0201. A detailed study of the human organism according to levels of chemical and structural organization with special reference to cytology, histology, and organs of the sense organs, endocrine, cardiovascular, respiratory, urinary, and reproductive systems, and genetics.
(4 sem hrs; 3 lec, 3 lab) (BIOL 4344)#

**BIOL 2404**: Human Physiology
Prerequisite: BIOL 1406 and 1407, or consent of academic advisor
Study of the functions, structure and interactions of the organ systems of the human body.
(4 sem hrs; 3 lec, 3 lab) (BIOL 4124)#

**BIOL 2421**: Microbiology
Prerequisite: Test scores indicating college-level reading skill (TASP or state-approved alternative test)
Recommended: CHEM 0201. Study of microorganisms and the manner in which they affect health; characteristics, growth requirements, methods of transfer, and reactions of the body toward invading organisms; principles underlying immunity; food, water, industrial, and ecological microbiology.
(4 sem hrs; 3 lec, 3 lab) (BIOL 3214)#

**BIOL 2428**: Vertebrate Anatomy
Prerequisites: BIOL 1406, 1407
Comparative study of the chordate animals with emphasis on the structure and development of representative vertebrate animals and on the evolution of the vertebrate classes.
(4 sem hrs; 3 lec, 3 lab) (BIOL 4114)#

**CHEM 0201**: Principles of Cell Chemistry
An introduction to cells and their chemistry. This course is recommended for biology students lacking a foundation in chemistry.
(2 sem hrs; 2 lec, 1 lab)
Course Descriptions

CHEM 1105*: Introductory Chemistry I Laboratory
Prerequisite: CHEM 1305 or concurrent enrollment
(1 sem hrs; 4 lab)

CHEM 1111*: Principles of Chemistry I Laboratory
Prerequisite: CHEM 1311 or concurrent enrollment
(1 sem hr; 4 lab) (CHEM 3451)#

CHEM 1112*: Principles of Chemistry II Laboratory
Prerequisite: CHEM 1312 or concurrent enrollment
(1 sem hr; 4 lab) (CHEM 3551)#

CHEM 1305*: Introductory Chemistry I
Survey for non-science majors, principles of general
introductory chemistry in preparation for CHEM 1311.
(3 sem hrs; 3 lec) (CHEM 3013)#

CHEM 1311*: Principles of Chemistry I
Prerequisite: CHEM 1305 or high school chemistry and
MATH 1314
Fundamental principles of chemistry. For students who plan careers in the physical sciences or related science, medicine, or engineering.
(3 sem hrs; 3 lec) (CHEM 3413)#

CHEM 1312*: Principles of Chemistry II
Prerequisite: CHEM 1311
Continuation of CHEM 1311.
(3 sem hrs; 3 lec) (CHEM 3513)#

CHEM 1375: Integrated Chemistry I
Preparation for elementary and middle school teachers of science: to supplement science knowledge and increase confidence levels of science instruction, hands on activities, and survey of topics in atomic structure, inorganic and organic molecules, periodic tables, acids and bases, kinetic theory of gases, energy and chemical changes.
(3 sem hrs; 3 lec) (CHEM 3033)#

CHEM 1405*: Essentials of Chemistry I
Inorganic chemistry to satisfy the chemistry requirements of most students except those whose majors and interests require CHEM 1311 and 1312.
(4 sem hrs; 3 lec, 4 lab) (CHEM 3213 & 3251)#

CHEM 1406*: General Organic & Biological Chemistry
Fulfills the chemistry requirement for most biomedical and technology majors, and non-science majors requirements.
(4 sem hrs; 3 lec, 4 lab) (CHEM 3213 & 3251)#

CHEM 1419*: Introductory Organic Chemistry
Prerequisite: CHEM 1305 or CHEM 1405
A survey course introducing organic chemistry and biochemistry. Fulfills non-science majors requirements.
(4 sem hrs; 3 lec, 4 lab)

CHEM 2189*/2289*/2389*: Academic Cooperative in Chemistry
Prerequisite: Permission of instructor
Integrates on-campus study with practical hands-on work experience in Chemistry. The individual student will set specific goals and objectives in the study of inanimate objects, processes of matter and energy and associated phenomena.
(1 sem hr; 10 hrs work/week - 2 sem hrs; 20 hrs work/week - 3 sem hr; 30 hrs work/week).

CHEM 2223*: Organic Chemistry I Laboratory
Prerequisite: CHEM 2323 or concurrent enrollment
(2 sem hrs; 6 lab) (CHEM 4252)#

CHEM 2225*: Organic Chemistry II Laboratory
Prerequisite: CHEM 2325 or concurrent enrollment
(2 sem hrs; 6 lab) (CHEM 4352)#

CHEM 2323*: Organic Chemistry I
Prerequisite: CHEM 1312 with a minimum grade of C
The compounds of carbon; reaction mechanisms, spectroscopic and other physical and chemical properties.
(3 sem hrs; 3 lec) (CHEM 4213)#

CHEM 2325*: Organic Chemistry II
Prerequisite: CHEM 2323
A continuation of CHEM 2323.
(3 sem hrs; 3 lec) (CHEM 4313)#

CHILD DEVELOPMENT/EARLY CHILDHOOD

CDEC 1196: Special Topics in Administration for Programs for Young Children
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.
(1 sem hr; 1 lec)

CDEC 1264: Practicum (Observation Techniques)
Introductory practical training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates to the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may or may not be for pay. This course may be repeated if topics and learning outcomes vary.
(2 sem hrs; 20 Practicum) (CDEC 1303, CDEC 1319, CDEC 1356, CDEC 1359, CDEC 1454, CDEC 2421; CDA 3011; CDA 3022)#

CDEC 1295: Special Topics in Child Development Associate Credential
Concurrent enrollment in CDEC 2264
A study of the basic classroom skills for teachers of infants, toddlers and preschoolers. Covers the 13 functional areas required by, and in preparation for, the Child Development Associate Credential.
(2 sem hr; 2 lec) (CDA 4015; CDEC 2464)#

TECA 1303: Family and the Community
A study of the relationship between the child, the family, the community, and early childhood educator, including a study of parent education, family and community lifestyles, child abuse, and current issues.
(3 sem hrs; 3 lec) (CDEC 1303)#

TECA 1311: Introduction to Early Childhood Education
An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.
(3 sem hrs; 3 lec) (CDEC 1311)#
Course Descriptions

TECA 1318: Nutrition, Health, and Safety
A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings. (3 sem hrs; 3 lec) (CDEC 1318; CDA 4125)#

CDEC 1319: Child Guidance
An exploration of common behavior problems of young children in child care settings. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting. (3 sem hrs; 3 lec)

TECA 1354: Child Growth and Development
A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. (3 sem hrs; 3 lec) (CDA 3045; CDEC 1454)#

CDEC 1356: Emergent Literacy for Early Childhood
An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum. (3 sem hrs; 3 lec) (CDA 3023, CDA 4113)#

CDEC 1357: Math and Science for Early Childhood
An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play. (3 sem hrs; 3 lec) (CDA 3053)#

CDEC 1358: Creative Arts for Early Childhood
An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. (3 sem hrs; 3 lec) (CDA 3113)#

CDEC 1359: Children With Special Needs
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. (3 sem hrs; 3 lec) (CDA 4013, CDA 4032)#

CDEC 2264: Practicum (Advanced Child Care Practices)
Advanced practical training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates to the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may or may not be for pay. This course may be repeated if topics and learning outcomes vary. (2 sem hrs; 20 Practicum) (CDEC 2464; CDA 4015)

CDEC 2265: Practicum (Management)
Practical management training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates to the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may or may not be for pay. This course may be repeated if topics and learning outcomes vary. (2 sem hrs; 20 Practicum) (CDEC 2426, CDEC 2428; CDA 4022)#

CDEC 2294: Special Topics in Advanced Child Care Practices
Concurrent enrollment in CDEC 2264
Study of advanced skills in the early childhood setting for teachers and administrators. Content addresses 13 functional areas of quality child care, current research, knowledge, attitudes and behaviors. (2 sem hr; 20 practicum) (CDEC 2464)#

CDEC 2321: The Infant and Toddler
A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. (3 sem hrs; 3 lec) (CDA 3033, CDA 3011)#

CDEC 2326: Administration of Programs for Children I
A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. (3 sem hrs; 3 lec) (CDEC 2426; CDA 4023, CDA 4022)#

CDEC 2328: Administration of Programs for Children II
An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. (3 sem hrs; 3 lec) (CDEC 2428, CDA 4024)#

TECA - Texas Early Childhood Articulation academic transfer course that will partially satisfy the first two-year requirements of a Child Development/Early Childhood baccalaureate degree at any Texas public university.

COMPUTER INFORMATION SYSTEMS

BCIS 1301*: Microcomputer Applications
Prerequisite: COSC 1401; Test scores indicating college-level reading and math skills. (TASP or state-approved alternative test.); and Math Placement Score of 17 or better or grade of “C” in MATH 0302
This course concentrates on the intermediate level of operating systems, word processing, spreadsheet, database, and presentation graphics software for the microcomputer. (3 sem hrs; 2 lec, 4 lab) (CIS 3123)#
Course Descriptions

**BCIS 1420**: C Language Programming
Prerequisites: MATH 1314, ENGL 1301, and COSC 1415
A study of C as a general-purpose programming language and as a systems implementation language.
(4 sem hrs; 3 lec, 2 lab) (CIS 3344)#

**BCIS 1432**: COBOL/400 Programming
Prerequisites: BCIS 1301 and COSC 1415
Design and implementation of business-oriented information processing programs. Emphasis is on file processing and output editing.
(4 sem hrs; 3 lec, 2 lab) (CIS 4364)#

**BCIS 2390**: Systems Analysis I
Prerequisites: BCIS 1301 and COSC 1415
Comprehensive introduction to systems and methodologies for software development for computer systems. Language design and implementation, structures for design and development, testing for correctness, automatic programming and CASE tools.
(3 sem hrs; 3 lec) (CIS 4563)#

**BCIS 2415**: Programming Techniques and Logic Design II
Prerequisite: COSC 1415
A continuation of COSC 1415 with heavy emphasis on problem solving techniques. Students develop and use abstract data types, statically and dynamically allocated memory, sequential and direct access file structures, object-oriented programming and design and software engineering principles. Programming and design will be based on a current object-oriented and block-structured programming language. Mandatory scheduled lab.
(4 sem hrs; 3 lec, 2 lab) (CIS 4184)#

**BCIS 2431**: Visual Basic Programming
Prerequisites: BCIS 1301 and COSC 1415
Develop a comprehensive understanding of BASIC programming language used with mini-micro computers as well as with larger, multi-user computers.
(4 sem hrs; 3 lec, 2 lab) (CIS 4404)#

**BCIS 2432**: COBOL/400 Programming II
Prerequisite: BCIS 1432
Provides a structured approach to file design and creation, random update and retrieval using multiple files and different file organizations that are resident on the IBM AS/400 computer system.
(4 sem hrs; 3 lec, 2 lab) (CIS 4464)#

**COSC 1301**: Computer Concepts (Non-Majors)
Prerequisite: 25 words/minute typing or POFT 1127 or concurrent enrollment
This course concentrates on the use of productivity software (word processing, spreadsheet and presentation graphics) and electronic communications using e-mail, the Internet, and the World-Wide Web. It is designed for students who are majoring in a field other than computer science or computer information systems.
(3 sem hrs; 2 lec, 3 lab) (CIS 3023)#

**COSC 1401**: Introduction to Computing
Prerequisite: 25 words/minute typing or POFT 1127 or concurrent enrollment
This course is for students with some computer knowledge. It is a required course for CIS majors. The student will study the computer system, input and output media, computer storage, processors, data communications and computer careers. The student will be trained using the following: wordprocessing, spreadsheeting, and data base management systems. Mandatory scheduled lab.
(4 sem hrs; 3 lec, 3 lab) (CIS 3024)#

**COSC 1415**: Programming Techniques and Logic Design I
Prerequisites: COSC 1401; Test scores indicating college-level reading and math skills. (TASP or state-approved alternative test.); and Math Placement Score of 17 or better or grade of “C” in MATH 0302
This is an introductory course in program design and program development with an emphasis on computer programming techniques. Students use the logic structures sequence, selection, and iteration to solve various programming problems. Programs are written using a current, block-structured programming language with an emphasis on object-oriented design. Mandatory scheduled lab.
(4 sem hrs; 3 lec, 2 lab) (CIS 3184)#

**COSC 1430**: Current Issues
Prerequisite: Consent of instructor and department chair
Comprehensive study of current topics/issues in computing. Subjects will vary with instructor and student interest; student may repeat course for credit as topics vary.
(4 sem hrs; 3 lec, 2 lab) (CIS 4504)#

**IMED 2301**: Instructional Design
Prerequisites: MRKG 1311 and SPCH 1315 or 1321
This course provides the student with specific examples of multimedia’s use in marketing, communication, and instruction. Topics include multimedia marketing strategies, audience analysis, storyboarding, and effective communication techniques. Additional information will be provided on instructional design, including subject analysis, objective development, material preparation, and testing/evaluation.
(3 sem hrs; 3 lec) (CIS 4703)#

**IMED 2388/2389**: Internship - Educational/Instructional Media Technology/Technician
Prerequisite: Consent of CIS department chair
Case problems involving multimedia production or possible internship in multimedia production (on-the-job training coordinated by instructor of CIS with employer).
(3 sem hrs; 9 lab) (CIS 4873)#

**ITNW 1380**: Business Systems, Networking, and Telecommunications
Prerequisite: Consent of CIS department chair
Case problems involving networking. Projects will be developed using networking applications packages.
(3 sem hrs; 9 lab) (CIS 4623)#

*Texas Common Course Number    #Prefix and number before the 1999-2000 Catalog*
<table>
<thead>
<tr>
<th>Course Description</th>
<th>Prerequisite(S)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITNW 1421: Introduction to Networking</td>
<td>ITSW 2436 or consent of instructor</td>
<td>Background and terminology of data communication for microcomputers. Communications software for dial up with modems and direct connect communications. Introduction to networking with resource sharing and security. (4 sem hrs; 3 lec, 2 lab) (CIS 4684)</td>
</tr>
<tr>
<td>ITNW 2421: Networking with TCP/IP</td>
<td>ITNW 1421</td>
<td>A continuation of ITNW 1421 with an emphasis on communication networks. Physical topologies, transmission protocols, distributed computing environment, application programmer interfaces, network software, and network operating systems. (4 sem hrs; 3 lec, 2 lab) (CIS 4884)</td>
</tr>
<tr>
<td>ITSC 1313: Internet/Webpage Development</td>
<td>COSC 1401 and BCIS 1301</td>
<td>This course is an introduction to the Internet covering the elementary concepts of the network and introducing students to various communication tools for finding and using the information and resources available on the Internet and for communicating on the Internet. Students will also develop an elementary personal or business web site. (3 sem hrs; 2 lec, 4 lab) (CIS 4333)</td>
</tr>
<tr>
<td>ITSC 2335: Application Problem Solving</td>
<td>Consent of CIS department chair</td>
<td>Analyze business problems, document specific requirements, and interpret the problems. Match the computer software to both the problems and the computer on which it will operate. Produce operational solutions to the problems. (3 sem hrs; 9 lab) (CIS 4583)</td>
</tr>
<tr>
<td>ITSE 1280/2281: Cooperative Education - Computer Programming</td>
<td>Consent of the CIS department chair Credit for a course in Computer Information Systems through comparable work done at a supervised employment site. This requires the approval of the student advisor and of the student’s employer. The student must also be concurrently enrolled in a Computer Information Systems course related to the employment site duties. (4 sem hrs; 3 lec, 2 lab) (CIS 4674)</td>
<td></td>
</tr>
<tr>
<td>ITSE 1392: Special Topics in Computer Systems Analysis</td>
<td>BCIS 2390</td>
<td>Advanced study of the System Development Life Cycle, different modeling techniques, and expanded use of Computer-Aided Software Engineering tools using the AS/400 computer system. (3 sem hrs; 2 lec, 4 lab) (CIS 4763)</td>
</tr>
<tr>
<td>ITSE 1414: Introduction to RPG Programming</td>
<td>BCIS 1301 and COSC 1415</td>
<td>Design and implementation of business-oriented information processing programs. Emphasis is on file processing and output editing. (4 sem hrs; 3 lec, 2 lab) (CIS 4374)</td>
</tr>
<tr>
<td>ITSE 2347: Advanced Database Programming</td>
<td>ITSE 2409</td>
<td>Application development through database programming techniques. Content of the course emphasizes using database structures, normalization of a database, database modeling, and database access methods. Students will complete several projects that involve construction of database schemas. (3 sem hrs; 2 lec, 3 lab) (CIS 4813)</td>
</tr>
<tr>
<td>ITSE 2380/2381: Cooperative Education in Computer Programming</td>
<td>Consent of CIS department chair</td>
<td>Internship in computer programming. On-the-job training coordinated by instructor of CIS with employer. (3 sem hrs; 9 lab) (CIS 4643)</td>
</tr>
<tr>
<td>ITSE 2397: Introduction to Database Programming</td>
<td>BCIS 1301 and COSC 1415</td>
<td>Introduction to data base theory and applications. Techniques presented for planning, defining, and designing a data base plus procedures pertaining to queries, reports, control, and security. (4 sem hrs; 3 lec, 2 lab) (CIS 4674)</td>
</tr>
<tr>
<td>ITSE 2453: Advanced RPG Programming</td>
<td>ITSE 1414</td>
<td>Advanced RPG studies covering the design and coding of subfile programs, identifying methods of debugging RPG code, the design and coding of windows applications, work with program level API’s, and other related topics. (4 sem hrs; 3 lec, 2 lab) (CIS 4474)</td>
</tr>
<tr>
<td>ITSW 1402: Computer Control Language</td>
<td>ITSW 1411 and COSC 1415</td>
<td>A basic introduction to Control Language (CL) programming for the AS/400 computer system. Course content begins with a description of CL as the primary interface for AS/400 functions, covers CL’s various input and output capabilities and finishes with a number of advanced Control Language topics. (4 sem hrs; 3 lec, 2 lab) (CIS 4574)</td>
</tr>
<tr>
<td>ITSW 1411: AS/400 Operating Systems I</td>
<td>COSC 1401 and BCIS 1301</td>
<td>Designed to direct students in operation of computer centers, network management, the techniques of documentation, and ways to improve written communication. Minicomputers are studied as a means to understand the operation of a computer system. (4 sem hrs; 3 lec, 2 lab) (CIS 3104)</td>
</tr>
</tbody>
</table>

*Texas Common Course Number    #Prefix and number before the 1999-2000 Catalog"
ITSW 2436: UNIX Operating System II
Prerequisites: BCIS 1301 and COSC 1415
Philosophy of current operating systems including (1) single user, single task; (2) single user, multi-task; and (3) multi-user, multi-task. Students will complete numerous projects in system configuration and management using MS/PC-DOS batch files and UNIX script files. Mandatory scheduled lab.
(4 sem hrs; 3 lec, 2 lab) (CIS 4304)#

COURT/REALTIME REPORTING

CRTR 1113: Reporting Orientation
Overview of reporting procedures including introduction to official and real-time reporting through observation of practicing reporters.
(1 sem hr; 1 lec, 1 lab) (CRR 3201)#

CRTR 1208: Realtime Reporting I
Prerequisite: CRR 1306 or approval by instructor
Development of skills necessary for writing conflict-free theory and dictation practice using computer-aided technology and instructional interaction.
(2 sem hrs; 1 lec, 4 lab) (CRR 4352)#

CRTR 1210: Realtime Reporting II
Prerequisite: CRTR 1208 or approval by instructor
Continued development of skill necessary for writing conflict-free theory and dictation practice using computer-aided technology and instructional interaction.
(2 sem hrs; 1 lec, 4 lab) (CRR 4452)#

CRTR 1214: Reporting Technology I
Prerequisite: COSC 1301 or approval by instructor
Introduction to computer-aided transcription terminology and systems based on computer-compatible theory.
(2 sem hrs; 1 lec, 4 lab) (CRR 3212)#

CRTR 1241: Captioning Technology I
Prerequisite: Approval by instructor
Overview of caption reporting procedures, software, hardware, text entry, and text editing to be used in producing on-line and off-line narration’s on the CRT and/or television monitor.
(2 sem hrs; 1 lec, 4 lab) (CRR 3312)#

CRTR 1242: Captioning Technology II
Prerequisite: CRTR 1241 or approval by instructor
Continued development of caption reporting procedures and software, hardware, text entry, and text editing skills to be used in producing on-line and off-line narration’s on the CRT and/or television monitor.
(2 sem hrs; 1 lec, 4 lab) (CRR 3422)#

CRTR 1304: Machine Shorthand I
Instruction in general principles of conflict-free machine shorthand theory and skill building through readback of dictation notes, machine practice, and transcription.
(3 sem hrs; 2 lec, 4 lab) (CRR 3213)#

CRTR 1306: Machine Shorthand II
Prerequisite: CRTR 1304 with a minimum grade of C or the equivalent skill or approval by instructor
Continued development of conflict-free shorthand skills through readback of dictation notes, machine practice, and transcription.
(3 sem hrs; 2 lec, 4 lab) (CRR 3223)#

CRTR 1344: Captioning Literary/Jury Charge
Prerequisite: Approval by instructor
Specialized training using realtime/captioning equipment to practice dictation skills and transcription of literary and jury charge material.
(3 sem hrs; 2 lec, 4 lab) (CRR 4313)#

CRTR 1346: Captioning Reporting I
Prerequisite: Approval by instructor
Introduction to realtime/caption production procedures with transcription of materials produced in proper form; Topics include specialized vocabulary (legal, medical, media, education, etc.) utilizing realtime/caption equipment, the psychology for writing realtime, and the procedures for operation of realtime/captioning software and hardware.
(3 sem hrs; 2 lec, 4 lab) (CRR 4263)#

CRTR 1348: Captioning Speed Building
Prerequisite: Approval by instructor
Skill development and specialized training using realtime/captioning equipment to practice dictation and transcription.
(3 sem hrs; 2 lec, 4 lab)

CRTR 1354: Captioning Testimony
Prerequisite: Approval by instructor
Specialized training using realtime/caption equipment to practice and perfect dictation skills and transcription of testimony material.
(3 sem hrs; 2 lec, 4 lab) (CRR 4413)#

CRTR 1355: Dictation Speed Building
Prerequisite: Approval by instructor
Development of conflict-free machine writing skills.
(3 sem hrs; 2 lec, 4 lab) (CRR 3703, CRR 3733, CRR 4603, CRR 4633)#

CRTR 1357: Literary/Jury Charge Dictation I
Prerequisite: CRTR 1306 with a minimum of C or the equivalent skill or approval by instructor
Introduction to skills necessary for developing speed and accuracy in transcription of literary/jury testimony dictation material.
(3 sem hrs; 2 lec, 4 lab) (CRR 4303)#

CRTR 1359: Literary/Jury Charge Dictation II
Prerequisite: CRTR 1357 with a minimum grade of C or the equivalent skill or approval by instructor
Continued skill development necessary for speed and accuracy in transcription of literary/jury charge dictation material.
(3 sem hrs; 2 lec, 4 lab) (CRR 4403)#

CRTR 2210: Realtime Reporting III
Prerequisite: CRTR 1210 or approval by instructor
Enhancement of skills necessary for writing conflict-free theory and dictation practice using computer-aided technology and instructional interaction.
(2 sem hrs; 1 lec, 4 lab)
CRTR 2213: Reporting Technology II  
Prerequisite: CRTR 1214 or approval by instructor  
Instruction in the operation, maintenance, and assembly of a computer-aided realtime transcription system, including the computer functions necessary for transcript production.  
(2 sem hrs; 1 lec, 4 lab) (CRR 3222)#

CRTR 2218: Testimony Dictation I  
Prerequisite: CRTR 1306 with a minimum of C or the equivalent skill or approval by instructor  
An overview of skills necessary for developing speed and accuracy in transcription of testimony dictation material.  
(2 sem hrs; 1 lec, 4 lab) (CRR 4322)#

CRTR 2219: Testimony Dictation II  
Prerequisite: CRTR 2218 with a minimum grade of C or the equivalent skill or approval by instructor  
Continued skill development necessary for speed and accuracy in transcription of testimony dictation material.  
(2 sem hrs; 1 lec, 4 lab) (CRR 4432)#

CRTR 2303: Advanced Machine Shorthand  
Prerequisite: CRTR 1306 with a minimum grade of C or the equivalent skill or approval by instructor  
In-depth coverage of conflict-free machine shorthand theory and continued skill building through readback of dictation notes machine practice, and transcription.  
(3 sem hrs; 2 lec, 4 lab) (CRR 4233)#

CRTR 2312: Reporting Procedures  
Prerequisite or can be taken concurrently: CRTR 1214 or approval by instructor  
Instruction in the role of the reporter in trial, deposition and administration hearings.  
(3 sem hrs; 2 lec, 4 lab) (CRR 4563)#

CRTR 2317: Technical Dictation  
Prerequisite: Approval by instructor  
Skill development in research and writing medical and technical material encountered in the reporting profession.  
(3 sem hrs; 2 lec, 4 lab)

CRTR 2331: CSR and RPR Preparation  
Prerequisites: POFT 1302, AH 3013, LGLA 1307, POFT 1305, CRTR 2312 or approval by instructor  
Preparation for taking the Texas CSR and the RPR examinations through the use of mock examinations.  
(3 sem hr; 3 lec) (CRR 4253)#

CRTR 2333: Captioning Reporting II  
Prerequisite: CRTR 1346 or approval by instructor  
In-depth presentation of realtime/caption production procedures with transcription of materials produced in proper form. Topics include the techniques utilized in reporting for seminars, conferences, and conventions and in the broadcast environments.  
(3 sem hrs; 2 lec, 4 lab) (CRR 4273)#

CRTR 2335: Accelerated Machine Shorthand  
Prerequisite: CRTR 2303 with a minimum grade of C or the equivalent skill or approval by instructor  
Mastery of high-speed dictation including readback of dictation notes, machine practice, and transcription; (review of advanced theory, abbreviations, and phrases; dictation of jury charges, testimony, and literary materials. Students will be grouped in 30 wpm speed ranges; levels in which students receive live dictation.)  
(3 sem hrs; 2 lec, 4 lab) (CRR 4243)#

CRTR 2345: Testimony Dictation III  
Prerequisite: Approval by instructor  
Skill development enhancing techniques necessary for increasing speed and accuracy in transcription of testimony dictation material.  
(3 sem hrs; 2 lec, 4 lab)

CRTR 2347: Testimony Dictation IV  
Prerequisite: CRTR 2345 or approval by instructor  
Skill development refining techniques necessary for perfecting speed and accuracy in transcription of testimony dictation material.  
(3 sem hrs; 2 lec, 4 lab)

CRTR 2386: Internship - CR  
Prerequisites: POFT 1302, AH 3013, LGLA 1307, POFT 1305, CRTR 2312, CRTR 2335; CRTR 2331 can be taken concurrently or approval by instructor.  
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (Requires 50 hours of participation under the supervision of a practicing court reporter using machine shorthand technology verified by the reporter(s) under whom the internship is being completed).  
(3 sem hrs; 1 lec, 7 lab)

CRIR 1301*: Introduction to Criminal Justice  
History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.  
(3 sem. hrs; 3 lec) (CJ 3013)#

CRIR 1306*: Court Systems and Practices  
The judiciary in the criminal justice system; structure of the American Court System; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing.  
(3 sem. hrs; 3 lec) (CJ 3023)#
Course Descriptions

CRIJ 1307*: Crime in America
American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. (3 sem. hrs; 3 lec) (CJ 4013)#

CRIJ 1310*: Fundamentals of Criminal Law
Nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (3 sem. hrs; 3 lec) (CJ 4023)#

CRIJ 1313*: Juvenile Justice
A study of juvenile justice process. Topics 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. (3 sem. hrs; 3 lec)

CRIJ 1325*: Criminology
Examines cases, treatment and prevention of crime and delinquency. Students will analyze the various aspects of deviant behavior, criminological and methodological, relative to social sciences. (3 sem. hrs; 3 lec)

CJCR 1371: Correctional Trends: A Local Perspective
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 as it relates to Panhandle Correctional Facilities. (3 sem. hrs; 3 lec)

CJCR 1391: Correctional Officer II
Prerequisite: CJCR 1491
Continued study of the role of a Correctional Officer within the State of Texas Prison System includes daily operations of Correctional Officers, interactions with offenders, policies and procedures, techniques used by Correctional Officers and includes a lab stressing Unit Tours. (3 sem. hrs; 3 lec; 1 lab) (CJ 3323)#

CJCR 1491: Correctional Officer I
Role of a Correctional Officer within the State of Texas Prison System includes history and overview of TDCJ, employee benefits, ethics, rules of conduct and includes labs stressing firearms, defensive tactics, chemical agents, first aid and cardiopulmonary resuscitation. (4 sem. hrs; 3 lec; 3 lab) (CJ 3331)#

The following four classes (CJLE 1506; CJLE 1512; CJLE 1518; and CJLE 1524) are the Texas Commission on Law Enforcement Officers Standards and Education (T.C.L.E.O.S.E.) approved Basic Peace Officer Academy and can only be taken as a Unit. Basic Peace Officer I and II comprise the first semester; Basic Peace Officer III and IV comprise the second semester. The four classes are a total of 868 clock hours and will enable students who complete all four classes to sit for the state licensing (T.C.L.E.O.S.E) exam.

CJLE 1506: Basic Peace Officer I
Prerequisites: Adequate pre-testing scores on TASP or TASP equivalent test, interview, and approval of coordinator
Introduction of fitness and wellness, history of policing, professionalism and ethics, U.S. Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course taken in conjunction with Basic Peace Officer II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy. (5 sem hrs; 10.75 hours per week/172 actual clock hours) (CJ 3114, CJ 3155)#

CJLE 1512: Basic Peace Officer II
Prerequisites: Adequate pre-testing scores on TASP or TASP equivalent test, interview, and approval of coordinator
Basic preparation for a new peace officer. Covers field note taking, report writing, “use of force” law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course taken in conjunction with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy. (5 sem hrs; 10.25 hours per week/164 actual clock hours) (CJ 3123, CJ 3165)#

CJLE 1518: Basic Peace Officer III
Prerequisites: CJ LE 1506 and CJ LE 1512
Basic preparation for a new peace officer. Covers law pertaining to controlled substances, crowd management, personal property, and crime scene investigation. This course taken in conjunction with Basic Peace Officer I, II, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy. (5 sem hrs; 10.5 hours per week/168 actual clock hours) (CJ 3134)#

CJLE 1524: Basic Peace Officer IV
Prerequisites: CJLE 1506 and CJ LE 1512
Basic preparation for a new peace officer. Covers laws directly related to police field work. Topics includes Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also includes study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This course taken in conjunction with Basic Peace Officer I, II, and III will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy. (5 sem hrs; 10.25 hours per week/164 actual clock hours) (CJ 3143, CJ 3175)#
CJLE 2237: Advanced Firearms
Instruction in special situations and tactics. Stressful situations will challenge the student to perform under simulated field conditions. A specified firearms course will be required.
(2 sem hrs; 2 lec)

CJLE 2247: Tactical Skills for Police
Development of proficiency with a range of impact weapons and/or chemical agents and defensive techniques necessary to control a violent person.
(2 sem hrs; 2 lec)

CJLE 2249: Basic Instructor
Topics include the adult learning process and the differences between child and adult learning, the role of the instructor, the three domains of learning and their impact on the learning process, factors affecting learning, the four phases of the teaching learning process, learning objectives and their proper use, lesson plan preparation, methods of instruction, techniques of developing tests and evaluations, and use of instruction media. Students successfully completing this course and who pass the TCLEOSE Instructor licensing examination will be eligible for the TCLEOSE Instructor license.
(2 sem hrs; 2 lec)

CRIJ 2301*: Community Resources in Corrections
Role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.
(3 sem hrs; 3 lec) (CJ 3053) #

CRIJ 2313*: Correctional Systems and Practices
Corrections in the criminal justice system; organization of the system; the role of the police; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.
(3 sem hrs; 3 lec) (CJ 4073) #

CRIJ 2314*: Criminal Investigation
Investigatory theory; collection and preservation of evidence; sources of information; interview and interrogation; use of forensic sciences; case and trial preparation.
(3 sem hrs; 3 lec) (CJ 4063) #

CRIJ 2323*: Legal Aspects of Law Enforcement
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.
(3 sem hrs; 3 lec) (CJ 3033) #

CJCR 2325: Legal Aspects of Corrections
Legal problems from conviction to release; pre-sentencing investigations, sentencing, probation and parole, incarceration, loss and restoration of Civil Rights. Emphasis on practical legal problems confronting the Probation and Parole officer and the Correctional Administrator.
(3 sem hrs; 3 lec) (CJ 3083) #

CRIJ 2328*: Police Systems and Practices
The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.
(3 sem hrs; 3 lec) (CJ 4053) #

DANCE 1112*, 1113*, 2112*, 2113*: Dance Practicum
Participation in major productions each semester: musical theater, opera workshop, dance concerts, etc.
(1 sem hr; 3 lab) (DANCE 3111, 3121, 4111, 4121) #

DANC 1133*: Country-Western Dance I
Contemporary country-western dances (cowboy two-step, Cotton-eyed Joe, schottische, rag, four-corners). Does not include "square-dancing".
(1 sem hr; 1 lec, 2 lab) (PHYED 3331) #

DANC 1134*: Country-Western Dance II
For students who have satisfactorily completed DANC 1133 or permission of instructor.
(1 sem hr; 1 lec, 2 lab) (PHYED 4331) #

DANC 1147*, 1148*: Jazz I & II
A study of fundamental jazz techniques, including isolation, stretches & jazz combinations.
(1 sem hr; 3 lab) (DANCE 3212, 3222) #

DANC 1245*, 1246*: Modern Dance I & II
A study of contemporary movement techniques that train the body to move in a sound and correct manner. Includes creative exercises and improvisational techniques.
(2 sem hrs; 1 lec, 3 lab) (DANCE 3212, 3222) #

DANC 1341*, 1342*: Ballet I & II
(Ballet II continuation of Ballet I)
Training in the techniques of classical ballet with emphasis on coordination, flexibility, balance, precision, alignment of the spine, strength and endurance exercises.
(3 sem hrs; 2 lec, 4 lab) (DANCE 3313, 3323) #

DANC 2147*, 2148*: Jazz III & IV
The continuation of Jazz movements begun in earlier sequence with greater stress on style and finished dance works.
(1 sem hr; 1 lec, 3 lab) (DANCE 4131, 4141) #

DANC 2245*, 2246*: Modern Dance III & IV
Prerequisites: DANC 1245, DANC 1246
A continuation of Modern Dance movements begun in Dance 3212, 3222. Includes composition studies and expands the techniques of improvisation.
(2 sem hrs; 1 lec, 3 lab) (DANCE 4212, 4222) #

DANC 2303*, 2304*: Dance Survey I & II
A survey of the history and developments of theatrical dancing. Emphasis on the major figures involved in the evolution of dance, the philosophical ideas that shaped the evolution and the process involved in the creation of dances by the major contemporary choreographers.
(3 sem hrs; 3 lec) (DANCE 3493, 3503) #

* Texas Common Course Number
# Prefix and number before the 1999-2000 Catalog
Course Descriptions

DANC 2341*, 2342*: Ballet III & IV
(Ballet IV continuation of Ballet III)
Prerequisites: DANC 1341, DANC 1342
A continuation of classical ballet training with emphasis on centre work.
(3 sem hrs; 2 lec, 4 lab) (DANCE 4313, 4323)#

DENTAL HYGIENE

DHYG 1191: Special Topics in Dental Hygiene
Topic 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.
(1 sem hrs: 1 lec)

DHYG 1207: General and Dental Nutrition
A study of general nutrition and nutritional biochemistry with emphasis on the effects of nutrition and dental health. Analysis of diet and application of counseling strategies to assist the patient in attaining and maintaining optimum oral health are stressed.
(2 sem hrs: 2 lec)

DHYG 1215: Community Dental Dentistry
Study of the principles and concepts of community public health and dental health education with an emphasis on community assessment, educational planning, implementation, and evaluation. Laboratory emphasizes methods and materials used in teaching dental health education in various community settings.
(2 sem hrs: 1 lec; 4 lab) (DH 4073)#

DHYG 1223 Dental Hygiene Practice
Prerequisites: DHYG 1261 and DHYG 2331; Corequisite: DHYG 2360
Examination of the dental hygienist’s role in practice settings including dental office management, employment considerations, resume preparation, and job interviewing. Emphasis on the laws governing the practice of dentistry and dental hygiene and the ethical standards established by the dental hygiene profession.
(2 sem hrs: 2 lec) (DH 4082)#

DHYG 1227: Preventive Dental Hygiene Care
Study of the dental hygienist in the dental health care system and the basic concepts of disease prevention and health promotion. Communication and behavior modification skills are emphasized to facilitate the role of the dental hygienist as an educator.
(2 sem hrs; 1 lec; 3 lab)

DHYG 1235: Pharmacology for the Dental Hygienist
A study of the classes of drugs and their uses, actions, interactions, side effects and contraindications of drugs commonly taken by patients and recognize oral manifestations associated with drug use.
(2 sem hrs: 2 lec) (DH 3162)#

DHYG 1239: General and Oral Pathology
Prerequisites: BIOL 2404 and BIOL 2420
General study of disturbances in human body development, diseases of the body, and disease prevention measures. Emphasis on the oral cavity and associated structures.
(2 sem hrs: 2 lec; 1 lab) (DH 3143)#

DHYG 1260: Clinical - Dental Hygienist I
Prerequisites: DHYG 1301, DHYG 1431; Corequisite: DHYG 2201
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. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
(2 sem hrs; 12 clinic) (DH 3062)#

DHYG 1261: Clinical - Dental Hygienist II
Prerequisites: DHYG 1260, DHYG 2201, DHYG 1304, DHYG 1301
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. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
(2 sem hrs; 12 clinic) (DH 4033)#

DHYG 1301: Orofacial Anatomy, Histology, and Embryology
A study of histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.
(3 sem hrs; 2 lec; 4 lab) (DH 3083)#

DHYG 1304: Dental Radiology
(3 sem hrs; 2 lec; 4 lab) (DH 3113)#

DHYG 1311: Periodontology
Prerequisite: BIOL 2420
Study of normal and disease periodontium to include the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics in a contemporary private practice setting.
(3 sem hrs; 3 lec) (DH 4023)#

DHYG 1319: Dental Materials
Prerequisite: CHEM 1406 or consent of academic advisor
Study of dental materials including the physical and chemical properties and application of the various materials used in dentistry. Student experiences include manipulation of dental materials in the lab setting.
(3 sem hrs; 2 lec; 3 lab) (DH 3093)#

DHYG 1431: Preclinic Dental Hygiene
Foundational knowledge for performing clinical skills on patients. Emphasis on principles, procedures, and professionalism for performing comprehensive oral prophylaxis.
(4 sem hrs; 2 lec; 8 lab) (DH 3124)#
Course Descriptions

**DHYG 2201: Contemporary Dental Hygiene Care I**
Corequisite: DHYG 1260
Introduction to dental hygiene care for the medically or dentally compromised patient. Emphasizes supplemental instrumentation techniques.
(2 sem hrs; 2 lec; 1 lab) (DH 3072)#

**DHYG 2261: Clinical - Dental Hygienist IV**
Prerequisites: DHYG 1223 and DHYG 2360
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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
(2 sem hrs; 12 clinic)

**DHYG 2331: Contemporary Dental Hygiene Care II**
Prerequisites: DHYG 1260 and DHYG 2201; Corequisite: DHYG 1261
A continuation of dental hygiene care for the medically or dentally compromised patient. Emphasizes advanced instrumentation techniques.
(3 sem hrs; 3 lec) (DH 4053)#

**DHYG 2360: Clinical - Dental Hygienist III**
Prerequisites: DHYG 1261 and DHYG 2331
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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
(3 sem hrs; 18 clinic) (DH 4104)#

**DENTIST AIDE**

**DNTA 1166: Practicum - Dental Assistant I**
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences are unpaid. This course maybe repeated if topics and learning outcomes vary.
(1 sem hr; 8 clinical) (DASST 3117)#

**DNTA 1167: Practicum - Dental Assistant II**
Prerequisite: DNTA 1166
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences are unpaid. This course maybe repeated if topics and learning outcomes vary.
(1 sem hr; 8 clinical) (DASST 3117)#

**DNTA 1241: Dental Laboratory Procedures**
Prerequisite: DNTA 1301
The study of dental laboratory procedures including skills associated with chairside assisting, pouring, trimming, and polishing study casts; preliminary impressions; and fabricating provisional restorations.
(2 sem hrs; 1 lec; 3 lab) (DASST 3117)#

**DNTA 1249: Dental Radiology Techniques**
Prerequisite: DNTA 1305
The practical application of exposing, processing and mounting of dental radiographs obtained by utilizing various radiographic techniques. This course will encompass critical evaluation of all procedures.
(2 sem hrs; 1 lec; 3 lab) (DASST 3117)#

**DNTA 1251: Dental Office Management**
An introduction to business office procedures, including telephone management, appointment control, receipt of payment for dental services, completion of third-party reimbursement forms, supply inventory maintenance, data entry for charges and payments, managing recall systems, and operating basic business equipment.
(2 sem hrs; 1 lec; 3 lab) (DASST 3116)#

**DNTA 1301: Dental Materials**
The theory of the structure, properties, and procedures, and procedures related to dental materials. Safety and universal precautions will be employed.
(3 sem hrs; 2 lec; 2 lab) (DASST 3106)#

**DNTA 1305: Dental Radiography**
Introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs.
(3 sem hrs; 2 lec; 3 lab) (DASST 3017)#

**DNTA 1411: Dental Science**
An introduction to anatomical systems with emphasis placed on head and neck anatomy. The supporting oral structures, embryology of the teeth, and tooth nomenclature are covered. Topics include the physiology and morphology of the deciduous and the permanent teeth along with basic dental terminology.
(4 sem hrs; 3 lec; 3 lab)

**DNTA 1415: Chairside Assisting**
An introduction to chairside assisting procedures, instrumentation, infection control, equipment safety and maintenance.
(4 sem hrs; 3 lec; 3 lab) (DASST 3016)#

**DNTA 1453: Dental Assisting Applications**
Prerequisite: DNTA 1415
The procedures and applications for the specialties of dentistry.
(4 sem hrs; 3 lec; 4 lab)

**DIESEL MECHANICS TECHNOLOGY**

**DEMR 1229: Preventative Maintenance**
An introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.
(2 sem hrs; 1 lec; 4 lab) (DMT 3043)#

---

*Texas Common Course Number    #Prefix and number before the 1999-2000 Catalog
Course Descriptions

DEMR 1301: Shop Safety and Procedures
A study of shop safety, rules, basic shop tools, and test equipment.
(3 sem hrs; 3 lec) (DMT 3003)#

DEMR 1313: Fuel Systems
In-depth coverage of fuel injector pumps and injection systems with emphasis on rebuilding and calibration.
(3 sem hrs; 2 lec; 2 lab) (DMT 4033)#

DEMR 1323: Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair
Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs.
(3 sem hrs; 2 lec; 2 lab) (DMT 3013)#

DEMR 1380: Cooperative Education - Diesel Engine Mechanic and Repairer
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.
(3 sem hrs; 1 lec; 20 ext hrs) (DMT 5003)#

DEMR 1406: Diesel Engine I
An introduction to the basic principles of diesel engines and systems.
(4 sem hrs; 2 lec; 6 lab) (DMT 4006)#

DEMR 1421: Power Train I
Introduction to fundamentals, repair, and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair.
(4 sem hrs; 2 lec; 6 lab) (DMT 3053)#

DEMR 1442: Power Train Applications I
In-depth coverage of the mechanics and theory of power trains. Emphasis on disassembly, inspection, and repair of power train components.
(4 sem hrs; 2 lec; 6 lab) (DMT 3054)#

DEMR 1449: Diesel Engine II
An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.
(4 sem hrs; 2 lec; 6 lab) (DMT 4003)#

DEMR 2334: Advanced Diesel Tune-Up and Troubleshooting
Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense approach.
(3 sem hrs; 2 lec; 2 lab) (DMT 4053)#

DEMR 2348: Failure Analysis
An advanced course designed for analysis of typical part failures on equipment.
(3 sem hrs; 2 lec; 2 lab)

DEMR 2432: Electronic Controls
Advanced skills in diagnostic and programming techniques of electronic control systems.
(4 sem hrs; 2 lec; 6 lab) (DMT 4013)#

DRAFTING

DFTG 1305: Technical Drafting
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes.
(3 sem hrs; 2 lec, 2 lab)

DFTG 1309: Basic Computer-Aided Drafting
An introduction to basic computer-aided drafting, Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices.
(3 sem hrs; 2 lec, 2 lab)

DFTG 1317: Architectural Drafting - Residential
Prerequisites: DFTG 1305, DFTG 1309 or permission of advisor
Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods.
(3 sem hrs; 2 lec, 2 lab)

DFTG 1325: Blueprint Reading
An introduction to reading and interpreting the “working drawings” for manufactured products and associated tooling. Use of sketching techniques to create pictorial and multiple-view drawings of manufactured parts.
(3 sem hrs; 2 lec, 2 lab)

DFTG 1333: Mechanical Drafting
Prerequisites: DFTG 1305, DFTG 1309 or permission of advisor
An intermediate course covering working detail drawings with proper dimensioning and tolerances. Also included will be the use of sectioning techniques, common fasteners, isometrics and obliques in the preparation of assembly drawings, including bill of materials.
(3 sem hrs; 2 lec, 2 lab)

DFTG 1344: Pipe Drafting
Prerequisites: DFTG 1305, DFTG 1309 or permission of advisor
A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.
(3 sem hrs; 2 lec, 2 lab)

DFTG 1348: Topographical Drafting
Prerequisite: DFTG 1352 or permission of advisor
A course in map drafting. Emphasis is given to plotting of surveyors’ field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses.
(3 sem hrs; 2 lec, 2 lab)

*Texas Common Course Number  #Prefix and number before the 1999-2000 Catalog
DFTG 1352: Intermediate Computer-Aided Drafting  
Prerequisite: DFTG 1309 or permission of advisor  
A continuation of practices and techniques used in basic computer-aided drafting emphasizing batched files, scripted files, customized program menus, and extracted attributes. Introduction to three-dimensional drafting.  
(3 sem hrs; 2 lec, 2 lab)

DFTG 1354: Architectural Drafting - Commercial  
Prerequisite: DFTG 1317 or permission of advisor  
Architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods.  
(3 sem hrs; 2 lec, 2 lab)

DFTG 1358: Electrical/Electronics Drafting  
A study of the principles of layout of 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.  
(3 sem hrs; 2 lec, 2 lab)

DFTG 1370: Microstation I  
Prerequisite: DFTG 1305 or permission of advisor  
Students shall learn the basics of the Microstation software. They will become familiar with the user interface; set up a work space and views for a 2D drawing; use 2D drawing and editing commands; apply patterns, dimensions, and text to a drawing; and learn basics of file management and plotting.  
(3 sem hrs; 2 lec, 2 lab)

DFTG 1372: Microstation II  
Prerequisite: DFTG 1371 or permission of advisor  
Students shall learn advanced Microstation topics, including working with cells, customizing the user interface, and creating 3-D models.  
(3 sem hrs; 2 lec, 2 lab)

DFTG 1376: Rendering  
Prerequisites: DFTG 1305, DFTG 1309 or permission of advisor  
Students will cover 3D rendering software basics including viewing, walk-throughs, lofting, shaping, materials, lighting/shading, and related topics.  
(3 sem hrs; 2 lec, 2 lab)

DFTG 1391: Special Topics in Drafting  
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.  
(3 sem hrs; 2 lec, 2 lab)

DFTG 2310: Structural Drafting  
Prerequisite: DFTG 1317 or permission of advisor  
Discussion of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards.  
(3 sem hrs; 2 lec, 2 lab)

DFTG 2312: Technical Illustration  
Prerequisites: DFTG 1376 DFTG 2340  
Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading and transfer lettering; and use of different media.  
(3 sem hrs; 2 lec, 2 lab)

DFTG 2332: Advanced Computer-Aided Drafting  
Prerequisite: DFTG 1352 or permission of advisor  
Exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphic data.  
(3 sem hrs; 2 lec, 2 lab)

DFTG 2336: Computer-Aided Drafting Programming  
Prerequisite: DFTG 2332 or permission of advisor  
The student will state the principles of successful computer-aided drafting programming and demonstrate the use of the programming language to enhance the production of engineering drawings.  
(3 sem hrs; 2 lec, 2 lab)

DFTG 2340: Solid Modeling/Design  
Prerequisite: DFTG 1352 or permission of advisor  
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.  
(3 sem hrs; 2 lec, 2 lab)

ECON 1301*: Introduction to Economics  
A course for students who have active interest in field other than business administration or economics. Emphasis in developing an understanding of man in relation to his economic environment; purpose, functions, and results of a capitalistic system and understanding of current economic problems.  
(3 sem hrs; 3 lec) (ECON 3313)#

ECON 2301*: Principles of Economics I  
Analysis of the economy as a whole, national income, money and banking, public finance, international trade, and related current problems, macroeconomics.  
(3 sem hrs; 3 lec) (ECON 4373)#
Course Descriptions

**ET**

**ECON 2302**: Principles of Economics II
Composition and pricing of national output, distribution of income, and related current economic problems, microeconomics.
(3 sem hrs; 3 lec) (ECON 4383)#

**ELECTRONICS TECHNOLOGY**

**BIOM 2335**: Physiological Instruments I
Prerequisite: Consent of department advisor
Introduction to electrocardiograph equipment. Emphasis on the theory of operating circuit analysis, and trouble shooting techniques including physiology of the cardiovascular system.
(3 sem hrs; 3 lec) (ELTRO 4723)

**BIOM 2339**: Physiological Instruments II
Prerequisite: BIOM 2335
Continuation of Physiological Instruments I, emphasizing graphic display recording devices. A study of defibrillators and multi-purpose diagnostic equipment. The theory of respiratory care equipment, laboratory equipment, and surgical equipment.
(3 sem hrs; 3 lec) (ELTRO 4733)

**CETT 1303**: DC Circuits
Corequisite: Concurrent enrollment with INTC 1307
A study of the fundamentals of direct current including Ohm’s law, Kirchoff’s laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements. Accompanying Computer Assisted instruction lab exposes students to a safe working environment to further instruction through “hands on” activities.
(3 sem hrs; 2 lec; 2 lab) (EST 3023)#

**CETT 1305**: AC Circuits
Corequisite: CETT 1409 or CETT 1303 or consent of instructor
A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.
(3 sem hrs; 2 lec; 2 lab) (EST 3113 or ELTRO 3113)#

**CETT 1325**: Digital Fundamentals
Prerequisite: INTC 1307
An entry-level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, and combinational logic. Emphasis on circuit logic analysis and troubleshooting digital circuits.
(3 sem hrs; 2 lec; 2 lab) (EST 3123)#

**CETT 1329**: Solid State Devices
Prerequisite: MATH 1314 or consent of Instructor
A study of diodes and bipolar semiconductor devices, including analysis of static and dynamic characteristics, bi techniques, and thermal considerations of solid state devices.
(3 sem hrs; 2 lec; 4 lab) (EST 3043 or ELTRO 3023)#

**CETT 1341**: Solid State Circuits
Prerequisites: CETT 1329 and INTC 1307
A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. Introduction to basic audio amplifiers, radio frequency, amplifiers and OP amps.
(3 sem hrs; 2 lec; 2 lab) (EST 3163)#

**CETT 1345**: Microprocessors
Prerequisites: CETT 1325 or CETT 1425 or consent of instructor
An introductory course in digital microprocessor software and hardware; its architecture, timing sequence, operation, and programming; and discussion of appropriate software diagnostic language and tools.
(3 sem hrs; 3 lec; 1 lab) (EST 3083 or ELTRO 4603)#

**CETT 1380**: Cooperative Education - Computer Engineering Technology/Technician
Prerequisite: EST Core or instructor approval
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.
(3 sem hrs; 1 lec; 20 hrs work/week) (EST 5013)

**CETT 1391**: Special Topics in Computer Engineering Technology/Technician
Prerequisite: EST Core or instructor approval
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.
(3 sem hrs) (EST 5003)

**CETT 1409**: DC/AC Circuits
Prerequisite: for Electronics Engineering Technology Majors - MATH 1314 or consent of instructor
Fundamentals of DC circuits and AC circuits operation including Ohm’s law, Kirchoff’s law, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. Introduction to Thevenin’s theorem.
(4 sem hrs; 2 lec, 4 lab) (ELTRO 3043)

**CETT 1425**: Digital Fundamentals
Prerequisite: For Electronics Engineering Technology Majors - CETT 1329 or consent of instructor
An entry-level course in digital electronics covering number systems, binary mathematics, digital codes logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis on circuit logic analysis and troubleshooting digital circuits.
(4 sem hrs; 3 lec, 3 lab) (ELTRO 4333/4321)

*Texas Common Course Number  
#Prefix and number before the 1999-2000 Catalog
Course Descriptions

CETT 1491: Pulse and Timing Circuits
Prerequisite: CETT 1329 or consent of instructor
Pulse, digital, and switching-circuits. Switching characteristics of solid-state devices, clipping and clamping circuits, Schmitt trigger circuits, and multivibrators. Laboratory exercises emphasize the use of dual-trace, delayed-sweep oscilloscope.
(4 sem hrs; 3 lec. 4 lab) (ELTRO 4323/4312)

CETT 2189/2289/2389: Education Work Experience (Internship)
Prerequisite: Permission of Instructor
Integrates on-campus study with practical, hands-on, experience in the student's specialty area. The student and instructor will set specific goals and objectives for the internship.
(1 sem hr; 10 hrs work/week - 2 sem hrs; 20 hrs work/week - 3 sem hrs; 30 hrs work/week)

CETT 2248/2249: Research and Project Design
Prerequisite: Sophomore standing in Electronics Engineering Technology or consent of instructor
Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. Laboratories to accompany the material in sophomore Electronics Engineering Technology courses. The capstone courses for the Electronics Engineering Technology program.
(2 sem hrs; 5 lab) (ELTRO 4343/4353)

CETT 2335: Advanced Microprocessors
Prerequisite: CETT 1341
An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing.
(3 sem hrs; 3 lec; 1 lab) (EST 4083 or ELTRO 4613)

CETT 2439: Amplifier Analysis
Prerequisites: CETT 1329 and CETT 1409 or consent of instructor
Advanced study of electronic amplifiers applications including operational amplifiers, audio amplifiers, video amplifiers, and other high frequency amplifiers. Problem solving techniques required for operational amplifiers and field-effect transistor circuits.
(4 sem hrs; 3 lec. 4 lab) (ELTRO 3104)

CPMT 1311: Introduction to Computer Maintenance
A study of the information for the assembly of a microcomputer system. Emphasis on the evolution of microprocessors and microprocessor bus structures. Add additional cards and devices to convert the microcomputer to multimedia.
(3 sem hrs; 2 lec; 2 lab) (EST 4173)

CPMT 1343: Microcomputer Architecture
An intermediate-level course in computer characteristics and subsystem operations, timing, control circuits, and internal input/output controls. Expands systems to add memory, additional drives, monitor, modem, printer.
(3 sem hrs; 2 lec; 2 lab)

CPMT 1345: Computer Systems Maintenance
Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids.
(3 sem hrs; 2 lec; 2 lab) (EST 4043 or TST 4013)

CPMT 1347: Computer System Peripherals
Principles and practices involved in computer system troubleshooting techniques, programs, and the use of specialized test equipment. Expands systems to add memory, additional drives, monitors, modems, printers or plotters.
(3 sem hrs; 2 lec; 2 lab) (EST 4033)

CPMT 1349: Computer Networking Technology
A beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software, and network architecture. A study of local/wide area networking concepts and networking installations of operations.
(3 sem hrs; 2 lec; 2 lab) (EST 4313 or TCC 4153)

CPMT 1371: Teleconferencing System Maintenance & Documentation
Basic maintenance concept of the system through the following: performance evaluation, remote and local diagnostics, network connectivity, preventive maintenance, adjustment, repairs, documentation, and system assessment in a Teleconferencing system.
(3 sem hrs; 2 lec; 2 lab)

CPMT 1372: Teleconferencing Management & Customer Service
Basic resource management through the following: plan and coordinate network utilization, maintain physical inventory, coordinate vendor activities, and work within budget. Students learn customer services through on-call support, technical assistance, resolve technical problems, on-site support, and provide customer training in teleconferencing systems.
(3 sem hrs; 2 lec; 2 lab)

CPMT 1373: System Administration in Teleconferencing
The study of system administration as related to teleconferencing through the following: system overview, configuration applications, system preparation, troubleshooting of system, and connectivity to the Internet.
(3 sem hrs; 2 lec; 2 lab)

CPMT 2333: Computer Integration
An advanced course in integration of hardware, software, and applications. Customization of computer systems for specific applications in engineering, multi-media, or data acquisition.
(3 sem hrs; 2 lec; 2 lab) (EST 4013)

CPMT 2337: Microcomputer Interfacing
An interfacing course exploring the concepts and terminology involved in interfacing the internal architecture of the microcomputer with commonly used external devices.
(3 sem hrs; 2 lec; 2 lab) (EST 4083)

*Texas Common Course Number
#Prefix and number before the 1999-2000 Catalog
Course Descriptions

CPMT 2349: Advanced Computer Networking Technology
An in-depth study of network technology with emphasis on network operating systems, network connectivity, hardware, and software. Mastery of implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.
(3 sem hrs; 2 lec; 2 lab) (EST 4373)

EECT 2439: Communications Circuits
Prerequisites: CETT 1329 and CETT 1409
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. Includes noise transmission lines, antennas, and propagation.
(4 sem hrs; 3 lec, 4 lab) (ELTRO 4303)

ELMT 1301: Basic Programmable Logic Controllers
Prerequisites: CETT 1329 and CETT 1409
An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, trouble shooting of ladder logic, and interfacing of equipment. Basic control system theory will be stressed.
(3 sem hrs; 3 lec) (ELTRO 4423)

INTC 1307: Electronic Test Equipment
Prerequisites: for Electronics Engineering Technology Majors - CETT 1329 and CETT 1409
A study of the theory and application of analog and digital meters, oscilloscopes-frequency generation, sensitivity measurements, and special measuring instruments. Emphasis on accuracy and limitations of instruments and calibration techniques. Includes the calculation of resistance, inductance, and capacitance using DC and AC bridge measurements.
(3 sem hrs; 3 lec, 1 lab) (ELTRO 4413)

ITNW 1333: Microsoft Networking Essentials
Instruction in networking essential concepts including the OSI reference model, network protocols, transmission media, and networking hardware and software.
(3 sem hrs; 2 lec; 2 lab)

ITNW 2301: Administering Microsoft Windows NT
Development of knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Windows NT based network.
(3 sem hrs; 2 lec; 2 lab) (EST 4353)

ITNW 2309: Network Administration for Novell IntraNetWare
Preparation to competently perform the role of network administrator or system manager in a Novell IntraNetWare network.
(3 sem hrs; 2 lec; 2 lab) (EST 4323)

ITNW 2313: Networking Hardware
Preparation to work with and maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies, and other networking hardware devices.
(3 sem hrs; 2 lec; 2 lab)

ITNW 2321: Networking with TCP/IP
Preparation to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems.
(3 sem hrs; 2 lec; 2 lab) (TST 4033)

ITNW 2335: Network Troubleshooting and Support
Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software.
(3 sem hrs; 2 lec; 2 lab)

ITNW 2339: Advanced Network Administration for Novell NetWare
Introduction to advanced administrative concepts and tasks related to server and client management and performance. Enhancement of network management and monitoring skills and preparation to install and configure a network operating system.
(3 sem hrs; 2 lec; 2 lab) (EST 4343)

ITNW 2351: Microsoft Windows NT Core Technologies
Foundation course for supporting a network operating system. Skill development in installing, configuring, customizing, optimizing, networking, integrating, and troubleshooting a network operating system.
(3 sem hrs; 2 lec; 2 lab)

QCTC 1303: Quality Control
Information on quality control principles and applications. Designed to introduce the student to the quality control profession.
(3 sem hrs; 3 lec) (EST 4203)

ELECTRONICS ENGINEERING TECHNOLOGY

SMFT 2335: Vacuum Technology
Prerequisite: Sophomore standing in SMT program
Skill development in vacuum technology, including vacuum principles, pumping systems, gauging, leak detection, and safety precautions.
(3 sem; 2 lec, 4 lab) (SMT 4113)

*Texas Common Course Number  #Prefix and number before the 1999-2000 Catalog
Course Descriptions

SMFT 1343: Semiconductor Manufacturing Technology I
Prerequisite: Sophomore standing in SMT program
A study of the processes, materials, and equipment used in the manufacturing of semiconductors. Including an overview of the semiconductor industry, related terminology, and standard practice. One of the two capstone courses in the semiconductor manufacturing technology curriculum.
(3 sem; 2 lec, 4 lab) (SMT 4223)#

SMFT 2343: Semiconductor Manufacturing Technology II
Prerequisite: SMFT 1343
Continuation of SMFT 1343 covering the processes, materials, and equipment used in the manufacturing of semiconductors. Topics address process-yield analysis and process troubleshooting. The final capstone course in the semiconductor manufacturing curriculum.
(3 sem; 2 lec, 4 lab) (SMT 4243)#

EMERGENCY MEDICAL SERVICES PROFESSIONS

EMSP 1147: Pediatric Advanced Life Support
Prerequisite: Open to any licensed physician, nurse, or respiratory therapist with a current American Heart Association Health Care Provider BCLS Card or concurrent enrollment in EMSP 2267
A course in a system of protocols for management of the pediatric experiencing difficulties in medical and/or trauma related emergencies.
(1 sem hr; 1 lec. 1 lab).

EMSP 1149: Pre-Hospital Trauma Life Support
Prerequisites: Open to any licensed physician, L.V.N., R.N., or EMSP 1163, EMSP 1501 plus Texas EMT-B and/or NREMT-A Certification
Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements.
(1 sem hr; 1 lec. 1 lab)

EMSP 1163: Clinical-Emergency Medical Technology/Technician
Corequisite: EMSP 1501 of same course section
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.
(1 sem hr; 3 clinical)

EMSP 1208: Emergency Vehicle Operations
Prerequisites: EMS certification at or above the level of EMT-Basic
Instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.
(2 sem hr; 1 lec, 2 lab)

EMSP 1209: Emergency Medical Dispatching
Prerequisites: EMS certification at or above the level of EMT-Basic, Current American Heart Association BCLS Health Care Providers Card
Study of the principles and procedures used in emergency medical dispatching. Emphasis on general principles of information exchange and communication theory including various types of emergency medical service communication systems and their operating principles and procedures.
(2 sem hr; 2 lec)

EMSP 1358: Street Sense
Prerequisite: EMS certification at or above level of EMT-Basic
Instruction and scenario application of non-medical issues preparing a pre-hospital provider to safely and effectively interact with a culturally diverse population.
(3 sem hrs; 3 lec)

EMSP 1438: Introduction to Advanced Practice
Prerequisites: EMSP 1163, EMSP 1501 plus Texas EMT-B and/or NREMT-A Certification. Corequisites: EMSP 1455 and EMSP 1456
An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.
(4 sem hrs; 3 lec, 3 lab) (PMT 3214)#

EMSP 1455: Trauma Management
Prerequisites: EMSP 1163, EMSP 1501 plus Texas EMT-B and/or NREMT-A Certification. Corequisites: EMSP 1438 and EMSP 1456
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries.
(4 sem hrs; 3 lec, 3 lab) (PMT 3224)#

EMSP 1456: Patient Assessment and Airway Management
Prerequisites: EMSP 1163, EMSP 1501 plus Texas EMT-B and/or NREMT-A Certification. Corequisites: EMSP 1438 and EMSP 1455
A detailed study of the knowledge and skills to reach competence in performing patient assessment and airway management.
(4 sem hrs; 3 lec, 3 lab) (PMT 3324)#

EMSP 1501: Emergency Medical Technician - Basic
Corequisite: EMSP 1163 of same course section
Introduction to the level of Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.
(5 sem hrs; 4 lec, 3 lab) (PMT 3115)#

*Texas Common Course Number  #Prefix and number before the 1999-2000 Catalog
EMSP 2135: Advanced Cardiac Life Support
Prerequisites: Open to any licensed physician, nurse or respiratory therapist with a current American Heart Association Health Care Provider BCLS Card or concurrent enrollment in EMSP 2444. Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties.
(1 sem hr; 1 lec, 1 lab)

EMSP 2137: Emergency Procedures
Prerequisite: Appropriate medical certification/licensure based upon course content. Instruction in a laboratory environment concentrating on development of practical medical skills and critical thinking abilities. Students will master a variety of skills appropriate to their training level by a combination of practice; use mannequins, actors or other students, and staged scenarios. Required verifications of specific skills may be included.
(1 sem hr; 2 lab)

EMSP 2266: Practicum/Field Experience I
Prerequisites: EMSP 1438, EMSP 1455, EMSP 1456, EMSP 1149. Practical general training and experiences in the workplace. The college with the employers develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(2 sem hrs; 18 practicum) (PMT 3233)#

EMSP 2267: Practicum/Field Experience II
Prerequisites: EMSP 2434, EMSP 2430, EMSP 2444, EMSP 2135, and BIOL 2402. Practical general training and experiences in the workplace. The college with the employers develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(2 sem hrs; 18 practicum) (PMT 4324)#

EMSP 2300: Methods of Teaching-Emergency Medical Service
Prerequisites: EMS certification at or above the level of EMT-Basic. The student must have a letter of recommendation from the Texas Department of Health EMS Coordinator under which the student expects to teach. Instruction in teaching methodology for instructors of emergency medical services.
(3 sem hrs; 3 lec)

EMSP 2345: EMS Supervision/Management
Prerequisites: EMS certification at or above the level of EMT-Basic. Introduction, literary review, group discussion, and case study on topics pertinent to the emergency medical service (EMS) field supervisor or manager.
(3 sem hrs; 3 lec)

EMSP 2430: Special Populations
Prerequisites: EMSP 2266, BIOL 2401, Any MATH course from approved list. Corequisites: EMSP 2434 and EMSP 2444. A detailed study of the knowledge of skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.
(4 sem hrs; 3 lec, 3 lab) (PMT 4314)#

EMSP 2434: Medical Emergencies
Prerequisites: EMSP 2266, BIOL 2401, MATH from approved list. Corequisites: EMSP 2430 and EMSP 2444. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.
(4 sem hrs; 3 lec, 3 lab) (PMT 4304)#

EMSP 2444: Cardiology
Prerequisites: EMSP 2266, BIOL 2401, Math from approved list. Corequisites: EMSP 2430 and EMSP 2434. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies.
(4 sem hrs; 3 lec, 3 lab) (PMT 4315)#

ENGINEERING

ENGR 1171: Introductory Software Development Laboratory
Corequisite: ENGR 1371. Design and implementation of programs, use of operating system utilities.
(1 sem hrs; 2 lab) (ENGR 3151)#

ENGR 1173: Introduction to Computer Science I Laboratory
Corequisite: ENGR 1373. Programming applications and problem solving seminars.
(1 sem hr; 2 lab) (ENGR 3551)#

ENGR 1304*: Engineering Graphics
Prerequisite: 1-Year High School drafting, or DFTG1309, or consent of instructor. Use of orthographic principles for engineering, drafting and architecture majors. Basic orthographic projection principles, auxiliary views, intersection of planes, parallelism, perpendicularity, mining and engineering problems, concurrent vectors, plane tangencies, intersection of surfaces, developments, shades, shadows and perspective projections. Introduction to computer graphics.
(3 sem hrs; 2 lec, 3 lab) (ENGR 3123)#

ENGR 1307*: Surveying
Prerequisite: MATH 1316. Use of instruments; direct and tachometric linear measurement; elevation and angle measurement; determining directions; traverses, errors and adjustment; area and earthwork; calculations, observations for meridian, land surveying.
(3 sem hrs; 2 lec, 3 lab) (ENGR 4163)#

*Texas Common Course Number #Prefix and number before the 1999-2000 Catalog
ENGR 1371: Introductory Software Development  
Prerequisite: MATH 1348 or concurrent enrollment in MATH 1348, or consent of the computer science advisor and concurrent enrollment in ENGR 1171  
Introduces a programming environment including an introduction to an operating system, a text editor, a programming language structure, syntax, program organization, problem solving methods and algorithm design.  
(3 sem hrs; 3 lec) (ENGR 3153)#

ENGR 1372: Computer Graphics  
Current applications of computer graphics to produce graphs, orthographic views and pictorials. Use of keyboards, CRT, and plotters with microcomputers. Application of BASIC language to computer graphics.  
(3 sem hrs; 2 lec, 3 lab) (ENGR 3253)#

ENGR 1373: Introduction to Computer Science I  
Prerequisites: ENGR 1371/1171 and MATH 1348 or consent of computer science advisor  
An introduction to the science of solving problems using the computer and formal properties of algorithms and data structures. Top-down design and step wise refinement will be stressed. Strategies to develop, refine, and implement algorithms in a block-structured high-level programming language.  
(3 sem hrs; 3 lec) (ENGR 3553)#

ENGR 2171: Introduction to Computer Science II Laboratory  
Corequisite: ENGR 2371  
Programming applications and problem solving seminars.  
(1 sem hr; 2 lab) (ENGR 4571)#

ENGR 2172: Information Structures and Advanced Algorithms Laboratory  
Corequisite: ENGR 2372  
Programming applications and problem solving seminars  
(1 sem hr; 2 lab) (ENGR 4601)#

ENGR 2179/2279/2379: Academic Cooperative in Engineering  
Integrates on-campus study with practical hands-on work experience in Engineering. The individual student will set specific goals and objectives in his major area of study. Includes a weekly meeting with the instructor/coordinator.  
(1 sem hr; 10 hrs work/week - 2 sem hrs; 20 hrs work/week - 3 sem hrs; 30 hrs work/week)

ENGR 2301*: Engineering Mechanics I  
Prerequisites: PHYS 2425 and MATH 2414 or concurrent enrollment in MATH 2414  
Vectors, vector algebra, forces, force systems, equilibrium of rigid bodies, analysis of trusses, friction, particle kinematics, particle kinetics, particle work and energy.  
(3 sem hrs; 2 lec, 2 lab) (ENGR 4213)#

ENGR 2302*: Engineering Mechanics II  
Prerequisites: ENGR 2301 and Math 2415 or concurrent enrollment in MATH 2415  
Particle dynamics, particle impulse and momentum, area and mass moments, rigid body kinetics, rigid body dynamics including forces, work, energy, impulse and momentum.  
(3 sem hrs; 2 lec, 2 lab) (ENGR 4223)#

ENGR 2371: Introduction to Computer Science II  
Prerequisites: ENGR 1373/1173 and MATH 2305 or concurrent enrollment in MATH 2305  
Formal properties of algorithms and data structures. Design and implementation of large programming systems involving multiple modules. Design, implementation and manipulation of strings, arrays, records, sets, files (sequential and random access), linked lists, stacks, queues and trees.  
(3 sem hrs; 3 lec) (ENGR 4573)#

ENGR 2372: Information Structures and Advanced Algorithms  
Prerequisites: ENGR 2371/2171  
Analysis and design techniques for nonnumeric algorithms which manipulate abstract data structures. Emphasis on data structure and algorithm design, implementation and analysis.  
(3 sem hrs; 3 lec) (ENGR 4603)#

ENGR 2405*: Electrical Circuits  
Prerequisites: PHYS 2426 and MATH 2415 or concurrent enrollment in MATH 2415  
Linear circuit elements; circuit analysis, transient and steady state; network-theorems; laboratory measurement of circuit phenomena. For engineer majors.  
(4 sem hrs; 3 lec, 3 lab) (ENGR 4254)#

COSC 1317*: Computer Programming for Engineers and Scientists  
Prerequisite: MATH 2413 or concurrent enrollment in MATH 2413  
Current engineering programming language (C, C++ or other); problems in engineering applications and numerical analysis.  
(3 sem hrs; 3 lec, 3 lab) (MATH 4823)#

ENGL 0313: Basic Grammar I  
Prerequisite: An acceptable score on State-mandated or locally administered English placement test  
Practice in formulating simple and compound sentences, simple tense formation, basic subject-verb agreement, punctuation and basic spelling rules. To be taken concurrently with English 0323: Basic Writing I.  
(3 sem hrs; 3 lec) (ENGL 0013)#

ENGL 0323: Basic Writing I  
Prerequisite: An acceptable score on State-mandated or locally administered English placement test  
Practice in writing clear, logically developed paragraphs using standard American English. To be taken concurrently with English 0313: Basic Grammar I.  
(3 sem hrs; 3 lec) (ENGL 0023)#
**Course Descriptions**

**ENGL 0333: Basic Grammar II**  
Prerequisite: An acceptable score on State-mandated or locally administered English placement test.  
A review of skills taught in English 0313: Basic Grammar I. Practice in writing compound and complex sentences; mastering subject-verb agreement and pronoun usage; using all punctuation marks; and overcoming major spelling problems. To be taken concurrently with English 0343: Basic Writing II.  
(3 sem hrs; 3 lec) (ENGL 0033)#

**ENGL 0343: Basic Writing II**  
Prerequisite: An acceptable score on State-mandated or locally administered English placement test.  
Emphasis on paragraph skills taught in English 0323: Basic Writing I and short essays in standard American English. To be taken concurrently with English 333: Basic Grammar II.  
(3 sem hrs; 3 lec) (ENGL 0043)#

**ENGL 1301**: Freshman Composition I  
Prerequisite: An acceptable score on State-mandated or locally administered English placement test.  
Principles of effective writing, emphasizing organization of materials to produce a unified essay which supports convincingly a thesis statement. Review of conventional elements of writing.  
(3 sem hrs; 3 lec, 1 lab) (ENGL 3043)#

**ENGL 1302**: Freshman Composition II  
Prerequisite: ENGL 1301. Extends and refines the writing skills developed in ENGL 1301. Focus on literary analysis, research methods, and documentation.  
(3 sem hrs; 3 lec, 1 lab) (ENGL 3053)#

**ENGL 2307**: Creative Writing  
Technique of writing and marketing fiction, nonfiction, and poetry; analysis of stories, articles, and poems. Emphasis on student writing, exercises in market analysis, manuscript preparation, and submission.  
(3 sem hrs; 3 lec) (ENGL 4013)#

**ENGL 2311**: Technical Writing  
Prerequisite: ENGL 1301. Principles, techniques, and skills needed for college level scientific, technical, or business writing. Includes units in web page design, Power-Point presentations, and collaborative writing.  
(3 sem hrs; 3 lec) (ENGL 4063)#

**ENGL 2322**: Masterworks of English Literature  
Prerequisite: ENGL 1302 or ENGL 1301 with a minimum grade of C and concurrent enrollment in ENGL 1302.  
Principal works of major English writers from the beginnings through Johnson.  
(3 sem hrs; 3 lec) (ENGL 4023)#

**ENGL 2323**: Masterworks of English Literature  
Prerequisite: ENGL 1302 or ENGL 1301 with a minimum grade of C and concurrent enrollment in ENGL 1302.  
Principal works of major English writers from Blake through Auden.  
(3 sem hrs; 3 lec) (ENGL 4033)#

**ENGL 2327**: American Literature: Beginnings to the Civil War  
Prerequisite: ENGL 1302 or ENGL 1301 with a minimum grade of C and concurrent enrollment in ENGL 1302. Readings in the significant works of American literature before the Civil War, including essays, poetry, drama, and short fiction.  
(3 sem hrs; 3 lec) (ENGL 4073)#

**ENGL 2328**: American Literature: Civil War to the Present  
Prerequisite: ENGL 1302 or ENGL 1301 with a minimum grade of C and concurrent enrollment in ENGL 1302. Readings in the significant works of American literature during and after the Civil War, including essays, poetry, drama, and short fiction.  
(3 sem hrs; 3 lec) (ENGL 4083)#

**ENGL 2331**: Literature of the Non-Western World  
Prerequisite: ENGL 1302, or ENGL 1301 with a minimum grade of C and concurrent enrollment in ENGL 1302. Readings from a non-European tradition.  
(3 sem hrs; 3 lec) (ENGL 4093)#

**ENGL 2332**: Literature of the Western World  
Prerequisite: ENGL 1302, or ENGL 1301 with a minimum grade of C and concurrent enrollment in ENGL 1302. Readings in the significant works of American literature before the Civil War, including essays, poetry, drama, and short fiction.  
(3 sem hrs; 3 lec) (ENGL 4103)#

**ENGL 2333**: Literature of the Western World  
Prerequisite: ENGL 1302 or ENGL 1301 with a minimum grade of C and concurrent enrollment in ENGL 1302. Readings in significant works of Western literature, including the epic, drama, and satire.  
(3 sem hrs; 3 lec) (ENGL 4123)#

**ESL 0311**: Speaking and Listening I  
Develop skill in survival conversations about the American culture, employment situations, and day-to-day living. Vocabulary, pronunciation, and simple sentence patterns will be emphasized.  
(3 sem hrs; 3 lec, 2 lab) (ESL 0113)#

**ESL 0312**: Grammatical Structure I  
Emphasis on simple verb tenses, parts of speech, word order, capitalization, and punctuation.  
(3 sem hrs; 3 lec, 3 lab) (ESL 0123)#

**ESL 0314**: Reading I  
Emphasis on vocabulary building, word attack skills, and reading comprehension.  
(3 sem hrs; 3 lec, 3 lab) (ESL 0143)#

**ESL 0315**: Composition I  
Writing simple sentences, controlled paragraphs, and expository paragraphs.  
(3 sem hrs; 3 lec, 3 lab) (ESL 0133)#

**ESL 0321**: Speaking and Listening II  
Emphasis on practical ideas and idiomatic speech as used in day-to-day living.  
(3 sem hrs; 3 lec, 2 lab) (ESL 0213)#
Course Descriptions

ESL 0322: Grammatical Structure II
Review simple tenses. Introduce compound tenses, modals, clauses, and comparisons.
(3 sem hrs; 3 lec, 3 lab) (ESL 0223)#

ESL 0324: Reading II
Emphasis on vocabulary building and reading comprehension.
(3 sem hrs; 3 lec, 3 lab) (ESL 0243)#

ESL 0325: Composition II
Emphasis on sentence combining, through phrases and clauses, to produce compound and complex sentences. Practice on unity and style in paragraph writing.
(3 sem hrs; 3 lec, 3 lab) (ESL 0233)#

ESL 0331: Speaking and Listening III
Learning to converse at a normal rate of speed through paired and small group practice. Emphasis on idioms and listening comprehension.
(3 sem hrs; 3 lec, 2 lab) (ESL 0313)#

ESL 0332: Grammatical Structure III
Compound and complex sentence structure. Build on and review basic grammatical skills.
(3 sem hrs; 3 lec, 3 lab) (ESL 0323)#

ESL 0334: Reading III
Emphasis on vocabulary building, word analysis skills, reading comprehension, and dictionary usage. Lab experience will be individualized.
(3 sem hrs; 3 lec, 3 lab) (ESL 0343)#

ESL 0335: Composition III
Write short, expository compositions of one to five paragraphs. Emphasis will be placed on clarity, organization, supporting details, unity, and transition.
(3 sem hrs; 3 lec, 3 lab) (ESL 0333)#

ESL 0341: Speaking and Listening IV
Intensive practice in speaking, listening, and notetaking to prepare the advanced ESL student to understand and speak fluent English.
(3 sem hrs; 3 lec, 2 lab) (ESL 0413)#

ESL 0344: Reading IV
Emphasizes vocabulary building through context, word analysis skills, reading comprehension, and test taking skills for reading. Lab experience will be individualized.
(3 sem hrs; 3 lec, 3 lab) (ESL 0343)#

ESL 0345: Grammar and Composition IV
Prerequisite: Advanced level ESL proficiency
Improve skills in expository writing of longer compositions. Emphasis on complex sentence structure, proper tense sequence, expanded paragraph development, and logical thinking.
(3 sem hrs; 3 lec, 3 lab) (ESL 0433)#

ENVIRONMENTAL HEALTH TECHNOLOGY

EPCT 1191: Special Topics in Environmental and Pollution Control Technology/Technician
Advanced topics of current interest in the environmental health industry not covered by the existing courses.
(1 sem hrs; 1 lab)

EPCT 1307: Introduction to Environmental Safety and Health
A historic overview of environmental safety and health. Emphasis is on the use of occupational safety and health codes.
(3 sem hrs; 3 lec) (EHT 3013)#

EPCT 1313: Contingency Planning
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.
(3 sem hrs; 2 lec; 2 lab) (EHT 4023)#

EPCT 1340: Industrial Chemical Process
An overview of chemical processes used in the chemical industry.
(3 sem hrs; 2 lec; 2 lab) (EHT 4043)#

EPCT 1344: Environmental Sampling and Analysis
Sampling protocol, procedures, quality control, preservation technology, and field analysis. Emphasis on analysis commonly performed by the field technician.
(3 sem; 2 lec; 2 lab) (EHT 4013)#

EPCT 1401: Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and Related Topics
Prerequisites: EPCT 1307, EPCT 1344
Minimum certification requirements of a hazardous waste site worker as found in 29CFR-1910.120 and 40CFR.264 and 265.16.
(4 sem hrs; 3 lec; 2 lab) (EHT 4073)#

EPCT 2333: Environmental Toxicology
Prerequisite: BIOL 2401
A review of the research determining the systematic health effects of exposure to chemicals. Discussion of risk factors, routes of entry, control measures, and acute and chronic effects.
(3 sem hrs; 2 lec; 2 lab) (EHT 4063)#

OSHT 2374: Instruments and Measurements
Students work with a variety of instruments to detect the presence of hazardous chemicals. Students learn to select and use specific instruments to identify and quantify specific chemicals. Students also learn the principles of operation and use of portable radiation survey instruments and other related measuring devices.
(3 sem hrs; 2 lec; 2 lab) (EHT 3033)#

EPCT 2388: Internship-Environmental and Pollution Control Technology/Technician
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
(3 sem hrs; 1 lec; Ext hrs 16) (EHT 5213, EHT 5223) #
Course Descriptions

EPCT 1305: Environmental Regulation Interpretation and Applications
Prerequisite/Corequisite: OSHT 2401
An introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations.
(3 sem hrs; 2 lec; 2 lab) (HMT 4013)#

EPCT 1343: Treatment, Remediation, and Disposal Techniques
A study of the skills required in treatment, remediation, and disposal processes of solid waste, hazardous materials, and hazardous waste. Emphasizes the technologies applicable in the field.
(3 sem hrs; 2 lec; 2 lab) (HMT 4033)#

OSHT 1405: OSHA Regulations - Construction Industry
A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry.
(4 sem hrs; 3 lec; 2 lab) (HMT 4023)#

OSHT 2401: OSHA Regulations - General Industry
A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry.
(4 sem hrs; 3 lec; 2 lab) (HMT 3023)#

OSHT 2372: Health Physics I
Reviews mathematics and introduces the basic concepts of atomic and nuclear structure, radioactive decay, and ionizing radiation.
(3 sem hrs; 2 lec; 2 lab) (HPT 3003)#

OSHT 2373: Health Physics II
Prerequisite/Corequisite: OSHT 2372
Internal and external dosimetry, shields, radiation detection, and environmental monitoring.
(3 sem hrs; 2 lec; 2 lab) (HPT 3013)#

OSHT 2374: Instruments and Measurements
Course covers the identification and quantifying of radioactive materials. Extensive training in the use of single and multi-channel analyzers in alpha, beta, and gamma identification and quantification is provided. Basic instrumentation usage, limitation, and effectiveness is covered.
(3 sem hrs; 2 lec; 2 lab) (HPT 4023)#

OSHT 2376: Management of Radioactive Materials and Radiation Generating Devices
Federal and state regulations relating to the handling and disposal of radioactive materials and radiation generating devices.
(3 sem hrs; 3 lec) (HPT 4003)#

EPCT 1341: Principles of Industrial Hygiene
Basic 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.
(3 sem hrs; 2 lec; 2 lab) (IHT 3003)#

EPCT 2331: Industrial Hygiene Applications
Prerequisite/Corequisite: EPCT 1341
A study of the industrial environment and its relation to worker’s health. This course provides training in anticipation, recognition, evaluation, and controlling health hazards, particularly chemical, physical, biological, and ergonomic factors existing in the workplace and having injurious effects on workers. The course also introduces training in instrumentation used in monitoring and measuring health hazards in the workplace and covers current issues in industrial hygiene.
(3 sem hrs; 2 lec, 2 lab) (IHT 3013)#

FIRE PROTECTION TECHNOLOGY

FIRS 1171: Firefighter Orientation
Basic Firefighter Certificate program requirements—clothing, equipment, breathing apparatus, school uniform, physical exam and class meeting schedules, opportunities of employment and expectations of students.
(1 sem hr; 2 lec) (FPT 3001)#

FIRS 1301: Firefighter Certification I
An introduction to firefighter safety and development. Topics include Texas Commission on Fire Protection Rules and Regulations, firefighter safety, fire science, personal protective equipment, self-contained breathing apparatus, and fire reports and records.
(3 sem hrs; 4 lec, 1 lab) (FPT 3013)#

FIRS 1407: Firefighter Certification II
The study of basic principles and skill development in handling fire service hose and ladders. Topics include the distribution system of water supply, basic building construction, and emergency service communication, procedures, and equipment.
(3 sem hrs; 3 lec, 2 lab) (FPT 3023)#

FIRS 1413: Firefighter Certification III
General principles of fire apparatus, pump operations, fire streams, and public operations as they relate to fundamental development of basic firefighter skills.
(4 sem hrs; 3 lec, 5 lab) (FPT 3033)#

FIRS 1319: Firefighter Certification IV
A study of equipment, tactics, and procedures used in forcible entry, ventilation, salvage, and overhaul.
Preparation for certification as a basic firefighter.
(3 sem hrs; 3 lec, 3 lab) (FPT 3043)#

FIRS 1323: Firefighter Certification V
The study of ropes and knots, rescue procedures and techniques, and hazardous materials. Preparation for certification as a basic firefighter.
(3 sem hrs; 5 lec, 1 lab) (FPT 3053)#

FIRS 1329: Firefighter Certification VI
The study of fire inspection techniques and practices, public transportation, fire cause determination. Topics include fire protection systems, wildland fire, and pre-incident planning.
Preparation for certification as a basic firefighter.
(3 sem hrs; 1 lec, 3 lab) (FPT 3063)#

*Texas Common Course Number #Prefix and number before the 1999-2000 Catalog
Course Descriptions

FIRS 1433: Firefighter Certification VII
An in-depth study and practice of simulated emergency operations and hands-on live fire training exercises, incident command procedures, and combined operations using proper extinguishing methods. Emphasis on safety.
(3 sem hrs; 1 lec, 3 lab) (FPT 3073)#

FIRT 1309: Fire Administration I
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.
(3 sem hrs; 3 lec) (FPT 3323)#

FIRT 1319: Firefighter Health and Safety
Study of firefighter occupational safety and health in emergency and non-emergency situations.
(3 sem hrs; 3 lec) (FPT 4263)#

FIRT 1349: Fire Administration II
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.
(3 sem hrs; 3 lec) (FPT 4333)#

FIRT 1329: Building Codes and Construction
Examination of building codes and requirements, construction types, and building materials. Topics include walls, floorings, foundations, and various roof types and the associated dangers of each.
(3 sem hrs; 3 lec) (FPT 4353)#

FIRT 1331: Firefighting Strategies and Tactics I
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 manpower and equipment to mitigate the emergency.
(4 sem hrs; 4 lec) (FPT 4454)#

FIRT 1303: Fire and Arson Investigation I
In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.
(3 sem hrs; 3 lec)

FIRT 1355: Methods of Teaching
Preparation of public safety personnel to effectively teach technical skills, techniques, and information.
(3 sem hrs; 3 lec)

FIRT 2376: Driver Operator
This class addresses fireground hydraulics, pump operations, and driving procedures including hands-on practice with fire apparatus.
(3 sem hrs; 2 lec, 2 lab)

FIRT 2474: Hazardous Materials Technician
This is an in-depth class in the duties, responsibilities, and tactics of a hazardous materials technician. The student will study and use control techniques and equipment, address selection and use personal protective equipment (including decontamination equipment), and study and use monitoring devices that a haz-mat technician would be expected to use.
(4 sem hrs; 3 lec, 2 lab)

FIRT 2475: Aircraft Rescue and Firefighting
This class provides an in-depth study of aircraft rescue and firefighting techniques including hands-on experience and live fire exercises.
(4 sem hrs. 3 Lec. 2 Lab)

FIRT 1311: Fire Service Hydraulics
Study of water distribution systems and fire stream development as related to fire protection and suppression.
(3 sem hrs. 3 lec.)

FIRT 1315: Hazardous Materials I
Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.
(3 sem hrs. 3 lec.)

FIRT 1445: Hazardous Materials II
In-depth study of mitigation practices and techniques to effectively control hazardous material spills and leaks.
(4 sem hrs. 4 lec.)

FIRT 2345: Hazardous Materials III
Continuation of Hazardous Materials II. Topics include radioactive materials and radiation; poisons and toxicology; cryogenics; oxidizers; corrosives; flammable solids; hazards of Class A fuels, plastics, and organic and inorganic peroxides and water reactivity; and polymerization and polymerizing substances.
(3 sem hrs. 3 lec.)

*FIRT 2388 and FIRT 2389: Internship
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
(3 sem hrs.)

FRENCH

FREN 1411*: First-Year French I
Grammar, conversation, composition, dictation, and reading.
(4 sem hrs; 5 lec, 1 lab) (FRNCH 3014 )#

FREN 1412*: First-Year French II
Prerequisite: FREN 1411 or appropriate score on language placement test
Continuation of FREN 1411.
(4 sem hrs; 5 lec, 1 lab) (FRNCH 3024)#

FREN 2311*: Second-Year French I
Prerequisite: FREN 1412 or appropriate score on language placement test
Grammar review, conversation, composition, and study of selections from representative authors.
(3 sem hrs; 3 lec, 1 lab) (FRNCH 4013)#

*Texas Common Course Number  #Prefix and number before the 1999-2000 Catalog
**Course Descriptions**

**FREN 2312**: Second-Year French II  
Prerequisite: FREN 2311 or appropriate score on language placement test  
Continuation of FREN 2311.  
(3 sem hrs; 3 lec, 1 lab) (FRNCH 4023)#

**GEOGRAPHY**

**GEOG 1302**: Cultural Geography  
Elements of geography with emphasis on culture regions.  
(3 sem hrs; 3 lec) (Geog 3343)#

**GEOLOGY**

**GEOL 1303**: Physical Geology Laboratory  
Prerequisite: GEOL 1303 or concurrent enrollment  
Rocks, minerals, topographic maps, and mineral resources are studied.  
(1 sem hr; 3 lab)

**GEOL 1104**: Historical Geology Laboratory  
Prerequisite: GEOL 1304  
Fossils and earth history will be examined.  
(1 sem hr; 3 lab)

**GEOL 1303**: Physical Geology  
Study of the earth's composition, structure, and internal processes. Minerals rocks and their relationships are identified. Analysis of geologic processes and mapping are also studied.  
(3 sem hrs; 3 lec) (GEOL 3214)#

**GEOL 1304**: Historical Geology  
The history of the earth. Life history as revealed by fossils, continental drift and changes in earth features are studied.  
(3 sem hrs; 3 lec) (GEOL 3224)#

**GEOL 1473**: Introduction to Geographic Information Systems  
A basic introduction to the concepts and techniques of GIS. In the laboratory, students will study methods of geographic data collection, Global Positioning Systems (GPS) entry, retrieval, and output using ArcView software.  
(4 sem hrs; 3 lec, 3 lab) (GEOL 3034)#

**GERMAN**

**GERM 1411**: First-Year German I  
Grammar, conversation, composition, dictation, and reading.  
(4 sem hrs; 5 lec, 1 lab) (GERMN 3014)#

**GERM 1412**: First-Year German II  
Prerequisite: GERM 1411 or appropriate score on language placement test  
Continuation of GERM 1411.  
(4 sem hrs; 5 lec, 1 lab) (GERMN 3024)#

**GERM 2311**: Second-year German I  
Prerequisite: GERM 1412 or appropriate score on language placement test  
Grammar review, conversation, composition, and study of selections from representative authors.  
(3 sem hrs; 3 lec, 1 lab) (GERMN 4013)#

**GERM 2312**: Second-year German II  
Prerequisite: GERM 2311 or appropriate score on language placement test  
Continuation of GERM 2311.  
(3 sem hrs; 3 lec, 1 lab) (GERMN 4023)#

**GOVERNMENT**

**GOVT 2305**: Government of the United States  
Prerequisite: Test scores indicating college-level reading skills (TASP or state-approved alternative test.)  
The foundation, organization, growth, and development of the national government and its problems.  
(3 sem hrs; 3 lec) (Govt 4333)#

**GOVT 2306**: Government of Texas and the United States  
Prerequisite: Test scores indicating college-level reading skills (TASP or state-approved alternative test.)  
(3 sem hrs; 3 lec) (Govt 4343)#

**GREEK**

**GREE 1411**: Greek I  
(4 sem hrs; 4 lec) (GREEK 3414)#

**GREE 1412**: Greek II  
Prerequisite: GREE 1411 or equivalent  
Continuation of GREE 1411 with readings in the Greek New Testament.  
(4 sem hrs; 4 lec) (GREEK 3424)#

**HISTORY**

**HIST 1301, 1302**: History of the United States I, II  
Prerequisite: Test scores indicating college-level reading skill (TASP or state-approved alternative test.)  
A general survey of United States history from the European background to the present. The study includes political, economic, social and cultural aspects of life in this country and follows the development of the United States as a world power. HIST 1301 is not a prerequisite for 1302.  
(3 sem hrs; 3 lec) (Hist 3373-3383)#

*Texas Common Course Number   Prefix and number before the 1999-2000 Catalog*
HOME ECONOMICS

HECO 1320*: Textiles
A study of natural, synthetic, and man-made fibers with selection and care of fabrics for clothing and home furnishings.
(3 sem hrs; 3 lec, 3 lab) (HOMEC 3333)#

HECO 1311*: Social Practices
Social and business etiquette and personal presentation for contemporary life styles. Emphasizes wardrobe analysis and planning.
(3 sem hrs, 3 lec) (HOMEC 3363)#

HECO 1322*: Principles of Nutrition
Essentials of an adequate diet for different age groups; nutritive values of foods. Emphasis is placed on psychological, social, and economic influence of food habits.
(3 sem hrs; 3 lec) (HOMEC 4313)#

HECO 1325*: Interior Design
Psycho-socioeconomic and aesthetic aspects of the selection of housing, furnishings, and accessories. Includes principles of color and design.
(3 sem hr; 3 lec, 3 lab) (HOMEC 4333)#

HECO 1101: Diet Therapy
Prerequisite: HECO 1322
Nutrition and diet therapy as applied to frequently encountered health problems.
(1 sem hr; 1 lec) (HOMEC 4401)#

HUMAN SCIENCES

HUSC 1301: Basic Interpersonal Skills
A course in which the student will explore improving relationships through improved interpersonal communication skills.
(3 sem hrs; 3 lec)

HUSC 1307: Introduction to Family Finance
Personal and family accounts, budgets, budgetary control, bank accounts, charge accounts, borrowing, investing, home ownership, wills, trust plans.
(3 sem hrs; 3 lec)

HUSC 1322: Nutrition and Food
Science of nutrition and food as applied to human living. Designated to convey basic nutritional concepts as they apply to the individual.
(3 sem hrs; 3 lec)

HUSC 2301: Courtship and Marriage
Prerequisite: An introductory psychology course or consent of the instructor
A functional approach to interpersonal relationships. Aspects of relationships in dating, courtship, marriage, and family life are analyzed using various biological, psychological, and sociological factors. Students will be able to conceptualize and understand relationships in order to make informed personal decisions concerning relationships.
(3 sem hrs; 3 lec)

HUSC 2302: Theories of Human Development
Test scores indicating college-level reading skill (TASP or state-approved alternative test.)
A survey of selected theories of human development with emphasis on practical applications for parents, teachers and counselors.
(3 sem hrs; 3 lec)

HUSC 2303: The Contemporary Family
An analysis of family interactional patterns with an introduction to family research. A study of family heritage, development, and networks emphasizing the successful family and sociocultural variations in family forms.
(3 sem hrs; 3 lec)

HUSC 2314: Life Span Human Development
Prerequisite: PSYC 2301
The development of biosocial, cognitive, and psychosocial characteristics from infancy through late adulthood; the life span.
(3 sem hrs; 3 lec)

HUMANITIES

HUMA 1171*, 1172*, 2171*: Creative Mind Seminar
A seminar to accompany The Creative Mind Lecture Series. Discussion and readings pertaining to various issues within the humanities disciplines as determined by the lecture series yearly theme.
(1 sem hr; 1 lec) (HUM 3111, 3121, 4111)#

HUMA 1301*: Humanities I
Comparative study of the intellectual and cultural achievements of Western man, including art, music, philosophy, and literature.
(3 sem hrs; 3 lec) (HUM 3113)#

HUMA 1302*: Humanities II
Continuation of HUM 3113. HUM 3113 not prerequisite for HUM 3123. Humanities through the arts with emphasis on art, music, drama, literature, sculpture, architecture and film.
(3 sem hrs; 3 lec) (HUM 3123)#
HUMA 1315*: Survey of Art and Music
An interdisciplinary course designed to integrate the visual and musical arts of Western civilization into the cultural and historical periods which created them. (3 sem hrs; 3 lec) (HUM 3133)#

HUMA 1371: Mythology
A survey of mythological literature including Egyptian, Hindu, Buddhist, Greek, Oriental, American Indian, and Arthurian Legend with film commentary by mythology authority, Joseph Campbell. (3 sem hrs; 3 lec) (HUM 3143)#

HUMA 2372: Special Topics in the Humanities
Survey of philosophy, literature, and the fine arts of a selected period of world history chosen by the instructor. Periods of topics which may be selected are Classical, Medieval, Renaissance, Baroque, Romantic, or Modern. Transferable as a Sophomore Humanities elective. (3 sem hrs; 3 lec) (HUM 4353)#

HUMA 2173: Honors Seminar I
Prerequisite: Enrollment limited to honors program students
Examination of the practices and skills of leadership from classic readings in the humanities case studies, films, and group projects. (1 sem hr; 1 lec) (HUM 4441)#

HUMA 2174*: Honors Seminar II
Prerequisite: Enrollment limited to honors students who have completed Honors Seminar I Continuation of Honors Seminar I with practice in leadership and team building. Based on additional humanities readings, films, and projects. (1 sem hr; 1 lec) (HUM 4451)#

INDUSTRIAL MAINTENANCE TECHNOLOGY

ELMT 1301: Basic Programmable Logic Controllers
An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, application, troubleshooting of ladder logic, and interfacing of equipment. (3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4353)#

ELMT 1305: Basic Fluid Power
Basic fluid power course including pneumatics, vacuum and hydraulics; symbols, theory, components, and basic electrical controls. (3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4424)#

ELMT 1373: Maintenance Concepts
Fundamentals of electromechanical technology including the use of test, measuring and diagnostic equipment, applied mathematics, and tool usage. Interpretation and use of schematics, blueprints and symbols to industry standards and building codes. (3 Sem Hrs; 2 Lec; 2 Lab) (IMT 3103)#

ELMT 1377: Mechanical Components
Industrial drive components, lubrication systems, and bearings to include function, application, operation, and maintenance. Symptoms, causes and cures for mechanical problems, environmental standards and safety. (3 Sem Hrs; 2 Lec; 2 Lab) (IMT 3123)#

ELMT 1391: Special Topics in Electromechanical Technology/Technician
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. (3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4613)#

ELMT 2371: Industrial Electronics
A study of devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. AC reduced voltage starters, variable frequency drives, time delay, braking, reversing circuits and alternating relays. (3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4323)#

ELMT 2337: Electronic Troubleshooting, Service, & Repair
In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair check-out, and preventive maintenance. Emphasis on safety and proper use test equipment. (3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4343)#

ELMT 2373: Pumps
Positive displacement and centrifugal pumping systems to include function, application, installation, operation, and maintenance requirements. Materials, tools, skills, and designs involved in fluid piping. Emphasizes symptoms, causes and cures for mechanical problems and safety. (3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4403)#

ELMT 2380: Cooperative Education - Electromechanical Technology/Technician
Career related activities encountered in the student’s area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. (3 Sem Hrs; 1 Lec; 20 Lab) (IMT 5013)#

ENTC 1349: Reliability & Maintainability
A study of equipment reliability and maintainability to improve the efficiency of operations including utilizing the latest equipment and techniques to implement effective prevention and predictive maintenance programs. Fundamentals of computer maintenance management systems, maintenance scheduling, work orders, inventory control, report evaluations, and methods of analysis. (3 Sem Hrs; 2 Lec; 2 Lab) (IMT 3113)#

*Texas Common Course Number #Prefix and number before the 1999-2000 Catalog
Course Descriptions

ENTC 2377: Thermography & Vibration Analysis
Thermography (infrared/thermal imaging) and vibration analysis used in non-destructive testing (NDT).
Performed independently or collectively to determine equipment condition, identify equipment deficiencies, and determine corrective action.
(3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4333)*

HART 1371: Residential Air Conditioning
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.
(3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4233)*

HART 1372: Commercial Refrigeration
Theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines.
(3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4243)*

HART 1373: Air Conditioning Control Principles
A basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. 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.
(3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4253)*

HART 1375: Gas & Electric Heating
A study of the procedures and principles used in servicing heating systems including gas-fired and electric furnaces.
(3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4243)*

HART 1377: Refrigeration Principles
An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components.
(3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4203)*

HART 2375: Air Conditioning Systems Design
A 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.
(3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4223)*

IEIR 1306: Electric Motors
Fundamentals of single phase and three phase alternating current motors and direct current motors including operating principles, characteristics, application, selection, installation, maintenance, and troubleshooting.
(3 Sem Hrs; 2 Lec; 2 Lab) (IMT 3143)*

IEIR 1310: Motor Controls
Principles and fundamentals of electrical controls and control components including magnetic motor starters, overload protection, relay logic, troubleshooting techniques, schematics, and diagrams.
(3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4313)*

IEIR 1312: Distribution Systems
(3 Sem Hrs; 2 Lec; 2 Lab) (IMT 3133)*

SEST 1341: Boilers-Operations, Installation, & Maintenance
Safe installation, operation, and maintenance procedures for boilers including total boiler analysis for maximum performance and efficiency of each system.
(3 Sem Hrs; 2 Lec; 2 Lab) (IMT 4413)*

INSTRUMENT AND CONTROL TECHNOLOGY

CSIR 1355: Industry Certification
Preparation for the certifications required by industry.
In-depth study of FCC Commercial License exam, test questions and subjects will be reviewed.
(3 sem hrs; 2 lec; 2 lab) (TCC 4133)*

EECT 1380: Cooperative Education - Electrical, Electronic and Communications Engineering Technology/Technician
Prerequisite: Instructor approval
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.
(3 sem hrs; 1 lec; ext 20) (TCC 5002)*

EECT 1391: Special Topics in Electrical, Electronic and Communications Engineering Technology/Technician
Prerequisite: Instructor approval
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.
(3 sem hrs; 2 lec; 2 lab) (TCC 4163)*

EECT 2433: Telephone Systems
Prerequisites: CETT 1329 and LOTT 1301
A study of installation and maintenance systems including telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and digital transmission techniques.
(4 sem hrs; 2 lec; 4 lab) (TCC 4023)*

EECT 2435: Telecommunications
Prerequisite: EECT 2439
A study of modern telecommunications systems incorporating microwave, satellite, optical, and wire/cable-based communications systems, advanced FM transmitters, receivers, repeaters, trunking, paging and cellular systems. Instruction in installation, testing, and maintenance of fixed and mobile equipment communications systems components and various antenna systems.
(4 sem hrs; 2 lec; 4 lab) (TCC 4123)*
Course Descriptions

ECT 2439: Communications Circuits
A study of communication 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.
(4 sem hrs; 3 lec; 4 lab) (TCC 4013)#

INTC 1301: Principles of Industrial Measurements
Prerequisite: INTC 1312 or instructor approval
A study of the principles and devices for the measurement of control variables such as temperature, pressure, flow, level, weight flow level, and basic control functions.
(3 sem hrs; 2 lec; 2 lab) (ICT 4403)#

INTC 1305: Introduction to Electronic Instrumentation
Prerequisite: CETT 1303
A survey of the instrumentation field and the professional requirements of the instrumentation technician, including an introduction to computer and calculator applications involved in basic electronic circuit analysis. Basic operation and application of electronic process equipment, temperature measuring systems and devices explained. Various electronic calibration devices are used in lab environment.
(3 sem hrs; 2 lec; 2 lab) (ICT 4103)#

INTC 1307: Electronic Test Equipment
Prerequisites: For Electronic Engineering Technology Majors - CETT 1329 and CETT 1409
A study of the theory and application of analog and digital meters, oscilloscope frequency generation, frequency measurements, and special measuring instruments. Emphasis on accuracy and limitations and calibration techniques. Includes the calculation of resistance, inductance, and capacitance using DC and AC bridge measurements.
(3 sem hrs; 3 lec; 1 lab)

INTC 1309: Critique of Instrument and Control
An overview of instruments and control stressing preparation for industry employment testing and the National Institute of Engineering Technologist Certification.
(3 sem hrs; 2 lec; 2 lab) (ICT 4303)#

INTC 1312: Introduction to Instrumentation Technology
An overview of industries employing instrumentation technicians. A study of hazardous industrial locations and safe work practices, instruments, transmitters, and devices for measurement of temperature, pressure flow, level and transmissions or signal for measurement.
(3 sem hrs; 3 lec) (ICT 3003)#

INTC 1315: Control Valves
An study of the various designs of control valves including disassembly, assembly, calibration, troubleshooting, and required documentation. Instruction in basic techniques and calculations for proper liquid and gas valve sizing.
(3 sem hrs; 2 lec; 2 lab) (ICT 4003)#

INTC 1348: Analytical Instrumentation
Prerequisite: INTC 1312 or instructor approval
A study of analytical instruments emphasizing their utilization in continuous process applications including gas chromatography, pH, conductivity, and spectrophotometry instruments.
(3 sem hrs; 2 lec; 2 lab) (ICT 3403)#

INTC 1355: Unit Operations
An in-depth study of industrial processes including fluid flow and material transport, distillation, extraction, and automatic control requirements of these processes. Instruction in control system design and control loop adjustments and analyses.
(3 sem hrs; 2 lec; 2 lab) (ICT 3203)#

INTC 1356: Instrumentation Calibration
A study of techniques for calibrating electronic and pneumatic transmitters, controllers, recorders, valves, valve positioners including tear down, assembly, alignment, and calibration of equipment. Students are introduced to control loops utilizing various equipment and auxiliary devices in a process. The use of calibration equipment is stressed.
(3 sem hrs; 2 lec; 2 lab) (ICT 3103)#

INTC 1358: Flow and Measurement Calibration
Prerequisite: INTC 1312 or instructor approval
A study of the practical methods of flow measurements and flow integration. Emphasis on orifice selection and calculation methods in accordance with the American Gas Association (AGA) and American Petroleum Institute (API) standards.
(3 sem hrs; 2 lec; 2 lab) (ICT 3303)#

INTC 1380: Cooperative Education - Instrumentation Technology/Technician
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.
(3 sem hrs; 1 lec; 20 ext hours)

INTC 1391: Special Topics in Instrumentation Technology/Technician
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.
(3 sem hrs)

INTC 2336: Distributed Control and Programmable Logic
Prerequisite: INTC 1305 or instructor approval
An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environments.
(3 sem hrs; 2 lec; 2 lab) (ICT 4203)#
INTERIOR DESIGN

INDS 1301: Basic Elements of Design
A study of basic design concepts with projects in shape, line, value, texture, pattern, spatial illusion, and form. (3 sem hrs; 2 lec, 2 lab) (INTD 3123, 3223)##

INDS 1315: Materials, Methods and Estimating
A study of materials, methods of construction and installation, and estimating for interior design applications. (3 sem hrs; 2 lec, 2 lab) (INTD 4433, INTD 3203)#

INDS 1319: Technical Drawing for Interior Designers
An introduction to reading and preparing technical construction drawings for interior design, including plans, elevations, details, schedules, dimensions and lettering. (3 sem hrs; 2 lec, 2 lab) (INTD 3113)#

INDS 1341: Color Theory and Application
A study of color theory and its applications to interior design. (3 sem hrs; 2 lec, 2 lab)

INDS 1345: Commercial Design I
A study of design principles applied to furniture lay-out and space planning for commercial interiors. (3 sem hrs; 2 lec, 4 lab) (INTD 4413)#

INDS 1349: Fundamentals of Space Planning
The study of residential and light commercial spaces, including programming, codes, standards, space planning, drawings and presentations. (3 sem hrs; 2 lec, 2 lab)

INDS 1351: History of Interiors I
Historical survey of antiquities and European styles and periods of architecture, interiors and furnishings. With consideration of Egypt, Greece, Italy, Spain, and France. (3 sem hrs; 3 lec) (INTD 4323)#

INDS 1352: History of Interiors II
Historical survey of English, American, Asian, and twentieth century styles and periods of architecture, interiors, and furnishings. (3 sem hrs; 3 lec) (INTD 4323)#

INDS 1364: Practicum - Interior Design
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (3 sem hrs; 1 lec, 20 ext hrs) (INTD 4533, INTD 4443)##

INDS 2237 Portfolio Presentation
A course in the preparation and presentation of a comprehensive interior design portfolio, including resume preparation, employment interview skills, and goal setting. (2 sem hrs; 1 lec, 2 lab) (INTD 4554)#

INDS 2305: Interior Design Graphics
Skill development in computer-generated graphics and technical drawings for interior design applications. (3 sem hrs; 2 lec, 2 lab) (INTD 3213)##

INDS 2307: Textiles for Interior Design
The study of interior design textiles including characteristics, care, codes, and applications. (3 sem hrs; 2 lec, 2 lab) (INTD 3133)##

INDS 2313: Residential Design I
The study of residential spaces, including the identification of client needs, programming, standards, space planning, drawings, and presentations. (3 sem hrs; 2 lec, 4 lab) (INTD 4313)##

INDS 2315: Lighting for Interior Designers
Fundamentals of lighting design, including lamps, luminaries, lighting techniques, and applications for residential and commercial projects. (3 sem hrs; 2 lec, 2 lab) (INTD 4523)#

INDS 2317: Rendering Techniques
A study of rendering techniques for formal interior design presentation, using a variety of media. (3 sem hrs; 2 lec, 2 lab) (INTD 4333)#

INDS 2321: Presentation Drawings
An introduction to two and three-dimensional presentations, including drawings with one and two-point perspectives, plans, and elevations. (3 sem hrs; 2 lec, 2 lab) (INTD 3143)#

INDS 2325: Professional Practices for Interior Designers
A study of business practices and procedures for interior designers, including professional ethics, project management, marketing, and legal issues. (3 sem hrs; 2 lec, 2 lab) (INTD 3233)#

INDS 2401: Interior Design Building Systems
An overview of building materials, mechanical systems, and construction techniques as applied to interior design. Discussion of codes, project sequencing and the interpretation of detailed working drawings. (4 sem hrs; 2 lec, 4 lab) (INTD 4433)#

INDS 2431: Commercial Design II
Advanced concepts of specialized commercial interior design projects, including hospitality, corporate, retail, health care, institutional or other specialized commercial design projects. (4 sem hrs; 2 lec, 4 lab) (INTD 4543)#

INDS 2435: Residential Design II
A comprehensive study of complex residential interior design problems, including advanced space planning, specifications, budgets, and presentation renderings. (4 sem hrs; 2 lec, 4 lab) (INTD 4503)##

JOURNALISM

COMM 1129*, 1130*, 2129*, 2130*: Publications
Examine procedures and problems on publications; critique all publications; and work on at least one student publication under supervision. (1 sem hr; 3 lab) (JOURN 3031, 3041, 4031, 4041)##
COMM 1316*: Photojournalism
Photography problems and practices in news media; using the camera as a reporting tool, working under deadline pressure, and completing photography assignments for publication. (3 sem hrs; 2 lec, 3 lab) (JOURN 4403)#

COMM 2209*: News Editing and Design I
Prerequisite: COMM 2311
Editing the news according to publication style and standards; headline writing; basics of page design (2 sem hrs; 2 lec, 2 lab) (JOURN 4102)#

COMM 2210*: News Editing and Design II
Prerequisite: COMM 2209
Newspaper and magazine layout and design; typography; photo editing; press law and ethics; basics of copy editing. (2 sem hrs; 2 lec, 2 lab) (JOURN 4202)#

COMM 2311*: News Reporting and Writing I
Prerequisite: 25 wpm typing or concurrent enrollment in OFAD 1101
Gathering and writing news with special attention to leads, organization, and types of ordinary news stories; work on campus newspaper. (3 sem hrs; 3 lec, 2 lab) (JOURN 3103)#

COMM 2315*: News Reporting and Writing II
Prerequisite: COMM 2311
Practice reporting by gathering information for specialized news stories; interpretive stories; examine ethics and legal implications in reporting; work on campus newspaper. (3 sem hrs; 3 lec, 2 lab) (JOURN 3203)#

COMM 2371: Topics in Journalism
Special topics in the field of journalism which may include computer assisted research, specialized writing and/or reporting and contemporary trends. (3 sem hrs; 3 lec, 1 lab)

LATIN

LATI 1411*: First-Year Latin I
Grammar, reading and translation, pronunciation, simple conversations, dictation. (4 sem hrs; 5 lec) (LAT 3014)#

LATI 1412*: First-Year Latin II
Prerequisite: LATI 1411, appropriate score on language placement test, or consent of instructor
Continuation of LATI 1411. (4 sem hrs; 5 lec) (LAT 3024)#

LATI 2311*: Second-year Latin I
Prerequisite: LATI 1412, appropriate score on language placement test, or consent of instructor
Grammar review, continuation of vocabulary and grammar development, limited translation of various Latin authors. (3 sem hrs; 3 lec) (LAT 4013)#

LATI 2312*: Second-year Latin II
Prerequisite: LATI 2311, appropriate score on language placement test, or consent of instructor
Continuation of LATI 2311, emphasizing a survey of various Latin authors. (3 sem hrs; 3 lec) (LAT 4023)#

MACHINING TECHNOLOGY

MCHN 1305: Metals and Heat Treatment
Designed for students going into the workforce as CNC Operators, manual machinists, tool designers, or heat treat operators. Topics include properties of metals and heat treatment of metals, electroless plating, and hot tank oxide finishing of steels. (3 sem hrs; 2 lec, 2 lab)

MCHN 1308: Basic Lathe
An introduction to the common types of lathes. Emphasis on basic parts, nomenclature, lathe operations, safety, machine mathematics, blueprint reading, and theory. (3 sem hrs; 2 lec, 3 lab)

MCHN 1313: Basic Milling Operations
An introduction to the common types of milling machines, basic parts, nomenclature, basic operations and procedures, machine operations, safety; machine mathematics; blueprint reading; and theory. (3 sem hrs; 2 lec, 3 lab)

MCHN 1317: Machine Shop Blueprint Reading
A study of the different types of manufacturing blueprints and the application of each. Emphasis on machine blueprints. The Geometric Dimensioning and Tolerancing system using ASME Y14.5M - 1994 will be emphasized. (3 sem hrs; 3 lec)

MCHN 1320: Precision Tools and Measurements
An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools. (3 sem hrs; 3 lec)

MCHN 1343: Machine Shop Mathematics
Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses. The use of right-angle trig in a shop application will be emphasized. (3 sem hrs; 3 lec)

MCHN 1352: Intermediate Machine Shop I
Operation of drills, milling machines, lathes, and power saws. Introduction to precision measuring techniques. (3 sem hrs; 2 lec, 2 lab)
Course Descriptions

MCHN 1366: Practicum - Machining Technology  
Prerequisite: Instructor approval  
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary.  
(3 sem hrs; 1 lec, 20 lab)

MCHN 1380: Cooperative Education - Machining Technology  
Prerequisite: Instructor approval  
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.  
(3 sem hrs; 1 lec, 20 lab)

MCHN 1391: Special Topics in Machining  
Prerequisites/Corequisites: MCHN 2433 and MCHN 2437  
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.  
(3 sem hrs; 2 lec, 3 lab)

MCHN 1432: Bench Work and Layout  
An introduction to bench work and layout. Application of the use and theory of tools: such as, hand tools, height gages, pedestal grinders, and layout tools.  
(4 sem hrs; 2 lec, 4 lab)

MCHN 2341: Advanced Machining Operations I  
Prerequisite: MCHN 1391  
An advanced study of lathe and milling operations. Emphasis on advanced cutting operations of the lathe and milling machines, including the use of carbide insert tooling, special tooling, bench assembly, and materials metallurgy.  
(3 sem hrs; 2 lec, 3 lab)

MCHN 2345: Advanced Machining Operations II  
Prerequisite/Corequisite: MCHN 2341  
Advanced milling, drilling, grinding, and lathe operations to close tolerance dimensions. Emphasis on job planning and advanced uses of precision measuring instruments.  
(3 sem hrs; 2 lec, 3 lab)

MCHN 2433: Advanced Lathe Operations  
Prerequisite: MCHN 1308  
An advanced study of lathe operations. The identification and/or use of special cutting tools and support tooling, such as, form tools, carbide inserts, taper attachments, follower, and steady rest. Close tolerance machining required.  
(4 sem hrs; 2 lec, 6 lab)

MCHN 2437: Advanced Milling Operations  
Prerequisite: MCHN 1313  
An advanced study of milling machine operations. Identification and/or use of milling cutters and support tooling including end mills, slab mills, face mills, involute cutters, rotary tables, and indexing heads. A review of related math and machine theory.  
(4 sem hrs; 2 lec, 6 lab)

INMT 1345: Computer Numerical Controls  
A study of numerical controlled machine operations. Emphasis on standard and computer numerical controlled procedures for planning, preparing, and operating a computer-assisted program.  
(3 sem hrs; 2 lec, 2 lab) (MCH 3513)

INMT 2374: Advanced Computer Numerical Controls  
Prerequisite/Corequisite: INMT 1345 or instructor approval  
Continuation of INMT 1345. Extends basic principles of numerical control to actual machine operations. Basic descriptions of computer numerical control and step-by-step procedures for planning and preparing a computer-assisted program are given. CNC lathe and CNC milling applications are utilized for machining of complete units or student laboratory projects.  
(3 sem hrs; 2 lec, 2 lab) (MCH 4523)

MANAGEMENT

BMGT 1171: Customer Service  
Practical information and techniques to create excellent customer service. Emphasis on the many facets of customer service and how to address each facet successfully.  
(1 sem hr; 1 lec.) (MGT 4311)

BMGT 1301: Supervision  
Prerequisite: HRPO 1311 or consent of instructor  
A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.  
(3 sem hrs; 3 lec) (MGT 3363)

BMGT 1305: Communications in Management  
Prerequisite: ENGL 1301  
Basic theory and processes of communication skills necessary for the management of an organization’s workforce. Student will learn how to produce a job resume, job application, letters, and prepare for job interviews.  
(3 sem hrs; 3 lec) (MGT 4353)

BMGT 1307: High Performance Work Teams  
Basic principles of building and sustaining teams in organizations including team dynamics and process improvement.  
(3 sem hrs; 3 lec)

*Texas Common Course Number  
#Prefix and number before the 1999-2000 Catalog
Course Descriptions

**BMGT 1373: Professional Image Development**
Study of how image affects success in the business world. Emphasis on visual and behavioral images created by our clothing choices and our understanding and use of appropriate business and social behavior. (3 sem hrs; 3 lec) (MGT 3383)

**BMGT 1382, 1383: Cooperative Education – Business Administration and Management, General**
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (3 sem hrs each; 1 lec each, 20 work hrs each) (MGT 5213, 5223)

**BMGT 2303: Problem Solving and Decision Making**
Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. (3 sem hrs; 3 lec)

**BMGT 2305: Advanced Communications in Management**
Prerequisites: BMGT 1305, ENGL 1301
Advanced principles of oral and written communications for managers. (3 sem hrs; 3 lec) (MGT 4373)

**BMGT 2331: Total Quality Management**
Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment. Students will participate in various group designs and interactively learn quality tools with an organizational focus on continuous quality improvement. (3 sem hrs; 3 lec) (MGT 4383)

**BMGT 2341: Strategic Management**
Prerequisite: BUSI 2371 or BMGT 1301
Strategic management process involving analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. (3 sem hrs; 3 lec)

**BMGT 2377: Convenience Store Operations**
Prerequisites: BMGT 1171, HRPO 1311, BMGT 1301, BMGT 1305, BMGT 1373
An overview of the many components of convenience store operation, and their relationship to other related types of management and retailing. (3 sem hrs; 3 lec)

**BUSA 1313: Investments**
An overview of the theory and mechanics of business investment decisions and management of business financial assets using quantitative management techniques. Topics include time value of money, cash flow, capital budgeting, sources of funds, break-even analysis, and investment decisions. (3 sem; 3 lec) (MGT 4363)

**BUSG 1315: Small Business Operations**
A course in the unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize and control operations. (3 sem hrs; 3 lec) (MGT 4103)

**BUSG 2309: Small Business Management-Entrepreneurship**
A course in how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (3 sem hrs; 3 lec) (MGT 4343)

**HRPO 1311: Human Relations**
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (3 sem hrs; 3 lec) (MGT 3313)

**HRPO 2301: Human Resources Management**
Behavioral and legal approaches to the management of human resources in organizations. (3 sem hrs; 3 lec) (MGT 4113)

**MRKG 1311: Principles of Marketing**
Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. (3 sem hrs; 3 lec) (MGT 4313)

**BMGT 1303: Principles of Management**
Management principles and techniques for all fields of business, including business objectives, policies, functions, leadership, organization, structure, and control. (3 sem hrs; 3 lec) (BUSI 2371)

**MASS COMMUNICATION**

**COMM 1129*, 1130*, 2129*, 2130*: Publications**
Examine procedures and problems on publications; critique all publications; and work on at least one student publication under supervision. (1 sem hr; 3 lab) (JOURN 3031, 3041, 4031, 4041)

**COMM 1307*: Mass Media Survey**
Survey of communication field; history, purpose, methods of operation; interrelations among media forms, individual, and society. (3 sem hrs; 3 lec) (MCOM 3103)

---

*Texas Common Course Number    #Prefix and number before the 1999-2000 Catalog
**COMM 1316**: Photojournalism  
Photography problems and practices in news media; using the camera as a reporting tool, working under deadline pressure, and completing photography assignments for publication.  
(3 sem hrs; 2 lec, 3 lab) (JOURN 4403)  

**COMM 1335**: Survey of Electronic Media  
Broadcast/cable station organization; functions of various departments; history and development of industry, FCC, networks, ratings, government regulation, self-regulation, programming, and public-interest concept. Study of new technology.  
(3 sem hrs; 3 lec) (MCOM 4203)  

**COMM 1336**: Introduction to Radio-TV Production  
Operation of studio and control room equipment for radio and television production; Experience on production crew for programs and commercials. Understanding of visual elements of the electronic media.  
(3 sem hrs; 2 lec, 3 lab) (RADTV 3103)  

**COMM 1337**: Television Production  
Prerequisite: COMM 1336  
Production techniques, theory of lighting, non-linear/digital and videotape editing, and field camera operation.  
(3 sem hrs; 2 lec, 4 lab) (RADTV 3203)  

**COMM 2209**: News Editing and Design I  
Prerequisite: COMM 2311  
Editing the news according to publication style and standards; headline writing; basics of page design  
(2 sem hrs; 2 lec, 2 lab) (JOURN 4102)  

**COMM 2210**: News Editing and Design II  
Prerequisite: COMM 2209  
Newspaper and magazine layout and design; typography; photo editing; press law and ethics; basics of copy editing.  
(2 sem hrs; 2 lec, 2 lab) (JOURN 4202)  

**COMM 2220**: Television Workshop  
Prerequisite: Consent of instructor  
Laboratory experience in television production by producing program material for use on the college television station and/or cable channel.  
(2 sem hrs; 4 lab) (MCOM 4502)  

**COMM 2303**: Radio Production I  
Prerequisite: COMM 1336  
Participation in on-air board shift on KACV-FM; production techniques, formats, styles and remote equipment operation.  
(3 sem hrs; 2 lec, 4 lab) (RADTV 3403)  

**COMM 2305**: Print Workshop  
Work with print media, either on college publications or individualized projects involving newspaper, magazine, advertising or public relations. Includes internship programs.  
(3 sem hrs; 6 lab) (MCOM 4443)  

**COMM 2311**: News Reporting and Writing I  
Prerequisite: 25 wpm typing or concurrent enrollment in OFAD 1101  
Gathering and writing news with special attention to leads, organization, and types of ordinary news stories; work on campus newspaper.  
(3 sem hrs; 3 lec, 2 lab) (JOURN 3103)  

**COMM 2315**: News Reporting and Writing II  
Prerequisite: COMM 2311  
Practice reporting by gathering information for specialized news stories; interpretive stories; examine ethics and legal implications in reporting; work on campus newspaper.  
(3 sem hrs; 3 lec, 2 lab) (JOURN 3203)  

**COMM 2324**: Electronic Media Workshop  
Work with college radio station, PBS television station, cable channel or commercial media outlet. Individual research or project with faculty supervision.  
(3 sem hrs; 6 lab) (MCOM 4463)  

**COMM 2326**: Media Internship  
Prerequisite: Consent of instructor  
Internship arranged with a media outlet; student will work at radio or television station, magazine, newspaper or advertising agency with faculty supervision.  
(3 sem hrs; 6 internship) (MCOM 4602)  

**COMM 2327**: Introduction to Advertising  
Theories, principles, and functions of advertising; role in marketing strategy; specific requirements of all media forms; campaigns and role of advertising agency.  
(3 sem hrs; 3 lec) (MCOM 3403)  

**COMM 2331**: Announcing for Radio-Television  
Techniques of radio-television announcer; voice development, articulation/diction, and phonetics; interviewing techniques and experience in announcing all types of material.  
(3 sem hrs; 3 lec) (MCOM 3303)  

**COMM 2332**: Broadcast News  
Prerequisite: Minimal typing skills required  
Gather, edit, present, and analyze news for broadcast stations; to examine news department organization and philosophy. Presentation of regularly scheduled newscast on KACV-FM.  
(3 sem hrs; 3 lec, 2 lab) (MCOM 4503)  

**COMM 2371**: Topics in Journalism  
Special topics in the field of journalism which may include computer assisted research, specialized writing and/or reporting and contemporary trends.  
(3 sem hrs.; 3 lec, 1 lab)  

**MATHEMATICS**  

**MATH 0301**: Basic Mathematics  
Placement by a TASP score of 179 or below, or an equivalent score on an approved alternate test. Arithmetic review of whole numbers and fractions; decimals; ratio and percent, geometrics and signed numbers.  
(3 sem hr; 3 lec, 1 lab) (MATH 0013)  
This is a developmental course. It does not meet elective or graduation requirements.  

---

*Texas Common Course Number  Prefix and number before the 1999-2000 Catalog*
**Course Descriptions**

**MATH 0302: Basic Algebra I**
Prerequisite: A TASP score of 180, or an equivalent score on an approved alternate test, or a grade of “C” or better in Math 0301
Operations with real numbers; introduction to factoring, linear and quadratic equations; special products, roots and radicals; elementary principals of geometry and reasoning skills.
(3 sem hrs; 3 lec, 1 lab) (MATH 0033)#
(This is a developmental course. It does not meet elective or graduation requirements.)

**MATH 0303: Basic Algebra II**
Prerequisite: A TASP score of 230, or an equivalent score on an approved alternate test, or a grade of “C” or better in MATH 0302, or consent of department chair
Rational expressions, factoring over real numbers, coordinate geometry, first degree equations, graphs, and systems of equations, equations of second degree, equations and their graphs, matrices and determinants, stated problems.
(3 sem hrs; 3 lec, 1 lab)(MATH 0313)#
(This is a developmental course. It does not meet elective or graduation requirements.)

**MATH 1314*: College Algebra**
Prerequisite: A TASP score of 270, or an equivalent score on an approved alternate test, or a grade of “C” or better in MATH 0303, or consent of the department chair
Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions, sequences and series; matrices and determinants.
(3 sem hrs; 3 lec) (MATH 3513)#

**MATH 1316*: Trigonometry**
Prerequisite: MATH 1314 or consent of department chair
Trigonometric functions and graphs; triangle solutions; identities; equations; inverse functions; complex numbers and polar coordinates.
(3 sem hrs; 3 lec) (MATH 3523)#

**MATH 1324*: Mathematics for Business Decisions I**
Prerequisite: A TASP score of 270, or an equivalent score on an approved alternate test, or a grade of “C” or better in MATH 0303
Study of matrices; linear programming; quadratics; exponential and logarithmic functions; rational and other relations, functions and their graphs, finance; probability.
(3 sem hrs; 3 lec) (MATH 3633)#

**MATH 1325*: Mathematics for Business Decisions II**
Prerequisite: MATH 1324 or consent of the department chair
Study of limits and continuity; derivatives and integration as applied to business and the social sciences.
(3 sem hrs; 3 lec) (MATH 3643)#

**MATH 1332*: College Mathematics**
Prerequisite: A TASP score of 270, or an equivalent score on an approved alternate test, or a grade of “B” or better in MATH 0302, or consent of the department chair
Development and structure of mathematics; logic, sets and counting, metric system, statistics, geometry, matrices, linear programming, exponential and logarithmic functions
(3 sem hrs; 3 lec) (MATH 3113)#

**MATH 1333*: Contemporary Mathematics**
Prerequisite: A TASP score of 270, or an equivalent score on an approved alternate test, or a grade of “C” or better in MATH 0303, or consent of department chair
Management science, statistics and probability, game theory, measurement, patterns, relationships, introduction to computer algorithms and graphics.
(3 sem hrs; 3 lec, 1 lab) (MATH 4703)#

**MATH 1342*: Statistics**
Prerequisite: MATH 1314 or consent of the department chair
Methods of data analysis; statistical concepts and models; estimation theory; tests of significance; analysis of variance, regression and correlation.
(3 sem hrs; 3 lec, 1 lab) (MATH 4703)#

**MATH 1348*: Analytic Geometry**
Prerequisite: MATH 1314 or consent of the department chair
Vectors; curves and their equations; transformation of coordinates; polar coordinates and parametric equations.
(3 sem hrs; 3 lec) (MATH 3703)#

**MATH 1371: Technical Mathematics I**
Prerequisite: A TASP score of 270, or an equivalent score on an approved alternate test, or a grade of “C” or better in MATH 0303
Topics in algebra and trigonometry for technology majors.
Applications to electronics and other technologies.
(3 sem hrs; 3 lec) (MATH 3423)#

**MATH 1472: Technical Mathematics II**
Prerequisite: Math 1371 or 1314 and 1316, or consent of instructor
Topics from analytic geometry, differential and integral calculus for technology majors.
(4 sem hrs; 4 lec, 1 lab) (MATH 3465)#

**MATH 2305*: Discrete Mathematics**
Prerequisite: MATH 2413
Formal structures for describing data; algorithms and computing devices; theory and applications of sets, graphs and algebraic structures.
(3 sem hrs; 3 lec, 1 lab) (MATH 4833)#

**MATH 2318*: Linear Algebra**
Prerequisite: MATH 2414
Finite-dimensional vector spaces; linear transformations and matrices; eigenvectors; quadratic forms; complex number spaces.
(3 sem hrs; 3 lec, 1 lab) (MATH 4743)#

*Texas Common Course Number    #Prefix and number before the 1999-2000 Catalog
**Course Descriptions**

**MATH 2320**: Differential Equations  
Prerequisite/Corequisite: MATH 2415  
Linear ordinary differential equations; series solutions; Laplace transforms; applications to science and engineering.  
(3 sem hrs; 3 lec, 1 lab) (MATH 4793)#

**MATH 2413**: Calculus I  
Prerequisite/Corequisite: MATH 1348 or consent of department chair  
Limits and continuity; derivatives of algebraic and trigonometric functions; applications of derivatives; indefinite and definite integrals; approximate integration; areas, volumes and arc length by integration.  
(4 sem hrs; 3 lec, 2 lab) (MATH 3714)#

**MATH 2414**: Calculus II  
Prerequisite: MATH 2413  
Differentiation and integration of transcendental functions; methods of integration; improper integrals; polar and parametric coordinates; infinite sequences; infinite series.  
(4 sem hrs; 3 lec, 2 lab) (MATH 4724)#

**MATH 2415**: Calculus III  
Prerequisite: MATH 2414  
Vectors; lines and planes in space; functions of several variables; partial derivatives; multiple integrals; calculus of vector fields; line integrals; Green’s theorem; Stokes’ theorem.  
(4 sem hrs; 3 lec, 2 lab) (MATH 4724)#

**COSC 1317**: Computer Programming for Engineers and Scientists  
Prerequisite/Corequisite: MATH 2413  
Current engineering programming language (C, C++ or other); problems in engineering applications and numerical analysis.  
(3 sem hrs; 3 lec, 3 lab) (MATH 4823)#

**MEDICAL DATA SPECIALIST**

**SPNL 1201**: Health Care Spanish  
Development of practical Spanish communication skills for health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician’s office.  
(2 sem hrs; 2 lec) (AH 3001)#

**HPRS 1205**: Medical Law/Ethics for Health Professionals  
Introduction to the relationship between legal aspects and ethics associated with the health care field. Emphasis on the ethical and legal responsibilities of health care professionals.  
(2 sem hrs; 2 lec) (AH 3002)#

**MDCA 1220**: Administrative Procedures I  
A course in medical office procedures, including appointment scheduling, medical records creation and maintenance, phone communications, transcriptions, coding billing, collecting, third party reimbursement, credit arrangements, and use of the computer in the medical office.  
(2 sem hrs; 2 lec) (MDS 3103)#

**MDCA 1221**: Administrative Procedures II  
A course in medical office procedures, including appointment scheduling, medical records creation and maintenance, phone communications, transcriptions, coding, billing, collecting, third party reimbursement, credit arrangements, and use of computer in the medical office.  
(2 sem hrs; 2 lec) (MDS 3152)#

**MDCA 1242**: Medical Insurance I  
Corequisite: POFM 1313  
Emphasizes accurate ICD-9 and CPT Coding of office procedures for payment/reimbursement by patient or third party. Additional topics may include managed care or medical economics.  
(2 sem hrs; 1 lec, 2 lab) (MDS 3132)#

**MDCA 1243**: Medical Insurance II  
Emphasizes accurate ICD-9 and CPT Coding of office procedures for payment/reimbursement by patient or third party. Additional topics may include managed care or medical economics.  
(2 sem hrs; 1 lec, 2 lab) (MDS 3212)#

**POFM 1264**: Practicum  
Prerequisites: Completion of all certificate requirements except for MRMT 2333 and SPCH 1318  
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.  
(2 sem hrs; 15 practicum) (MDS 4012)#

**MDCA 1302**: Human Disease/Pathophysiology  
A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.  
(3 sem hrs; 3 lec) (MDS 3523)#

**MRMT 1307**: Medical Transcription Fundamentals  
Prerequisites: POFM 1313, MDCA 1302, OFAD 2304  
Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.  
(3 sem hrs; 1 lec, 6 lab) (MDS 3422)#

**POFM 1313**: Medical Terminology I  
Instruction in the practical application of a medical vocabulary system. Topics include structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms.  
(3 sem hrs; 3 lec) (AH 3013)#

---

*Texas Common Course Number  #Prefix and number before the 1999-2000 Catalog
POFM 1333: Pharmacology for Office Personnel
A study of the general classifications of drugs and their actions and side effects as they relate to anatomy and physiology. Emphasis on drug interactions with each body system, pharmaceutical medical terminology, and generic and trade names of drugs.
(3 sem hrs; 3 lec) (MDS 4003)#

POFM 2323: Medical Terminology II
Prerequisite: POFM 1313
A continuation of Medical Terminology I including structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots and combining forms. Emphasis on various medical specialty fields.
(3 sem hrs; 3 lec) (AH 4023)#

MRMT 2333: Advanced Medical Transcription
Prerequisites: MRMT 1307 and POFM 2323
Production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.
(3 sem hrs; 1 lec, 6 lab) (MDS 4002)#

MEDICAL LABORATORY TECHNOLOGY
MLAB 1163: Clinical - Phlebotomy
Corequisites: MLAB 1223, MLAB 1211
A method of instruction providing detailed education, training, 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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty.
(1 sem hr; 3 clinical) (MLT 3043)#

MLAB 1201: Introduction to Clinical Laboratory Science
Prerequisite: Admission into the MLAB Program
An introduction to clinical laboratory science, including quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, accreditation and certification.
(2 sem hrs; 2 lec) (MLT 3013)#

MLAB 1211: Urinalysis and Body Fluids
Prerequisites: MLAB 1201, MLAB 1227, and MLAB 1415
An introduction to urinalysis and body fluid analysis, including the anatomy and physiology of the kidney, and physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids.
(2 sem hrs; 2 lec, 1 lab) (MLT 3072)#

MLAB 1223: Phlebotomy
Corequisites: MLAB 1163, MLAB 1211
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning.
(2 sem hrs; 2 lec, 1 lab)(MLT 3043)#

MLAB 1415: Hematology
Corequisites: MLAB 1201, MLAB 1227
Introduction to the theory and practical application of routine and special hematology procedures, both manual and automated; red blood cells and white blood cells maturation sequences, and normal and abnormal morphology and associated diseases.
(4 sem hrs; 3 lec, 4 lab) (MLT 3025, MLT 3032)#

MLAB 2266: Practicum I
Prerequisite: MLAB 2534
Practical general training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(2 sem hrs; 16 clinic) (MLT 4092)#

MLAB 2267: Practicum II
Prerequisites: MLAB 2266, MLAB 2501
Practical general training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(2 sem hrs; 16 clinic) (MLT 4132)#

MLAB 2431: Immunohematology
Corequisite: MLAB 1325
A study of blood antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, cross matching, elution, and absorption techniques.
(4 sem hrs; 3 lec, 4 lab) (MLT 3054, MLT 3062)#

MLAB 2721: Seminar I
Corequisites: MLAB 1331, MLAB 2267
Computer based course focusing on the integration of professional knowledge and skills in preparation for professional certification, employment and lifelong learning.
(2 sem hrs; 1 lec, 3 lab) (MLT 4141)#

MLAB 3025: Immunology/Serology
Corequisite: MLAB 1211
An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures.
(2 sem hrs; 2 lec, 1 lab) (MLT 3054, MLT 3062)#

MLAB 3054: Advanced Immunology/Serology
Corequisites: MLAB 1211, MLAB 2271
A course in coagulation theory, procedures, and practical applications. Includes laboratory exercises which rely on commonly performed manual and semi-automated methods.
(2 sem hrs; 1 lab) (MLT 3025, MLT 3032)#
MLAB 2472: Seminar II  
Prerequisites: MLAB 1331, MLAB 2267, MLAB 2271  
A capstone course focusing on research presentations on advanced, current topics in laboratory medicine; discussions on professionalism, medico-legal and bio-ethical issues, cultural diversity, and sensitivity toward patients with disabilities; and demonstration of mastery of knowledge and competency requirements for the entry level Medical Laboratory Technician.  
(4 sem hrs; 4 lec) (MLT 4173)#

MLAB 2501: (Clinical) Chemistry  
Corequisite: MLAB 2266  
An introduction to the principles and procedures of various tests performed in Clinical Chemistry. Presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology.  
(5 sem hrs; 4 lec, 3 lab) (MLT 4154, MLT 4161)#

MLAB 2534: (Clinical) Microbiology  
Prerequisites: MLAB 1163, MLAB 1211, MLAB 1223, MLAB 1235, MLAB 2431  
Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures.  
(5 sem hrs; 4 lec, 4 lab) (MLT 4102, MLT 4112)#

MORTUARY SCIENCE

MRTS 1211: History of Mortuary Science  
The principles of funeral service and its professional history from the time of early Egyptians, c.4000 BC to the present form, the introduction to a career in funeral service.  
(2 sem hrs; 2 lec) (MS 1221)#

MRTS 1301: Contemporary Funeral Service Practices  
Corequisites: MRTS 1211, MRTS 1310, MRTS 1342, or permission from program coordinator  
This course surveys the major principles related to customs, religions, human relations, and the social behavior required of practicing morticians. The requirements for burial, cremation, anatomical donation, and burial at sea as modes of disposition are presented. Emphasis is placed on funeral counseling.  
(3 sem hrs; 3 lec) (MS 1311)#

MRTS 1310: Funeral Service Clinical Orientation  
Corequisites: MRTS 1211, MRTS 1301, MRTS 1342, or permission from program coordinator  
Orientation to funeral directing functions is made possible by introducing students to equipment, procedures, and functions in the daily operation of a funeral home. Onsite observations and participation enable students to experience concepts presented in lecture.  
(3 sem hrs; 2 lec, 6 clinic) (MS 1312)#

MRTS 1342: Mortuary Management I  
Corequisites: MRTS 1211, MRTS 1301, MRTS 1310, or permission from program coordinator  
This is a computer-intensive course directed at accounting and bookkeeping fundamentals, processing of survivor benefits, and various software applications with focus on mortuary operations, including the generating of numerous forms and documents related to disposal of human remains.  
(3 sem hrs; 3 lec, 1 lab) (MS 1313)#

MRTS 2335: Mortuary Jurisprudence  
Prerequisites: MRTS 1211, MRTS 1301, MRTS 1310, MRTS 1342 or permission from program coordinator  
Mortuary jurisprudence and business law applicable to at-need and pre-need aspects of a funeral home are surveyed in this course. Ethical behavior as an essential professional trait. The goal of this course is to enable the funeral service professional to practice in compliance with the various regulatory agencies. A writing-intensive course.  
(3 sem hrs; 3 lec) (MS 2311)#

MRTS 2342: Mortuary Management II  
Prerequisite: MRTS 1342 or permission from program coordinator  
A course in small business management. Introduction to concepts, techniques, and procedures necessary for the operation of a successful mortuary. Funeral service merchandising and marketing techniques.  
(3 sem hrs; 3 lec) (MS 2312)

MRTS 1360: Funeral Service Clinical I  
Corequisite: MRTS 2445  
Participation in funeral directing and embalming activities under the direct supervision of the program faculty and assigned clinical supervisors in cooperation with area funeral homes. Focus and emphasis in this portion of clinical experience will be concentrated in the area of embalming and restorative technique. A weekly one-hour seminar is held in conjunction with on-the-job training.  
(3 sem hrs; 1 lec, 8 clinic) (MS 2313)#

MRTS 2360: Funeral Service Clinical II  
Prerequisite: MRTS 1360, MRTS 2445, and concurrent enrollment in MRTS 2447 or permission from program coordinator  
A continuation of MRTS 1360. Focus and emphasis in this portion of clinical experience will be concentrated in the area of funeral home management and funeral directing.  
(3 sem hrs; 1 lec, 8 clinic) (MS 2314)#

MRTS 2432: Human Anatomy  
Corequisites: MRTS 1360 and MRTS 2445 or permission from program coordinator  
The major systems of the human body with special emphasis on circulation are presented; prosecution in the program lab is included.  
(4 sem hrs; 3 lec, 4 lab) (MS 2411)#

*Texas Common Course Number    #Prefix and number before the 1999-2000 Catalog
**Course Descriptions**

**MRTS 2445: Technical Procedures I**
Corequisites: MRTS 1360 and MRTS 2432 or permission from program coordinator.
Basic techniques of embalming through the study of the disinfection and preservation of deceased human remains. Included are instruments, treatment planning, and the practical application of modern embalming theory. (4 sem hrs; 3 lec; 3 lab) (MS 2412) *

**MRTS 2447: Technical Procedures II**
Prerequisites: MRTS 1360, MRTS 2432, MRTS 2445, and concurrent enrollment in MRTS 2360 or permission from program coordinator
Basic techniques involved in restorative art procedures of deceased human remains are the fundamentals of this course. Included are facial and cranial anatomy, anatomical modeling, and familiarization with instruments and techniques. Color as involved in cosmetics and lighting will be explored. A continuation of MRTS 2446. (4 sem hrs; 3 lec; 3 lab) (MS 2413) *

**MUSIC**

**Applied Music**
Individual instruction available in violin, viola, cello, double bass, electric bass (not as major instrument), flute, oboe, bassoon, clarinet, saxophone, trumpet, horn, trombone, baritone, tuba, percussion, guitar, organ, piano, harp, voice, and independent study, depending upon availability of faculty. One thirty-minute lesson per week for one semester hour credit; one sixty-minute lesson per week for two semester hours credit.
All music majors must declare a particular instrument (or voice) as their major performance area, and take applied (private) instruction in their chosen area for a minimum of four semesters. Music majors are also required to study piano for four semesters as a minor area of performance; (majors declaring piano as their major performance area must choose a different instrument/voice as the minor area). Majors are expected to already possess basic technical and musical skills in their chosen major area; those students not possessing the requisite skills, as determined by the music faculty, must remain in freshman level applied music (MUP 12XX) for their particular instrument/voice, until approved by the applied instructor for the sophomore level.

**MUAP 11XX*, 21XX*: [INSTRUMENT/VOICE] Elective**
See following list for last two digits of MUAP number, corresponding to the particular instrument chosen
One thirty-minute lesson per week, minimum three hours of outside practice per week required. For non-music majors who desire a faster-paced, more intense approach to learning the instrument than can be offered in a thirty-minute weekly lesson. Also open to music majors who need to develop requisite skills in their major instrument. Emphasis on basic technique and musicianship, with appropriate literature tailored to the needs/desires of the individual student. (1 sem hr; 1/2 hr lesson, 3 hrs practice)

**MUAP 12XX*, 22XX*: [INSTRUMENT/VOICE] Elective**
See following list for last two digits of MUAP number, corresponding to the particular instrument chosen
One sixty-minute lesson per week, minimum six hours of outside practice per week required. For music majors who desire a faster-paced, more intense approach to learning the instrument than can be offered in a thirty-minute weekly lesson. Also open to music majors who need to develop requisite skills in their major instrument. Emphasis on basic technique and musicianship, with appropriate literature tailored to the needs/desires of the individual student. (2 sem hr; 1 hr lesson, 6 hrs practice)

**ELECTIVE Music Applied numbers by instrument/voice:**
(First set of numbers refers to first semester of study, second set of numbers refers to second semester of study)
- Violin (01, 02), Viola (05, 06), Cello (09, 10), Electric Bass (15, 16), Flute (17, 18), Oboe (21,22), Bassoon (25, 26), Clarinet (29, 30), Saxophone (33, 34), Trumpet (37, 38), Horn (41, 42), Trombone (45, 46), Baritone (49, 50), Tuba (53, 54), Percussion (57, 58), Guitar (61, 62), Organ (65, 66), Piano (69, 70), Harp (77, 78), Voice (81, 82), Independent Study (87, 88)

**MUAP 11XX*, 21XX*: [INSTRUMENT/VOICE] Minor**
Prerequisite: Audition or consent of instructor. See following list for last two digits of MUAP number, corresponding to the particular instrument chosen
One thirty-minute lesson per week, minimum three hours of outside practice per week required. For music majors, in their minor area of performance. Emphasis on development of technique, musicianship, and repertoire. Performance opportunities in student recitals. End-of-semester performance exam (jury) required for all music majors. (1 sem hr; 1/2 hr lesson; 3 hr practice)

**MUAP 12XX*, 22XX*: [INSTRUMENT/VOICE] Major**
Prerequisite: Audition or consent of instructor. See following list for last two digits of MUAP number, corresponding to the particular instrument chosen
One sixty-minute lesson per week, minimum ten hours of outside practice per week required. For music majors, in their major area of performance. Emphasis on development of technique, musicianship, and extensive repertoire from contrasting historical periods. Performance on student recital(s) and end-of-semester performance exam (jury) required for all music majors. (2 sem hr; 1 hr lesson; 10 hr practice)

**MINOR and MAJOR Music Applied numbers by instrument/voice**
(First set of numbers refers to first semester of study, second set of numbers refers to second semester of study)
- Violin (03, 04), Viola (07, 08), Cello (11, 12), Double Bass (13, 14), Flute (19, 20), Oboe (23,24), Bassoon (27, 28), Clarinet (31, 32), Saxophone (35, 36), Trumpet (39, 40), Horn (43, 44), Trombone (47, 48), Baritone (51, 52), Tuba (55, 56), Percussion (59, 60), Guitar (63, 64), Organ (67, 68), Piano (71, 72), Harp (79, 80), Voice (83, 84).

*Texas Common Course Number  Prefix and number before the 1999-2000 Catalog*
An Example:
A student desiring to study flute would register for one of the following:
MUAP 1117 Non-music major, 30 minute weekly lesson
MUAP 1217 Non-music major, 60 minute weekly lesson
MUAP 1119 Music major choosing flute as the minor area, 30 minute weekly lesson
MUAP 1219 Music major choosing flute as the major area, 60 minute weekly lesson

MUSI 1301*: Rudiments of Music
Basic elements of music including notation, intervals, triads, scales, key signatures. Designed for elementary education majors and music majors deficient in theory background.
(3 sem hrs; 3 lec) (MUSIC 3293)#

MUSI 1300*: Foundations in Music
Emphasis on elementary part-writing skills including experience in scales, intervals, chord construction and progressions. Additional experience in listening as it relates to melodic, rhythmic, and harmonic elements in composition.
(3 sem hrs; 3 lec) (MUSIC 3333)#

MUSI 1306*: Music Appreciation
Designed for the non-music major to increase understanding and enjoyment of music as represented by prominent composers throughout the history of Western Civilization. Background in music not required.
(3 sem hrs; 3 lec) (MUSIC 3093)#

MUSI 1310*: American Music
General survey of various styles of music in America. Topics will include jazz, ragtime, folk, rock, and contemporary art music, as well as music from all historical periods of American culture.
(3 sem hrs; 3 lec)

MUSI 1121*, 1122*, 2121*, 2122*: Concert Band
Prerequisite: Consent of instructor and audition. Ensemble studying and performing literature for wind ensemble and concert band.
(1 sem hr; 3 studio) (MUSIC 3011, 3021, 4011, 4021)#

MUSI 1123*, 1124*, 2123*, 2124*: Jazz Ensemble
Perform and study jazz, jazz-rock, swing and modern experimental jazz compositions. Audition required. Financial assistance available.
(1 sem hr; 3 studio) (MUSIC 3111, 3121, 4111, 4121)#

MUSI 1125*, 1126*, 2125*, 2126*: Lab Band
Study and perform jazz, rock, swing, and modern experimental compositions for a small combo. Audition required.
(1 sem hr; 3 studio) (MUSIC 3131, 3141, 4131, 4141)#

MUSI 1127*, 1128*, 2127*, 2128*: Chamber Orchestra
Perform chamber orchestra literature.
(1 sem hr; 3 studio) (MUSIC 3411, 3421, 4411, 4421)#

MUSI 1131*, 1132*: Chamber Music
Study and perform chamber music literature for small performing groups. Time to be arranged with instructor.
(1 sem hr; 3 studio) (MUSIC 3071, 3081)#

MUSI 1133*, 1134*: Brass Ensemble
Study and perform literature for brass instruments. Time to be arranged.
(1 sem hr; 3 studio) (MUSIC 3371, 3381)#

MUSI 1135*, 1136*: Woodwind Ensemble
Study and perform standard literature for small woodwind ensembles. Time to be arranged.
(1 sem hr; 3 studio) (MUSIC 3431, 3441)#

MUSI 1137*, 1138*, 2137*, 2138*: Guitar Ensemble
Prerequisite: Enrollment in private guitar lessons and/or consent of instructor
The rehearsal and performance of works from all musical periods. Includes original works and transcriptions for 2, 3, or 4 guitars and other instruments.
(1 sem hr; 3 studio) (MUSIC 3911, 3921, 4911, 4921)#

MUSI 1139*, 1140*, 2139*, 2140*: Piano Ensemble
Standard duet and duo-piano literature. Audition required.
(1 sem hr; 3 studio) (MUSIC 3971, 3981, 4971, 4981)#

MUSI 1141*, 1142*, 2141*, 2142*: Concert Choir
Membership by audition. Literature includes selections from all periods.
(1 sem hr; 5 studio) (MUSIC 3211, 3221, 4211, 4221)#

MUSI 1143*, 1144*, 2143*, 2144*: Choral Union (Amarillo Civic Chorus)
Prerequisite: Audition
Literature includes selections from all periods. Meets one evening each week. Advanced choral literature stressed.
(1 sem hr; 3 studio) (MUSIC 3671, 3681, 4671, 4681)#

MUSI 1151*, 1152*, 2151*, 2152*: Chamber Choir
Smaller choral groups performing various styles of music depending upon the particular ensemble, such as vocal jazz, men’s chorus, chamber ensemble, etc. Members must also enroll in Concert Choir.
(1 sem hr; 3 studio) (MUSIC 3311, 3321, 4311, 4321)#

MUSI 1157*, 1158*, 2157*, 2158*: Opera Workshop
Study, preparation, and stage production of full-length operas as well as shorter, one-act operas, presented each semester. Audition required for all leading roles. Credit also given for participation in chorus, set design and construction, properties, make-up, lighting, publicity, ticket sales, and costumes.
(1 sem hr; 4 studio & production) (MUSIC 3171, 3181, 4171, 4181)#

MUSI 1166*: Woodwind Class
Woodwind instruments; technic, teaching techniques, and literature.
(1 sem hr; 3 studio) (MUSIC 4331)#

MUSI 1168*: Brass Class
Brass instruments: basic knowledge of playing and teaching techniques and literature.
(1 sem hr; 3 studio) (MUSIC 4031)#

MUSI 1181*, 1182*: Piano Class I and II
For students with a limited keyboard background. Includes scales, chord progressions, technical studies, sightreading drill, short selections from solo literature.
(1 sem hr; 3 studio) (MUSIC 3481, 3491)
MUSI 1183*, 1184*: Voice Class I and II
For non-vocal majors; the fundamentals of correct breathing, tone production, and diction. Both group and individual performance.
(1 sem hr; 3 studio) (MUSIC 3531, 3541)#

MUSI 1192*: Guitar Class
A basic study of guitar, covering scales, chord progressions, sight reading, tablature, style and technique.
(1 sem hr; 3 studio) (MUSIC 3421)#

MUSI 1189*: String Class I
High String instruments (violin/viola): Technic, teaching techniques, and literature.
(1 sem hr; 3 studio) (MUSIC 3241)#

MUSI 2189*: String Class II
Low String instruments (cello/bass): Technic, teaching techniques, and literature.
(1 sem hr; 3 studio) (MUSIC 4241)#

MUSI 1116*, 1117*: Elementary Ear-Training I and II
Rhythmic, melodic, and harmonic dictation; rhythmic and melodic sightreading; diatonic harmonic progressions to be played at the piano. Concurrent enrollment required in MUSI 1211 or 1212, Elementary Theory I or II.
(1 sem hr; 1 lec, 2 lab) (MUSIC 3191, 3201)#

MUSI 1211*, 1212*: Elementary Theory I and II
Review fundamentals; study diatonic harmonicization, cadences, diatonic seventh chords, and modulation. Concurrent enrollment required in MUSI 1116 or 1117, Elementary Ear-Training I or II.
(2 sem hrs; 2 lec, 1 lab) (MUSIC 3192, 3202)#

MUSI 2116*, 2117*: Advanced Ear-Training
Continuation of MUSIC 3191 and 3201, extending into seventh-chords and modulations, chromaticism, and contemporary idioms. Concurrent enrollment in Advanced Theory.
(1 sem hr; 1 lec, 2 lab) (MUSIC 4191, 4201)#

MUSI 2211*, 2212*: Advanced Theory
Diatonic harmony; chromaticism and late Romantic and Contemporary idioms. Concurrent enrollment in Advanced Ear training.
(2 sem hrs; 2 lec, 1 lab) (MUSIC 4192, 4202)#

MUSI 1208*, 1209*: Introduction to Music Literature
Examine basic information and techniques for the study of music literature. Survey from Antiquity to the present.
(2 sem hrs; 3 lec) (MUSIC 3492, 3502)#

MUSI 1171, 1172, 2171, 2172: Fine Arts Seminar
One hour seminar per week on topics of importance to the musician. Attendance required at specified number of fine arts activities.
(1 sem hr; 1 lec) (MUSIC 3151, 3161, 4151, 4161)#

MUSI 1173: Introduction to Computer Music Applications
Introduction to computer sound, MIDI concepts, software types including music notation, music sequencing, music accompaniment and music tutorial. Piano keyboard skills may be used but are not required. This course is intended as a 1 hour transferable elective credit for all majors.
(1 sem hr; 1 lec) (MUSIC 3511)#

MUSI 1174, 1175, 2174, 2175: String Development
Prerequisite: Consent of instructor
The teaching of string instruments; technic, teaching, philosophies, techniques, and literature.
(1 sem hr; 3 studio) (MUSIC 3251, 3261, 4251, 4261)#

NUCLEAR MEDICINE

NMTT 1266: Practicum I
Prerequisite: Current enrollment in NMTT 1401 or consent of major advisor
Practical general training and experiences in the workplace. The college, with the prospective employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(2 sem hrs; 16 practicum) (RAD 3312)#

NMTT 1267: Practicum II
Prerequisite: NMTT 1266
Practical general training and experiences in the workplace. The college, with the prospective employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(2 sem hrs; 16 practicum) (RAD 3322)#

NMTT 1305: Nuclear Medicine Data Processing
Corequisite: Concurrent enrollment in NMTT 2309
Develops proficiency in the use of nuclear medicine computer system including computer processing of various nuclear medicine procedures.
(3 sem hrs; 2 lec, 4 lab)

NMTT 1309: Nuclear Medicine Instrumentation
Prerequisite: NMTT 2309 and concurrent enrollment in NMTT 2313
Theory and application of electronic instrumentation used in the detection and analysis of ionizing radiation with special emphasis on gamma spectrometry and quality assurance relevant to nuclear medicine instruments.
(3 sem hrs; 3 lec) (RAD 4354)#

NMTT 1313: Nuclear Medicine Physics
Prerequisite: SCIT 1320 or CHEM 1305 or consent of major advisor.
This course provides a comprehensive study of the physical principles associated with nuclear medicine with emphasis on the understanding of radioactivity, decay modes, interactions of radiation with matter and the mathematics needed for radioactivity calculations.
(3 sem hrs; 3 lec) (RAD 3303)#

NMTT 1401: Introduction to Nuclear Medicine
This course includes an introduction to the field of nuclear medicine with emphasis on the principles of radiation safety, health physics, and the various studies performed in a nuclear medicine department or area.
(3 sem hrs; 3 lec) (RAD 3072)#
NMTT 2266: Practicum III
Prerequisite: NMTT 1267
Practical general training and experiences in the workplace. The college with the prospective employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(2 sem hrs; 14 practicum) (RAD 3341)#

NMTT 2267: Practicum IV
Prerequisite: NMTT 2266
Practical general training and experiences in the workplace. The college with the prospective employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(3 sem hrs; 24 practicum) (RAD 4333)#

NMTT 2301: Radiochemistry and Radiopharmacy
Prerequisite: CHEM 1305 or equivalent course
Basic concepts of radiochemistry and radiopharmacy including the atomic structure, radioactive decay, and production of various radionuclides; emphases on radiopharmaceutical and their ideal characteristics, biodistribution, and clinical applications; and the various dosage forms in which they may be utilized.
(3 sem hrs; 3 lec) (RAD 4372)#

NMTT 2309: Nuclear Medicine Methodology II
Prerequisite: NMTT 1313
Focus on all the basic principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility with emphasis on anatomy, physiology, pathology, radiopharmaceutical, instrumentation, data analysis, and diagnostic value. Includes the cardiovascular, genitourinary, respiratory systems and miscellaneous procedures.
(3 sem hrs; 3 lec) (RAD 4363)#

NMTT 2313: Nuclear Medicine Methodology III
Prerequisite: NMTT 2309
Focus on all the basic principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility with emphasis on anatomy, physiology, pathology, radiopharmaceutical, instrumentation, data analysis, and diagnostic value. Includes the gastrointestinal, central nervous, skeletal systems, tumor and inflammation processes.
(3 sem hrs; 3 lec) (RAD 4343)#

NMTT 2366: Practicum V
Prerequisite: NMTT 2367
Practical general training and experiences in the workplace. The college, with the prospective employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(3 sem hrs; 24 practicum) (RAD 4383)#

NURSING

RNSG 2307 Transition to Nursing Practice
Prerequisites: BIOL 2401, 2402, 2421, PSYC 2301, HECO 1322, ENGL 1301, SPCH and MATH from approved list
Introduction to selected concepts related to the role of the associate degree nurse as a provider of care, coordinator of care, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Topics include knowledge, judgment, skill and professional values within a legal/ethical framework. Critical thinking and nursing process will be used as a framework to develop holistic care for culturally diverse clients and childbearing families for the promotion, maintenance and restoration of health.
(3 sem hrs; 3 lec, 1 lab) (NURS 3013)#

RNSG 1309: Introduction to Nursing
Prerequisites: BIOL 2401, PSYC 2301, MATH from approved list, or concurrent enrollment
Overview of nursing and the role of the associate degree nurse as a provider of care, coordinator of care and member of a profession. Topics include knowledge, judgement, skills and professional values with a legal/ethical framework. This foundation course is based on the belief that the practice of nursing is guided by ideas and values which reflect a concern for quality of life and a respect for human value.
(3 sem hrs; 2 lec, 3 lab) (NURS 3023)#

RNSG 1301 Pharmacology
Prerequisites: BIOL 2401, PSYCH 2301, MATH from approved list, or concurrent enrollment
Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. Critical thinking is used to identify and respond to clinical situations requiring drug interventions.
(3 sem hrs; 3 lec, 1 lab) (NURS 3032)#

RNSG 1341: Principles of Adult Health
Corequisite: RNSG 1362; Prerequisites: BIOL 2401, PSYC 2301, MATH from approved list, RNSG 1309, and satisfactory completion or concurrent enrollment in BIOL 2402
Study of the general principles of caring for selected adult clients and families with common health needs in a structured setting. Emphasis on knowledge judgment, skills, and professional values within a legal/ethical framework. Implementation of the nursing process to assist adult clients in the promotion, maintenance or restoration of health.
(3 sem hrs; 3 lec) (NURS 3036)#
Course Descriptions

RNSG 1362: Clinical - Principles of Adult Health
Corequisite: RNSG 1341
A method of instruction providing detailed education, training, 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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences occur in acute care and long term care settings.
(3 sem hrs; 9 clinical) (NURS 3036)#

RNSG 1244: Concepts of Clinical Decision-Making I
Corequisite: RNSG 1263
Prerequisites: RNSG 1341, RNSG 1301, RNSG 1362, BIOL 2401, Satisfactory completion or concurrent enrollment in BIOL 2421, RNSG 1115
Integration of previous knowledge and skills into the continued development of the associate degree nurse as a provider of care, coordinator of care, and member of a profession emphasizing clinical decision-making, knowledge, judgment, skills and professional values within a legal/ethical framework. Emphasis in utilization of critical thinking and the nursing process in the promotion, maintenance and restoration of health in the holistic care of the culturally diverse clients and families.
(6 sem hrs; 2 lec, 1 lab) (NURS 3048)#

RNSG 1263 Clinical - Concepts of Clinical Decision-Making I
Corequisite: RNSG 1244
A method of instruction providing detailed education, training, 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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences occur in acute care and community settings.
(6 sem hrs; 6 clinical) (NURS 3048)#

RNSG 1245: Concepts of Clinical Decision Making II
Corequisite: RNSG 2261; Prerequisites: ENGL 1301, SPCH from the approved list, HECO 1322, RNSG 1115, RNSG 1251, RNSG 1260, RNSG 1244, RNSG 1263 or RNSG 1327, RNSG 1301
Integration of previous knowledge and skills into the continued development of the associate degree nurse as a provider of care, coordinator of care, and member of a profession emphasizing clinical decision-making, knowledge, judgment, skills and professional values within a legal/ethical framework. Extends the concepts of critical thinking and the nursing process in the promotion, restoration and maintenance of health in the holistic care of the culturally diverse clients and families.
(2 sem hrs; 2 lec, 1 lab) (NURS 3048)#

RNSG 2261 Clinical - Concepts of Clinical Decision-Making II
Corequisite: RNSG 1245
A method of instruction providing detailed education, training, work-based experiences and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences occur in acute care and in community setting.
(6 sem hrs; 6 clinical) (NURS 3048)#

RNSG 1115: Health Assessment
Prerequisites: RNSG 1301, RNSG 1341, RNSG 1372, BIOL 2401 or administrative approval
Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. This course will present assessment of each body system in the adult client. Specific teaching needs of the adult client at various developmental stages will be presented.
(1 sem hr; 1 lec, 1 lab) (NURS 3031)#

RNSG 1251 Care of the Childbearing Family
Corequisite: RNSG 1260; Prerequisites: RNSG 1341, RNSG 1301, RNSG 1362, BIOL 2401, BIOL 2402
Satisfactory completion or concurrent enrollment in BIOL 2421, RNSG 1115.
Study of concepts related to the provision of nursing care for childbearing families. Topics may include selected complications. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. Focus is on delivery of safe nursing care, critical thinking and integration of communication skills.
(Semester hrs; 2 lec, 1 lab) (NURS 4058)#

RNSG 1260 Clinical - Care of the Childbearing Family
Corequisite: RNSG 1251
A method of instruction providing detailed education, training, 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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences occur in acute care and community health settings.
(6 sem hrs; 6 clinical) (NURS 4058)#

RNSG 2201 Care of Children and Families
Corequisite: RNSG 2260; Prerequisites: ENGL 1301, SPCH from the approved list, HECO 1322, RNSG 1115, RNSG 1251, RNSG 1260, RNSG 1244, RNSG 1263 or RNSG 2307, RNSG 1301
Study of the concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. The emphasis will be on the health promotion, maintenance and restoration as well as growth and development of children and families.
(2 sem hrs; 2 lec, 1 lab) (NURS 4058)#

*Texas Common Course Number  #Prefix and number before the 1999-2000 Catalog
Course Descriptions

RNSG 2260 Clinical - Care of Children and Families
Corequisite: RNSG 2201
A method of instruction providing detailed education, training, work-based experienced and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences occur in acute care and community health settings.
(2 sem hrs; 6 clinical) (NURS 4058)#

RNSG 2213 Mental Health Nursing
Corequisite: RNSG 2161; Prerequisites: ENGL 1301, SPCH from the approved list, HECO 1322, RNSG 1115, RNSG 1251, RNSG 1260, RNSG 1244, RNSG 1263 or RNSG 2307, RNSG 1301
Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The emphasis will be on the mental health promotion, maintenance and restoration of clients and their families.
(2 sem hrs; 2 lec, 1 lab) (NURS 4044)#

RNSG 2161 Clinical - Mental Health Nursing
Corequisite: RNSG 2213
A method of instruction providing detailed education, training, 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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences occur in acute care and community health settings.
(1 sem hr; 3 clinical) (NURS 4044)#

RNSG 2241: Advanced Concepts of Clinical Decision-Making
Corequisite: RNSG 2262; Prerequisites: RNSG 2201, RNSG 2260, RNSG 1245, RNSG 2261, RNSG 2213, RNSG 2161
Application of advanced concepts and skills for development of the associate degree nurses roles in complex client/nursing situations. Focus given to knowledge, judgement, skills, and professional values within a legal/ethical framework. Provide culturally diverse care to clients experiencing life threatening crisis and their families.
(2 sem hrs; 2 lec, 1 lab) (NURS 4064)#

RNSG 2262: Clinical - Advanced Concepts of Clinical Decision-Making
Corequisite: RNSG 2241
A method of instruction providing detailed education, training, 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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Clinical experiences occur in acute care settings.
(2 sem hr; 6 clinical) (NURS4064)#

RNSG 2231: Management of Client Care
Corequisite: RNSG 2263; Prerequisites: RNSG 2241, RNSG 2262, RNSG 1110, and RNSG 2163 or concurrent enrollment
Exploration of leadership and management principles applicable to the role of the nurse as provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. Topics include principles of multidisciplinary communication and cost-conscious resource management within health care systems.
(2 sem hrs; 2 lec, 1 lab) (NURS 4074)#

RNSG 2263: Clinical - Management of Client Care
Corequisite: RNSG 2231
A method of instruction providing detailed education, training, 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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences occur in acute care settings.
(2 sem hrs; 6 clinical) (NURS 4074)#

RNSG 1110 Introduction to Community-Based Nursing
Corequisite: RNSG 2163; Prerequisites: RNSG 2201, RNSG 2260, RNSG 2213, RNSG 2161, RNSG 1242, RNSG 1261
Overview of the delivery of nursing care in a variety of community-based settings; application of systematic problem-solving process and critical thinking skills, focusing on the examination of concepts and theories relevant to community-based nursing; and development of judgment, skill and professional values within a legal/ethical framework. Using a multidiscipline, collaborative approach resources will be examined in providing care for the promotion, maintenance, and restoration of health clients and families within the community.
(1sem hr; 1 lec, 1 lab) (NURS 4074)#
Course Descriptions

RNSG 2163 Clinical - Community-Based Nursing
Corequisite: RNSG 1110
A method of instruction providing detailed education, training, 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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences will occur in the community and in community health settings.
(1sem hr; 3 clinical) (NURS 4074)"

RSPT 1137 Basic Dysrhythmia Interpretation
A comprehensive study of the electrical conduction system of the heart, electrophysiology, and characteristics of the common atrial, junctional, and ventricular dysrhythmias including atrioventricular blocks.
(1sem hr; 1lec) (NURS 4121)"

RNSG 1291 Operating Room Techniques
Corequisite: RNSG 1252; Prerequisites: RNSG 1341, RNSG 1372
Study of the concepts and principles of perioperative nursing that are essential for competence in the performance of nursing skills. Topics include knowledge, judgment, procedures, and professional values within a legal/ethical framework. Emphasis in the utilization of critical thinking and the nursing process in the promotion, restoration, and maintenance of health in the holistic care of the culturally diverse adult client and families in the perioperative setting.
(2sem hrs; 2lec, 1lab) (NURS 4123)"

RNSG 1262 Clinical - Operating Room Techniques
Corequisite: RNSG 1291
A method of instruction providing detailed education, training, 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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences will occur in the community and in community health settings.
(2sem hrs; 6lab) (NURS 4123)"

RNSG 2191 Clinical Applications of Laboratory Data for the Nurse
Seminar in nursing implications and responsibilities in diagnostic laboratory tests. Topics include tests, reference/normal values, procedures, clinical problems and nursing implications.
(1sem hr; 1lec) (NURS 3051)"

RNSG 1191 Epidemiology of Infectious Diseases
Introduces basic principles and methods for epidemiologic description and investigation of infectious diseases. Explores causality, modes of transmission, and prevention and control of various specific infectious diseases of current significance.
(1sem hr; 1lec) (NURS 3091)"

HPRS 1206 Medical Terminology
A study of word origin and structure through the introduction of prefixes, suffixes, root words, plural, abbreviations and symbols, surgical procedures, medical specialties and diagnostic procedures.
(2sem hrs; 2lec, 1lab)"

HPRS 2200 Pharmacology for Health Professionals
Corequisite: RNSG 1108 recommended.
A study of drug classifications, actions, therapeutic uses, adverse effects, methods of administration, client education, and calculation of dosages. An emphasis upon the evaluation of drug effects and interactions as related to the nursing process.
(2sem hrs; 2lec, 1lab) (NURS 3032)"

RNSG 1108 Dosage Calculations for Nursing
Corequisite: HPRS 2200 recommended.
Dosage calculations include reading, interpreting and solving calculation problems encountered in the preparation of medications; and conversion of measurements within the apothecary, avoirdupois, and metric system. Medication administration skills will be included.
(1sem hr; 1lec, 1lab) (NURS 3032)"

NURSING (Vocational)

VNSG 1323 Basic Nursing Skills
Corequisites: VNSG 1236, 1304, 1400, 1360, RNSG 1301; Prerequisites: BIOL 2401, HECO 1322
Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions.
(3sem hrs; 2lec, 3lab) (NV 3013)"

VNSG 1236 Mental Health
Corequisites: VNSG 1236, 1304, 1400, 1360, RNSG 1301; Prerequisites: BIOL 2401, HECO 1322
Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.
(2sem hrs; 1lec, 4lab) (NV 3014)"

VNSG 1304 Foundations of Nursing
Corequisites: VNSG 1323, 1236, 1400, 1360, RNSG 1301; Prerequisites: BIOL 2401, HECO 1322
Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.
(2sem hrs; 2lec, 4lab) (NV 3014)"

RNSG 1301 Pharmacology
Corequisites: VNSG 1323, 1236, 1304, 1400, 1360; Prerequisites BIOL 2401, HECO 1322
Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.
(3sem hrs; 3lec, 1lab) (NV 3122)"

*Texas Common Course Number #Prefix and number before the 1999-2000 Catalog
VNSG 1400 Nursing in Health and Illness I
Corequisites: VNSG 1323, 1236, 1304, 1360, RNSG 1301; Prerequisites: BIOL 2401, HECO 1322
Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions. Identify roles, legal, ethical, and professional responsibilities of a vocational nurse. Clinical experiences occur in acute, long term, and community agencies.
(4 sem hr; 4 lec, 1 lab) (NV 3029)"

VNSG 1360 Clinical: Nursing in Health & Illness I
Corequisites: VNSG 1323, 1236, 1304, 1400, RNSG 1301; Prerequisites: BIOL 2401, HECO 1322
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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
(3 sem hrs) (12 clinical hrs)

VNSG 1230 Maternal-Neonatal Nursing
Corequisites: VNSG 2160, 1236, 2161, 1409, 1361, 2431, 2163; Prerequisites: BIOL 2401, HECO 1322, VNSG 1323, 1236, 1304, 1400, 1360, RNSG 1301
Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth and the neonatal period including abnormal conditions. Clinical experiences occur in acute care agencies.
(2 sem hrs; 2 lec, 1 lab) (NV 3155)"

VNSG 2160 Clinical: Maternal-Neonatal Nursing
Corequisites: VNSG 1230, 1234, 2161, 1409, 1361, 2431, 2163; Prerequisites: BIOL 2401, HECO 1322, VNSG 1323, 1236, 1304, 1400, 1360, RNSG 1301
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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
(1 sem hr) (3 clinical hrs)

VNSG 1361 Clinical: Nursing in Health & Illness II
Corequisites: VNSG 1230, 1234, 2161, 1409, 1361, 2431, 2163; Prerequisites: BIOL 2401, HECO 1322, VNSG 1323, 1236, 1304, 1400, 1360, RNSG 1301
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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
(3 sem hrs) (12 clinical hrs)

VNSG 2431 Advanced Nursing Skills
Corequisites: VNSG 1230, 2160, 1234, 2161, 1409, 1361, 2431, 2163; Prerequisites: BIOL 2401, HECO 1322, VNSG 1323, 1236, 1304, 1400, 1360, RNSG 1301
Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. The student will demonstrate competency in advanced nursing skills; implement the steps in the nursing process and demonstrate how each relates to nursing care; and discuss the delivery of advanced nursing skills in a variety of health care settings.
(4 sem hr; 4 lec) (NV 3149)"
Course Descriptions

VNSG 2163 Clinical - Advanced Nursing Skills
Corequisites: VNSG 1230, 2160, 1234, 2161, 1409, 1361, 2431; Prerequisites: BIOL 2401, HECO 1322, VNSG 1323, 1236, 1304, 1360, RNSG 1301
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, with emphasis on acute and long term care. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (1 sem hr) (3 clinical hrs)

VNSG 1163 Clinical - Intermediate (Mini-Semester)
Prerequisites: BIOL 2401, HECO 1322; Level I (VNSG 1323, 1236, 1304, 1360, RNSG 1301) OR Level II (VNSG 1230, 2160, 1234, 2161, 1409, 1361, 2431, 2163)
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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (1 sem hr) (5 clinical hrs)

OCCUPATIONAL THERAPY ASSISTANT

OTHA 1160: Clinical I - Occupational Therapy Assistant
Corequisites: OTHA 1341 and OTHA 1415
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. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. (1 sem hr; 1 lec, 4 clinical)

OTHA 1301: Introduction to Occupational Therapy
Introduction to the historical development and philosophy of the profession of occupational therapy. Emphasis on the roles and functions of the occupational therapy assistant in current health care environments including moral, legal, and ethical issues. (3 sem hrs; 3 lec) (OTA 3003)#

OTHA 1309: Human Structure and Function in Occupational Therapy
Prerequisite: OTHA 1301; Corequisites: OTHA 1341 and OTHA 1415
Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles, nerves, and biomechanical assessment procedures. (3 sem hrs; 2 lec, 2 lab) (OTA 3013)#

OTHA 1341: Life Skills Performance of Childhood in Occupational Therapy
Prerequisite: OTHA 1301; Corequisites: OTHA 1309, OTHA 1415
Study of the physical, psychosocial, and cognitive occupational performance of children (newborns to preadolescent) with emphasis on characteristics of purposeful activities. Includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population. (3 sem hrs; 3 lec) (OTA 3023)#

OTHA 1345: Life Skills Performance of Youth in Occupational Therapy
Prerequisites: OTHA 1341, OTHA 1415; Corequisites: OTHA 2402
Study of the physical, psychosocial, and cognitive occupational performance of youth (adolescents) with emphasis on characteristics of purposeful activities. Includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population. (3 sem hrs; 3 lec) (OTA 3033)#

OTHA 1349: Life Skills Performance of Maturity in Occupational Therapy
Prerequisites: OTHA 1345, OTHA 2402; Corequisites: OTHA 2231
Study of the physical, psychosocial, and cognitive occupational performance of maturity with emphasis on characteristics of purposeful activities. Includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population. (3 sem hrs; 3 lec) (OTA 4003)#

OTHA 1415: Therapeutic Media I in Occupational Therapy
Prerequisite: OTHA 1301; Corequisites: OTHA 1309 and OTHA 1414
Introduction to basic skills in various activities and tasks used as therapeutic intervention in occupational therapy. Emphasis on activity analysis; how to adapt and teach therapeutically; and how to supply, equip, and maintain a safe work environment. (4 sem hrs; 3 lec, 4 lab) (OTA 3005)#

OTHA 2160: Clinical II - Occupational Therapy Assistant
Prerequisite: OTHA 1160; Corequisites: OTHA 1345 and OTHA 2402
A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. (1 sem hr; 1 lec, 4 clinical)

OTHA 2209: Mental Health in Occupational Therapy
Prerequisites: OTHA 1349, OTHA 2331; Corequisites: OTHA 2335, OTHA 2266
Study of the promotion of mental health through occupational therapy. Emphasis on theory and intervention strategies to enhance psychosocial function. (2 sem hrs; 2 lec) (OTA 4002)#

*Texas Common Course Number
#Prefix and number before the 1999-2000 Catalog
## Course Descriptions

### OTHA 2266: Practicum I - Occupational Therapy Assistant
Prerequisites: All academic courses; Corequisites: OTHA 2209 and OTHA 2355
Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(2 sem hrs; 20 Practicum) (OTA 4012)

### OTHA 2267: Practicum II - Occupational Therapy Assistant
Prerequisite: OTHA 2266
Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(2 sem hrs; 20 Practicum) (OTA 4022)

### OTHA 2331: Physical Function in Occupational Therapy
Prerequisites: OTHA 1345, OTHA 2402; Corequisite: OTHA 1349
Study of the promotion of physical function through occupational therapy assessment/evaluation, intervention, and patient/client education. Emphasis on developmental continuum using the occupational performance approach and theory and application of rehabilitation techniques.
(3 sem hrs; 2 lec, 3 lab) (OTA 4005)

### OTHA 2335: Healthcare Management in Occupational Therapy
Prerequisites: OTHA 1349 and OTHA 2331
Explores the roles of the occupational therapy assistant in health care delivery. Emphasis on documentation, occupational therapy standards and ethics, health care team role delineation, and management.
(3 sem hrs; 3 lec) (OTA 4022)

### OTHA 2402: Therapeutic Media II in Occupational Therapy
Prerequisites: OTHA 1309, OTHA 1341, OTHA 1415; Corequisite: OTHA 1345
Continuation of Therapeutic Media I. Emphasis on advanced techniques and applications to specific occupational therapy practice areas.
(4 sem hrs; 3 lec, 4 lab) (OTA 3015)

### OFFICE ADMINISTRATION

#### POFI 1345: Integrated Software Applications
Prerequisite: POFI 2331 with a grade of C or demonstrated competence
Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, database, and/or presentation media software.
(3 sem hrs; 2 lec, 4 lab) (BUS 4543)

#### POFI 2301: Word Processing
Prerequisite: POFT 1329 with a grade of C or keyboarding skill of 40 wpm or instructor approval
Instruction in the various aspects of a word processing software package. Emphasis on the use of text editing features to produce business documents.
(3 sem hrs; 2 lec, 4 lab) (BUS 3503; OFAD 2304)

#### POFI 2331: Desktop Publishing for the Office
Prerequisite: ITSW 2331 with a grade of C or demonstrated competence
In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays.
(3 sem hrs; 2 lec, 4 lab) (BUS 4533)

#### POFL 1305: Legal Terminology
Prerequisite: Keyboarding skill
An introduction to legal terminology including spelling, pronunciation, and definition of legalisms and an overview of the law and the professions.
(3 sem hrs; 3 lec) (BUS 4673)

#### POFT 1127: Introduction to Keyboarding
Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.
(1 sem hr; 1 lec, 1 lab) (BUS 3711; OFAD 1101)

#### POFT 1302: Business Communications I
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.
(3 sem hrs; 3 lec) (BUS 3653)

#### POFT 1309: Administrative Office Procedures I
Prerequisite: POFI 2301 with a grade of C or demonstrated competence
Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.
(3 sem hrs; 2 lec, 4 lab) (BUS 4664; OFAD 2312)

#### POFT 1313: Professional Development for Office Personnel
Preparation for the workforce including business ethics, team work, professional attire, and promotability.
(3 sem hrs; 3 lec) (BUS 3633; HRPO 1311)

#### POFT 1325: Business Math and Machine Applications
Skill development in keyboarding with emphasis on electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard.
(3 sem hrs; 3 lec) (BUS 3603)

#### POFT 1329: Keyboarding and Document Formatting
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.
(3 sem hrs; 3 lec, 1 lab) (BUS 3403; OFAD 1311)

---

*Texas Common Course Number #Prefix and number before the 1999-2000 Catalog*
POFT 1345: Shorthand/Notetaking I
An introduction to shorthand/notetaking principles. Mastery of accurate reading and writing of notes to produce mailable documents from dictation.
(3 sem hrs; 3 lec, 1 lab) (BUS 3313; OFAD 1301)#

POFT 2203: Speed and Accuracy Building
Prerequisite: Existing keyboarding skill of 25 wpm
Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.
(2 sem hrs; 2 lec, 1 lab) (BUS 4411)#

POFT 2264: Practicum (Administrative Assistant/Secretarial Science, General)
Prerequisite: Consent of Office Administration chair
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary.
(3 sem hrs; 10 external) (BUS 5022)#

POFT 2301: Document Formatting and Skillbuilding
Prerequisite: POFT 1329 or demonstrated competence
A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copies.
(3 sem hrs; 3 lec, 1 lab) (BUS 3413; OFAD 1312)#

POFT 2312: Business Communications II
Prerequisite: Keyboarding skills; POFT 1302
Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications.
(3 sem hrs; 3 lec) (BUS 4623; BUSI 1304)#

POFT 2333: Advanced Document Formatting and Skillbuilding
Prerequisite: POFT 2301 with a grade of C or equivalent skill
Study of advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development.
(3 sem hrs; 3 lec; 1 lab) (BUS 4422; OFAD 2301)#

POFT 2343: Shorthand/Notetaking II
A continuation of shorthand/notetaking principles with advanced mastery of accurate reading and writing of notes to produce mailable documents from dictation.
(3 sem hrs; 3 lec, 1 lab) (BUS 3323; OFAD 1302)#

POFT 2364: Practicum (Administrative Assistant/Secretarial Science, General)
Prerequisite: Consent of Office Administration chair
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary.
(3 sem hrs; 20 external) (BUS 5023)#

ACNT 1303: Introduction to Accounting I: Office Personnel
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 reconciliation, and payroll.
(3 sem hrs; 3 lec, 1 lab) (BUS 3642; ACNT 1371)#

ITSW 1304: Introduction to Spreadsheets
Prerequisite: Keyboarding skill of 25 wpm
Instruction in the concepts, procedures, and importance of electronic spreadsheets.
(3 sem hrs; 3 lec, 1 lab) (BUS 3401/ BUS 4342 combined)#

ITSW 2331: Advanced Word Processing
Prerequisite: POFT 2301 with a grade of C or demonstrated competence
Continuation of the study of word processing including advanced application in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents.
(3 sem hrs; 2 lec, 4 lab) (BUS 4523; OFAD 2305)#

PARALEGAL STUDIES

LGLA 1301: Legal Research and Writing
Prerequisites: POFT 2301, POFT 1302, ITSW 2331, POFT 2312 or permission of advisor
This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda.
(3 sem hrs; 2 lecture, 3 lab)

LGLA 1307: Introduction to Law and the Legal Professions
This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal.
(3 sem hrs; 3 lec)

LGLA 1343: Bankruptcy
Prerequisite: LGLA 1307 or permission of advisor
This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal’s role. Topics include individual and business liquidation and reorganization.
(3 sem hrs; 3 lec)
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Description</th>
<th>Credit Hours</th>
<th>Labs</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGLA 1345</td>
<td>Civil Litigation</td>
<td>LGLA 1307 or permission of advisor</td>
<td>This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post trial phases of litigation.</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>LGLA 1351</td>
<td>Contracts</td>
<td>LGLA 1307 or permission of advisor</td>
<td>This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code. Additionally, this course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations, and other emerging business entities.</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>LGLA 1353</td>
<td>Wills, Trusts and Probate Administration</td>
<td>LGLA 1307 or permission of advisor</td>
<td>This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>LGLA 1355</td>
<td>Family Law</td>
<td>LGLA 1307 or permission of advisor</td>
<td>This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>LGLA 2303</td>
<td>Torts and Personal Injury Law</td>
<td>LGLA 1307 or permission of advisor</td>
<td>This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>LGLA 2305</td>
<td>Interviewing and Investigating</td>
<td>LGLA 1307 or permission of instructor</td>
<td>This course is a study of principles, methods, and investigative techniques utilized to locate, gather, document, and manage information. Emphasis on developing interviewing and investigative skills to prepare the paralegal to communicate effectively while recognizing ethical problems.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>LGLA 2313</td>
<td>Criminal Law and Procedure</td>
<td>LGLA 1307 or permission of advisor</td>
<td>This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>LGLA 2335</td>
<td>Advanced Civil Litigation</td>
<td>LGLA 1307 and LGLA 1345 or permission of advisor</td>
<td>This course provides opportunities to implement advanced civil litigation techniques and builds upon skills acquired in prior civil litigation courses.</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>LGLA 2380</td>
<td>Practicum - Paralegal/Legal Assistant</td>
<td>21 hours of major courses or permission of advisor</td>
<td>Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. This course may be repeated if topics and learning outcomes vary.</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>ITSW 2331</td>
<td>Advanced Word Processing</td>
<td></td>
<td>(See course description under OFFICE ADMINISTRATION.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POFI 2301</td>
<td>Word Processing</td>
<td></td>
<td>(See course description under OFFICE ADMINISTRATION.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POFI 1305</td>
<td>Legal Terminology</td>
<td></td>
<td>(See course description under OFFICE ADMINISTRATION.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POFT 1302</td>
<td>Business Communications I</td>
<td></td>
<td>(See course description under OFFICE ADMINISTRATION.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POFT 1309</td>
<td>Administrative Office Procedures I</td>
<td></td>
<td>(See course description under OFFICE ADMINISTRATION.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POFT 2301</td>
<td>Document Formatting and Skillbuilding</td>
<td></td>
<td>(See course description under OFFICE ADMINISTRATION.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POFT 2312</td>
<td>Business Communications II</td>
<td></td>
<td>(See course description under OFFICE ADMINISTRATION.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RELE 1311</td>
<td>Law of Contracts</td>
<td></td>
<td>(See course description under REAL ESTATE.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHRA 1301</td>
<td>Introduction to Pharmacy</td>
<td></td>
<td>Examination of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communications skills, professional resources, safety techniques, and supply and inventory techniques.</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

*Texas Common Course Number  #Prefix and number before the 1999-2000 Catalog*
PHRA 1309 Pharmaceutical Mathematics I
Prerequisite: Score of not less than 10 on the Amarillo College mathematics academic placement test
Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, milliequivalent, units, intravenous flow rates, and solving dosage problems.
(3 sem hrs; 3 lec) (PHT 3103)#

PHRA 1345 Intravenous Admixture and Sterile Compounding
Prerequisite: Concurrent enrollment in PHRA 1309 or previous completion of PHRA 1301
Mastery of skills in compounding sterile products, handwashing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral nutrition, and chemotherapy drugs), and safe handling of antineoplastic drugs.
(3 sem hrs; 2 lec, 2 lab) (PHT 3112)#

PHRA 1306 Computerized Drug Delivery Systems I
Prerequisites: PHRA 1301 and PHRA 1309
Fundamentals of computer information systems and technology within the health care system. Includes specialized skills in the production of pharmaceutical documentation using selected pharmacy software packages.
(3 sem hrs; 2 lec, 2 lab) (PHT3203)#

PHRA 1404 Pharmacotherapy and Disease Process
Prerequisites: PHRA 1306, PHRA 1345, and AH 3013
A study of disease processes and the therapeutic properties of the drugs used in treatment. Includes appropriate dosing intervals, side effects, and interactions.
(4 sem hrs) (PHT 3213)#

PHRA 1166 Practicum (or Field Experience) Pharmacy Technician/Assistant
Corequisites: PHRA 1306 and PHRA 1345 or previous completion of these courses
Practical general training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.
(1 sem hr; 160 clock hours) (PHT 3302)#

PHOTOGRAPHY

PHTC 2335: Basic Camera Techniques
A non-darkroom course. How to operate and better utilize a conventional or digital camera. Introduction to the proper use of photographic equipment such as flash and tripod to enhance picture taking.
(3 sem hrs; 3 lec) (PHOTO 3012)#

ARTS 2356*: Fundamentals of Photography I
Negative exposure and development, basic enlarging, composition, darkroom technique, flash exposure, and use of exposure meter and filters; elementary instruction.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 3013)#

ARTS 2357*: Fundamentals of Photography II
Prerequisite: ARTS 2356
Advanced exposure and printing techniques. Proper use of the Zone System, archival printing, toning, printing for maximum quality. Use of the 4 X 5 camera.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 3023)#

PHTC 1313: History of Photography
A historical survey of the technical and aesthetic development of photography. Topics include the beginnings of the medium, inventors, development of photographic equipment, styles of the creative masters, aesthetic themes, and the social impact of photography.
(3 sem hrs; 3 lec,1 lab) (PHOTO 3043)#

PHTC 1345: Illustrative Photography I
Prerequisites: ARTS 2356 and 2357
Instruction in the technical aspects involved in commercial photography. Topics include lighting equipment, techniques of production photography, reproduction principles, illustrative techniques, and advertising.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 4013)#

PHTC 1345: Illustrative Photography II
Prerequisite: PHTC 1345
A continuation of the study of commercial photographic principles with an emphasis on enhancing technical and creative quality.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 4023)#

PHIL 1301*: Introduction to Philosophy
Prerequisite: Twenty semester hours or permission of instructor
Various branches of philosophy—the nature of goodness, freedom—and certain basic problems within each branch. Designed to introduce the student to philosophical thinking.
(3 sem hrs; 3 lec) (PHIL 4353)#

PHIL 1304*: Introduction to World Religions
History, doctrine, literature, and practices of major world religions such as Islam, Buddhism, Hinduism, Judaism, and Christianity.
(3 sem hrs; 3 lec) (RELG 4212)#

PHIL 2303*: Logic
Prerequisite: Twenty semester hours or permission of instructor
Introductory study of recognition, analysis, criticism, and construction of the main types of arguments and proof.
Designed to help the student discriminate between right and wrong thinking.
(3 sem hrs; 3 lec) (PHIL 4363)#

PHIL 2306*: Introduction to Ethics
A study of traditional views of the good life and good society, with critical examination of theories of the nature of goodness, happiness, duty, freedom, etc.
(3 sem hrs; 3 lec) (PHIL 4373)#

*Texas Common Course Number  #Prefix and number before the 1999-2000 Catalog
# Course Descriptions

**PHTC 1314: Color Photography I**
Prerequisite: ARTS 2356
Examination of color theory as it applies to photography. Emphasis on color concepts and the intricacies of seeing and photographing in color.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 4043)#

**PHTC 2341: Color Photography II**
Prerequisite: PHTC 1341
Skill development in advanced color printing or slide production. Emphasis on use of specialized color techniques and applications.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 4053)#

**PHTC 1353: Portrait I**
Prerequisite: ARTS 2356
A study of the photographic principles applied to portrait lighting, posing, printing, and subject rapport.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 4063)#

**PHTC 2353: Portrait II**
Prerequisite: PHTC 1353
A continuation of the study of principles of effective portraiture with specific emphasis on unique presentation and environmental and location studies.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 4073)#

**PHTC 1343: Expressive Photography**
Prerequisite: ARTS 2356 or consent of instructor
A study of formal, professional, and individual uses of photography by applying photographic technology to personalized needs. Emphasis on creative visual thinking and problem solving and the exploration of personal vision.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 4083)#

**PHTC 1391: Special Topics in Commercial Photography**
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.
(3 sem hrs; 9 lab) (PHOTO 4103)#

**DRAM 2366*: American Cinema**
Creative historic viewing of movies; survey of study of art of film-making; weekly screening and discussion of great movies, including reports, outside reading, and script writing.
(3 sem hrs; 3 lec) (PHOTO 4153)#

**PHTC 1306: Fashion Photography**
An exploration of fashion photography in terms of trends and techniques included in studio and location work. Emphasis on model direction and lighting control.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 4163)#

**PHTC 1347: Landscape Photography**
Prerequisite: ARTS 2356 or permission of instructor
Skill development in the inspection of the landscape visually and photographically utilizing various camera formats. Topics include exploration of historic, geographical, and cultural locations, and review of landscape photographers.
(3 sem hrs; 1 lec, 5 lab) (PHOTO 4173)#

**PHTC 1349: Photo Digital Imaging I**
Instruction in the computer as an electronic darkroom. Topics include color and grayscale images and image conversion and presentation.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 4243)#

**PHTC 2349: Photo Digital Imaging II**
Prerequisite: PHTC 1349 or consent of instructor
Continued skill development in the use of the computer for retouching, copying, photographic restoration, color correction, data importation, composite imaging, and background dropout and replacement.
(3 sem hrs; 2 lec, 3 lab) (PHOTO 4343)#

**PHTC 2343: Commercial Photography**
Prerequisite: Successful completion of 21 hours of Photography courses or approval of instructor
A culmination experience for the evaluation of the student's photographic competencies. Includes association with a professional photographic organization, skills in resume creation, review of portfolio, professional self-presentation, comprehensive testing, and seminars in areas of photographic interest.
(3 sem hrs; 1 lec, 8 lab) (PHOTO 4353)#

**PHED 1166, 1266, 1366: Photo Practicum**
Prerequisite: Consent of instructor
Practical experience in the photographic workplace. Students must have already secured employment in a photographic business.
(1 hr. credit per 10 hours of work) (PHOTO 5301, 5312, 5333)#

**PHED 1271: Personal Trainer Precertification**
Corequisite: PHED 1123
Designed to prepare students to take the National Strength and Conditioning Association (NSCA) examination. The student will gain experience in personal training by assisting in the instruction of individualized self-paced fitness classes. Upon successful completion of this course the student will be ready to take the appropriate certification exam to become a certified personal trainer.
(2 sem hr; 2 lec, 1 lab) (PHYS 4352)#

**PHED 1272: Aerobic Instructor Precertification**
Corequisite: PHED 1123
Designed to prepare students to take the American Council of Exercise Aerobics Instructor (ACE) examination. The student will gain experience in aerobic training by assisting in the instruction of individualized self-paced aerobic conditioning classes. Upon successful completion of this course the student will be ready to take the appropriate certification exam to become a certified aerobic instructor.
(2 sem hr; 2 lec, 1 lab) (PHYS 4362)#

**PHED 1301*: Foundations of Physical Education**
Designed primarily as a professional orientation in physical education. A study of history, philosophy, modern trends, teacher qualifications, vocational opportunities, competence, evaluation, and research. Does not replace PHED activity class.
(3 sem hrs; 3 lec) (PHYS 3373)#

---

* Texas Common Course Number  # Prefix and number before the 1999-2000 Catalog
Course Descriptions

PHED 1304*: Concepts of Healthful Living
Survey of major health concepts and issues. Designed to provide students with knowledge and methods that will enable them to make responsible choices for a healthy lifestyle. Does not replace PHED activity class.
(3 sem hrs; 3 lec) (PHYED 3383)#

PHED 1306*: Standard First Aid and CPR Training
Meets the requirements for certification by the American National Red Cross. Accident prevention, identification, and first aid for injury and illness. Also includes instruction in cardiopulmonary resuscitation and leads to a CPR certificate. Does not replace PHED activity class.
(3 sem hrs; 3 lec) (PHYED 3363)#

PHED 1331*: Essential Elements of Wellness for Elementary Children
Essential elements of wellness education for children aged five to ten, including a review of critical health knowledge, developmentally appropriate activities, fundamental motor skills, basic principles of motor learning and assessment, and various aspects of elementary curriculum and instruction. Discussion of issues arising from potentially controversial aspects of health instruction also included.
(3 sem hrs; 3 lec) (PHYED 4013)#

ACTIVITY COURSES

PHED 1101*: Lifetime Fitness
Promotes behavior that encourages students to make responsible choices for lifelong health and wellness through instruction and participation in moderate fitness activities.
(1 sem hr; 1 lec, 2 lab)

PHED 1102*: Aerobic Conditioning I
Emphasizes toning and firming of muscles and muscle groups through various aerobic activities.
(1 sem hr; 1 lec, 2 lab) (PHYED 3371)#

PHED 1103*: Aerobic Dance I
Low impact aerobic dance including floor, step and slide aerobics. Toning exercises using hand weights, tubes, balls and rubber bands. Stretching exercises to improve flexibility.
(1 sem hr; 1 lec, 2 lab)

PHED 1104*: Fitness Walking I
Walking for fitness—indoors and outdoors and/or using treadmills. Self-paced class where programs vary depending upon each individual’s fitness level
(1 sem hr; 1 lec, 2 lab)

PHED 1105*: Studio Cycle Spinning
Indoor stationary cycling led by an instructor. Includes music and a variety of speed, load and cycling techniques.
(1 sem hr; 1 lec, 2 lab)

PHED 1106*: Weight Loss Workout I
Variety of low level aerobic activities and instruction in nutrition. Designed specifically for individuals who desire to reduce body fat. Weight training is optional.
(1 sem hr; 1 lec, 2 lab)

PHED 1107*: Outdoor Cycling I
Outdoor “road race” style cycling. Individual and group rides. Focus is fitness and fun. Non-competitive. Bicycles are not provided.
(1 sem hr; 1 lec, 2 lab)

PHED 1108*: Tae-Box Aerobics
Workout program that includes a blend of self defense arts, dance, and boxing. Choreographed to music.
(1 sem hr; 1 lec, 2 lab)

PHED 1109*: Trek Treadmill
A motivating group treadmill workout. Variations of treadmill training (hills, walking, running, intervals) led by an instructor. A fun and challenging workout.
(1 sem hr; 1 lec, 2 lab)

PHED 1110*: Personal Training I
An enjoyable, safe, and effective exercise program that is individually prescribed to each student. The course is an excellent guide for students of all ages and fitness levels who are seeking a healthy exercise program. Individuals who have been reluctant to exercise because they’re not sure how to get started or who have been intimidated by the complex variety of exercise options will especially find this course appealing.
(1 sem hr; 1 lec, 2 lab) (PHYED 3351)#

PHED 1111*: Swimming I
Lap swimming for fitness through a variety of lap pool workouts. Instruction in basic swimming skills for non-swimmers or elementary swimmers.
(1 sem hr; 1 lec, 2 lab) (PHYED 3131)#

PHED 1112*: Aquatic Exercise I
Emphasizes toning and firming of muscles and muscle groups through the application of prescribed aquatic exercises. Swimming not required.
(1 sem hr; 1 lec, 2 lab) (PHYED 3381)#

PHED 1113*: Weight Training and Conditioning I
Designed to teach the technique of physical conditioning through weight training and various types of exercise. Includes warm-up drills, conditioning exercises, and fundamental skills and techniques of weight training.
(1 sem hr; 1 lec, 2 lab) (PHYED 3121)#

PHED 1114*: Free Weight Training I
Physical conditioning through weight training using free weight equipment.
(1 sem hr; 1 lec, 2 lab)

PHED 1115*: Body Sculpting
Use of light hand weights to tone, tighten, and reduce. Concentrate on problem areas of the body like hips, legs, and abs.
(1 sem hr; 1 lec, 2 lab)

PHED 1116*: Bowling I
Basic bowling techniques for the beginning bowler. Basic rules, history, and opportunity for league play.
(1 sem hr; 1 lec, 2 lab) (PHYED 3161)#

PHED 1117*: Golf I
Instruction and practice in fundamental skills of golf. History, rules, safety, and opportunity to play on local golf course.
(1 sem hr; 1 lec, 2 lab) (PHYED 3171)
PHED 1118*: Tennis I
Fundamental skills of tennis for the beginning player. History, rules, player and tournament analysis also included. (1 sem hr; 1 lec, 2 lab) (PHYED 3231)#

PHED 1119*: Racquetball I
Instruction and practice in basic racquetball techniques, skills, rules, and game strategy. (1 sem hr; 1 lec, 2 lab) (PHYED 3291)#

PHED 1120*: Volleyball I
Instruction and practice in basic techniques in volleyball, with opportunity to practice in game situations. (1 sem hr; 1 lec, 2 lab) (PHYED 3191)#

PHED 1121*: Skiing I
Basic snow skiing techniques for the beginning or inexperienced skier. (1 sem hr; 1 lec, 2 lab) (PHYED 3191)#

PHED 1122*: Recreational Basketball
Informal, non-structured recreational basketball. Full court and/or half court play. Adaptive to all skill levels. (1 sem hr; 1 lec, 2 lab)

PHED 1123*: Pre-Certification Applications
Corequisite: PHED 1271 or 1272
Gaining practical experience as a Personal Trainer or Aerobic Instructor in a non-threatening learning environment. Practical “how to” instruction prior to experience. (1 sem hr; 1 lec, 2 lab)

PHED 1124*: Pre-certification Exercise Physiology
Helps form a knowledge base in the areas of anatomy and kinesiology. Covers kinesiology, neuromuscular function, energy systems and their applications to exercise. (1 sem hr; 1 lec, 2 lab)

PHED 1125*: Certified Trainer Internship
Prerequisite: PHED 1271 or 1272
Internship at area fitness facilities applying personal trainer or aerobic dance instruction skills. (1 sem hr; 1 lec, 2 lab)

PHED 2102*: Aerobic Conditioning II
Prerequisite: PHED 1102 or instructor approval
A continuation of the development of cardiorespiratory endurance begun in Aerobic Conditioning I. (1 sem hr; 1 lec, 2 lab) (PHYED 4371)#

PHED 2103*: Aerobic Dance II
Prerequisite: PHED 1103 or instructor approval
A continuation of the development of cardiorespiratory endurance and dance skills begun in Aerobic Dance I. (1 sem hr; 1 lec, 2 lab)

PHED 2104*: Fitness Walking II
Prerequisite: PHED 1104 or instructor approval
A continuation of the development of cardiorespiratory endurance through walking begun in Fitness Walking I. (1 sem hr; 1 lec, 2 lab)

PHED 2105*: Studio Cycle Spinning II
Prerequisite: PHED 1105 or instructor approval
A continuation of the development of cardiorespiratory endurance through indoor cycling begun in Studio Cycle Spinning I. (1 sem hr; 1 lec, 2 lab)

PHED 2106*: Weight Loss Workout II
Prerequisite: PHED 1106 or instructor approval
A continuation of the development of cardiorespiratory endurance and fat loss begun in Weight Loss Workout I. (1 sem hr; 1 lec, 2 lab)

PHED 2107*: Outdoor Cycling II
Prerequisite: PHED 1107 or instructor approval
A continuation of the development of cardiorespiratory endurance and cycling skills through outdoor cycling begun in Outdoor Cycling I. (1 sem hr; 1 lec, 2 lab)

PHED 2108*: Tae-Box Aerobics II
Prerequisite: PHED 1108 or instructor approval
Continuation of workout program that includes a blend of self-defense arts, dance and boxing. Choreographed to music. Also includes basic boxing moves, plyometric and aerobic conditioning to increase cardiovascular endurance and muscle tone. (1 sem hr; 1 lec, 2 lab)

PHED 2109*: Advanced Aerobic Dance
Advanced moves, high intensity workout, for more fit individuals who want a challenge physically and mentally. (1 sem hr; 1 lec, 2 lab)

PHED 2110*: Personal Training II
Prerequisite: PHED 1110 or instructor approval
Is a sound and flexible exercise program that is individually prescribed to each student. This course is a continuation of Personal Training I and is a guide for students of all ages and fitness levels who are seeking a healthy exercise program. Emphasis in this course will be placed upon the following: healthy eating plan, recommended caloric, protein, fat, and carbohydrate intake. (1 sem hr; 1 lec, 2 lab) (PHYED 4351)#

PHED 2111*: Swimming II
For students who have satisfactorily completed PHED 1111 or have had previous swimming experience. (1 sem hr; 1 lec, 2 lab) (PHYED 3141)#

PHED 2112*: Aquatic Exercise II
Prerequisite: PHED 1112 or instructor approval
A continuation of muscle toning through aquatic exercises. (1 sem hr; 1 lec, 2 lab)

PHED 2113*: Weight Training and Conditioning II
Designed to develop the muscular and cardiovascular systems beyond the basic weight training and conditioning level. For students who have satisfactorily completed PHED 1113 or have had previous weight training and conditioning experience. (1 sem hr; 1 lec, 2 lab) (PHYED 4121)#

PHED 2114*: Free Weight Training II
Prerequisite: PHED 1114 or instructor approval
A continuation of muscle development through free weight training begun in PHED 1114. (1 sem hr; 1 lec, 2 lab)

PHED 2115*: Body Sculpting II
Prerequisite: PHED 1115 or instructor approval
Continuing use of hand weights to tone, tighten and reduce. (1 sem hr; 1 lec, 2 lab)
Course Descriptions

PHED 2116*: Bowling II
For students who have satisfactorily completed PHED 1116 or have had previous bowling experience. Intermediate bowling techniques in league play situations.
(1 sem hr; 1 lec, 2 lab) (PHYED 4161)#

PHED 2117*: Golf II
Prerequisite: PHED 1117 or instructor approval
Instruction in intermediate golfing techniques, history, rules, and safety. Opportunity to participate in different types of competition.
(1 sem hr; 1 lec, 2 lab) (PHYED 4171)#

PHED 2118*: Tennis II
Prerequisite: PHED 1118 or instructor approval
Advanced phases of the fundamentals of tennis such as the return of the serve, approach shots, strategy, and the more technical rules of the game. Drills, tournaments, and films included.
(1 sem hr; 1 lec, 2 lab) (PHYED 3241)#

PHED 2119*: Racquetball II
For students who have satisfactorily completed PHED 1119 or have had previous racquetball experience.
(1 sem hr.; 1 lec, 2 lab) (PHYED 3301)#

PHED 2120*: Volleyball II
For students who have satisfactorily completed PHED 1120 or have had previous volleyball experience. Skills, rules, and advanced techniques in power volleyball with opportunity to practice in class tournaments.
(1 sem hr; 1 lec, 2 lab) (PHYED 3021)#

PHED 2121*: Skiing II
Prerequisite: PHED 1121 or instructor approval
For the skier who wants to develop good parallel technique.
(1 sem hr; 1 lec, 2 lab) (PHYED 3201)#

PHED 2127*: Advanced Golf
Designed for the advanced player. Emphasis on chipping, pitching, putting, fundamentals of the full-motion swing, course management and physical fitness.
(1 sem hr; 1 lec, 2 lab)

DANC 1133*: Country-Western Dance I
Contemporary country-western dances (cowboy two-step, Cotton-eyed Joe, schottische, rag, four-corners) Does not include “square dancing”.
(1 sem hr; 1 lec, 2 lab) (PHYED 3331)#

DANC 1134*: Country Western Dance II
For students who have satisfactorily completed DANC 1133 or permission of instructor.
(1 sem hr; 1 lec, 2 lab) (PHYED 4331)#

PHYS 1315*: Concepts of Physical Science I
Fundamental concepts of the physical world. The philosophy of science, the physical universe, Newton’s laws, energy, heat, electricity, magnetism. The structure of water, chemical principles, theory of molecular structure and organic and inorganic chemistry will be studied.
(3 sem hrs; 3 lec) (PHYSC 3013)#

PHYS 1317*: Concepts of Physical Science II
A continuation of PHYS 1315, covering astronomy, optics, light, geology, and meteorology.
(3 sem hrs; 3 lec) (PHYSC 3023)#

PHYS 2373: Integrated Earth Science
Preparation for elementary and middle school teachers of science: to supplement science knowledge and increase confidence levels of science instruction. Hands-on activities, and survey of topics in earth systems, atoms, minerals, rocks, plate tectonics, volcanism, planets, and the universe. Interaction of systems will include the integration of the atmosphere, oceans, and earth resources.
(3 sem hrs; 2 lec, 4 lab) (PHYSC 4033)#

PHYSICAL THERAPIST ASSISTANT

PTHA 1160: Clinical I
Corequisite: PTHA 1531
A method of instruction providing detailed education, training, 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. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty.
Course may be repeated if topics and learning outcomes vary.
(1 sem; 4 clinic)

PTHA 1267: Practicum I
Prerequisites: PTHA 1301, PTHA 1321, PTHA 1531, PTHA 1405
Practical general training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experience to the students general and technical course of study
(2 sem hr; 14 clinic) (PTA 4002)#

PTHA 1301: The Profession of Physical Therapy
Introduction to the profession of physical therapy including the exploration of the historical and current scope of physical therapy.
(3 sem hrs; 3 lec) (PTA 3013)#

PTHA 1317: Issues in Health Care
Prerequisites: PTHA 1413, PTHA 2509; Corequisites: PTHA 2367, PTHA 2435
Exploration of the organizational patterns, administrative principles, legal and ethical issues, communications, and job placement skills in physical therapy and health care.
(3 sem hrs; 3 lec) (PTA 4033)#

PTHA 1321: Clinical Pathophysiology
Prerequisites: PTHA 1301, BIOL 2401, POFM 1313, Corequisites: PTHA 1431, 1405, BIOL 2402
A study of the pathogenesis, prognosis, and therapeutic management of disease/conditions commonly encountered in physical therapy.
(3 sem hrs; 3 lec) (PTA 3003)#

*Texas Common Course Number #Prefix and number before the 1999-2000 Catalog
**Course Descriptions**

**PTHA 1405: Basic Patient Care Skills**  
Prerequisites: PTHA 1301, BIOL 2401, SCIT 1320,  
POFM 1313; Corequisites: PTHA 1531, 1405, BIOL 2402  
Introduction to the theory and application of basic patient  
handling, functional skills, assessment techniques, and  
measurements techniques.  
(4 sem hrs; 3 lec, 3 lab) (PTA 3034)#

**PTHA 1413: Functional Anatomy**  
Prerequisite: PTHA 1267; Corequisite: PTHA 2509  
Study of human anatomy and its application to the motion  
of the musculoskeletal system as it relates to normal  
activities and dysfunctions. Integration of skills related to  
the kinesiological assessment of the human body.  
(4 sem hrs; 3 lec, 3 lab) (PTA 4034)#

**PTHA 1531: Physical Agents**  
Prerequisites: PTHA 1301, BIOL 2401, SCIT 1320,  
POFM 1313; Corequisites: PTHA 1531, 1405, BIOL 2402  
Study of the biophysical principles, assessment, and  
application of therapeutic physical agents with specific  
emphasis on indications, contraindications, medical  
efficacy, and physiological effects.  
(4 sem hrs; 3 lec, 4 lab) (PTA 3025)#

**PTHA 2160: Clinical II**  
Corequisite: PTHA 2509  
A method of instruction providing detailed education,  
training, 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.  
On-site clinical instruction, supervision, evaluation, and  
placement is the responsibility of the college faculty.  
Course may be repeated if topics and learning outcomes  
var.  
(1 sem; 4 clinic)

**PTHA 2301: Assessment Skills**  
Prerequisite: PTHA 1267; Corequisites: PTHA 2435,  
PTHA 1317 and PTHA 2367  
Study of assessment techniques used in physical therapy  
to prepare the physical therapist assistant to assist  
physical therapy management.  
(3 sem; 3 lec, 3 lab )

**PTHA 2367: Practicum II**  
Prerequisites: PTHA 1267, PTHA 1413, PTHA 2509;  
Corequisites: PTHA 1317, PTHA 2435 and PTHA 2301  
Practical general training and experiences in the  
workplace. The college and the employer develop and  
document an individualized plan for the student. The plan  
relates the workplace training and experience to the  
students general and technical course of study.  
(3 sem hr; 12 clinic) (PTA 4046)#

**PTHA 2435: Rehabilitation**  
Prerequisites: PTHA 1413, PTHA 2509; Corequisites:  
PTHA 2387 and PTHA 1317, PTHA 2301  
Principles advanced course integrating previously  
learned and new skills/techniques into the comprehen-  
sive rehabilitation of selected long-term pathologies.  
(4 sem hrs; 3 lec, 3 lab) (PTA 4054)#

**PTHA 2509: Therapeutic Exercise**  
Prerequisite: PTHA 1267; Corequisite: PTHA 1413  
Critical examination of concepts and application of  
techniques related to therapeutic exercise and functional  
training.  
(5 sem hrs; 3 lec, 4 lab) (PTA 4045)#

**PHYSICS**

**PHYS 1101*: College Physics I Laboratory**  
Must be taken concurrently with Physics 1301. Selected  
classical physics laboratory experiments, including  
problem solving seminars.  
(1 sem hr; 4 lab) (PHYS 4221)#

**PHYS 1102*: College Physics II Laboratory**  
Must be taken concurrently with PHYS 1302. Selected  
classical physics laboratory experiments, including  
problem solving seminars.  
(1 sem hr; 4 lab) (PHYS 4231)#

**PHYS 1105*: Introductory Physics I Laboratory**  
Prerequisite: PHYS 1305 or concurrent enrollment  
Laboratory studies in mechanics, acceleration, force, and  
heat.  
(1 sem hr; 4 lab)

**PHYS 1301*: College Physics I**  
Prerequisite: Math 1316 Trigonometry  
Fundamentals of classical physics.  
(3 sem hrs; 3 lec) (PHYS 4213)#

**PHYS 1302*: College Physics II**  
Prerequisite: Physics 1301  
Continuation of Physics 1301. Fundamentals of classical  
electricity and light, introduction to Modern Physics  
(3 sem hrs; 3 lec) (PHYS 4223)#

**PHYS 1305*: Introductory Physics I**  
Prerequisite: MATH 0372 or equivalent  
Introduction to physics for students who have limited  
backgrounds in science and mathematics. For  
non-science majors. Topics include mechanics, properties  
of matter, heat, and thermodynamics.  
(3 sem hrs; 3 lec) (PHYS 3113)#

**PHYS 1375: Integrated Physics I**  
Prerequisite: MATH 0372 or equivalent  
Preparation for elementary and middle school teachers of  
science: to supplement science knowledge and increase  
confidence levels of science instruction. Hands on  
activities, and survey of topics in mechanics, matter, heat,  
optics, electricity, and magnetism.  
(3 sem hrs; 2 lec, 4 lab)

**PHYS 2189*/2289*/2389*: Academic Cooperative in  
Physics**  
Prerequisite: Permission of instructor.  
Integrates on-campus study with practical hands-on work  
experience in Physics. The individual student will set  
specific goals and objectives in the study of mechanics,  
waves, processes of matter and energy and associated  
phenomena.  
(1 sem hr; 10 hrs work/week - 2 sem hrs; 20 hrs work/  
week - 3 sem hr; 30 hrs work/week)
**Course Descriptions**

**PHYS 2425**: Principles of Physics I  
Prerequisite: MATH 2413  
Students without adequate high school physics should take PHYS 1301 prior to this course. General survey of physics; laws of motion, heat, and wave phenomena. (4 sem hrs; 3 lec, 4 lab) (PHYS 3314)#{*}

**PHYS 2426**: Principles of Physics II  
Prerequisites: PHYS 2425 and MATH 2414  
Optics, electricity and magnetism. (4 sem hrs; 3 lec, 4 lab) (PHYS 4324)#{*}

**PROFESSIONAL TRUCK OPERATIONS**

**CVOP 1105**: Commercial Drivers License Written Skills  
An overview of the State of Texas Class A Commercial Drivers License written examination. In-depth coverage of air brakes, combination vehicle, doubles and triples, tankers, and hazardous materials. Includes preparation for mastery of the Commercial Drivers License written examination. (1 sem hr; 1 lec) (PTO 3111)

**CVOP 2101**: Federal Motor Carrier Safety Regulations  
An overview of Federal Motor Carrier Safety Regulations and their application to the commercial vehicle operator. Presentation of the Federal Motor Carrier Safety Regulations including: driver’s record of duty status, physical requirements, drug and/or alcohol testing, safety requirements of equipment, and safety procedures. (1 sem hr; 1 lec) (PTO 3211)

**CVOP 2135**: Defensive Driving Course - Professional Truck Driver  
A course in defensive driving techniques. Topics include identification of hazardous situations and methods for recognizing, understanding, and taking corrective action to prevent accidents in a tractor-trailer combination. This course also introduces the student to the business management aspect of the profession through simple break-even analysis of expenses and income as they relate to the trucking industry. (1 sem hr; 1 lec) (PTO 3311)

**CVOP 2131**: Trucking Environment and Lifestyle  
Topics include the environment of the trucking industry, the lifestyle associated with the truck driver, and, for the new driver, coping methods with this culture. (1 sem hr; 1 lec) (PTO 3411)

**CVOP 2305**: Fundamental Driving Skills  
Instruction in operation of a tractor-trailer combination. Emphasis on the safe maneuvering and control of the tractor-trailer in numerous traffic situations and sharing the highway with other vehicles. (3 sem hrs; 2 lec; 2 lab) (PTO 3113)

**CVOP 1301**: Commercial Drivers License Driving Skills  
Prerequisite: CVOP 1105 or instructor permission  
An overview of the State of Texas Class A Commercial Drivers License driving test. In-depth coverage of in-cab air brake test, proper shifting, right and left-hand turns, movement in traffic, parking of a tractor-trailer, highway and city driving, and backward movement and control. (3 sem hrs; 2 lec; 2 lab) (PTO 3213)

**CVOP 2233**: Advanced Driving Skills I  
Prerequisite: CVOP 2305 or instructor permission  
Instruction in the operation of a tractor-trailer combination in city and highway conditions including control and maneuvering the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations. (2 sem hrs; 0 lec; 4 lab) (PTO 3312)

**CVOP 2337**: Advanced Driving Skills II  
Prerequisite: CVOP 2233 or instructor permission  
A continuation of tractor-trailer operation in city and highway conditions. Exploration and practical applications of space management techniques, improved control methods in difficult traffic situations, and effective operation in various conditions. (3 sem hrs; 1 lec; 4 lab) (PTO 3413)

**CVOP 1380**: Cooperative Education - Truck, Bus and Other Commercial Vehicle Operator  
Prerequisite: Class A Commercial Driver License issued by the State of Texas  
Career related activities encountered in the student’s area of specialization are offered through cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (3 sem hrs; 1 lec, 20 work) (PTO 5003)

**PSYCHOLOGY**

**PSYC 1171**: Educational and Career Planning  
Give specific help to individuals needing to make career and/or educational decisions. Examine values, interests, aptitudes, the decision making process, and learn how to set realistic goals as they apply to their career, personal and educational alternatives. Appraisal of job supply and demand and latest techniques for acquiring jobs included. (1 sem hr; 1 lec) (PSYCH 3021)#{*}

**PSYC 2301**: General Psychology  
Prerequisite: Test scores indicating college-level reading skill (TASP or state-approved alternative test.)  
An introduction to psychology covering the principles of human behavior relating to heredity, maturation, intelligence, learning, motivation, perception, emotions and personality. (3 sem hrs; 3 lec) (PSYCH 3113)#{*}

---

*Texas Common Course Number  #Prefix and number before the 1999-2000 Catalog
Course Descriptions

PSYC 2302*: Psychology of Human Relations
Learn and use human relations skills related to the self, others, work settings, and the home; psychological orientation.
(3 sem hrs; 3 lec) (PSYCH 3023)#

PSYC 2308*: Child Psychology
Prerequisite: Test scores indicating college-level reading skill (TASP or state-approved alternative test.)
The basic concepts of human growth and development with reference to physical, cognitive, social and personality changes in the life of the child.
(3 sem hrs; 3 lec) (PSYCH 4153)#
Note: Students completing PSYC 2308 cannot earn credit for HUSC 2302

PSYC 2314*: Life-Span Developmental Psychology
Prerequisite: PSYC 2301
The development of human physical, mental, emotional and social characteristics from infancy through maturity, the life span.
(3 sem hrs; 3 lec) (PSYCH 4193)#
Note: Students completing PSYC 4193 cannot earn credit for HUSC 2314.

PSYC 2319*: Social Psychology
Prerequisite: PSYC 2301
Study and analysis of human conduct in relation to social situations. Survey of experimental work and current problems.
(3 sem hrs; 3 lec) (PSYCH 4143)#
Note: Students completing PSYC 4143 cannot earn credit for SOCIO 4143.

PSYC 2340*: Psychology Seminar
Prerequisite: PSYC 2301 and consent of instructor
An elective course designed to deal with specific topics in psychology.
(3 sem hrs; 3 lec) (PSYCH 4203)#

RADT 1142: Quality Assurance in Radiation Therapy
Prerequisite: RADT 1205 or consent of faculty
Theory and application of various instruments used in the direction and analysis of therapeutic ionizing radiation with special emphasis on procedures that provide consistency, uniformity and quality within the department.
(1 sem hr; 1 lec, 1 lab) (RAD 3331)#

RADT 1167: Practicum II
Prerequisite: RADT 1266
A method of instruction providing detailed education, training and work-based experience and direct patient care generally at a clinic site. Students perform related duties in the clinical setting under direct supervision.
Practical application of the basic principles of radiation therapy.
(1 sem hr; 8 Practicum) (RAD 3231)#

RADT 1205: Technical Procedures I
Prerequisite: RADT 1401 or consent of faculty.
Skill development in therapeutic practices relating to the field of radiation therapy with emphasis on basic patient set-up treatment techniques and port film evaluation.
(2 sem hrs: 1 lec, 3 lab) (RAD 3142)#

RADT 1246: Technical Procedures II
Prerequisite: RADT 1205 or consent of faculty
Continued skill development in therapeutic practices relating to the field of radiation therapy, with emphasis on intermediate patient set-up treatment techniques and an introduction to simulation procedures.
(2 sem hrs; 1 lec, 3 lab) (RAD 3342)#

RADT 1266: Practicum I
Prerequisite: Acceptance into the program
A method of instruction providing detailed education, training and work-based experience and direct patient care generally at a clinic site. Students perform related duties in the clinical setting under direct supervision.
Practical application of the basic principles of radiation therapy.
(2 sem hrs; 15 Practicum) (RAD 3222)#

RADT 1271: Technology Research
Prerequisite: Advanced standing in the program or instructor permission
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.
(2 sem hrs; 1 lec, 4 lab)

RADT 1401: Introduction to Radiation Therapy
Prerequisite: Acceptance into the program
Introduction to the field of radiation therapy with emphasis on the principles of terminology, and history, as well as an orientation to clinical practices and oncological practices.
(4 sem hrs; 3 lec, 3 lab) (RAD 3204)#

RADT 2166: Practicum III
Prerequisite: RADT 1167
A method of instruction providing detailed education, training and work-based experience and direct patient care generally at a clinic site. Students perform related duties in the clinical setting under direct supervision.
Practical application of the basic principles of radiation therapy.
(1 sem hr; 8 Practicum) (RAD 3241)#

RADT 2231: Technical Procedures III
Prerequisite: RADT 1246 or consent of faculty
Continued skill development in therapeutic practices relating to the field of radiation therapy with special emphasis on advanced treatment planning with relation to simulation procedures and equipment operation.
(2 sem hrs; 1 lec, 3 lab) (RAD 4142)#

*Texas Common Course Number    #Prefix and number before the 1999-2000 Catalog
RADT 2266: Practicum IV
Prerequisite: RAD 2166
A method of instruction providing detailed education, training and work-based experience and direct patient care generally at a clinic site. Students perform related duties in the clinical setting under direct supervision. Practical application of the basic principles of radiation therapy. Clinical experiences are unpaid learning experiences. Course may be repeated as topics and learning outcomes vary.
(2 sem hrs; 17 Practicum) (RAD 3241)#

RADT 2267: Practicum VI
Prerequisite: RADT 2366
A method of instruction providing detailed education, training and work-based experience and direct patient care generally at a clinic site. Students perform related duties in the clinical setting under direct supervision. Practical application of the basic principles of radiation therapy.
(2 sem hrs; 20 Practicum) (RAD 4232) #

RADT 2366: Practicum V
Prerequisite: RADT 2266
A method of instruction providing detailed education, training and work-based experience and direct patient care generally at a clinic site. Students perform related duties in the clinical setting under direct supervision. Practical application of the basic principles of radiation therapy.
(3 sem hrs; 25 Practicum) (RAD 4223)#

RADT 2401: Oncology I
Prerequisite: RADT 1401 or advanced standing
Fundamentals of radiation oncology. A study of malignant conditions, their etiology, treatment, and prognosis, psycho-social effect of the disease and specific nursing skills dealing with cancer patients.
(4 sem hrs; 4 lec) (RAD 4264)#

RADT 2403: Oncology II
Prerequisite: RADT 1401 or advanced standing
The course includes the historical development of radiography, basic radiation protection, and introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system.
(4 sem hrs; 2 lec) (RAD 3072)#

RADT 2407: Dosimetry I
Prerequisite: Advanced standing in the program or instructor approval
The principles, aims, and techniques of applying ionizing radiation to the human body are presented in this course. Topics include discussions of applications of radiotherapy equipment with emphasis on treatment planning and dose calculations. The physical aspects and properties of ionizing radiation are discussed.
(4 sem hrs; 4 lec) (RAD 4253)#

RADT 2409: Dosimetry II
Prerequisite: Advanced standing in the program or instructor approval
A continuation of Dosimetry I, this course presents the principles, aims and techniques of applying ionizing radiation to the human body. Topics include applications of radiotherapy equipment with emphasis on treatment planning and dose calculation. The physical aspects and properties of ionizing radiation are discussed.
(4 sem hrs; 4 lec) (RAD 4283)#

RADIOGRAPHY

RADR 1166: Practicum III
Practical general gaining and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(1 sem hr; 10 practicum) (RAD 3131)"

RADR 1201: Introduction to Radiography
The course includes the historical development of radiography, basic radiation protection, and introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system.
(2 sem hrs; 2 lec) (RAD 3072)#

RADR 1266: Practicum I
Prerequisite: Concurrent enrollment in RADR 1411 or consent of major advisor
Practical general training and experiences in the workplace. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technology course of study.
(2 sem hrs; 17 practicum) (RAD 3122)#

RADR 1267: Practicum II
Prerequisite: RAD 1266
Practical general training and experiences in the workplace. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(2 sem hrs; 17 practicum) (RAD 3122)#

RADR 1303: Patient Care
A course in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.
(3 sem hrs; 3 lec) (RAD 3023)"

RADR 1313: Principles of Radiographic Imaging I
Prerequisite: RADR 2313
This course will analyze radiographic image qualities and the effects of exposure variables upon these qualities.
(3 sem hrs; 2 lec, 3 lab) (RAD 4054)"

RADR 1317: Radiographic Anatomy and Physiology I
This course develops the student’s ability to relate basic human anatomy and physiology to the image. The localization and identification of human anatomy on the radiographic image is emphasized.
(3 sem hrs; 3 lec) (BIOL 2401)#
RADR 1318: Radiographic Anatomy and Physiology II
Prerequisite: RADR 1317
The course develops the student’s ability to relate basic human anatomy and physiology to the image. The localization and identification of human anatomy and the radiographic image is emphasized.
(3 sem hrs; 3 lec) (BIOL 2402)

RADR 1411: Basic Radiographic Procedures
This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology.
(4 sem hrs; 3 lec, 3 lab) (RAD 3054)

RADR 2217: Radiographic Pathology
Prerequisite: RADR 2401
An overview of the disease process and common diseases and their appearance on medical images.
(2 sem hrs; 2 lec) (RAD 4034)

RADR 2235: Radiologic Technology Seminar
Prerequisites: RADR 2305 and RADR 2309
This is a capstone course focusing on the synthesis of professional knowledge, skills and attitudes in preparation for professional employment and lifelong learning.
(2 sem hrs; 2 lec)

RADR 2266: Practicum VI
Prerequisite: RADR 2366
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(2 sem hrs; 15 practicum) (RAD 4122)

RADR 2305: Principles of Radiographic Imaging II
Prerequisite: RADR 1313
A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production.
(3 sem hrs; 3 lec, 3 lab) (RAD 4064)

RADR 2309: Radiographic Imaging Equipment
Prerequisite: RADR 2370
A study of the equipment and physics of x-ray production, basic x-ray circuits, and related equipment components to the imaging process.
(3 sem hrs; 3 lec) (RAD 4083)

RADR 2313: Radiation Biology and Protection
Prerequisites: RADR 1201 and RADR 1411
A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.
(3 sem hrs; 3 lec) (RAD 3083)

RADR 2333: Advanced Medical Imaging
Prerequisite: RADR 2305
An introduction to the use of computers in medical imaging and a survey of specialized imaging modalities. Also, a study of Quality Assurance.
(3 sem hrs; 2 lec, 2 lab) (RAD 4012)

RADR 2366: Practicum IV
Prerequisite: RADR 1166
Practical general training and experiences in the workplace. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(3 sem hrs; 25 practicum) (RAD 4112)

RADR 2367: Practicum V
Prerequisite: RADR 2366
Practical general training and experiences in the workplace. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(3 sem hrs; 25 practicum) (RAD 4122)

RADR 2370: Principles of Radiologic Science
Prerequisite: RADR 2313
An in-depth discussion and exploration of the fundamentals principles of physics as they apply to the science of radiology. Includes a study of matter and energy, electricity, magnetism, electromagnetism, motors and generators, current rectification, production and control of high voltage and solid electronic devices used in imaging equipment.
(3 sem hrs; 3 lec) (RAD 4073)

RADR 2401: Intermediate Radiographic Procedures
Prerequisite: RADR 1411
A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of intermediate anatomy and related pathology.
(4 sem hrs; 3 lec, 3 lab) (RAD 3064)

RADIO-TELEVISION

COMM 1307*: Mass Media Survey
Survey of communication field; history, purpose, methods of operation; interrelations among media forms, individual, and society.
(3 sem hrs; 3 lec) (MCOM 3103)*

COMM 1335*: Survey of Electronic Media
Broadcast/cable station organization; functions of various departments; history and development of industry, FCC, networks, ratings, government regulation, self-regulation, programming, and public-interest concept. Study of new technology.
(3 sem hrs; 3 lec) (MCOM 4203)*

COMM 1336*: Introduction to Radio-TV Production
Operation of studio and control room equipment for radio and television production; experience on production crew for programs and commercials. Understanding of visual elements of the electronic media.
(3 sem hrs; 2 lec, 3 lab) (RADTV 3103)*

COMM 1337*: Television Production
Prerequisite: COMM 1336
Production techniques, theory of lighting, non-linear/ digital and videotape editing, and field camera operation.
(3 sem hrs; 2 lec, 4 lab) (RADTV 3203)
**Course Descriptions**

**COMM 2220**: Television Workshop  
Prerequisite: Consent of instructor  
Laboratory experience in television production by producing program material for use on the PBS television station, college cable channel and/or special project.  
(2 sem hrs; 4 lab) (MCOM 4502)#

**COMM 2303**: Radio Production I  
Prerequisite: COMM 1336  
Participation in on-air board shift on KACV-FM; production techniques, formats, styles and remote equipment operation.  
(3 sem hrs; 2 lec, 4 lab) (RADTV 3403)#

**COMM 2324**: Electronic Media Workshop  
Work with college radio station, PBS television station, cable channel or commercial media outlet. Individual research or project with faculty supervision.  
(3 sem hrs; 6 lab) (MCOM 4463)#

**COMM 2326**: Media Internship  
Prerequisite: Consent of instructor  
Internship arranged with a media outlet; student will work at radio or television station, magazine, newspaper or advertising agency with faculty supervision.  
(3 sem hrs; 6 internship) (MCOM 4602)#

**COMM 2327**: Introduction to Advertising  
Theories, principles, and functions of advertising; role in marketing strategy; specific requirements of all media forms; campaigns and role of advertising agency.  
(3 sem hrs; 3 lec) (MCOM 3403)#

**COMM 2331**: Announcing for Radio-Television  
Techniques of radio-television announcer; voice development, articulation/diction, and phonetics; interviewing techniques and experience in announcing all types of material.  
(3 sem hrs; 3 lec) (MCOM 3303)#

**COMM 2332**: Broadcast News  
Prerequisite: Minimal typing skills required  
Gather, edit, present, and analyze news for broadcast stations; to examine news department organization and philosophy. Presentation of regularly scheduled newscast on KACV-FM and development of TV package news stories.  
(3 sem hrs; 3 lec, 2 lab) (MCOM 4503)#

**RTVB 1150**: Radio Experience I  
Prerequisite: COMM 2303 or consent of instructor  
Laboratory experience in radio operation and announcing by broadcasting on the college radio station, KACV-FM.  
(1 sem hr; 1 lec, 4 lab) (RADTV 4601)#

**RTVB 1391**: Special Topics in Radio and Television Broadcasting  
Prerequisite: Consent of instructor  
Special topics in the field of radio and television including an in-depth examination of contemporary trends. Topics may include the areas of programming, sales, production, engineering, promotion, news, non-traditional revenue and other topics.  
(3 sem hrs; 3 lec)

**RTVB 1447**: Audio/Radio Production II  
Prerequisite: COMM 2303  
Participation in on-air board shift on KACV-FM; advanced production techniques; functions, responsibilities of program director; formatting techniques and development of playlists and clocks.  
(4 sem hrs; 1 lec, 6 lab) (RADTV 4503)#

**RTVB 2250**: Radio Experience II  
Prerequisite: COMM 2303 or consent of instructor  
Advanced laboratory experience in radio operation and announcing by broadcasting on the college radio station, KACV-FM.  
(2 sem hr, 1 lec, 4 lab) (RADTV 4602)#

**RTVB 2337**: Television Production Workshop I  
Prerequisite: COMM 1337  
Planning and producing television programs and commercials emphasizing the directing and producing responsibilities. Practical experience in producing programs.  
(3 sem hrs; 1 lec, 4 lab) (RADTV 4303)#

**RTVB 2339**: Broadcast Sales  
Instruction in sales methods, audience measurement, demographics, station promotion, non-traditional revenue and public relations for broadcast stations.  
(3 sem hrs; 3 lec)

**IMED 1351**: Digital Video  
Prerequisite: COMM 1337 or consent of instructor  
Non-linear editing techniques and principles. Capturing video, editing, and outputting of video.  
(3 sem hrs; 2 lec, 4 lab)

**IMED 2341**: Advanced Digital Video  
Prerequisite: IMED 2341 or consent of instructor  
Advanced non-linear editing techniques and principles.  
(3 sem hrs; 1 lec, 5 lab)

---

*Texas Common Course Number*  
#Prefix and number before 1999-2000 Catalog
Course Descriptions

READING

RDNG 0301: Basic Reading Skills
Prerequisite: TASP Reading score below 170 or equivalent score on a state-approved alternative test
Improve vocabulary and ability to understand written material. Exit test required for satisfactory completion. Preparatory for RDNG 0321, Reading Techniques I. (Does not satisfy graduation requirements.) (3 sem hrs; 3 lec, 2 lab) (RDNG 0113)#

RDNG 0321: Reading Techniques I
Prerequisite: TASP Reading score of 170 - 200 or equivalent score on a state-approved alternative test or “C” or better in RDNG 0301
Improve vocabulary, word analysis skills, and reading comprehension. Exit test required for satisfactory completion. (Does not satisfy graduation requirements.) (3 sem hrs; 3 lec, 2 lab) (RDNG 0123)#

RDNG 0331: Reading Techniques II
Prerequisite: TASP Reading score of 201 - 229 or equivalent score on a state-approved alternative test or “C” or better in RDNG 0321
Improve reading proficiency, reading speed, comprehension, vocabulary, and general study skills. Develop skills necessary for reading college-level textbooks. Exit test required for satisfactory completion. (Does not satisfy graduation requirements.) (3 sem hrs; 3 lec, 2 lab) (RDNG 0133)#

RDNG 0101: Basic Phonics and Spelling
Develop word attack skills, pronunciation, and spelling. Preparatory for RDNG 0102, Phonics and Spelling. (Does not satisfy graduation requirements.) (1 sem hr; 1 lec) (RDNG 0211)#

RDNG 0102: Phonics and Spelling
Improve word attack skills, pronunciation and spelling. (Does not satisfy graduation requirements.) (1 sem hr; 1 lec) (RDNG 0221)#

RDNG 0312: Basic Communication Skills
Prerequisite: Consent of ACcess advisor
Build basic skills of writing, speaking and reading with emphasis on writing. Practical exercises in English grammar, conversation, and vocabulary to develop the student’s ability to communicate in the everyday world. Preparatory for ENGL 0313: Basic Grammar I, and ENGL 0323: Basic Writing I. (Does not satisfy graduation requirements.) (3 sem hrs; 3 lec) (RDNG 0413)#

RDNG 0103: Strategies for Learning
Improve study systems, including time management, effective listening, note taking, outlining texts, concentration, retention of information, and taking examinations. (1 sem hr; 1 lec) (RDNG 0511)#

ENGL 1313*: Analytical Reading and Critical Thinking
Prerequisite: TASP Reading score of 230 or above or college-level reading score on a state-approved alternative test or “C” or better in RDNG 0331
Improve analytical reading skills, critical thinking skills, and speed. Strengthen ability to process information rapidly in a logical way and to make judgments and decisions based upon written text. (3 sem hrs; 3 lec, 2 lab) (RDNG 3133)#

RDNG 2311: Fundamentals of Reading Instruction
Basic principles in both learning to read and in teaching reading. (3 sem hrs; 3 lec) (RDNG 4613)#

REAL ESTATE

BNKG 1353: Mortgage Lending
Shall include but not be limited to an overview of the mortgage lending market and process. Emphasis on documentation, credit evaluation, federal regulation, and state laws related to mortgage loans. (3 sem hrs; 3 lec) (RE 4413)#

REAL 1301*: Principles of Real Estate
Shall include but not be limited to an overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyances of real estate, legal descriptions, laws of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community re-investment. (3 sem hrs; 3 lec) (RE 3313)#

RELE 1191: Special Topics in Real Estate - Seminar for Real Estate Assistants
Shall include but not be limited to basic information for compiling a market analysis, completing paperwork arising from listings and sales, and following up on buyer and seller contacts. Designed for persons entering real estate as an unlicensed assistant or as a capstone for a newly licensed agent. (1 sem hr; 1 lec) (RE 4501)#

RELE 1223: Real Estate Computer Application
Shall include but not be limited to a study of the availability of technology, especially software, and its ability to help a real estate agent become more productive. Hands-on applications of the most common real estate software packages. Designed for persons entering real estate as an unlicensed assistant or as a capstone for a newly licensed agent. (2 sem hr; 1 lec, 2 lab) (RE 4511)#

RELE 1303: Real Estate Appraisal
Shall include but not be limited to a study of 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. (3 sem hrs; 3 lec) (RE 4313)#
RELE 1307: Real Estate Investment
Shall include but not be limited to financing, evaluation, and management of real estate investment. Emphasizes real estate investment characteristics, techniques of investment analysis, time-valued money, discounted investment criteria, leverage, and applications to property tax implications of owning real estate.
(3 sem hrs; 3 lec) (RE 4343)#

RELE 1309: Real Estate Law
Shall include but not be limited to legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title.
(3 sem hrs; 3 lec) (RE 3323)#

RELE 1311: Law of Contracts
Shall include but not be limited to the elements of a contract, offer and acceptance; the statute of frauds, specific performance and remedies for breach; unauthorized practice of law; Commission rules relating to use of adopted forms; and other disclosure requirements.
(3 sem hrs; 3 lec) (RE 4323)#

RELE 1315: Property Management
Shall include but not be limited to the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act.
(3 sem hrs; 3 lec) (RE 4333)#

RELE 1319: Real Estate Finance
Shall acquaint the student with an overview of the U.S. monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative instruments, laws affecting mortgage lending, and State Housing Agency.
(3 sem hrs; 3 lec) (RE 4353)#

RELE 1321: Real Estate Marketing
Shall include but not be limited to real estate professionalism and ethics, characteristics of successful salespersons, time management, psychology of marketing, listing procedures, advertising, negotiating and closing, financing, and the Deceptive Trade Practices Act, Consumer Protection Act, and commercial code.
(3 sem hrs; 3 lec) (RE 4373)#

RELE 1325: Real Estate Mathematics
Shall include but not be limited to mathematical logic and basic arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statement.
(3 sem hrs; 3 lec) (RE 3333)#

RELE 2301: Law of Agency
Shall include but not be limited to a study of law of agency including the 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 procedures, and the disclosure of agency.
(3 sem hrs; 3 lec) (RE 3343)#

RELE 2305: Real Estate Inspections
Shall include but not be limited to a study of the different types of building systems and materials used in the design and construction of real property. Covers residential construction and commercial building systems and materials. Includes different structural building systems with emphasis on wood-related products, concrete and concrete masonry, brick, stone, and steel units. The Texas Real Estate Commission promulgated Property Condition Addendum will be addressed along with inspector and client agreements, tools and procedures, and electro-mechanical systems.
(3 sem hrs; 3 lec) (RE 4395)#

RELE 2307: Real Estate Title and Settlement
Shall include but not be limited to the procedural aspects required to research land titles, establish and administer title closing, escrow, determination of settlement requirements, and filing.
(3 sem hrs; 3 lec) (RE 4433)#

RELE 2331: Real Estate Brokerage
Shall include but not be limited to a study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria.
(3 sem hrs; 3 lec) (RE 4385)#

RELE 1266/2266: Practicum - Real Estate Assistants or customized equivalent.

RELE 1366/2366: Practicum - Real Estate Practicum - Real Estate
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Students must also attend Seminar for Real Estate Assistants or customized equivalent.
(2 sem hrs; 1 lec, 10 practicum) (RE 4512)#

RELE 1368/2368: Practicum - Real Estate Practicum - Real Estate
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Students must also attend Seminar for Real Estate Assistants or customized equivalent.
(3 sem hrs; 1 lec, 20 practicum) (RE 4513)#

RELIGION
PHIL 1304*: Introduction to World Religions
A survey of the history, doctrine, literature, and practices of major world religions such as Islam, Buddhism, Hinduism, Judaism, and Christianity.
(3 sem hrs; 3 lec) (RELG 4212)#

RELG 1101: Biblical Teaching on Marriage and Family
A survey of the basic teachings of the Bible on marriage and the family with the applications of these principles to present-day situations.
(1 sem hr; 1 lec) (RELG 3111)
Course Descriptions

RELG 1102: Gospel of John
A study of the writings of St. John and the applicability of them to today’s world.
(1 sem hr; 1 lec) (RELG 3121) #

RELG 1103: The General Epistles
A study of the historical background, purpose, text and present application of the Epistles of James, Peter and Jude.
(1 sem hr; 1 lec.) (RELG 3151) #

RELG 1201: Church History - First Century
(2 sem hrs; 2 lec) (RELG 3212) #

RELG 1202: Christian Ethics
A study of the ethical principles of the Bible as they relate to marriage, family, race relations, economic life, and political life.
(2 sem hrs; 2 lec) (RELG 3222) #

RELG 1203: Hebrews
A study of the contrast of the Mosaic Law and Christianity with emphasis on the author, date, destination, and background.
(2 sem hrs; 2 lec) (RELG 3232) #

RELG 1301: The Old Testament
A survey of the Old Testament. An outline of Hebrew history including the books of poetry and prophecy in their proper historical settings.
(3 sem hrs; 3 lec) (RELG 3313) #

RELG 1302: The New Testament
(3 sem hrs; 3 lec) (RELG 3323) #

RELG 1303: The Prophets
A survey of the principal teachings of the Old Testament prophets, their influence on their people, and their significance for today.
(3 sem hrs; 3 lec) (RELG 3393) #

RELG 2301: Life of Christ
The life of Jesus Christ as presented in the four gospel accounts along with the principal tenets of His teaching chronologically harmonized and integrated.
(3 sem hrs; 3 lec) (RELG 4113) #

RELG 2302: Life of Paul
The life of the apostle Paul drawn from the book of Acts and his epistles along with an exposition of his teachings as related to contemporary living.
(3 sem hrs; 3 lec) (RELG 4123) #

RELG 2303: Romans
An intensive study of Paul’s letter to the Romans with emphasis upon the historical setting, its place in the canon, and the major doctrinal teachings.
(3 sem hrs; 3 lec) (RELG 4222) #

RELG 2304: Revelation
(3 sem hrs; 3 lec) (RELG 4163) #

RESPIRATORY CARE

RSPT 1101: Introduction of Respiratory Care
An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital sings, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation (CPR).
(1 sem hr; 1 lec)

RSPT 1163: Clinical - Respiratory Therapy Technician
A method of instruction providing detailed education, training and work-based experience and patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Course may be repeated if topics and learning outcomes vary.
(1 sem hr; 4 clinic) (RT 3701) #

RSPT 1166: Practicum I - Respiratory Therapy Technician
Practical general training and experiences in the workplace. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(1 sem hr; 8 clinic) (RT 3711) #

RSPT 1167: Practicum II - Respiratory Therapy Technician
Practical general training and experiences in the workplace. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(1 sem hr; 8 clinic) (RT 3721) #

RSPT 1307: Cardiopulmonary Anatomy and Physiology
An introduction to the anatomy and physiology of the cardiovascular, renal, pulmonary systems. Includes the terminology used in respiratory physiology.
(3 sem hrs; 3 lec) (RT 3213) #

RSPT 1317: Respiratory Care Pharmacology
A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and interaction of autonomic nervous system.
(3 sem hrs; 3 lec) (RT 4253) #

RSPT 1340: Advanced Cardiopulmonary Anatomy and Physiology
Provides an advanced presentation of anatomy and physiology of the cardiovascular and pulmonary system.
(3 sem hrs; 3 lec) (RT 3323) #

*Texas Common Course Number  #Prefix and number before the 1999-2000 Catalog
Course Descriptions

RSPT 1391: Special Topics in Respiratory Care
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 respiratory therapist.
(3 sem hrs; 3 lec) (RT 4202)#

RSPT 1410: Respiratory Care Procedures I
Provides students with the essential knowledge of the equipment and techniques used in the treatment of pulmonary disease and their clinical application. The following areas are discussed in depth: oxygen therapy, humidity and aerosol therapy, hyperinflation therapy, CPT, pulse oximetry, arterial puncture, and interpretation.
(4 sem hrs, 3 lec, 4 lab) (RT 3304)#

RSPT 1411: Respiratory Care Procedures II
Provides student with the essential knowledge of airway care and mechanical ventilation. Airway care includes indications, techniques, equipment, and hazards and complications. Mechanical ventilation includes indications, initiation, modes, clinical application, management, complications, and weaning.
(4 sem hrs; 3 lec, 4 lab) (RT 3314)#

RSPT 2166: Practicum V, Respiratory Therapy Technician
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(1 sem hr; 8 clinic) (RT 4743)#

RSPT 2231: Stimulations in Respiratory Care
Provides the theory and history of clinical simulation examinations. Topics include the construction types, scoring, and mechanics of taking the exam along with practice in taking both written and computerized simulations, and basic concepts of computer usage.
(2 sem hrs; 2 lec, 3 lab) (RT 4212)#

RSPT 2265: Practicum III, Respiratory Therapy Technician
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study.
(2 sem hrs; 20 clinic) (RT 4743)#

RSPT 2267: Practicum IV, Respiratory Therapy Technician
Practical general training and experiences in the workplace. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experience to the student’s general and technical course of study.
(2 sem hrs; 20 clinic) (RT 4753)#

RSPT 2305: Pulmonary Diagnostics
The theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography.
(3 sem hrs; 2 lec, 3 lab) (RT 3233)#

RSPT 2310: Cardiopulmonary Disease
A discussion of pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of pulmonary disease.
(3 sem hrs; 3 lec) (RT 4263)#

RSPT 2314: Mechanical Ventilation
Preparation to conduct the therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, and physiological effects/principles of mechanical ventilation.
(3 sem hrs; 2 lec, 4 lab) (RT 4243)#

RSPT 2353: Neonatal/Pediatric Cardiopulmonary Care
A study of acute care, monitoring, and management as applied to the neonatal and pediatric patient.
(3 sem hrs; 3 lec) (RT 4233)#

RSPT 2358: Advanced Respiratory Care Patient Assessment
Instruction in the integration of patient examination techniques, clinical lab studies, x-ray, pulmonary function, arterial blood gases, and invasive and non-invasive hemodynamics results in patient assessment.
(3 sem hrs; 3 lec) (RT 4223)#

SOCIOLGY

SOCI 1301*: Introduction to Sociology
Introductory study of sociology with special emphasis on social groups, institutions, interaction and change.
(3 sem hrs; 3 lec) (SOCIO 4373)#

SOCI 1306*: Modern Social Problems
A study of the nature and origin of the problems of modern society.
(3 sem hrs; 3 lec) (SOCIO 4383)#

SOCI 1371: Sociology of Death and Dying
Course examines the customs, taboos, and historical changes relating to American funeral rites. In addition, the following topics are covered: the role of family structure, social class, religion, ethnicity, health care and technological changes.
(3 sem hrs; 3 lec) (SOCIO 3113)#

SOCI 2301*: Marriage and the Family
A study of the family as a social institution, changing in organization, function, and roles in response to technical-industrial development.
(3 sem hrs; 3 lec) (SOCIO 4153)#

NOTE: Students completing SOCI 2301 cannot earn credit for HUSC 2301.

SOCI 2319*: Minority Studies
Course provides a sociological analysis of American racial and ethnic groups. Focus on conceptual tools of analysis, background information of various groups, demographics, intergroup relations, policy and trends.
(3 sem hrs; 3 lec) (SOCIO 4113)#

*Texas Common Course Number  Prefix and number before the 1999-2000 Catalog
SOCI 2325*: Social Psychology
Prerequisite: PSYC 2301
Study and analysis of human conduct in relation to social situations.
(3 sem hrs; 3 lec) (SOCIO4143)#
NOTE: Students completing SOCI 2325 cannot earn credit for PSYC 2319.

SOCW 2361*: Introduction to Social Work
Development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work; attention given to requirements for graduate training and social work.
(3 sem hrs; 3 lec) (SOCIO4223)#

SPANISH
SPAN 1411*: First-Year Spanish I
Grammar, conversation, composition, dictation, and reading.
(4 sem hrs; 5 lec, 1 lab) (SPAN 3014)#
SPAN 1412*: First-Year Spanish II
Prerequisite: SPAN 1411 or appropriate score on language placement test
Continuation of SPAN 1411.
(4 sem hrs; 5 lec, 1 lab) (SPAN 3024)#
SPAN 2311*: Second-Year Spanish I
Prerequisite: SPAN 1412 or appropriate score on language placement test
Grammar review, conversation, composition, and study of selections from representative authors.
(3 sem hrs; 3 lec, 1 lab) (SPAN 4013)#
SPAN 2312*: Second-Year Spanish II
Prerequisite: SPAN 2311 or appropriate score on language placement test
Continuation of SPAN 2311.
(3 sem hrs; 3 lec, 1 lab) (SPAN 4023)#

SPEECH COMMUNICATION
SPCH 1171: College Success Techniques
Practical study designed to acquaint the student with college life; aid the student in acquiring skills needed for academic success; promote student development and personal growth; and encourage the student’s acceptance of responsibility and involvement in the learning process.
(1 sem hrs; 1 lec) (SPCOM 3111)#

SPCH 1144*, 1145*, 2144*, 2145*: Intercollegiate Forensics
Prepare for or participate in intercollegiate debate, speaking and interpretation events. Advanced instruction and extensive practice sessions for each student.
(1 sem hr each; 3 lab) (SPCOM 3031, 3041, 4031, 4041)#

SPCH 1315*: Public Speaking
A basic course which acquaints students with principles of successful public speaking; provides activities which lead to the development of good speaking, listening, and organizational skills. Gives students opportunities to analyze speaker effectiveness.
(3 sem hrs; 3 lec) (SPCOM 3203)#

SPCH 1318*: Interpersonal Communication
Theory and practice in one-to-one and small group communication with emphasis on the development and improvement of verbal and non-verbal skills.
(3 sem hrs; 3 lec) (SPCOM 3103)#
Note: Students completing HUSC 1301 cannot earn credit for SPCH 1318).

SPCH 1321*: Business and Professional Speaking
Theory and practice of speech communication as applied to business and professional situations with emphasis on oral reports, informative and persuasive/sales presentations, interviewing, and organizational communication.
(3 sem hrs; 3 lec) (SPCOM 3303)#

SPCH 1342*: Voice and Diction
A study of the speech mechanism with emphasis upon improvement of voice and diction; introduction to phonetics and study of proper production of individual speech sounds; student performance and instructor critiques.
(3 sem hrs; 3 lec) (SPCOM 3403)#

SPCH 2341*: Oral Interpretation
Techniques of interpretative readings as well as voice production and oral readings of literature, requiring oral presentation by students.
(3 sem hrs; 3 lec) (SPCOM 3503)#

SUBSTANCE ABUSE COUNSELING
DAAC 1304: Pharmacology of Addiction
Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction.
(3 sem hrs; 3 lec) (SAC 3133)#

DAAC 1307: Addicted Family Intervention
An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.
(3 sem hrs; 3 lec) (SAC 4213, 4233)#

DAAC 1311: Counseling Theories
An introduction to major theories of various treatment modalities including Reality therapy, Psycho-dynamic, grief therapy, Client-centered therapy, Rational-Emotive Therapy, cognitive-behavioral approaches such as life skills training, behavior modification, and the introduction to experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment.
(3 sem; 3 lec) (SAC 3113, 3153)#

*Texas Common Course Number  #Prefix and number before the 1999-2000 Catalog
Course Descriptions

DAAC 1314: Dynamics of Group Counseling
An introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed.
(3 sem hrs; 3 lec) (SAC 4243)#

DAAC 1317: Basic Counseling Skills
Course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; considering of alternative solutions; and decision making.
(3 sem hrs; 3 lec) (SAC 3143)#

DAAC 1319: Introduction to Alcohol and Other Drug Addictions
Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented.
(3 sem hrs; 3 lec)

DAAC 1341: Counseling Alcohol and Other Drug Addictions
Prerequisites: DAAC 1314, 1317 Course will focus on special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Design and utilization of treatment planning using a treatment team approach will be introduced. Confidentiality and ethical issues will be reviewed and practiced.
(3 sem hrs; 3 lec)

DAAC 1343: Current Issues
Prerequisite: DAAC 1304 Study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated.
(3 sem hr; 3 lec) (SAC 4203)#

DAAC 1391: Special Topics in Alcohol/Drug Abuse Counseling
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.
(3 sem hrs; 3 lec)

DAAC 2266: Practicum I
Prerequisites: Completion of six DAAC courses inclusive of DAAC 1304, 1314, 1317, 1343, or instructor approval Intermediate practical training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be paid or unpaid. Course may be repeated if topics and learning outcomes vary.
(2 sem hrs; 16 practicum) (SAC 4253)#

DAAC 2367: Practicum II
Prerequisites: DAAC 2366 Advanced practice training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be paid or unpaid. Course may be repeated if topics and learning outcomes vary.
(2 sem hrs; 16 practicum) (SAC 4263)#

SURGICAL TECHNOLOGY

SRGT 1261: Clinical I
Prerequisites: SRGT 1405, SRGT 1409, or concurrent enrollment
The 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. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
(2 sem hrs; 8 clinical) (ST 3027)#

SRGT 1405: Introduction to Surgical Technology
Prerequisite: Admission to Surgical Technology Program Orientation to surgical technology theory, surgical pharmacology and anesthesia, and patient care concepts.
(4 sem hrs; 3 lec, 4 lab) (ST 3003, ST 3013)#

SRGT 1409: Fundamentals of Aseptic Technique
Prerequisite: BIOL 2401 or concurrent enrollment
In-depth coverage of aseptic technique principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field.
(4 sem hrs; 3 lec, 4 lab) (ST 3013, ST 3027)#

SRGT 1441: Surgical Procedures I
Prerequisites: SRGT 1261, BIOL 2402 or concurrent enrollment
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.
(4 sem hrs; 3 lec, 3 lab) (ST 4108)#
SRGT 1442: Surgical Procedures II
Prerequisite: SRGT 1441 or permission of department chair
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.
(4 sem hrs; 4 lec) (ST 4206)#

SRGT 2360: Clinical III
Prerequisites: SRGT 2461, SRGT 1442 or concurrent enrollment, or permission of department chair
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. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
(3 sem hrs; 17 clinical) (ST 4206, ST 4216)#

SRGT 2461: Clinical II
Prerequisites: SRGT 1261, BIOL 2402 or concurrent enrollment
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. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.
(4 sem hrs; 24 clinical) (ST 4108)#

THEATRE

DRAM 1120*, 1121*, 2120*, 2121*: THEATRE PRACTICUM
Practicum in theatre with emphasis on technique and procedures with experience gained in play productions.
(1 sem hr; 4 lab) (THA 3111, 3121, 4111)#

DRAM 1241*: Make-up
Examine and practice theory of stage make-up covering straight, corrective, and character. Fee for use of make-up.
(2 sem hrs; 1 lec, 2 lab) (THA 3232)#

DRAM 1310*: Introduction to Theatre
Examines various elements of theatre; brief history with introduction to theatre plant and activities, augmented by textbook study of stage terminology and introduction to organization of production procedure.
(3 sem hrs; 3 lec) (THA 3313)#

DRAM 1322*: Stage Movement
Principles, practices, and exercises in body techniques and stage movement; improvisation as it applies to acting theory; emphasis on character movement and body control.
(3 sem hrs; 3 lec) (THA 3343)#

DRAM 1330*: Stagecraft
Study and application of visual aesthetics of design which may include the physical theatre, scenery construction and painting, properties, lighting, costume, and backstage organization.
(3 sem hrs; 3 lec) (THA 4313)#

DRAM 1351*: Acting I
Fundamental acting techniques with emphasis on developing scenes from plays, and on developing ensemble performance and actor’s responsibilities to other actors, to the play, to the director and production staff, and to the audience. Classroom exercises to explore and discover the actor’s own inner resources.
(3 sem hrs; 3 lec) (THA 4323)#

DRAM 1352*: Acting II
Prerequisite: DRAM 1351
Actually creating a role with practice in sustaining the character; study and utilize theories of Konstantin Stanislavski on basics of character preparation.
(3 sem hrs; 3 lec) (THA 4333)#

DRAM 2361*: Theatre History, Greeks to 16th Century
Prerequisite: DRAM 1310
A survey of the birth and early development of Western theatre from its roots in ritual through the Renaissance and Shakespeare.
(3 sem hrs; 3 lec) (THA 4343)#

DRAM 2362*: Theatre History, 17th to 19th Century
Prerequisite: DRAM 1310
A survey of theatre theory, practice, and literature in Europe, England and the United States from the early to mid 17th century until 1915, with special emphasis on the social, political, aesthetic and technological factors leading to the development of the modern Western theatre.
(3 sem hrs; 3 lec) (THA 4353)#

DRAM 2366*: American Cinema
Creative historic viewing of movies; survey of study of art of film-making; weekly screening and discussion of great movies, including reports, outside reading, and script writing.
(3 sem hrs; 2 lec, 3 lab)

TRAVEL AND TOURISM

TRVM 1300: Introduction to Travel and Tourism
An overview of the travel industry. Emphasis on travel careers and the impact of tourism on society.
(3 sem hrs; 3 lec) (TRAV 3103)#
Texas Common Course Number

TRVM 1308: Travel Destination I - Western Hemisphere
Study of countries located in the Western Hemisphere including Canada, United States, Latin America, South America, Mexico and the Caribbean Islands. Emphasis on the culture, customs, climate, physical features, language, currency, tourist and seasonal attractions. (3 sem hrs; 3 lec) (TRAV 3203)#

TRVM 1314: Travel Destination II - Eastern Hemisphere
Study of countries located in the Eastern Hemisphere including Europe, Asia, Africa, Middle East, Commonwealth of Independent States, Australia, and New Zealand. Emphasis on the culture, customs, climate, physical features, language, currency, tourist and specific seasonal attractions. (3 sem hrs; 3 lec) (TRAV 3203)#

TRVM 1349: Travel Industry Operations I
Prerequisites: TRVM 1300 and COSC 1301
A study of manual travel agency operations and basic hands-on computerized reservations techniques in manual travel agency operations; emphasis on making air, hotel, tour, and cruise reservations, writing itineraries, reading and interpreting brochures, and ticketing rules, credit card sales, ticket refunds, exchanges, and re-issues. Topics include building a simple Passenger Name Record on an airline computer reservation system, accessing availability, fares and miscellaneous related information. (3 sem hrs; 2 lec; 3 lab) (TRAV 4103)#

TRVM 2437: Travel Industry Operations II
Prerequisites: TRVM 1300, TRVM 1349, COSC 1301
Continuation of the study of airline computer reservation systems. Emphasis on reserving cars and hotels, using queues, creating passenger profiles, interpreting air fares, rules, and routing, and explaining these to a passenger. (4 sem hrs; 3 lec; 2 lab) (TRAV 4203)#

HAMD 1321: Introduction to the Hospitality Industry
Prerequisite: TRVM 1300
Introduction to the elements of the hospitality industry. (3 sem hrs; 3 lec)

TRVM 2377: Travel Career Development
Prerequisites: TRVM 1300, TRVM 1308, TRVM 1341, TRVM 1349, TRVM 2437, BMGT 1373, BMGT 1305, HAMD 1321
This course will provide the student an opportunity to apply past classroom experience and knowledge to the “real life” travel industry environment in sales, marketing, and operations. Emphasis on role-playing in client-agent, agent-supplier relationships, and preparations for entry level job positions within the travel industry. Also, emphasis on understanding the travel industry components and functions, the distribution of the travel product, and how it applies to the consumer in the marketplace. Offers the student a field observation opportunity in the travel industry. (3 sem, hrs; 3 lec., 1 lab) (TRAV 4332 & TRAV 4342)#

TRVM 1380: Cooperative Education - Travel and Tourism
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. This course may be repeated if topics and learning outcomes vary. (3 sem hrs each; 1 lec each, 20 work hrs each)

WELDING TECHNOLOGY

WLDG 1225: Oxy-Fuel Welding and Cutting I
An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. Student will describe or explain oxy-fuel welding and cutting procedures and identify fuels and filler metals. (2 sem hrs; 1 lec; 2 lab)

WLDG 1226: Oxy-Fuel Welding and Cutting II
Prerequisite: WLDG 1225
A continuation of WLDG 1225, Oxy-Fuel Welding and Cutting I. Student will perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials. (2 sem hrs; 1 lec; 2 lab)

WLDG 1253: Layout and Fabrication I
A fundamental course in layout and fabrication related to the welding industry. Student will identify welding symbols and select measuring tools for fabricating projects. (2 sem hrs; 1 lec; 2 lab)

WLDG 1254: Layout and Fabrication II
Prerequisite: WLDG 1253
A continuation of Layout and Fabrication I. Student will recognize correct layout and fabrication terminology and identify structural shapes and materials. (2 sem hrs; 1 lec; 2 lab)

WLDG 1313: Introduction to Blueprint Reading
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Interpretation of plans and drawings used by industry is emphasized. (3 sem hrs; 3 lec; 0 lab)

WLDG 1425: Oxy-Fuel Welding and Cutting
An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding and cutting equipment. Student will describe or explain oxy-fuel welding and cutting safety procedures and identify fuels and filler metals. The student will perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials. (4 sem hrs; 2 lec; 4 lab)
WLDG 1453: Layout and Fabrication
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes used in construction. The student identifies welding symbols; identifies and selects measuring instruments and tools for fabricating projects; recognizes correct layout and fabrication terminology; and identifies structural shapes and materials.
(4 sem hrs; 2 lec; 4 lab)

WLDG 1528: Introduction to Arc Welding
An introduction to the shielded metal arc welding (SMAW) process. Emphasis placed on power sources, electrode selection, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Students select electrodes and amperage settings for various thicknesses of materials and welding positions; define principles of arc welding; and interpret electrode classifications.
Students perform SMAW operations in various positions using selected electrodes and different joint designs.
(5 sem hrs; 3 lec; 8 lab)

WLDG 2413: Welding Using Multiple Processes
Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding, gas tungsten arc welding (GTAW), or any other approved welding process.
(4 sem hrs; 2 lec; 2 lab)

WLDG 2480: Industrial Cooperative Training
Career related activities encountered in the student’s areas of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience.
(4 sem hrs; 1 lec; 20 lab)

WLDG 2543: Advanced Arc Welding
Prerequisite: WLDG 1528
Advanced topics based on accepted welding codes are emphasized. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Students describe effects of preheating and postweld heating; explain precautions used when welding various metals and alloys; and complete a three position backup strap plate and open-butt plate test to code standards.
(5 sem hrs; 3 lec; 6 lab)

WLDG 2547: MIG Welding
A study of the principles of gas metal arc welding (GMAW), setup and use of GMAW equipment, and safe use of tools/equipment. Instruction provided in various joint designs. Students weld various joint designs; diagnose welding problems; and complete backup strap test on 3/8” plate according to American Welding Society Code Standards.
(5 sem hrs; 3 lec; 6 lab)

WLDG 2551: TIG Welding
A study of the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction provided in various positions on joint designs. Student will weld various joint designs; diagnose welding problems; and complete 2G, 3G, and 4G tests according to ASME Section #9 Standards.
(5 sem hrs; 3 lec; 6 lab)

WLDG 2553: Pipe Welding
A study of the principles of welding pipe using the shielded metal arc welding (SMAW) process, including electrode selection, equipment setup, and safe shop practices. Welding positions 1G, 2G, 5G, and 6G using various electrodes are emphasized. Students complete the 1G, 2G, 5G, and 6G pipe tests using various electrodes.
(5 sem hrs; 3 lec; 6 lab)
### Faculty and Administrators

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Education and Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frances Abernathy</td>
<td>Coordinator, Job Placement</td>
<td>A.A., Western Oklahoma State College</td>
<td>B.A., Oklahoma State University M.A., New Mexico State University</td>
</tr>
<tr>
<td>Gary N. Adams</td>
<td>Professor, Mathematics</td>
<td>B.S., M.S., Texas Tech University</td>
<td></td>
</tr>
<tr>
<td>Stanley I. Adelman</td>
<td>Director, Institutional Research/Database Coordinator</td>
<td>B.S., M.S., University of Wisconsin</td>
<td>M.S., Ed.D., Northern Illinois University</td>
</tr>
<tr>
<td>Mark Aldred</td>
<td>Instructor, Aviation Maintenance Technology</td>
<td>A.S., Tarrant County Junior College</td>
<td>B.S., M.B.A., Embry-Riddle Aeronautical University</td>
</tr>
<tr>
<td>Angela Davis Allen</td>
<td>Academic Advisor/Assistant Professor, Special Services</td>
<td>B.A., Texas Tech University</td>
<td>M.A., West Texas A&amp;M University</td>
</tr>
<tr>
<td>Neil R. Allen</td>
<td>Associate Vocational Professor, Respiratory Care</td>
<td>A.A.S., Amarillo College</td>
<td>B.A., West Texas State University</td>
</tr>
<tr>
<td>Jason C. Altieri</td>
<td>Director/Instructor, Mortuary Science</td>
<td>B.S., University of Central Oklahoma</td>
<td>M.S., Southern Nazarene University, Texas Licensed FD/Emb</td>
</tr>
<tr>
<td>Frank Amon</td>
<td>Instructor, Electronic Systems Technology</td>
<td>B.S.E.E.T., M.S.O.T., University of Houston</td>
<td></td>
</tr>
<tr>
<td>Zuma S. Austin</td>
<td>Coordinator/Professor, Home Economics</td>
<td>B.S., Southwestern Oklahoma State University</td>
<td>M.H. Ec., Ed.D., University of Oklahoma</td>
</tr>
<tr>
<td>Howard Bacon</td>
<td>Program Director/Associate Vocational Professor, Nuclear Medicine</td>
<td>R.T.R. (ARRT), St. Anthony's Hospital</td>
<td>School of Radiologic Technology R.T.N. (ARRT), Oak Ridge Associated Universities A.A.S., Amarillo College B.A.A.S., West Texas State University</td>
</tr>
<tr>
<td>Deborah Bailey</td>
<td>Instructor, Court/Realtime Reporting</td>
<td>B.B.E., West Texas State University</td>
<td>C.R.I., National Certified Reporting Instructor C.P.E., Certified Program Evaulator</td>
</tr>
<tr>
<td>Robert E. Banks</td>
<td>Professor, Substance Abuse Counseling</td>
<td>B.A., Georgia State University</td>
<td>M.Ed., University of Georgia Ph.D., University of Tennessee</td>
</tr>
<tr>
<td>Robert W. Bauman, Jr.</td>
<td>Professor, Biology</td>
<td>B.A., M.A., University of Texas at Austin</td>
<td>Ph.D., Stanford University</td>
</tr>
<tr>
<td>Delores Behrens</td>
<td>Chair/Professor, Office Technology</td>
<td>B.B.A., M.B.A., West Texas State University</td>
<td>C.R.I., National Certified Reporting Instructor</td>
</tr>
<tr>
<td>Sondra K. Beighle</td>
<td>Coordinator, Criminal Justice Programs</td>
<td>A.A.S., Amarillo College</td>
<td></td>
</tr>
<tr>
<td>Renea Bell</td>
<td>Chair, ACCess Division</td>
<td>B.B.E., M.B.E., West Texas State University</td>
<td></td>
</tr>
<tr>
<td>Mike Bellah</td>
<td>Instructor, English</td>
<td>TH.B., Dallas Bible College</td>
<td>M.A., West Texas A M University Ph.D., Texas Tech University</td>
</tr>
<tr>
<td>Lisa Bentley</td>
<td>Assistant Director, Tech Prep/School-to-Careers Partnership</td>
<td>B.S., M.Ed., Texas Tech University</td>
<td></td>
</tr>
<tr>
<td>Bart Bishop</td>
<td>Instructor, Computer Information Systems</td>
<td>B.B.A., M.B.A., West Texas State University</td>
<td></td>
</tr>
<tr>
<td>Janet M. Bohacheff</td>
<td>Director/Instructor, Medical Laboratory Technology</td>
<td>A.A.S., Shoreline College</td>
<td>B.A., California State University at Sacramento</td>
</tr>
<tr>
<td>Robert Boyd</td>
<td>Chair/Professor, Speech and Theatre Arts</td>
<td>B.A., Baylor University</td>
<td>M.A., West Texas State University</td>
</tr>
<tr>
<td>Toni Brasher</td>
<td>Coordinator, Correctional Officer Programs</td>
<td>B.S., M.P.A., University of North Texas</td>
<td></td>
</tr>
<tr>
<td>Rudell E. Bratcher</td>
<td>Instructor, Computer Information Systems</td>
<td>B.S.E., University of Nebraska at Omaha</td>
<td>M.B.A., West Texas State University</td>
</tr>
<tr>
<td>Nancy F. Brent</td>
<td>Instructor, Counselor, Adult Students Program</td>
<td>B.S., West Texas State University</td>
<td></td>
</tr>
<tr>
<td>Jan Brister</td>
<td>Professor, Office Technology</td>
<td>B.S., M.B.A., West Texas State University</td>
<td></td>
</tr>
<tr>
<td>Terry L. Brown</td>
<td>Coordinator, Criminal Justice-In-Service Programs</td>
<td>Barton Baptist Bible College</td>
<td></td>
</tr>
<tr>
<td>David K. Bulla</td>
<td>Instructor, Paramedicine</td>
<td>B.B.E., West Texas State University</td>
<td></td>
</tr>
<tr>
<td>William M. Burrell</td>
<td>Professor, Art</td>
<td>B.S., M.F.A., Sam Houston University</td>
<td>M.S., Southwest Texas State University</td>
</tr>
<tr>
<td>Janet L. Bush</td>
<td>Education Coordinator/Instructor, Medical Laboratory Technology</td>
<td>A.A.S., Villa Maria College of Buffalo New York</td>
<td>University of Texas Health Science Center at San Antonio</td>
</tr>
</tbody>
</table>

**Institutional Research/Database Coordinator**

**Instructor, Electronic Systems Technology**

**Coordinator, Job Placement**

**Associate Professor, Advising and Counseling Center**

**Professor, Mathematics**

**Director, Institutional Research/Database Coordinator**

**Instructor, Aviation Maintenance Technology**

**Associate Professor, Special Services**

**Associate Vocational Professor, Respiratory Care**

**Director/Instructor, Mortuary Science**

**Instructor, Computer Information Systems**

**Director/Instructor, Medical Laboratory Technology**

**Chair/Professor, Speech and Theatre Arts**

**Coordinator, Correctional Officer Programs**

**Instructor, Computer Information Systems**

**Instructor, Counselor, Adult Students Program**

**Associate Registrar, Registrars Office**

**Professor, Office Technology**

**Coordinator, Criminal Justice Programs**

**Instructor, Paramedicine**

**Professor, Art**

**Education Coordinator/Instructor, Medical Laboratory Technology**

**Chair, ACCess Division**

**Instructor, Electronic Systems Technology**

**Associate Professor, Special Services**

**Associate Vocational Professor, Respiratory Care**

**Director/Instructor, Mortuary Science**

**Instructor, Computer Information Systems**

**Advising and Counseling Center**

**Coordinator, Job Placement**

**Faculty and Administrators**
Faculty and Administrators

R.E. Byrd .......................... Vice President/Dean of Instruction  
B.A., M.A., Harding College 
M.A., Eastern New Mexico University 
Ed.D., Memphis State University

Leslie Cagle .......................... Director, Testing Services  
B.S., M.Ed., West Texas A&M University

Richard Caldwell ............... Instructor, Automotive Technology

Cynthia J. Carley .......................... Coordinator, Distance Education  
B.S., Moorhead State University 
M.A., California State University

Judith L. Carter .......................... Instructor, English  
Coordinator, Developmental English  
B.A., Texas Woman’s University 
M.A., University of North Texas

Judy H. Carter .................. Associate Professor, 
Speech and Theatre Arts  
B.S., Southern Utah State College 
M.A., West Texas State University

Jana Carver ............. Instructor, Computer Information Systems  
B.B.E., M.B.E., West Texas State University

Richard Cheff .................................. Workforce Training Coordinator,  
Workforce Development Division  
A.A.S., Eastern New Mexico University  
B.S., Wayland Baptist University  
Master Trainer D.D.I.

Donna Cleere .......................... Associate Professor,  
Dental Auxiliary Programs  
A.S., A.A.S., Amarillo College 
B.S., Wayland Baptist University

Jim F. Clements .......................... Director, 
Fire and Environmental Programs  
B.S., Texas Tech University

Cherie Clifton ............. Director, Advising and Counseling Center  
B.S., University of North Texas 
M.Ed., West Texas State University 
National Certified Counselor 
Texas Licensed Professional Counselor 
Social Work Associate

Craig Clifton .......................... Director, Carter Fitness Center  
Coordinator/Instructor, Physical Education  
A.S., Vernon Regional Junior College 
B.S., M.S., West Texas State University

Tommy L. Cole .................. Chair/Assistant Professor,  
Business Administration  
B.S., M.A., West Texas State University

Jnita Collins .......................... Instructor, Dental Auxiliary Programs  
A.A.S., Amarillo College 
B.S., Wayland Baptist University

Steven Cost .......................... Assistant Professor, Art/Graphic Design  
B.A., Southwestern Oklahoma State University 
M.A., The University of West Florida 
M.A., M.F.A, West Texas State University

Bruce Cotgreave .......................... Director, Physical Plant

J.R. Couser .......................... Dean, Student Services  
A.A., Wharton County Junior College 
B.S., Sam Houston State University 
M.Ed., Prairie View A&M University

LuLu Cowan .......................... Coordinator, Workforce Training  
Workforce Development Division  
B.S.W., West Texas A&M University 
M.S.W., University of Texas-Arlington

Matthew Craig .......................... Instructor, Biology  
B.S., West Texas State University 
M.S., West Texas A&M University

Bill Crawford .......................... Chair, Allied Health Division  
Associate Professor, 
Radiologic Technology  
R.T.R. (ARRT), St. Anthonys Hospital 
School of Radiologic Technology  
A.A.S., Amarillo College 
B.A.A.S., West Texas State University

Carl G. Danner .................................. Instructor, Welding Technology

Bradley D. Darnall .......................... Instructor,  
Professional Truck Operations

Camille Davis .......................... Assistant Professor,  
Associate Degree Nursing  
A.A.S., Amarillo College 
B.S.N., M.S.N., West Texas State University 
Certified Family Nurse Practitioner

Kim Davis .......................... Director, Continuing Education  
A.A.S., Amarillo College 
B.S., Wayland Baptist University

Pam Dickerson .......................... Campus Director, ATC Physical Plant  
B.G.S., West Texas A & M University

Beverly de la Bretonne .................. Associate Professor, Music  
B.S.M.E., Northeastern Illinois University 
M.M.E., Southern Illinois University at Edwardsville

Mary Lynn Dodson .......................... Assistant Professor, English  
B.G.S., M.A., West Texas A&M University 
Ph.D., Texas Tech University

Jeff Dolron .......................... Director,  
Center for Continuing Healthcare Education  
R.N., Pilgrim State Hospital 
School of Nursing and Long Island University 
B.S.N., M.S.N., West Texas State University

Mary Margaret Dunn .......................... Coordinator/  
Assistant Professor, Business Computer Systems  
A.S., Amarillo College 
B.B.A., Eastern New Mexico University 
M.A., West Texas A&M University

Steve Dutton .......................... Professor, Biology  
B.S., M.S., West Texas State University

Michael W. Duval .......................... Director, Police/Security Department  
A.A., West Valley College

Pam Eccles .......................... Instructor, Physical Education  
B.S., Texas Tech 
M.S., West Texas A&M University
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joann Echols</td>
<td>Assistant Vocational Professor, Vocational Nursing</td>
<td>Diploma, Northwest Texas Hospital School of Nursing, B.S., West Texas State University</td>
</tr>
<tr>
<td>Greg Edwards</td>
<td>Associate Professor, Social Science</td>
<td>B.S., M.A., Colorado State University</td>
</tr>
<tr>
<td>Joyce M. Eldridge</td>
<td>Director, Financial Aid</td>
<td>B.S., Wayland Baptist University</td>
</tr>
<tr>
<td>Bob Ellis</td>
<td>Instructor, Diesel Mechanics Technology</td>
<td></td>
</tr>
<tr>
<td>Tyler Ely</td>
<td>Controller, Business Affairs</td>
<td>B.S., Illinois State University</td>
</tr>
<tr>
<td>Brian R. Farmer</td>
<td>Associate Professor, Social Sciences</td>
<td>A.S., Midland College, B.A., University of Texas-Permian Basin, M.A., Ph.D., Texas Tech University</td>
</tr>
<tr>
<td>Beverly Fite</td>
<td>Professor, Computer Information Systems</td>
<td>A.A.S., Amarillo College, B.B.E., M.B.E., West Texas State University</td>
</tr>
<tr>
<td>Victor Fite</td>
<td>Dean, Information Technology Services</td>
<td>A.A.S., Amarillo College, B.A.A.S., M.B.A., West Texas A&amp;M University</td>
</tr>
<tr>
<td>Thomas A. Fitzwater</td>
<td>Instructor, Physical Therapist Assistant</td>
<td>A.A.S., Community College of the Air Forces</td>
</tr>
<tr>
<td>Scott Foll</td>
<td>Professor, English</td>
<td>B.A., Louisiana State University in Shreveport, Ph.D., Florida State University</td>
</tr>
<tr>
<td>Donald H. Ford</td>
<td>Director of Engineering, KACV-TV/FM</td>
<td></td>
</tr>
<tr>
<td>Moselle Ford</td>
<td>Associate Professor, English</td>
<td>A.A., Odessa College, B.A., M.A., University of Texas at El Paso</td>
</tr>
<tr>
<td>Gerald Foster</td>
<td>Professor, Physical Science</td>
<td>B.S., M.C.S., University of Mississippi, Ph.D., University of Southern Mississippi</td>
</tr>
<tr>
<td>Sandy L. Fricks</td>
<td>Instructor, Associate Degree Nursing</td>
<td>Diploma, Northwest Texas Hospital School of Nursing, B.S.N., M.S.N., West Texas State University</td>
</tr>
<tr>
<td>Marge R. Garner</td>
<td>Professor, Office Technology</td>
<td>B.B.A., M.B.A., West Texas State University</td>
</tr>
<tr>
<td>Virginia R. Gass</td>
<td>Program Director/Instructor, Occupational Therapy Assistant</td>
<td>B.S., Texas Womans University, M.Ed., University of Illinois, Urbana-Champaign, O.T.R., American Occupational Therapy Association</td>
</tr>
<tr>
<td>Bill Gelber</td>
<td>Director/Instructor, Theater Arts</td>
<td>B.A., University of Houston, M.Ed., Texas A &amp; M University, M.F.A., Ph.D., University of Texas at Austin</td>
</tr>
<tr>
<td>Beverly J. Gillaspie</td>
<td>Instructor, Nursing</td>
<td>Diploma, Hennepin County General Hospital, School of Nursing, B.S., M.S., University of Texas at Austin</td>
</tr>
<tr>
<td>Mike Glasscock</td>
<td>Associate Professor, Accounting</td>
<td>B.B.A., M.S., West Texas State University</td>
</tr>
<tr>
<td>Pedro A. Gonzalez</td>
<td>Instructor, Art-Graphic Design</td>
<td>A.A.S., Texas State Technical Institute</td>
</tr>
<tr>
<td>Mary E. Graff</td>
<td>Assistant Professor, Physical Science</td>
<td>B.A., Wichita State University, M.S., West Texas State University</td>
</tr>
<tr>
<td>Beverley S. Grimm</td>
<td>Instructor, Surgical Technology</td>
<td>A.A.S., Amarillo College, B.S.O.E., Wayland Baptist University</td>
</tr>
<tr>
<td>Laurie Hale</td>
<td>Associate Director, Center for the Continuing Healthcare Education</td>
<td>B.S.N., Pensacola Christian College, M.S.N., University of Texas Health Science Center at San Antonio</td>
</tr>
<tr>
<td>Ann Hamblin</td>
<td>Associate Professor, ACcess Learning Center</td>
<td>B.S., M.Ed., West Texas State University</td>
</tr>
<tr>
<td>Ed Hankard</td>
<td>Program Director/Associate Vocational Professor, Physical Therapist Assistant</td>
<td>B.S., University of Maryland</td>
</tr>
<tr>
<td>Mark L. Hanna</td>
<td>Assistant Director for Public Services, Lynn Library/Learning Center</td>
<td>B.A., M.A., West Texas State University, M.L.S., University of North Texas</td>
</tr>
<tr>
<td>Valerie A. Hansen</td>
<td>Associate Vocational Professor, Respiratory Care</td>
<td>B.S., Iowa State University, R.R.T., National Board of Respiratory Care</td>
</tr>
<tr>
<td>Terry D. Hargrave</td>
<td>Professor, Behavioral Sciences</td>
<td>B.S., M.A., West Texas State University, M.A., Southwestern Baptist Theological Seminary, Ph.D., Texas Womans University</td>
</tr>
<tr>
<td>Jean Harris</td>
<td>Associate Professor, Social Sciences</td>
<td>B.A., M.A., University of Texas at Austin</td>
</tr>
<tr>
<td>Thomas R. Harris</td>
<td>Counselor, Moore County Campus</td>
<td>B.A., Monmouth College, M.Ed., University of Maryland, Texas Licensed Professional Counselor, National Certified Counselor</td>
</tr>
<tr>
<td>Janet G. Harter</td>
<td>Instructor, Mathematics</td>
<td>B.A., Louisiana State University at New Orleans, M.S., West Texas State University</td>
</tr>
</tbody>
</table>
Faculty and Administrators

Mike Haynes ......................... Instructor, Journalism/Advisor, Student Publications
B.A., M.A., Texas Tech University

Kim T. Hays ......................... Assistant Professor, Industrial Maintenance Technology
A.A.S., Amarillo College
B.S., M.S., West Texas A&M University

Jerry E. Hemptill ................. Director, Auxiliary Enterprises - ATC
B.B.A., M.B.A., West Texas State University

Kay F. Henard ...................... Dean of Institutional Advancement
B.S., West Texas State University
M.Ed., Texas Tech University
Ph.D., Texas A&M University

Joyce Herring ..................... General Manager, KACV-TV/FM
B.M.A., University of Texas at Austin

Kim Higby ......................... Associate Director, Financial Aid
A.A.S., Amarillo College
B.G.S., West Texas State University
M.Ed., West Texas A&M University

Jan Hinds ......................... Associate Professor, Reading
B.A., M.Ed., West Texas State University

Troy W. Hinrichs ................... Instructor, Criminal Justice
B.A., Hardin-Simmons University
J.D., Texas Tech University School of Law

Joyce J. Hinsley ................... Professor, Spanish
A.A., Amarillo College
B.A., University of Texas at Austin
M.A., Texas Tech University

Richard Hobbs ..................... Instructor, Physical Science
B.S., M.S., Oklahoma State University
Ph.D., University of Wyoming

Tom Hodges ....................... Chair/Professor, English
B.A., Southern Colorado State College
M.A., Washington State University

Harvey B. Hopps .................. Instructor, Physical Science
B.A., Occidental College
M.S., University of Arizona
Ph.D., Purdue University

Lola M. Hornstra .................. Accounting Manager for Cash Management, Business Office
A.A.S., Amarillo College
B.B.A., West Texas State University

Richard Edwin Howard .......... Assistant Professor, Biology
A.A.S., Amarillo College
B.S., West Texas State University
M.S., University of Arkansas

Betty Howell ...................... Executive Director, The Amarillo College Foundation, Inc.
B.B.A., University of Texas at Austin

Bob Hubbard ..................... Instructor, Machining Technology
A.A.S., Amarillo College
B.S., West Texas State University
M.S., West Texas A&M University

Dwight H. Huber ................... Professor, English
B.A., West Texas State University
M.A., Texas Tech University

Linda Dee Hughes .................. Director, Childrens Theater
B.A., University of Denver

Nell Hunsucker .................... Instructor, Associate Degree Nursing
B.S.N., M.S.N., West Texas State University

Priscilla Hunt ..................... Instructor, Access Learning Center
B.S., University of Houston
M.S., Texas Woman’s University

Deborah Inman ..................... Program Director/Associate Vocational Professor, Surgical Technology
A.A.S., Amarillo College
B.S.N., M.S.N., West Texas A&M University

Judy Isbell ......................... Professor, English as a Second Language
B.S., Texas Tech University
M.Ed., West Texas State University

Judy Jackman ..................... Professor, Advising and Counseling Center
B.S., M.Ed., West Texas State University
Registered Professional Educational Diagnostician
TEA Registered Counselor

Lana Jackson ..................... Instructor, Journalism/Advisor, Student Publications
A.A., Odessa College
B.A., M.A., University of Texas of the Permian Basin

Joseph Brian Jacob ............... Instructor, Ford Contract
A.A.S., Amarillo College
B.S., Southwest Texas State University

Bradley W. Johnson .............. Director, Enrollment Management
B.A., M.Ed., West Texas State University
M.Ed., Texas Tech University
Licensed Professional Counselor
Licensed Marriage and Family Therapist

Judy B. Johnson .................. Assistant Professor, Reading
B.A., Houston Baptist University
M.Ed., Stephen F. Austin State University

Marianne Jones ................... Assistant Professor, Advising and Counseling Center
B.S., Hardin-Simmons University
M.Ed., University of North Texas
Licensed Professional Counselor

Janice K. Joyner .................. Counselor, Adult Students Program
B.B.A., Midwestern State University
M.Ed., Midwestern State University

J. Alan Kee ....................... Instructor, Psychology
B.A., Southwestern University
M.Ed., Temple University
Ph.D., Temple University

Denise R. Kellogg .................. Instructor, Mathematics
B.A., M.S., Texas Tech University

Doug Kerr ......................... Coordinator, Telecommunications Services
# Faculty and Administrators

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Education Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jana M. Kidd</td>
<td>Assistant Professor, Nursing</td>
<td>Diploma, Northwest Texas Hospital School of Nursing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S.N., Loretto Heights College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N., West Texas State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F.N.P., Fort Hays State University</td>
</tr>
<tr>
<td>Kimberly J. Karich</td>
<td>Instructor, Court/Realtime Reporting</td>
<td>A.A.S., Amarillo College</td>
</tr>
<tr>
<td>Terry Kleffman</td>
<td>Director, Programming Services</td>
<td>A.A.S., Amarillo College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.B.A., West Texas State University</td>
</tr>
<tr>
<td>Patricia Cullum Knight</td>
<td>Professor, English</td>
<td>B.A., M.A., Texas Tech University</td>
</tr>
<tr>
<td>Stephanie Kordas</td>
<td>Professor, Advising and Counseling Center</td>
<td>B.A., B.S., M.Ed., Southwestern Oklahoma State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Texas Licensed Professional Counselor</td>
</tr>
<tr>
<td>Robert Lafferty</td>
<td>Instructor, Automotive Technology</td>
<td>A.A.S., Amarillo College</td>
</tr>
<tr>
<td>Daniel H. Lair</td>
<td>Instructor, Computer Information Systems</td>
<td>B.A., B.S., M.Ed., Southwestern Oklahoma State University</td>
</tr>
<tr>
<td>Norveta Lampkin</td>
<td>Associate Professor, Associate Degree Nursing</td>
<td>Diploma, Northwest Texas Hospital School of Nursing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S.N., West Texas State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N., University of Texas</td>
</tr>
<tr>
<td>Catherine Lankford</td>
<td>Instructor, Travel and Tourism</td>
<td>A.A., Amarillo College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.A., University of Texas of the Permian Basin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C.T.C., Institute Certified Travel Agents</td>
</tr>
<tr>
<td>James Laughlin</td>
<td>Associate Professor, Music</td>
<td>B.A., B.M.E., Southwestern Oklahoma State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.E., Wichita State University</td>
</tr>
<tr>
<td>Patsy Lemaster</td>
<td>Professor, Court/Realtime Reporting Coordinator/</td>
<td>A.A., Amarillo College</td>
</tr>
<tr>
<td></td>
<td>Paralegal Studies, Coordinator/Professional</td>
<td>B.A.A., M.B.E., West Texas State University</td>
</tr>
<tr>
<td></td>
<td>Development Coordinator</td>
<td>C.R.I., National Certified Reporting Instructor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certified Program Evaluator</td>
</tr>
<tr>
<td>Duane Lintner</td>
<td>Chair/Assistant Professor, Computer Information</td>
<td>B.A., Texas Lutheran College</td>
</tr>
<tr>
<td></td>
<td>Systems</td>
<td>M.B.A., West Texas State University</td>
</tr>
<tr>
<td>John S. Lisman</td>
<td>Instructor, Electronic Systems Technology</td>
<td>B.S., Northwestern State College</td>
</tr>
<tr>
<td>Carolyn S. Long</td>
<td>Professor, Advising and Counseling Center</td>
<td>B.A., M.Ed., West Texas State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Texas Licensed Professional Counselor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>National Certified Career Counselor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>National Certified Counselor</td>
</tr>
<tr>
<td>Ronald C. Long</td>
<td>Assistant Vocational Professor, Drafting</td>
<td>B.S., Panhandle State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.Ed., West Texas State University</td>
</tr>
<tr>
<td>Derek A. Lyon</td>
<td>Instructor, Automotive Technology</td>
<td>A.A., Temple Junior College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.A.A.S., West Texas State University</td>
</tr>
<tr>
<td>Daryl W. Maddox</td>
<td>Instructor, Physical Science</td>
<td>B.A., M.S., West Texas State University</td>
</tr>
<tr>
<td>Aimee Martin</td>
<td>Coordinator/Assistant Professor, Developmental</td>
<td>B.A., Texas Christian University</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>M.A., Texas Tech University</td>
</tr>
<tr>
<td>Judy Massie</td>
<td>Program Director/Instructor, Medical Data Specialist</td>
<td>B.A.A., M.S., West Texas State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Texas Licensed Professional Counselor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certified Medical Assistant American Association of Medical Assistants</td>
</tr>
<tr>
<td>Robert L. Mathews</td>
<td>Instructor, Professional Truck Operations</td>
<td>A.A.A.S., Amarillo College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S., University of Nebraska</td>
</tr>
<tr>
<td>Paul Matney</td>
<td>Chair, Division of Language, Communication, and Fine</td>
<td>B.A.A., M.S., West Texas State University</td>
</tr>
<tr>
<td></td>
<td>Arts/Professor, Radio/TV, Mass Communication, and</td>
<td>B.J., University of Texas at Austin</td>
</tr>
<tr>
<td></td>
<td>Speech Communication</td>
<td>M.A., West Texas State University Ed.D., Texas Tech University</td>
</tr>
<tr>
<td>Bobby R. May</td>
<td>Associate Professor, Mathematics</td>
<td>B.B.A., M.S., West Texas State University</td>
</tr>
<tr>
<td>Danita McAnally</td>
<td>Chair/Associate Professor, Radio/TV and Journalism</td>
<td>B.S., M.Ed., Eastern New Mexico University</td>
</tr>
<tr>
<td>Daniel C. McCall</td>
<td>Vocational Professor, Industrial Technology</td>
<td>B.A., University of Virginia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S., West Texas State University</td>
</tr>
<tr>
<td>Terrence J. McCanna</td>
<td>Instructor, Aviation Maintenance Technology</td>
<td>B.S., Parks College of St. Louis University</td>
</tr>
<tr>
<td>Joseph M. McCarthy</td>
<td>Director, Criminal Justice Programs</td>
<td>A.A., Amarillo College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S., Wayland Baptist</td>
</tr>
<tr>
<td>Jan McFarland</td>
<td>Director/Associate Professor, Special Services</td>
<td>B.S., University of North Texas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.A., Ed.D., Texas Tech University</td>
</tr>
<tr>
<td>Susan Holstun McClure</td>
<td>Counselor, Advising and Counseling</td>
<td>A.A., Southwestern Assemblies of God College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S., M.A., Eastern New Mexico University</td>
</tr>
</tbody>
</table>
Faculty and Administrators

Patrick McCracken ..................... Director, Museum of Art
B.S., West Texas State University
B.F.A., University of Kansas

Jane McFarland ..................... Instructor, Dental Hygiene
A.A.S., Amarillo College
B.S., Wayland Baptist University

Sue McGee ..................... Chair/Professor, Nursing Division
Diploma in Nursing, Shannon Memorial Hospital School of Nursing
B.S.N., West Texas State University
M.S.N., University of Texas at Austin

Bruce McGinnis ..................... Professor, English
B.A., M.A., Hardin-Simmons University

Karen McIntosh ........ Assistant Director for Technical Services,
Lynn Library/Learning Center
B.A., Oklahoma State University
M.L.S., University of Oklahoma

Dennis R. McMillan ........... Registrar/Director of Admissions
B.A., M.Ed., Texas Tech University

Deann C. Merchant ..................... Professor, Psychology
B.A., M.A., West Texas State University
Ph.D., Texas Womans University

A. June Miller ..................... Associate Vocational Professor,
Vocational Nursing
A.A.S., Amarillo College
B.S.N., West Texas State University

J. Gay Mills ..................... Assistant Professor/Coordinator,
Intervention Programs - Workforce Development
B.S., Hardin-Simmons University
M.B.E., West Texas A&M University

Jerry Moller ..................... Chair, Division of Behavioral Studies
Assistant Professor, Fitness and Life Services
B.S., Colorado State University
M.S., West Texas State University

Marjeanne B. Moore ........ Instructor, Associate Degree Nursing
Diploma - Northwest Texas Hospital School of Nursing
B.S.N., M.A., West Texas State University

Robert Terry Moore ............ Professor, German and French
B.A., M.A., Stephen F. Austin State University

Nancy Moreland ..................... Professor, Reading
A.A., Lubbock Christian College
B.S., M.Ed., West Texas State University

Jim Morris ..................... Special Project Manager - ATC
B.S. Ed., M.A., West Texas State University

Luke Morrison ..................... Coordinator, Leisure Studies
Continuing Education
B.A., M.B.A., Texas Tech University

Dennis Moseley ..................... Instructor, Aviation Maintenance Technology
B.A., West Texas State University

Neil Moseley ..................... Vice President for Business Affairs
A.A., Tyler Junior College
B.B.A., University of Texas at Austin

Sheryl S. Mueller ..................... Assistant Professor,
Associate Degree Nursing
A.A.S., Amarillo College
B.S.N., University of Texas Health Science Center at Houston
M.S.Ed., Kansas State University
M.S.N., California State University at Los Angeles

Mary C. Munger ..................... Instructor,
Child Development/Early Childhood
B.S., M.Ed., Southwest Texas State University

Millard L. Murray ..................... Instructor,
Computer Information Systems
A.A., Amarillo College
B.B.A., M.S., West Texas State University

Patrice H. Murray ............. Professor, Associate Degree Nursing
Diploma, DePaul Hospital School of Nursing
B.S.N., University of Texas Health Science Center at San Antonio
M.S.N., West Texas State University

Anne Haralson Nail ..................... Assistant Director, College Relations
B.S., M.S., Texas Tech University

Judy Neill ..................... Assistant Director, College Relations
B.S., M.S., Texas State University

William D. Netherton ............. Professor, English
B.A., M.A., West Texas State University
Ph.D., Texas Tech University

Norma Newkirk ..................... Chair/Instructor,
Drafting and Interior Design
A.A.S., P.C., Texas State Technical College

Helen Carol Nicklaus ............. Professor, Humanities
B.A., University of Texas at Austin
M.A., University of Utah

Ed Nolte ..................... Chair/Instructor,
Manufacturing Technologies
B.A., The Ohio State University
M.S., West Texas State University

Christopher Scott Norton ........ Program Director/Instructor,
Dental Programs
B.A., Southern Methodist University
D.D.S., Baylor Dental School

Marcia Nunn ..................... Instructor, Vocational Nursing
B.S.N., West Texas State University

Dennis Olson ..................... Instructor, Art
B.A., Missouri Western State College
M.F.A., North Texas State University

Bob Pearce ..................... Workforce Training/External Learning
Experience Coordinator,
Workforce Development
B.S., University of Texas at Austin

Floyd Eugene Pearce ............. Instructor,
Diesel Mechanics Technology
A.A.S., Eastern Oklahoma A&M

Roseann Perez ..................... Integrated Library Systems Manager,
Harrington Library Consortium
B.S., M.S., Murray State University
M.L.S., University of Arizona
Faculty and Administrators

Michael C. Peterson ............................................ Instructor, Electronic Technology Department
AAS., Amarillo College
AAS., Texas State Technical College
B.E., DeVry Institute Technology

Glen L. Phillips ................................................. Executive Director, Amarillo Technical Center Campus
A.S., Seminole Junior College
B.S., East Central State University
M.B.A., Regis University

Jennifer L. Pickard .......................................... Assistant Professor, Associate Degree Nursing
Diploma, Northwest Texas Hospital School of Nursing
B.S.N., West Texas State University
M.S.N., University of Texas at Austin

Michael C. Peterson ............................................ Instructor, Electronic Technology Department
AAS., Amarillo College
AAS., Texas State Technical College
B.E., DeVry Institute Technology

Glen L. Phillips ................................................. Executive Director, Amarillo Technical Center Campus
A.S., Seminole Junior College
B.S., East Central State University
M.B.A., Regis University

Jennifer L. Pickard .......................................... Assistant Professor, Associate Degree Nursing
Diploma, Northwest Texas Hospital School of Nursing
B.S.N., West Texas State University
M.S.N., University of Texas at Austin

Douglas L. Pickle .............................................. Professor, Electronics Systems Technology
Certificate of Graduate, Paris Junior College
B.S., University of Houston
M.Ed., Ed.D., East Texas State University

Jennifer Pickle ........................... Instructor, Business Computer Systems
B.B.A., University of Houston
M.Ed., Eastern New Mexico University

Kenneth D. Pirtle .................. Chair/Associate Professor, Photography
B.F.A., Texas Tech University
M.A., West Texas State University

Linda Pitner .................. Director of Capitol Campaign, KACV-TV
B.S., West Texas State University

Jim D. Pond .................... Coordinator, Career Services
Professor, Advising and Counseling Center
B.A., M.Ed., West Texas State University
Texas Licensed Professional Counselor
National Certified Career Counselor

John R. Pool .................. Chair/Instructor, Mathematics
B.S., M.S., University of North Texas

Dan A. Porter .................. Associate Professor, Biology
B.S., M.S., West Texas State University

Rao S. Prabhakar .................. Instructor, Computer Information Systems
B.E., Madras University
M.B.A., West Texas State University

Rathna Prabhakar .................. Instructor, Computer Information Systems/Mathematics
B.S., M.S., Delhi University, India
M.Ed., West Texas State University

Patricia K. Price ............. Instructor, ACcess Learning Center
B.S., M.Ed., Southwest Texas State University

Richard L. Pullen ............... Associate Professor/ Director of Nursing Resource Center
A.A.S., Amarillo College
B.S.N., M.S.N., West Texas State University
Ed.D., Nova Southeastern University

Philip Pursley .................. Instructor, Electronic Systems Technology
A.A., Amarillo College

James F. Rauscher .............. Chair/Professor, Music
B.M.E., University of Wisconsin - Eau Claire
M.M., University of Illinois at Urbana/Champaign
Ph.D., Texas Tech University

Katherine Reed .......... Associate Professor, Associated Degree Nursing
B.S.N., Texas Womans University
M.S.N., West Texas State University

Linda Reed ............ Coordinator, Occupational Education, Continuing Education
B.S., West Texas A&M University
M.A., West Texas A&M University

Sandra Roberson .................. Assistant Professor, Associate Degree Nursing
Diploma, Northwest Texas Hospital School of Nursing
B.S.N., West Texas State University
M.S.N., University of Texas

Richard J. Ross .................. Professor, Advising and Counseling Center
B.A., University of Colorado at Boulder
M.A., West Texas State University
National Certified Career Counselor
National Certified Counselor
Texas Licensed Professional Counselor

Mary Karen Ruddy .................. Director, Lynn Library/Learning Center
Electronic Resource Library
Harrington Library Consortium Personnel Operations
B.A., Doane College
M.L.S., Texas Womans University
Ph.D., Texas Womans University

Brenda S. Rush ............ Academic Advisor, Special Services
A.A., Odessa College
B.S., University of North Texas
M.S., Texas A&M University

Jill Rushing .................. Instructor, Nursing
B.S.N., Hardin Simmons University
M.S.N., West Texas State University

Michael A. Ryan .................. Instructor, Computer Information Systems
A.A.S., Amarillo College
B.B.A., West Texas State University
M.S., West Texas A&M University

Cynthia Sadler .................. Librarian, ATC Campus
B.A., M.L.S., Texas Womans University

Neil Sapper .................. Professor, History
B.A., University of Denver
M.A., Eastern New Mexico University
Ph.D., Texas Tech University

Keith Schieffer .................. Instructor, Automotive Collision Technology
A.A.S., N.E. Technical College
Faculty and Administrators

Damaris Schlong .......................... Chief Administrative Officer, Workforce Development
A.S., Amarillo College
B.A., University of Mississippi
M.A., West Texas A&M University

H. Allen Schmieding, C.P.M. ............... Director, Purchasing
A.A., Amarillo College
B.B.A., West Texas State University
M.Ed., West Texas A&M University

Arthur Schneider ............................. Chair/Professor, Sciences and Engineering Division
B.S., University of Texas - Pan American
M.S., Western Connecticut University

Lou Ann Seabourn .......................... Coordinator, Off-Campus Programs
B.A., M.A., West Texas State University

April L. Sessler ............................... Director, Student Activities
B.A., M.Ed., West Texas State University

Lyndi C. Shadbolt ............................ Instructor, Vocational Nursing
B.S.N., West Texas A&M University

Linda Shelly ................................. Assistant Professor, Sociology
B.A., Colorado State College
M.A., West Texas State University

Tom B. Shelton ............................... Associate Vocational Professor, Automotive Technology
Certificate, Oklahoma State Tech
A.A.S., Amarillo College
B.S.O.E., Wayland Baptist University

Diana Lyn Sherman .......................... Professor, Physical Sciences and Environmental Health Technology
A.S., Amarillo College
B.S., West Texas State University
M.S., Texas Tech University

Carl Joseph Shuster, Jr. ..................... Assistant Professor, Biology
B.S., M.S., University of New Mexico

Robert B. Sloger .............................. Chair/Assistant Professor, Division of Business, Computer Information Systems
A.A.S., Amarillo College
B.B.A., West Texas State University
M.B.A., West Texas A&M University

Peggy Southall .............................. Director of College Relations
B.J., University of Texas at Austin

Carrol Spears ............................... Instructor, Mathematics
B.S., M.S., West Texas State University

Jack Stanley ................................. Chair/Assistant Professor, Instrumentation Technologies
A.A., Amarillo College
B.S., M.S., West Texas State University

Janet Stebbins ............................... Coordinator, Center for Continuing Health Care Education
A.D.N., Montana State Vocational School
L.P.N., Northern Nevada Community College
B.S.N., West Texas A&M University

Timothy J. Stemple ........................ Instructor, Engineering
B.S., M.S., University of Illinois at Urbana
M.S., Southern Illinois University at Carbondale
Ph.D., Virginia Tech

Karen Stone ................................. Instructor, Interior Design
A.A.S., P.C., Texas State Technical College

Theresa D. Strong ........................... Instructor, Radiography
R.T. (R) (M) A.A., Hutchinson Community College

Yufeng Sun ................................. Professor, Physical Science
B.S., Nanjing University (China)
Ph.D., University of Texas at Austin

Tony Tackitt ................................. Program Director/Instructor, Radiation Therapy
A.A.S., Amarillo College
B.M.Ed., West Texas State University

Howard M. Terry ............................ Instructor, Automotive Technology
A.A.S., Amarillo College
B.A.A.S., West Texas State University

Tony R. Thomas ............................. Instructor, Drafting
B.S., West Texas State University

Delores N. Thompson ...................... Assistant Professor, Vocational Nursing
B.S.N., Texas Womans University
M.S.N., West Texas A&M University

Sharon L. Toledo .......................... Associate Professor, Associate Degree Nursing
Diploma, Northwest Texas Hospital School of Nursing
B.S.N., West Texas State University
M.S.N., University of Texas at Austin
F.N.P., R.N.C.S., West Texas A&M University

Cary VanDell ............................... Instructor, Professional Truck Operations

Susan E. VanDerbeck ....................... Instructor, Electronic Technologies
B.S., Texas A&M University
M.S., Colorado University at Boulder

Minnie G. Venable ......................... Instructor, Speech and Theatre Arts
A.A., Odessa College
B.A., Southwest Texas State University
M.A., Baylor University

Renée Vincent ............................... Executive Director, Moore County Campus
B.S.B., M.S., Emporia State University

Leanne Vogel ............................... Director, Panhandle Tech/PrepSchool to Careers Partnership
A.S., Clarendon College
B.S., Texas Tech University
M.S., West Texas A&M University

Margaret Waguespack ..................... Instructor, English
B.A., Spring Hill College
B.S., University of South Alabama
M.A., Clemson University

Joseph W. Walsh ......................... Associate Professor, Photography
B.S., College of the Holy Cross
M.A., Goddard College
Faculty and Administrators/Adjunct Faculty

Gary F. Waren ................. Director, Personnel Services  
B.B.A., University of Texas at Austin

Keith Watson ...................... Manager, Business Office  
B.B.A., West Texas State University

Willie Weaver ...................... Associate Professor, Management  
B.B.A., M.B.A., West Texas State University

Steven T. Weber .................... Professor/Director,  
Choral Activities, Music  
B.S., Lebanon Valley College  
M.M., The Catholic University of America  
M.M., D.M.A., Arizona State University

Alan J. Wenger ...................... Instructor, Music  
B.S., Lebanon Valley College  
M.M., The Catholic University of America  
M.M., D.M.A., Arizona State University

Kathryn C. Wetzel .................. Professor, Mathematics  
B.S., Texas A&M University  
M.S., Ph.D., Texas Tech University

Linda Wheeler ...................... Instructor,  
Occupational Therapy Assistant  
A.A.S., Amarillo College  
B.S., Wayland Baptist University

Brenda Wilkes ................... Coordinator, ACCESSibility Services  
B.A., Southern Methodist University  
M.Ed., West Texas A&M University

Fred L. Williams .................... President, President’s Office  
B.S.B.A., University of Arkansas  
M.Ed., Ed.D., Memphis State University

Judy Williams ...................... Instructor, Reading  
B.A., Augustana College  
M.Ed., West Texas State University

Mauri Williams ...................... Assistant Director, Moore County Campus

Bobbie R. Wilson .................. Instructor, Welding Technology  
A.A.S., Southern Colorado State College

Mark L. Woodard ................... Instructor, Machining Technology  
A.A.S., Texas State Technical College

Ken Woody ..................... Associate Professor, Radiography Program  
R.T.R. (ARRT) Parkland Hospital  
R.N., Northwest Texas Hospital School of Nursing  
A.A.S., Amarillo College  
B.S., Wayland Baptist College  
Certified Medical Radiologic Technologist  
The American Registry of Radiologic Technologist

Jean Woodyard ..................... Instructor, English  
B.A., M.A., West Texas State University

Henry Wyckoff .................. Chair/Instructor, Automotive Technology

William A. Young .................. Program Director/  
Vocational Professor, Respiratory Care  
B.S., M.S., West Texas State University  
Certificate, University of Oklahoma

David H. Zimmermann ............ Associate Professor, English  
B.A., M.A., Saint Marys  
M.T.S., Oblate School of Theology  
Ph.D., University of North Texas

ADJUNCT FACULTY

ALLIED HEALTH DIVISION

Dental Assisting  
Dana Scott

Dental Hygiene  
Karon Birdsong, RHD  
Jack Fong, DDS  
Tammy Gettman, RDH  
Shawna Hanks, RDH  
Cindy Harper, RDH  
Lonna Jones, RDH  
Tom Logan, DDS  
Ivetta Piata, DDS  
Sandra Robinson, RDH  
Cindy Tallant, RDH  
Terry Wilson, RDH

Medical Data Specialist  
Shelley Berry, MDS  
Ladena Charter  
Kathy Garnett, ART  
Misty Harvey, MDS  
Lori Massie  
Cordelia Padilla, MDS  
Cristina Para, ART  
Jan Parker, ART  
Jennifer Perratt  
Jan Robinson  
Carol Savenko, CMA  
Lori Story  
Jonna White, RRA  
Connie Wilson, ART  
Charlotte Woodring, MDS

Medical Laboratory Technology  
Tom Birkbeck, MS,MT (ASCP)  
Jack Breitling, MT (ASCP)  
Judy Curry, MT (ASCP)  
Diane Davis, SM (ASCP)  
Thomas Hale, Ph.D  
Cathy Howard, MLT (ASCP), MT (AMT)  
Linda Kent, MT (ASCP)  
David Kilpatrick, MT (ASCP)  
Elise Lavin, MS,MT (ASCP)  
Kimberly Leggett, MT (ASCP)  
Ralph Mennemeyer, MD  
Glenda Ramsey, SBB (ASCP)  
Dale Rollins, MT/DLM (ASCP)  
Crystal Roop, MLT (ASCP),CLS (NCA)  
Gwendolyn Smith, MLT  
Garland Strate, MLT (ASCP)  
Evaleine Thompson, MD  
Brian Toycen, MT (ASCP)  
Danis Watson, MT (ASCP)  
Benjamin Weber, MT (ASCP)  
John Winters, MT (ASCP)
### Adjunct Faculty

**Mortuary Science**
- David M. Galvin
- Todd Abell
- Chris Hunter
- Jeff Boxwell
- Bob Boxwell
- Robert Boxwell
- Richard Boxwell
- Dean Boyer
- Roland Brooks
- Cordell Huddleston
- Richard Calvillo
- Phillip Hass
- Raymond Arnold Holley
- Michael L. Thomas
- Chad Jackson

**Nuclear Medicine Technology**
- Bill Byrd, MD
- Amy Cummings, RT(R), CNMT
- Antonio Gonzalez, MD
- Brad Immel, RT(R), CNMT
- Helen Jean, RT(R), CNMT
- Wes Jones, RT(R)
- Lonnie Napier, RT(R), CNMT
- Doyle Price, RT(R)(N)
- Shelly Price, RT(R), CNMT
- Thomas Reyes, CNMT
- Scott Spies, RT(R)(N)
- Ed Smith, RT(R)(N)

**Nursing**
- Brenda Adams, RN
- Terri Allen, RN
- Brenda Arands, RN
- Olivia Arguello, RN
- Gerald Ashley, RN
- Carola Ashworth, BSN, RN
- Dean Autrey, RN
- Ann Ayers, RN
- Stella Baca, RN
- Rena Battenfield, RN
- Claudia Blackburn, MSN, RN
- Michele Bohr, RN
- Denise Bolden, RN
- Minnie Bowser, RN
- Robert Bradshaw, RN
- Mari Brewton, RN
- Sharron Bueno, MSN, RN
- Nancy Burnett, BSN, RN
- Brenda Carel, RN
- Shelly Carriere, RN
- Jan Chandler, RN
- Marty Cline, RN
- Twila Compton, RN
- Barbara Cone, MSN, RN
- Tonja Cordova, RN
- Darla Corley, RN
- Dorothy Cornez, RN
- Anne Creswell, RN
- Wanda Darden, BSN, RN
- Anne Denison, BSN, RN
- Julie Diaz, RN
- Sharon Edwards, RN
- Linda Ehler, RN
- Michael Ellison, RN
- Shari Sullivan, BSN, RN
- Vicki Tampfen, RN
- Brenda K. Tillman, RN
- Judy Tucker, BSN, RN
- Carolyn Waddell, BSN, RN
- Gloria Walker, RN
- Juana Walker, BSN, RN
- Cynthia Walton, RN
- Brenda Ward, RN
- Bonnie Waters, BSN, RN
- Kay Waters, RN
- Shauna Webster, RN
- Mistie Whitacre, RN
- Dale Wilson, BSN, RN
- Ann Wygant, RN
- Rebecca York, RN

**Occupational Therapy Assistant**
- Renee Addington, OTR
- Liz Apodaca, COTA
- Madeline Bates, COTA
- Sara Burton, OTR
- Amy Brown, OTR
- Kandi Caiffe, COTA
- Judy Carter, OTR
- Shirley Fuentes, OTR
- Jennifer Hawley, OTR
- Margaret King, OTR
- Tracy McLeland, COTA
- Theresa McNutt, OTR
- Cyd Marusak, OTR
- Krista Meeks, OTR
- April Melton, COTA
- Susan Passmore, OTR
- Robert Perry, OTR
- Maria Poradek, OTR
- Starla Ross, OTR
- Barry Royal, OTR
- Dorothy Schwerter, OTR
- Amiee Shatney, OTR
- Melodye Shepperd, OTR
- Joni Smart, COTA
- Jennifer Smith, COTA
- Tammy Stewart, OTR
- Janice Stowers, COTA
- Shannon Timberlake, COTA
- David Tedrick, COTA
- Kathy Towery, COTA
- Donna Vaughn, COTA
- Teri Weir, COTA

**Paramedicine**
- Doug Adcock, B.S., L.P., NREMT-P
- Linda Austin, RN
- Vicki Brockman, RN
- Gina Cotrell, PBT (ASCP)

- Chris Gilbert, NREMT-P
- Scott Gonsauls
- Gary Hammond, NREMT-P
- Leanna Hiner, RN
- Tony Hopkins, NREMT-P
- Troy Lightsey, NREMT-P
- Carrie Nemoede, CST
# Adjunct Faculty

<table>
<thead>
<tr>
<th>Stephen Neuman, MD, PMT</th>
<th>Randall Martin, PT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Nickson, RN, NREMT-P</td>
<td>Nina Martinez, PT</td>
</tr>
<tr>
<td>Cheryl Olivas, RN</td>
<td>Chad Mason, BS</td>
</tr>
<tr>
<td>Charlene Seale, RN</td>
<td>Chris Mays, PT</td>
</tr>
<tr>
<td>Linda Stokes, RN</td>
<td>Rich McGrath, PT</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant</strong></td>
<td>Krista Meeks, PT</td>
</tr>
<tr>
<td>Bret Allen, LPT</td>
<td>Ciara Merrill, PTA</td>
</tr>
<tr>
<td>Renee Addington, OT</td>
<td>William Millar, BS</td>
</tr>
<tr>
<td>Jana Andrew, PT</td>
<td>Micah Mills, PT</td>
</tr>
<tr>
<td>Pat Barnett, PT</td>
<td>Kathleen Morton, PT</td>
</tr>
<tr>
<td>Nancy Beaman, PT</td>
<td>Bill Myers, PT</td>
</tr>
<tr>
<td>Sara Bennett, LPT</td>
<td>Lisa Nicholson, PTA</td>
</tr>
<tr>
<td>Randy Birkle, PT</td>
<td>Kendra Nicks, PT</td>
</tr>
<tr>
<td>Nanette Blacklock, PT</td>
<td>Tim Nick, PT</td>
</tr>
<tr>
<td>Kristie Braun, PT</td>
<td>Michael Pettijohn, PT</td>
</tr>
<tr>
<td>Justin Brozek, PT</td>
<td>Angie Phillips, PT</td>
</tr>
<tr>
<td>Don Burkhart, PT</td>
<td>Nola Powol, PT</td>
</tr>
<tr>
<td>Dana Chatham, PT</td>
<td>Brenda Rainbolt, PT</td>
</tr>
<tr>
<td>Mike Chauveaux, PT</td>
<td>John Reneuu, PT</td>
</tr>
<tr>
<td>Mark Conlin, PT</td>
<td>Jodi Roden, PT</td>
</tr>
<tr>
<td>Darlene Couch, PT</td>
<td>Lynn Schauster, PT</td>
</tr>
<tr>
<td>Deb Christy, PT</td>
<td>Cindy Schoonmaker, PT</td>
</tr>
<tr>
<td>Enil De Poost, PT</td>
<td>Tammy Smith, PT</td>
</tr>
<tr>
<td>Darren Earl, PT</td>
<td>Kendra Sneary, PT</td>
</tr>
<tr>
<td>Doug Eaton, PT</td>
<td>Martha Sneary, PT</td>
</tr>
<tr>
<td>Debbie Ehly, PT</td>
<td>Valecia Snyder, PTA</td>
</tr>
<tr>
<td>Shane Everett, PT</td>
<td>Keith Sloud, PT</td>
</tr>
<tr>
<td>Tamra Garber, PT</td>
<td>Linda VanMarer, PT</td>
</tr>
<tr>
<td>Maria Garcia, PT</td>
<td>Amy Wardawall, PT</td>
</tr>
<tr>
<td>Leisa Goode, PT</td>
<td>Barbara Watson, PT</td>
</tr>
<tr>
<td>Sherry Greenwood, PT</td>
<td>Dana White, PT</td>
</tr>
<tr>
<td>Keri Hacker, PTA</td>
<td>Arron White, PT</td>
</tr>
<tr>
<td>Linda Hall, PTA</td>
<td></td>
</tr>
<tr>
<td>Scott Harmon, PT</td>
<td></td>
</tr>
<tr>
<td>Kim Hernandez, Music Therapist</td>
<td></td>
</tr>
<tr>
<td>Diane Hinds, Music Therapist</td>
<td></td>
</tr>
<tr>
<td>Jennifer Hoines, PT</td>
<td></td>
</tr>
<tr>
<td>Jo Ann Hopper, PT</td>
<td></td>
</tr>
<tr>
<td>Mike Hurst, PTA</td>
<td></td>
</tr>
<tr>
<td>Bob Ingam, PT</td>
<td></td>
</tr>
<tr>
<td>Cindy Interior, PT</td>
<td></td>
</tr>
<tr>
<td>Alison Jeffers, PT</td>
<td></td>
</tr>
<tr>
<td>Suzanne Johnson, MS</td>
<td></td>
</tr>
<tr>
<td>Eric Johnson, PT</td>
<td></td>
</tr>
<tr>
<td>Jim Keister, PT</td>
<td></td>
</tr>
<tr>
<td>Margaret Kempf, PTA</td>
<td></td>
</tr>
<tr>
<td>Cecelia Kilpatrick, PT</td>
<td></td>
</tr>
<tr>
<td>Christine Kimbrell, PT</td>
<td></td>
</tr>
<tr>
<td>Joe Lara, PT</td>
<td></td>
</tr>
<tr>
<td>Kay Lewis, PT</td>
<td></td>
</tr>
<tr>
<td>Verna Lowry, PTA</td>
<td></td>
</tr>
<tr>
<td>Marsha Johnson, RT (R)</td>
<td></td>
</tr>
<tr>
<td>Rebecca Kennon, RT (R) (M)</td>
<td></td>
</tr>
<tr>
<td>Kim LaFaver, RT (R)</td>
<td></td>
</tr>
<tr>
<td>Halena Leonard, RT (R) (M)</td>
<td></td>
</tr>
<tr>
<td>Kent Massie, RT (R)</td>
<td></td>
</tr>
<tr>
<td>Tom Oatman, RT (R)</td>
<td></td>
</tr>
<tr>
<td>Julie Pederson, RT (R)</td>
<td></td>
</tr>
<tr>
<td>Ann Marie Ryan, RT (R) (M)</td>
<td></td>
</tr>
<tr>
<td>Claudia Smith, RT (R) (M)</td>
<td></td>
</tr>
<tr>
<td>Mary Whitehead, RT (R)</td>
<td></td>
</tr>
<tr>
<td>Michelle Zamora, RT (R) (M)</td>
<td></td>
</tr>
<tr>
<td><strong>Respiratory Care</strong></td>
<td></td>
</tr>
<tr>
<td>Bruce Baker, MD</td>
<td></td>
</tr>
<tr>
<td>Rick Broyles, RRT</td>
<td></td>
</tr>
<tr>
<td>Becky Goad, RRT</td>
<td></td>
</tr>
<tr>
<td>Scott Gonsauls, RRT</td>
<td></td>
</tr>
<tr>
<td>Sam Guiterrez, RRT</td>
<td></td>
</tr>
<tr>
<td>Gary Poll, MD</td>
<td></td>
</tr>
<tr>
<td>Gary Rose, MD</td>
<td></td>
</tr>
<tr>
<td>David Sledge, RRT</td>
<td></td>
</tr>
<tr>
<td>Susan Young, RRT</td>
<td></td>
</tr>
<tr>
<td><strong>Surgical Technology</strong></td>
<td></td>
</tr>
<tr>
<td>Janet Ambs, CST</td>
<td></td>
</tr>
<tr>
<td>Jeff Cone, MD</td>
<td></td>
</tr>
<tr>
<td>Sherry Driver, CST</td>
<td></td>
</tr>
<tr>
<td>Kim Jennings, RN</td>
<td></td>
</tr>
<tr>
<td>Judy Keiln, RN</td>
<td></td>
</tr>
<tr>
<td>Jacque Morin, CST</td>
<td></td>
</tr>
<tr>
<td>Carol Pearson, RN</td>
<td></td>
</tr>
<tr>
<td>Mary Lou Roberts, RN</td>
<td></td>
</tr>
<tr>
<td>Ben Sequra, CST</td>
<td></td>
</tr>
<tr>
<td>Jean Small, RN</td>
<td></td>
</tr>
<tr>
<td>Julie Smith, RN</td>
<td></td>
</tr>
<tr>
<td>Karen Stowers, RN</td>
<td></td>
</tr>
<tr>
<td><strong>BIBLE CHAIRS</strong></td>
<td></td>
</tr>
<tr>
<td>Amarillo Bible Chair</td>
<td></td>
</tr>
<tr>
<td>Mark Johnson, MS</td>
<td></td>
</tr>
<tr>
<td>Baptist Student Union</td>
<td></td>
</tr>
<tr>
<td>David Preston, MA</td>
<td></td>
</tr>
<tr>
<td><strong>Bible Chair of the Southwest</strong></td>
<td></td>
</tr>
<tr>
<td>Fredrick Lynn Black, MA</td>
<td></td>
</tr>
</tbody>
</table>

*Adjunct Faculty List*

**Radiation Therapy**
- Heidi Blankenship, RT (T)
- R. Alan Burns, RT (R) (T)
- Sy Chanthavong, RT (T)
- Kathy Haynes, RT (R) (T)
- Janae McSpadden, RT (R) (T)
- Emily Moore, RT (T)
- Deanna Newberry, RT (T)
- Siriporn Sarangkasiri, MS
- Keitha Tallant, RT (T)
- Kristi Terel, RT (T)
- Marianne Thomason, RT (R) (T)

**Radiography**
- Jeff Bailey, CMRT
- Carolanne Craven, RT (R)
- Faustina Erives, RT (R)
- Pam Glenn, RT (R)
- James Guest, MD
<table>
<thead>
<tr>
<th>Index</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>10</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>22</td>
</tr>
<tr>
<td>Academic Standing/Suspension</td>
<td>23</td>
</tr>
<tr>
<td>A.C.C.E.S.S. Division</td>
<td>28</td>
</tr>
<tr>
<td>Accreditations</td>
<td>5</td>
</tr>
<tr>
<td>Administration, Central</td>
<td>5</td>
</tr>
<tr>
<td>Admissions - Preparation/Testing/Requirements/Procedures</td>
<td>6</td>
</tr>
<tr>
<td>Adult Students Program</td>
<td>28</td>
</tr>
<tr>
<td>Advising and Counseling Services</td>
<td>27</td>
</tr>
<tr>
<td>Amarillo College Foundation, Inc.</td>
<td>6</td>
</tr>
<tr>
<td>Associate in Applied Science Degree</td>
<td>35</td>
</tr>
<tr>
<td>Associate in Art or Associate in Science Degrees</td>
<td>35</td>
</tr>
<tr>
<td>Attendance</td>
<td>26</td>
</tr>
<tr>
<td>Auditing a Course</td>
<td>9</td>
</tr>
<tr>
<td>Board of Regents</td>
<td>5</td>
</tr>
<tr>
<td>Business &amp; Industry Center</td>
<td>29</td>
</tr>
<tr>
<td>Career Planning and Placement Services</td>
<td>28</td>
</tr>
<tr>
<td>Center for Continuing Healthcare Education</td>
<td>30</td>
</tr>
<tr>
<td>Certificate of Completion</td>
<td>35</td>
</tr>
<tr>
<td>Changing Course Status</td>
<td>10</td>
</tr>
<tr>
<td>Class Cancellations</td>
<td>26</td>
</tr>
<tr>
<td>College Calendar</td>
<td>2</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>29</td>
</tr>
<tr>
<td>Core Curriculum Course List</td>
<td>36</td>
</tr>
<tr>
<td>Core Curriculum Requirements</td>
<td>36</td>
</tr>
<tr>
<td>Criminal Justice Programs</td>
<td>30</td>
</tr>
<tr>
<td>Curriculum Plans</td>
<td>36</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>35</td>
</tr>
<tr>
<td>Degrees and Certificates</td>
<td>35</td>
</tr>
<tr>
<td>Accounting</td>
<td>38</td>
</tr>
<tr>
<td>Advanced Auto Body Technician</td>
<td>41</td>
</tr>
<tr>
<td>Advertising</td>
<td>38</td>
</tr>
<tr>
<td>Airframe Mechanic (Aviation)</td>
<td>42</td>
</tr>
<tr>
<td>Architecture</td>
<td>39</td>
</tr>
<tr>
<td>AS/400 Application Development (CIS)</td>
<td>46</td>
</tr>
<tr>
<td>Art</td>
<td>39</td>
</tr>
<tr>
<td>Art - Graphic Design</td>
<td>39</td>
</tr>
<tr>
<td>AutoCAD Specialist (Drafting)</td>
<td>52</td>
</tr>
<tr>
<td>Auto Body Assistant</td>
<td>40</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>41</td>
</tr>
<tr>
<td>Automotive Collision Technology</td>
<td>41</td>
</tr>
<tr>
<td>Automotive Service Recreation Vehicle Technician</td>
<td>42</td>
</tr>
<tr>
<td>Aviation Maintenance Technology</td>
<td>44</td>
</tr>
<tr>
<td>Basic Recreation Vehicle Technician</td>
<td>42</td>
</tr>
<tr>
<td>Biology</td>
<td>43</td>
</tr>
<tr>
<td>Business Administration</td>
<td>44</td>
</tr>
<tr>
<td>Business Administration, C.I.S.</td>
<td>44</td>
</tr>
<tr>
<td>Caption Reporting Proficiency Certificate</td>
<td>48</td>
</tr>
<tr>
<td>Chassis and Body (Automotive)</td>
<td>41</td>
</tr>
<tr>
<td>Chemistry</td>
<td>44</td>
</tr>
<tr>
<td>Child Development/Early Childhood</td>
<td>45</td>
</tr>
<tr>
<td>Child Development/Early Childhood Administrator</td>
<td>45</td>
</tr>
<tr>
<td>Child Development/Early Childhood Provider</td>
<td>45</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>46</td>
</tr>
<tr>
<td>Convenience Store Management</td>
<td>47</td>
</tr>
<tr>
<td>Court/Realtime Reporting</td>
<td>47</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>49</td>
</tr>
<tr>
<td>Criminal Justice Corrections, Law Enforcement</td>
<td>49</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>50</td>
</tr>
<tr>
<td>Dentist Aide</td>
<td>51</td>
</tr>
<tr>
<td>Diesel Fuel Systems (Automotive)</td>
<td>42</td>
</tr>
<tr>
<td>Diesel Mechanics Technology</td>
<td>51</td>
</tr>
<tr>
<td>Drafting</td>
<td>52</td>
</tr>
<tr>
<td>Education</td>
<td>52</td>
</tr>
<tr>
<td>Electronics Systems Technology</td>
<td>53</td>
</tr>
<tr>
<td>Electronics Engineering Technology</td>
<td>55</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>56</td>
</tr>
<tr>
<td>Engineering</td>
<td>57</td>
</tr>
<tr>
<td>Engineering Computer Science</td>
<td>57</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>57</td>
</tr>
<tr>
<td>English</td>
<td>58</td>
</tr>
<tr>
<td>Environmental Health Technology</td>
<td>58</td>
</tr>
<tr>
<td>Fire Protection Technology</td>
<td>59</td>
</tr>
<tr>
<td>General Studies</td>
<td>60</td>
</tr>
<tr>
<td>Geology</td>
<td>60</td>
</tr>
<tr>
<td>Heating, Air Conditioning/Refrigeration (IMT)</td>
<td>62</td>
</tr>
<tr>
<td>Human Sciences</td>
<td>61</td>
</tr>
<tr>
<td>Industrial Maintenance Technology</td>
<td>62</td>
</tr>
<tr>
<td>Instrument and Control Technology</td>
<td>63</td>
</tr>
<tr>
<td>Interior Design</td>
<td>64</td>
</tr>
<tr>
<td>Journalism</td>
<td>69</td>
</tr>
<tr>
<td>Law</td>
<td>65</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>65</td>
</tr>
<tr>
<td>Machining Technology</td>
<td>65</td>
</tr>
<tr>
<td>Management - Business Management</td>
<td>67</td>
</tr>
<tr>
<td>Marketing Management</td>
<td>68</td>
</tr>
<tr>
<td>Mass Communication</td>
<td>68</td>
</tr>
<tr>
<td>Mathematics</td>
<td>69</td>
</tr>
<tr>
<td>Medical Data Specialist</td>
<td>69</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>70</td>
</tr>
<tr>
<td>Medical Technology</td>
<td>70</td>
</tr>
<tr>
<td>Medicine</td>
<td>70</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>70</td>
</tr>
<tr>
<td>Mortgage Lending</td>
<td>71</td>
</tr>
<tr>
<td>Mortuary Science</td>
<td>71</td>
</tr>
<tr>
<td>Microcomputer Service Specialist (EST)</td>
<td>54</td>
</tr>
<tr>
<td>Microcomputer Specialist (CIS)</td>
<td>46</td>
</tr>
<tr>
<td>Multimedia Production and Management</td>
<td>46</td>
</tr>
<tr>
<td>Music</td>
<td>66</td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td>71</td>
</tr>
<tr>
<td>Nursing</td>
<td>72</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>74</td>
</tr>
<tr>
<td>Office Administration/Business Education</td>
<td>74</td>
</tr>
<tr>
<td>Office Technology</td>
<td>74</td>
</tr>
<tr>
<td>Optometry</td>
<td>77</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>77</td>
</tr>
<tr>
<td>Paramedicine Technology</td>
<td>77</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>78</td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>78</td>
</tr>
<tr>
<td>Photography</td>
<td>78</td>
</tr>
<tr>
<td>Physical Education</td>
<td>80</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>80</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>80</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>80</td>
</tr>
<tr>
<td>Powerplant Mechanic (Aviation)</td>
<td>43</td>
</tr>
</tbody>
</table>
## Index

<table>
<thead>
<tr>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Train (Automotive)</td>
<td>41</td>
</tr>
<tr>
<td>Professional Truck Operations</td>
<td>81</td>
</tr>
<tr>
<td>Public Relations</td>
<td>82</td>
</tr>
<tr>
<td>Radiation Therapy</td>
<td>82</td>
</tr>
<tr>
<td>Radiography</td>
<td>82</td>
</tr>
<tr>
<td>Radio-Television (Mass Communication)</td>
<td>69</td>
</tr>
<tr>
<td>Radio-Television</td>
<td>83</td>
</tr>
<tr>
<td>Real Estate</td>
<td>84</td>
</tr>
<tr>
<td>Recreation Vehicle Service Technology</td>
<td>82</td>
</tr>
<tr>
<td>Refinish Technician (Automotive Collision)</td>
<td>40</td>
</tr>
<tr>
<td>Religion</td>
<td>86</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>86</td>
</tr>
<tr>
<td>Semiconductor Manufacturing Technology</td>
<td>55</td>
</tr>
<tr>
<td>Social Science</td>
<td>86</td>
</tr>
<tr>
<td>Social Work</td>
<td>87</td>
</tr>
<tr>
<td>Software Systems and Networking (CIS)</td>
<td>46</td>
</tr>
<tr>
<td>Speech Communication</td>
<td>87</td>
</tr>
<tr>
<td>Substance Abuse Counseling</td>
<td>87</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>88</td>
</tr>
<tr>
<td>Systems Programming (CIS)</td>
<td>47</td>
</tr>
<tr>
<td>Teleconferencing Specialist (EST)</td>
<td>55</td>
</tr>
<tr>
<td>Telecommunications Technology</td>
<td>63</td>
</tr>
<tr>
<td>Theater</td>
<td>89</td>
</tr>
<tr>
<td>Travel and Tourism</td>
<td>89</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>90</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>73</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>90</td>
</tr>
<tr>
<td>Descriptions, Courses</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>91</td>
</tr>
<tr>
<td>Allied Health</td>
<td>91</td>
</tr>
<tr>
<td>Architecture</td>
<td>92</td>
</tr>
<tr>
<td>Art</td>
<td>92</td>
</tr>
<tr>
<td>Art - Graphic Design</td>
<td>93</td>
</tr>
<tr>
<td>Astronomy</td>
<td>94</td>
</tr>
<tr>
<td>Automotive Collision Technology</td>
<td>94</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>95</td>
</tr>
<tr>
<td>Aviation Maintenance Technology</td>
<td>97</td>
</tr>
<tr>
<td>Basic Academic Skills</td>
<td>98</td>
</tr>
<tr>
<td>Biology</td>
<td>98</td>
</tr>
<tr>
<td>Business Administration</td>
<td>99</td>
</tr>
<tr>
<td>Chemistry</td>
<td>99</td>
</tr>
<tr>
<td>Child Development/Early Childhood</td>
<td>100</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>101</td>
</tr>
<tr>
<td>Court/Realtime Reporting</td>
<td>104</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>105</td>
</tr>
<tr>
<td>Dance</td>
<td>107</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>108</td>
</tr>
<tr>
<td>Dentist Aide</td>
<td>109</td>
</tr>
<tr>
<td>Diesel Mechanics Technology</td>
<td>109</td>
</tr>
<tr>
<td>Drafting</td>
<td>109</td>
</tr>
<tr>
<td>Economics</td>
<td>111</td>
</tr>
<tr>
<td>Electronics Technology</td>
<td>112</td>
</tr>
<tr>
<td>Electronics Engineering Technology</td>
<td>114</td>
</tr>
<tr>
<td>EET/Semiconductor Manufacturing Technology</td>
<td>114</td>
</tr>
<tr>
<td>Emergency Medical Services Professions</td>
<td>115</td>
</tr>
<tr>
<td>Engineering</td>
<td>115</td>
</tr>
<tr>
<td>English</td>
<td>116</td>
</tr>
<tr>
<td>Equal Opportunity Policy/Discrimination</td>
<td>26</td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>118</td>
</tr>
<tr>
<td>Environmental Health Technology</td>
<td>119</td>
</tr>
<tr>
<td>Fire Protection Technology</td>
<td>120</td>
</tr>
<tr>
<td>French</td>
<td>121</td>
</tr>
<tr>
<td>Geography</td>
<td>122</td>
</tr>
<tr>
<td>Geology</td>
<td>122</td>
</tr>
<tr>
<td>German</td>
<td>122</td>
</tr>
<tr>
<td>Government</td>
<td>122</td>
</tr>
<tr>
<td>Greek</td>
<td>122</td>
</tr>
<tr>
<td>History</td>
<td>122</td>
</tr>
<tr>
<td>Home Economics</td>
<td>123</td>
</tr>
<tr>
<td>Human Sciences</td>
<td>123</td>
</tr>
<tr>
<td>Humanities</td>
<td>123</td>
</tr>
<tr>
<td>Industrial Maintenance Technology</td>
<td>124</td>
</tr>
<tr>
<td>Instrument and Control Technician</td>
<td>125</td>
</tr>
<tr>
<td>Interior Design</td>
<td>127</td>
</tr>
<tr>
<td>Journalism</td>
<td>127</td>
</tr>
<tr>
<td>Latin</td>
<td>128</td>
</tr>
<tr>
<td>Machining Technology</td>
<td>128</td>
</tr>
<tr>
<td>Management</td>
<td>129</td>
</tr>
<tr>
<td>Mass Communication</td>
<td>130</td>
</tr>
<tr>
<td>Mathematics</td>
<td>131</td>
</tr>
<tr>
<td>Medical Data Specialist</td>
<td>133</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>134</td>
</tr>
<tr>
<td>Mortuary Science</td>
<td>135</td>
</tr>
<tr>
<td>Music</td>
<td>136</td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td>138</td>
</tr>
<tr>
<td>Nursing</td>
<td>139</td>
</tr>
<tr>
<td>Nursing (Vocational)</td>
<td>142</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>144</td>
</tr>
<tr>
<td>Office Administration</td>
<td>145</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>146</td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>147</td>
</tr>
<tr>
<td>Philosophy</td>
<td>148</td>
</tr>
<tr>
<td>Photography</td>
<td>148</td>
</tr>
<tr>
<td>Physical Education</td>
<td>149</td>
</tr>
<tr>
<td>Physical Science</td>
<td>152</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>152</td>
</tr>
<tr>
<td>Physics</td>
<td>153</td>
</tr>
<tr>
<td>Professional Truck Operations</td>
<td>154</td>
</tr>
<tr>
<td>Psychology</td>
<td>154</td>
</tr>
<tr>
<td>Radiation Therapy</td>
<td>155</td>
</tr>
<tr>
<td>Radiography</td>
<td>156</td>
</tr>
<tr>
<td>Radio-Television</td>
<td>157</td>
</tr>
<tr>
<td>Reading</td>
<td>159</td>
</tr>
<tr>
<td>Real Estate</td>
<td>159</td>
</tr>
<tr>
<td>Religion</td>
<td>160</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>161</td>
</tr>
<tr>
<td>Sociology</td>
<td>162</td>
</tr>
<tr>
<td>Spanish</td>
<td>163</td>
</tr>
<tr>
<td>Speech Communication</td>
<td>163</td>
</tr>
<tr>
<td>SubSTANCE ABUSE Counseling</td>
<td>163</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>164</td>
</tr>
<tr>
<td>Theater</td>
<td>165</td>
</tr>
<tr>
<td>Travel and Tourism</td>
<td>165</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>166</td>
</tr>
<tr>
<td>Evening and Weekend Classes</td>
<td>26</td>
</tr>
<tr>
<td>Equal Opportunity Policy/Discrimination</td>
<td>31</td>
</tr>
<tr>
<td>Index</td>
<td>Page</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Faculty and Administrators</td>
<td>168</td>
</tr>
<tr>
<td>Final Examination</td>
<td>26</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>16</td>
</tr>
<tr>
<td>Grades/Reports</td>
<td>23</td>
</tr>
<tr>
<td>Guarantee for Job Competency</td>
<td>22</td>
</tr>
<tr>
<td>Honors - Lists/Program</td>
<td>24</td>
</tr>
<tr>
<td>Immunization Information</td>
<td>32</td>
</tr>
<tr>
<td>Learning Centers</td>
<td>28</td>
</tr>
<tr>
<td>Library Services</td>
<td>27</td>
</tr>
<tr>
<td>Meal Plans</td>
<td>34</td>
</tr>
<tr>
<td>Police/Security</td>
<td>29</td>
</tr>
<tr>
<td>Residency</td>
<td>10</td>
</tr>
<tr>
<td>Services for Students with Disabilities</td>
<td>29</td>
</tr>
<tr>
<td>Student Budget</td>
<td>19</td>
</tr>
<tr>
<td>Student Housing</td>
<td>33</td>
</tr>
<tr>
<td>Student Mail</td>
<td>34</td>
</tr>
<tr>
<td>Student Government/Organizations/Activities/Media</td>
<td>33</td>
</tr>
<tr>
<td>Students Rights/Responsibilities Publication</td>
<td>31</td>
</tr>
<tr>
<td>Substance Abuse Prevention Program</td>
<td>31</td>
</tr>
<tr>
<td>TASP</td>
<td>7</td>
</tr>
<tr>
<td>Tech-Prep</td>
<td>25</td>
</tr>
<tr>
<td>Telecourses</td>
<td>26</td>
</tr>
<tr>
<td>Tuition/Fees</td>
<td>10</td>
</tr>
<tr>
<td>Tutoring/Study Skill/Special Services</td>
<td>29</td>
</tr>
<tr>
<td>Welcome/History/Mission/Legislation/Goals/Commitments</td>
<td>4</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>29</td>
</tr>
</tbody>
</table>
Dear Student:
We at Amarillo College want to understand our students better. Your answers to this questionnaire will help ensure that our programs and services remain helpful to you and other students. Your responses to this questionnaire will be grouped with those of other students and will be kept confidential.
Thank you for your help.
Sincerely,

Dr. Fred. L. Williams
President
### Approved Majors

Admission will be on a conditional basis until the following items are on file in the Registrar’s Office:

- Application of Admission.
- Certificate of Residence.
- Official Transcript. If a first-time student, an official transcript of the student’s record in high school. If student has attended any other college or university, an official transcript from each.

#### Admission to Health-Related Programs:

*In addition to the general Amarillo College admission requirements, students desiring to enter any health-occupation major must complete additional application requirements as set forth in the individual program handbooks. These should be consulted prior to making application.*

#### Approved Majors:

In response to question #12 on this application, please indicate the major you desire to pursue or the one which most nearly corresponds to your preference at Amarillo College. If you have not selected a major, indicate “Pending” (1150).

<table>
<thead>
<tr>
<th>Code</th>
<th>Major Description</th>
<th>Years</th>
<th>Certificate/Associate</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>3180</td>
<td>Accounting Associate (AAS)</td>
<td>1</td>
<td>1049</td>
<td>Engineering Computer Science (AS)</td>
</tr>
<tr>
<td>3181</td>
<td>Accounting Associate Cert.</td>
<td>1</td>
<td>2130</td>
<td>Emergency Medical Service Professions (AAS)</td>
</tr>
<tr>
<td>5931</td>
<td>Advanced Auto Body Technician Cert.</td>
<td>1</td>
<td>2131</td>
<td>Emergency Medical Service Professions Cert.</td>
</tr>
<tr>
<td>1145</td>
<td>Advertising (AS)</td>
<td>1</td>
<td>1045</td>
<td>Engineering Technology (AS)</td>
</tr>
<tr>
<td>5943</td>
<td>Airframe Mechanic (Aviation) Cert.</td>
<td>1</td>
<td>1050</td>
<td>English (AA)</td>
</tr>
<tr>
<td>1010</td>
<td>Art (AS)</td>
<td>1</td>
<td>5200</td>
<td>Environmental Health Technology (AAS)</td>
</tr>
<tr>
<td>3034</td>
<td>Art-Graphic Design (AAS)</td>
<td>1</td>
<td>5201</td>
<td>Environmental Health Technology Cert.</td>
</tr>
<tr>
<td>3035</td>
<td>Art-Graphic Design Cert.</td>
<td>1</td>
<td>3130</td>
<td>Fire Protection Technology (AAS)</td>
</tr>
<tr>
<td>3036</td>
<td>AS/400 Application Development (CIS) (AAS)</td>
<td>1</td>
<td>5079</td>
<td>General Electronic Systems Assistant Cert.</td>
</tr>
<tr>
<td>5933</td>
<td>Auto Body Assistant (Auto Collision) Cert.</td>
<td>1</td>
<td>1156</td>
<td>General Studies (AS)</td>
</tr>
<tr>
<td>3032</td>
<td>AutoCAD Specialist (Drafting) Cert.</td>
<td>1</td>
<td>1157</td>
<td>General Studies (Education) (AS)</td>
</tr>
<tr>
<td>5092</td>
<td>Auto Service Recreation Vehicle Tech. Cert.</td>
<td>1</td>
<td>1109</td>
<td>Geology (AS)</td>
</tr>
<tr>
<td>5040</td>
<td>Automotive Technology (AAS)</td>
<td>1</td>
<td>5090</td>
<td>Heating, Air Conditioning, and Refrigeration (Cert.)</td>
</tr>
<tr>
<td>5941</td>
<td>Aviation Maintenance Technology (AAS)</td>
<td>1</td>
<td>3223</td>
<td>Hospitality Cert.</td>
</tr>
<tr>
<td>5947</td>
<td>Aviation Maintenance Tech. - Gen. Cert.</td>
<td>1</td>
<td>1067</td>
<td>Human Sciences (AS)</td>
</tr>
<tr>
<td>1030</td>
<td>Business Administration (AS)</td>
<td>1</td>
<td>1069</td>
<td>Human Sciences (Child Development/ Early Childhood) (AS)</td>
</tr>
<tr>
<td>1031</td>
<td>Business Administration (CIS) (AS)</td>
<td>1</td>
<td>5087</td>
<td>Industrial Management Cert.</td>
</tr>
<tr>
<td>3220</td>
<td>Business Management (AAS)</td>
<td>1</td>
<td>5080</td>
<td>Industrial Management Technology (AAS)</td>
</tr>
<tr>
<td>3221</td>
<td>Business Management Cert.</td>
<td>1</td>
<td>5080</td>
<td>Information Management Specialist (AAS)</td>
</tr>
<tr>
<td>3320</td>
<td>Caption Reporting Proficiency Cert.</td>
<td>1</td>
<td>5910</td>
<td>Instrument and Control Technology (AAS)</td>
</tr>
<tr>
<td>5113</td>
<td>Chassis and Body (Auto) Cert.</td>
<td>1</td>
<td>3930</td>
<td>Interior Design (AAS)</td>
</tr>
<tr>
<td>1108</td>
<td>Chemistry (AS)</td>
<td>1</td>
<td>3932</td>
<td>Interior Design Cert.</td>
</tr>
<tr>
<td>2124</td>
<td>Child Development/Early Childhood Administrator Cert.</td>
<td>1</td>
<td>3931</td>
<td>Interior Design Professional Cert.</td>
</tr>
<tr>
<td>2120</td>
<td>Child Development/Early Childhood (AAS)</td>
<td>1</td>
<td>1148</td>
<td>Journalism (AS)</td>
</tr>
<tr>
<td>7001</td>
<td>Child Development - CDA Credential Cert.</td>
<td>1</td>
<td>1155</td>
<td>Liberal Arts (AS and AA)</td>
</tr>
<tr>
<td>2121</td>
<td>Child Development/Early Childhood Provider Cert.</td>
<td>1</td>
<td>5929</td>
<td>Machine Shop Operator Cert.</td>
</tr>
<tr>
<td>5935</td>
<td>CNC Operator (Machining Technology) Cert.</td>
<td>1</td>
<td>5928</td>
<td>Machine Shop Operator (Basic) Cert.</td>
</tr>
<tr>
<td>7004</td>
<td>Commercial Drivers License Skills (PTO) Cert.</td>
<td>1</td>
<td>5936</td>
<td>Machine Technology Cert.</td>
</tr>
<tr>
<td>3024</td>
<td>Computer Information Systems Cert.</td>
<td>1</td>
<td>5921</td>
<td>Machining Technology (AAS)</td>
</tr>
<tr>
<td>3222</td>
<td>Convenience Store Management Cert.</td>
<td>1</td>
<td>7002</td>
<td>Management Short Term Cert.</td>
</tr>
<tr>
<td>7007</td>
<td>Convenience Store Management Short-Term Cert.</td>
<td>1</td>
<td>1149</td>
<td>Mass Communication (AS)</td>
</tr>
<tr>
<td>3323</td>
<td>Court/Realtime Reporting (AAS)</td>
<td>1</td>
<td>1040</td>
<td>Mathematics (AAS)</td>
</tr>
<tr>
<td>3322</td>
<td>Court/Realtime Reporting Cert.</td>
<td>1</td>
<td>2080</td>
<td>Medical Data Specialist Cert.</td>
</tr>
<tr>
<td>3321</td>
<td>Court/Realtime Reporting Professional Cert.</td>
<td>1</td>
<td>2040</td>
<td>Medical Laboratory Technology (AAS)</td>
</tr>
<tr>
<td>3022</td>
<td>Criminal Justice (CIS) (AAS)</td>
<td>1</td>
<td>5072</td>
<td>Microcomputer Service Specialist (EST) Cert.</td>
</tr>
<tr>
<td>3082</td>
<td>Criminal Justice Corrections (AAS)</td>
<td>1</td>
<td>3022</td>
<td>Microcomputer Specialist (AIS)</td>
</tr>
<tr>
<td>3085</td>
<td>Criminal Justice Corrections (AAS)</td>
<td>1</td>
<td>1070</td>
<td>Modern Languages</td>
</tr>
<tr>
<td>3086</td>
<td>Criminal Justice Corrections Cert.</td>
<td>1</td>
<td>3193</td>
<td>Mortgage Lending (Real Estate) Cert.</td>
</tr>
<tr>
<td>3080</td>
<td>Criminal Justice Law Enforcement (AAS)</td>
<td>1</td>
<td>1068</td>
<td>Mortuary Science (AAS)</td>
</tr>
<tr>
<td>3084</td>
<td>Criminal Justice Law Enforcement Cert.</td>
<td>1</td>
<td>3037</td>
<td>Multimedia Production and Management (CIS) (AAS)</td>
</tr>
<tr>
<td>2021</td>
<td>Dentist Aide</td>
<td>1</td>
<td>1080</td>
<td>Music (AS)</td>
</tr>
<tr>
<td>2030</td>
<td>Dental Hygiene (AAS)</td>
<td>1</td>
<td>5096</td>
<td>Networking (EST) Specialist Cert.</td>
</tr>
<tr>
<td>5114</td>
<td>Diesel Fuel Systems (Auto) Cert.</td>
<td>1</td>
<td>2010</td>
<td>Nursing (Associate Degree) (AAS)</td>
</tr>
<tr>
<td>5942</td>
<td>Diesel Mechanics Tech. (Basic) Cert.</td>
<td>1</td>
<td>2090</td>
<td>Nursing (Vocational) Cert.</td>
</tr>
<tr>
<td>5946</td>
<td>Diesel Mechanics Technology (Diesel Technician) Cert.</td>
<td>1</td>
<td>2220</td>
<td>Occupational Therapy Assistant (AAS)</td>
</tr>
<tr>
<td>3030</td>
<td>Drafting (AAS)</td>
<td>1</td>
<td>1033</td>
<td>Office Administration/Business Education (AS)</td>
</tr>
<tr>
<td>3033</td>
<td>Drafting Technician Cert.</td>
<td>1</td>
<td>3330</td>
<td>Office Administration (AAS)</td>
</tr>
<tr>
<td>5088</td>
<td>Electromechanical (IMT) Cert.</td>
<td>1</td>
<td>3330</td>
<td>Office Administration Cert.</td>
</tr>
<tr>
<td>5915</td>
<td>Electronic Instrument/Control Technician (ICT) Cert.</td>
<td>1</td>
<td>3325</td>
<td>Paralegal Studies (AAS)</td>
</tr>
<tr>
<td>5076</td>
<td>Electronics Application Specialist Cert.</td>
<td>1</td>
<td>1186</td>
<td>Pharmacy Technology Cert.</td>
</tr>
<tr>
<td>5070</td>
<td>Electronics Systems Technology (AAS)</td>
<td>1</td>
<td>1170</td>
<td>Photography (AS and AA)</td>
</tr>
<tr>
<td>3042</td>
<td>Electronics Engineering Technology (AAS)</td>
<td>1</td>
<td>3070</td>
<td>Photography (AAS)</td>
</tr>
<tr>
<td>1042</td>
<td>Engineering (AS)</td>
<td>1</td>
<td>1090</td>
<td>Photography Cert.</td>
</tr>
</tbody>
</table>

*In response to question #12 on this application, please indicate the major you desire to pursue or the one which most nearly corresponds to your preference at Amarillo College. If you have not selected a major, indicate "Pending" (1150).*

*Approved Majors*

- In response to question #12 on this application, please indicate the major you desire to pursue or the one which most nearly corresponds to your preference at Amarillo College. If you have not selected a major, indicate “Pending” (1150).
Amarillo College
Instructional Divisions

ACcess Center ................................................................. (806) 371-5420
Allied Health ................................................................. (806) 354-6055
Amarillo Technical Center ............................................. (806) 335-4201
Behavioral Studies .......................................................... (806) 371-5296
Business ........................................................................... (806) 371-5269
Criminal Justice ............................................................... (806) 354-6081
Industrial Technology ....................................................... (806) 354-6000
Language, Communication & Fine Arts ......................... (806) 371-5267
Nursing ............................................................................ (806) 354-6010
Sciences & Engineering ................................................... (806) 371-5092